# Downloading Temperature Reports from Smartview

Please use the guide below to generate temperature reports required for vaccine ordering, monthly reporting and temperature excursions.

The date range on submitted temperature reports must always extend from your **last** temperature log upload to the **current date**. Remember to include **graph notes** in your reports for daily temperature check verification.
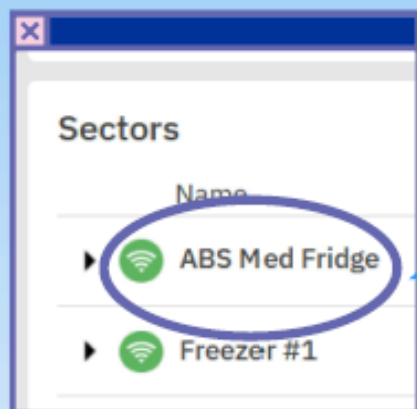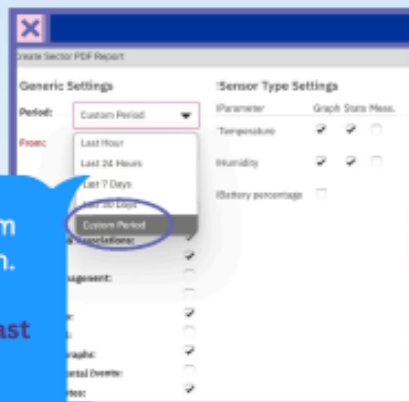
1 Start by navigating to your locations page in Smartview. Then click on the sector you need to generate a temperature report for.
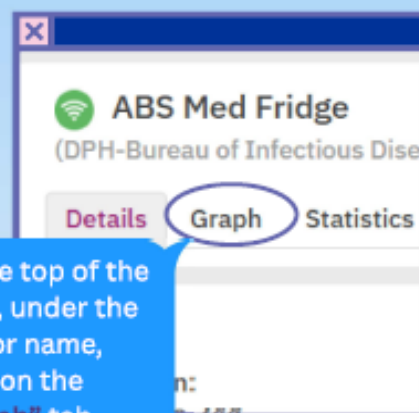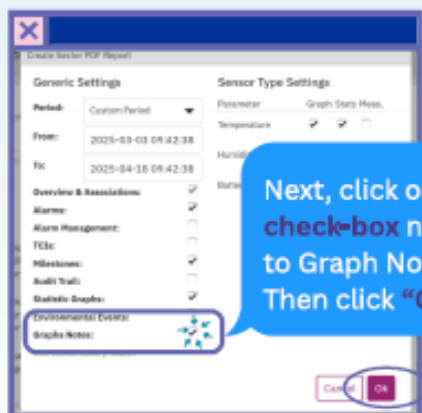
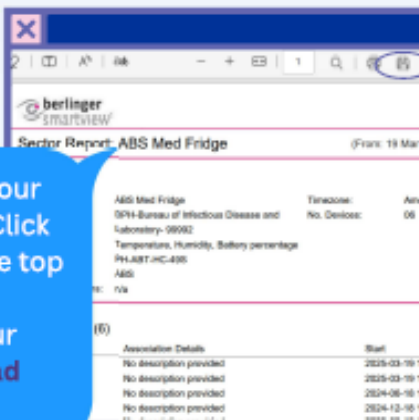**2** At the top of the page, under the sector name, click on the "Graph" tab.
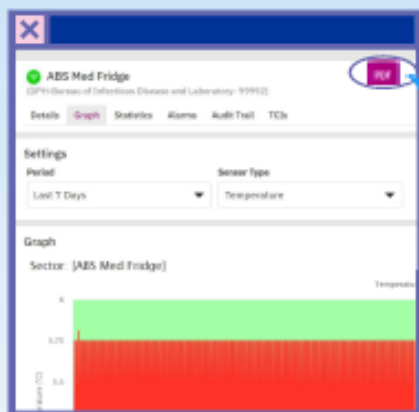
3 In the top right-hand corner of the page, click on the purple **PDF** button

4 Once the pop-up box appears, click on "Custom Period" in the drop-down. Always include temperatures from the last date your site last uploaded temperatures into MIIS.

5 Next, click on the **check-box** next to Graph Notes. Then click "OK".

6 After a few seconds your report will generate. Click on the save icon in the top right hand corner and save the report to your computer. Then upload your report into MIIS.