to view the **PDF file on disk**.

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

This guide is for windows. On your computer desktop 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.

26.12. How to access Temp folder

Introduction

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

View any customer or supplier invoice. Pretend you want to print the invoice. As shown below choose

Using mSupply

 Printing options

 Form to use
 Pick slip portrait

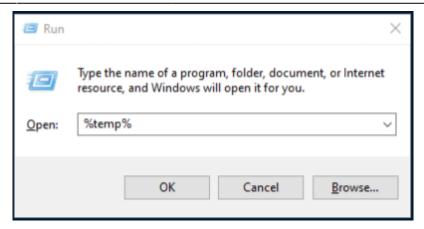
 Message
 Destination

 Printer
 Preview

 PDF file on disk
 Email PDF

 Export to Excel
 OK

| | Confirm |
|---------|---|
| \land | PDF file Macintosh HD:private:var:folders:_n: 5hhr_1954kz3f38vgrg5fxsr0000gp:T:mSupply:Pick list_1599575604_554274.pdf was created. |
| | Show me OK |



We want to open the %temp% folder so type as shown and click OK to run. You will then be displayed the Temp window as shown in the image below.

| 📕 🛃 📑 🖛 I Temp | | | | | _ | | \times |
|------------------------------|--|-----------------------|-------------|-----|------|--------|----------|
| File Home Sha | re View | | | | | | ~ 0 |
| | .ocal Disk (C:) \rightarrow Users \rightarrow SUSSOL~1 \rightarrow | AppData > Local > Tem | ip ⇒ | ~ Ö | Sear | ch Tem | p,Q |
| | Name | Date modified | Туре | | Size | | - |
| 📌 Quick access | ssh | 03/08/2020 16:44 | File folder | | | | |
| OneDrive | _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 | 55 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 select | d | | | | | | |

The folder "mSupply" should contain all the files that mSupply will generate.

Previous: 28.11. Benefits of a multi-store system || Return to: mSupply User Guide Home Page From: https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link: https://docs.msupply.org.nz/faq:how_to_access_temp_folder?rev=1599544255



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