## 28.12. How to access Temp folder

## Introduction

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mSupply uses the operating system to store generated reports and printouts like excel and PDF documents. There may be instances where viewing the temp folder is required. There are various way to navigate to the temp folder.

## **Using mSupply**

View any customer or supplier invoice. Pretend you want to print the invoice. As shown below choose to view the **PDF file on disk**.

	Printing options					
Form to use Pick slip	portrait	Remember this choice				
Message		Destination Printer Preview OPDF file on disk				
		Email PDF Export to Excel				

Once the report or print out is generated you will be shown the option to view the file. Choose **Show me** as shown below. You will be shown the file inside the temp folder location.



## The Smart Geek Way

If you are using Windows, then you can show off to your friends using this technique. On your computer keyboard, hold down the "Window Key" and click the "R" key. A window such as below will be displayed. This is known as the Run window.

🖅 Run		$\times$						
۵	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.							
<u>O</u> pen:	%temp%	~						
	OK Cancel <u>B</u> rowse							

We want to open the **Temp** folder, so type %temp% as shown and click OK to run.

The Temp folder will be displayed in an File Explorer window as shown below.

📙   🛃 📙 🖛   Temp					_		×
File Home Sha	e View						~ 🕐
	ocal Disk (C:) > Users > SUSSOL~1 >	AppData > Local > Tem	p >	~ Ö	Sea	rch Tem	p,p
	Name	Date modified	Туре		Size		^
📌 Quick access	.ssh	03/08/2020 16:44	File folder				
<ul> <li>OneDrive</li> </ul>	_TS45C0.tmp	31/08/2020 12:23	File folder				
This PC	TSD54.tmp	08/05/2020 11:23	File folder				
	4D	13/08/2020 14:27	File folder				
3D Objects	4D Server	29/04/2020 14:24	File folder				
Desktop	8788_220132319	29/04/2020 14:47	File folder				
🗎 Documents	8788_544714630	21/04/2020 15:20	File folder				
👆 Downloads	CDF139A0-0880-4AD6-A9AA-899DF85	555 18/05/2020 14:33	File folder				
Music	chrome_BITS_5124_1757216918	29/05/2020 17:38	File folder				
Pictures	chrome_BITS_5124_1973947361	29/05/2020 17:38	File folder				
Videos	chrome_BITS_9636_1192695043	31/07/2020 18:25	File folder				
	chrome_url_fetcher_8788_1342598865	29/04/2020 14:47	File folder				
Local Disk (C:)	Deployment	03/06/2020 11:46	File folder				
n Shared Folders	edge_BITS_10928_935730678	13/08/2020 14:32	File folder				
Network	Low	08/09/2020 11:19	File folder				
-	nSupply	28/08/2020 18:03	File folder				
	PhotoCache	22/04/2020 18:20	File folder				
	scoped_dir100_4780	03/08/2020 16:44	File folder				
	scoped_dir348_8790	03/08/2020 16:44	File folder				
	scoped dir5300 31848	03/08/2020 16:44	File folder				~
36 items 1 item selecte	d						

The folder **mSupply** should contain all the files that mSupply has generated.

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