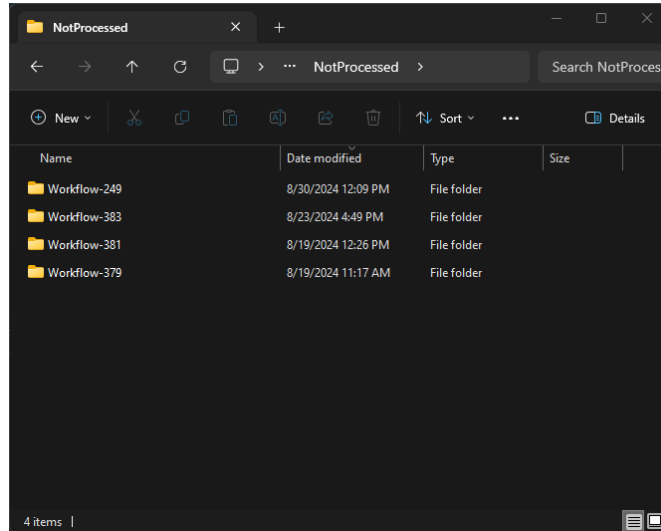# How to access the Not Processed Folder

The Not Processed Folder is located in C:\ProgramData\Scanshare\Not Processed; there are subfolders named Workflow-## that are created when a workflow has a document that was not processed completely by Scanshare.

When you open one of the Workflow-## folders, you will be greeted with the unprocessed files, and three files sharing its name - .var (variables file), .img (image file), and .pfr (temp image tiff file).