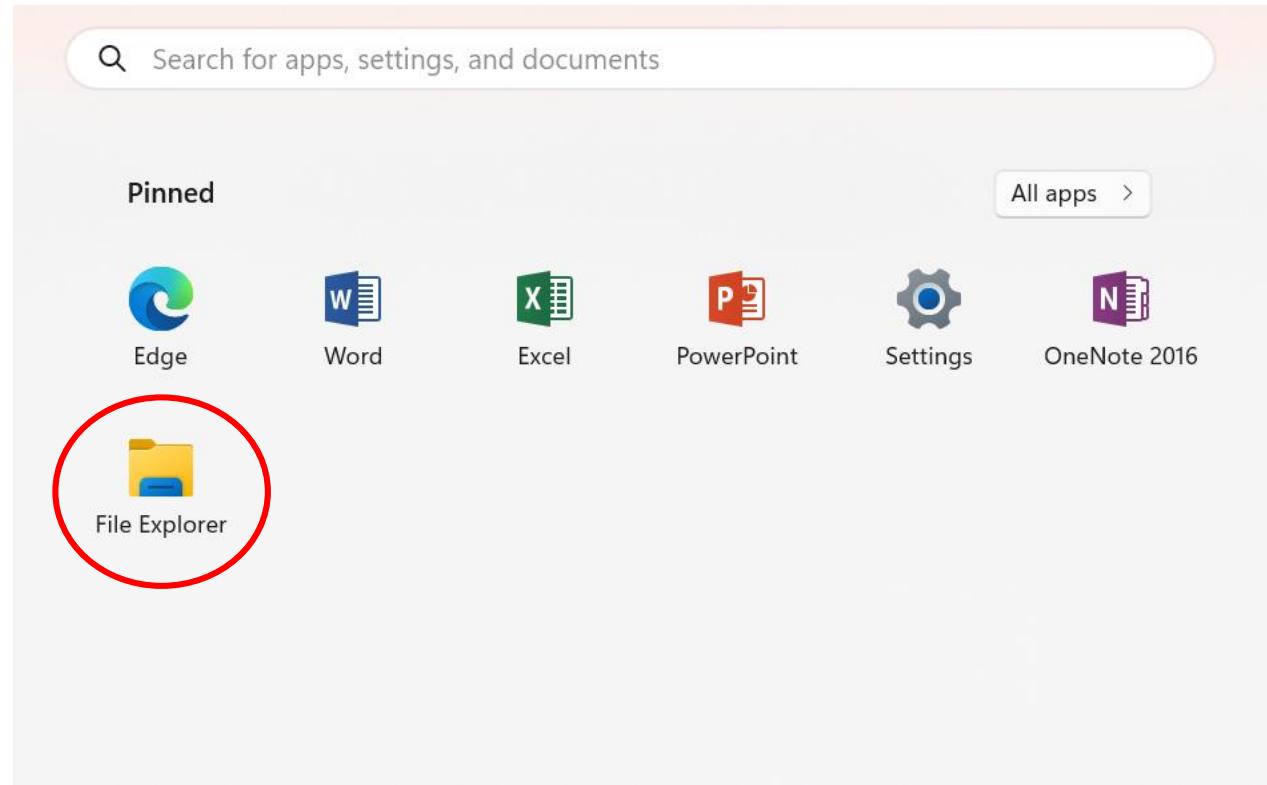


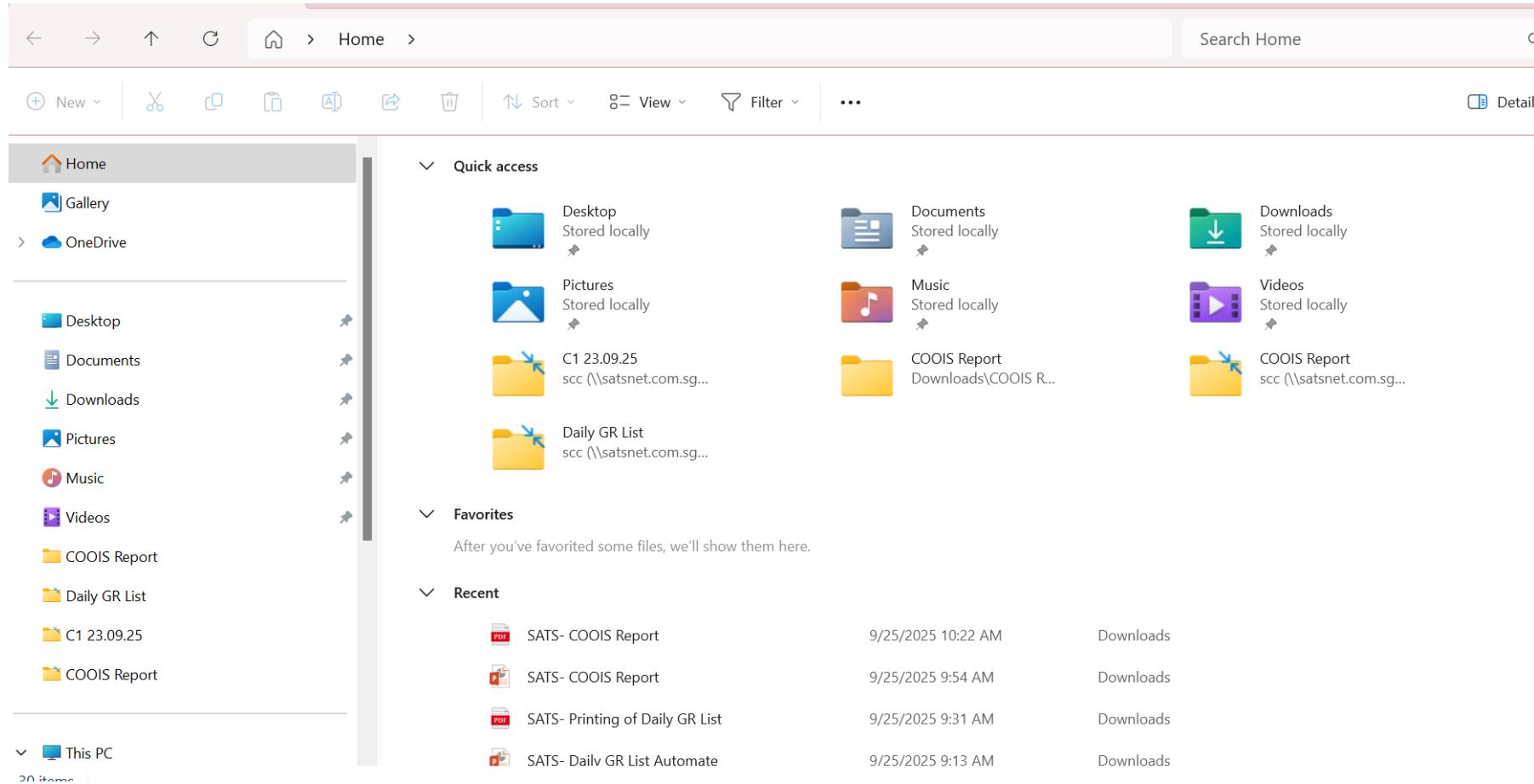
SATS- Printing of Daily GR List



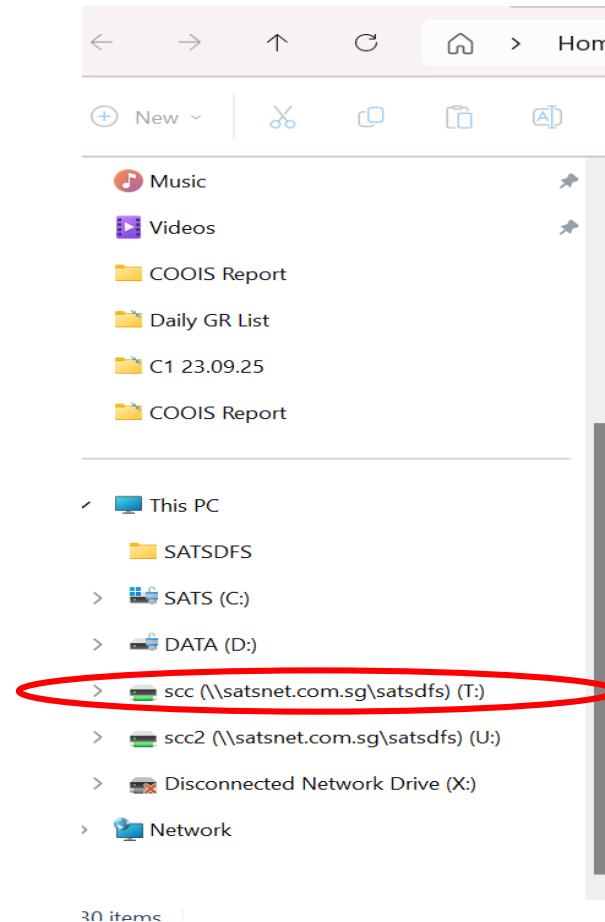
Step 1: Launch File Explorer on your laptop



Step 2: After launching file explorer, it would prompt you to this page



Step 3: Scroll down to find the T drive file



Step 4: Click on the T drive file and it would prompt you to this page

Name	Date modified	Type	Size
_Testfrom2008_22ndMay	5/22/2023 4:03 PM	File folder	
_TESTfrom2019_22ndMay	5/22/2023 4:02 PM	File folder	
Appl	9/18/2024 9:05 AM	File folder	
ELP	9/2/2025 2:11 PM	File folder	
Home	2/15/2022 2:50 AM	File folder	
IBP	9/18/2024 9:11 AM	File folder	
Inventory	9/22/2025 11:55 AM	File folder	
IPD Folder	5/22/2025 4:22 PM	File folder	
Meal Breakdown Form - ON TEST	9/25/2025 5:23 AM	File folder	
Production Planning	9/12/2025 3:58 PM	File folder	
Proj	7/17/2025 2:04 PM	File folder	
RDS	9/23/2025 1:50 PM	File folder	
Research Database	2/14/2022 12:32 PM	File folder	
SICC Store Ops	3/10/2022 3:11 PM	File folder	
Store OPS	7/18/2018 11:08 AM	File folder	

Step 5: Click on the production planning folder

Name	Date modified	Type	Size
_Testfrom2008_22ndMay	5/22/2023 4:03 PM	File folder	
_TESTfrom2019_22ndMay	5/22/2023 4:02 PM	File folder	
Appl	9/18/2024 9:05 AM	File folder	
ELP	9/2/2025 2:11 PM	File folder	
Home	2/15/2022 2:50 AM	File folder	
IBP	9/18/2024 9:11 AM	File folder	
Inventory	9/22/2025 11:55 AM	File folder	
IPD Folder	5/22/2025 4:22 PM	File folder	
Meal Breakdown Form - ON TEST	9/25/2025 5:23 AM	File folder	
Production Planning	9/12/2025 3:58 PM	File folder	
Proj	7/17/2025 2:04 PM	File folder	
RDS	9/23/2025 1:50 PM	File folder	
Research Database	2/14/2022 12:32 PM	File folder	
SICC Store Ops	3/10/2022 3:11 PM	File folder	
Store OPS	7/18/2018 11:08 AM	File folder	

Step 6: After clicking on the production planning folder, it would prompt you to this page

Name	Date modified	Type	Size
📁 ADDITIONAL 2025	9/25/2025 11:08 AM	File folder	
📁 ATM Production	7/11/2025 2:35 PM	File folder	
📁 Bulk & Non Bulk	8/4/2025 12:32 PM	File folder	
📁 Butchery Ordering Form	9/24/2025 4:25 PM	File folder	
📁 C2 IMO Daily	9/25/2025 8:19 AM	File folder	
📁 Cogi Record (Mel)	9/2/2025 4:43 PM	File folder	
📁 Comparison RMV with COGI and Expensing	8/4/2025 12:34 PM	File folder	
📁 COOIS Report	9/25/2025 9:24 AM	File folder	
📁 Critical List Trial	9/11/2025 2:54 PM	File folder	
📁 Daily GR List	9/25/2025 6:19 AM	File folder	
📁 Discrepancy Project	9/24/2025 2:55 PM	File folder	
📁 FFM	8/29/2025 9:08 AM	File folder	
📁 GR Accuracy	9/23/2025 10:49 AM	File folder	
📁 IDOC	9/23/2025 10:51 AM	File folder	
📁 Inventory Recon	9/23/2025 10:51 AM	File folder	

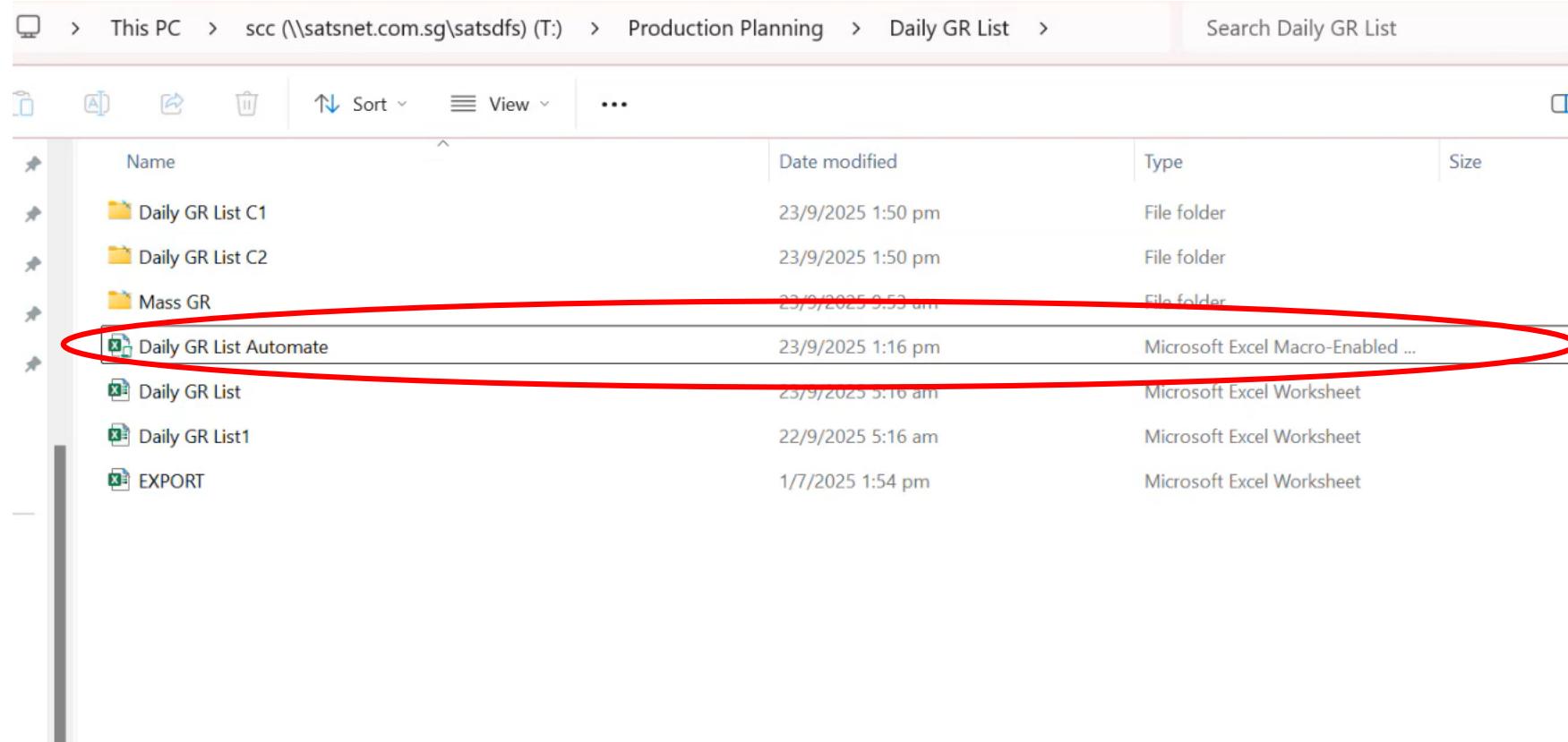
Step 7: Click on the Daily GR List folder

Name	Date modified	Type	Size
📁 ADDITIONAL 2025	9/25/2025 11:08 AM	File folder	
📁 ATM Production	7/11/2025 2:35 PM	File folder	
📁 Bulk & Non Bulk	8/4/2025 12:32 PM	File folder	
📁 Butchery Ordering Form	9/24/2025 4:25 PM	File folder	
📁 C2 IMO Daily	9/25/2025 8:19 AM	File folder	
📁 Cogi Record (Mel)	9/2/2025 4:43 PM	File folder	
📁 Comparison RMV with COGI and Expensing	8/4/2025 12:34 PM	File folder	
📁 COOIS Report	9/25/2025 9:24 AM	File folder	
📁 Critical List Trial	9/11/2025 2:54 PM	File folder	
📁 Daily GR List	9/25/2025 6:19 AM	File folder	
📁 Discrepancy Project	9/24/2025 2:55 PM	File folder	
📁 FFM	8/29/2025 9:08 AM	File folder	
📁 GR Accuracy	9/23/2025 10:49 AM	File folder	
📁 IDOC	9/23/2025 10:51 AM	File folder	
📁 Inventory Recon	9/23/2025 10:51 AM	File folder	

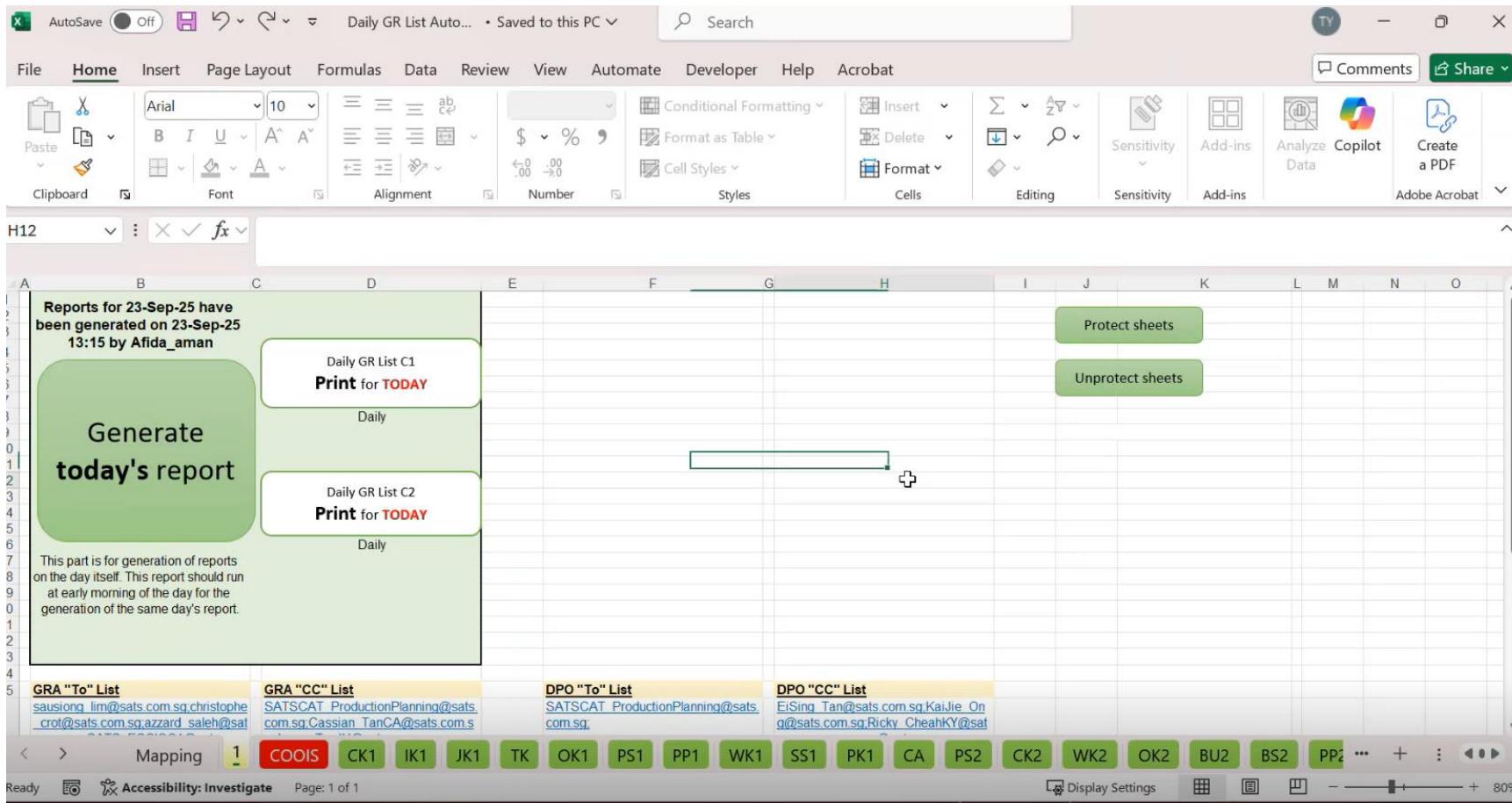
Step 8: After clicking on the Daily GR list folder, it would prompt you to this page

Name	Date modified	Type	Size
📁 Daily GR List C1	9/25/2025 6:18 AM	File folder	
📁 Daily GR List C2	9/25/2025 6:18 AM	File folder	
📁 Mass GR	9/23/2025 9:53 AM	File folder	
📅 Daily GR List Automate	9/25/2025 6:19 AM	Microsoft Excel Macr...	455 KB
📅 Daily GR List	9/24/2025 5:16 AM	Microsoft Excel Work...	258 KB
📅 Daily GR List1	9/22/2025 5:16 AM	Microsoft Excel Work...	252 KB
📅 EXPORT	7/1/2025 1:54 PM	Microsoft Excel Work...	6 KB

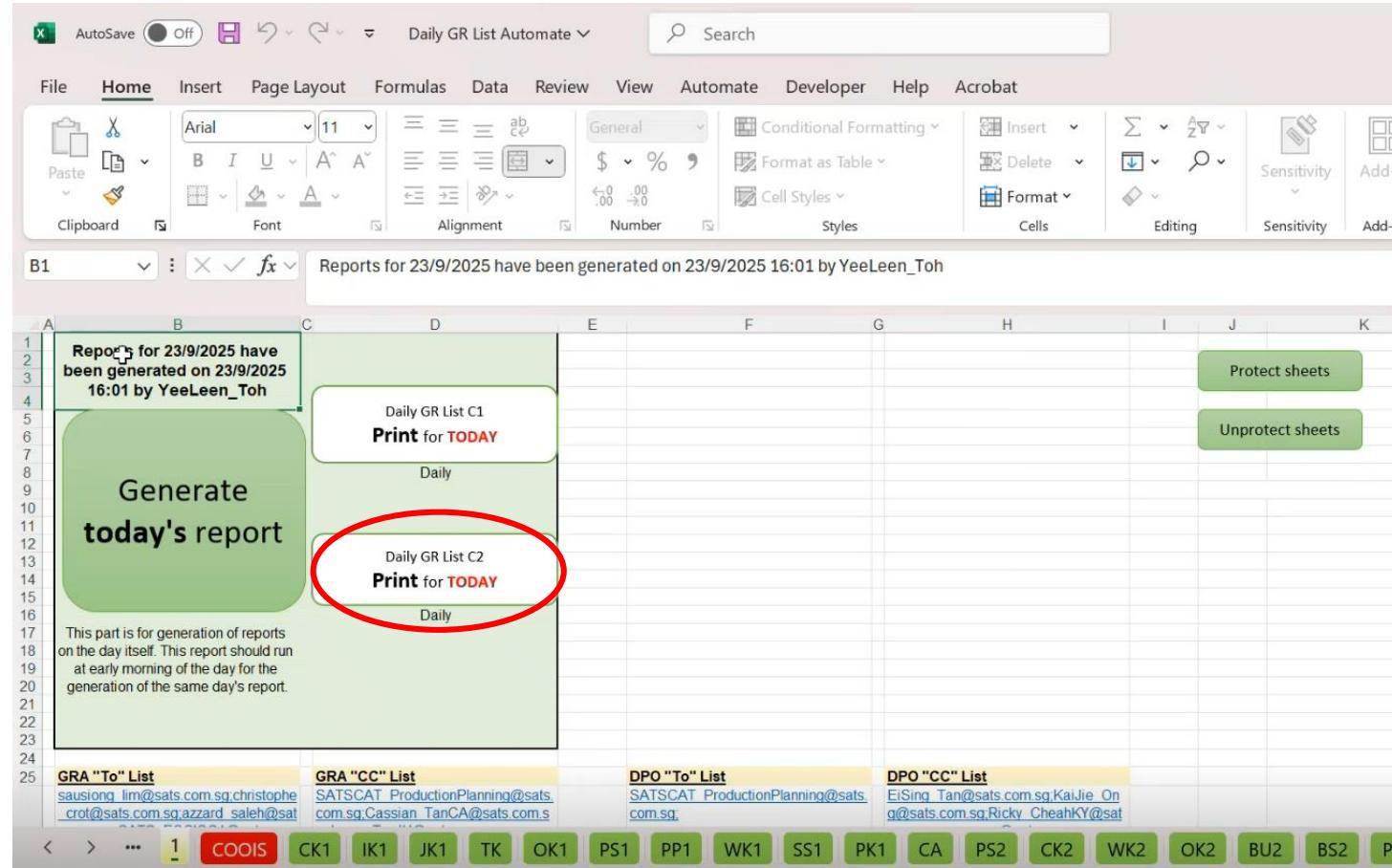
Step 9: Once that is done, click on the Daily GR List Automate File



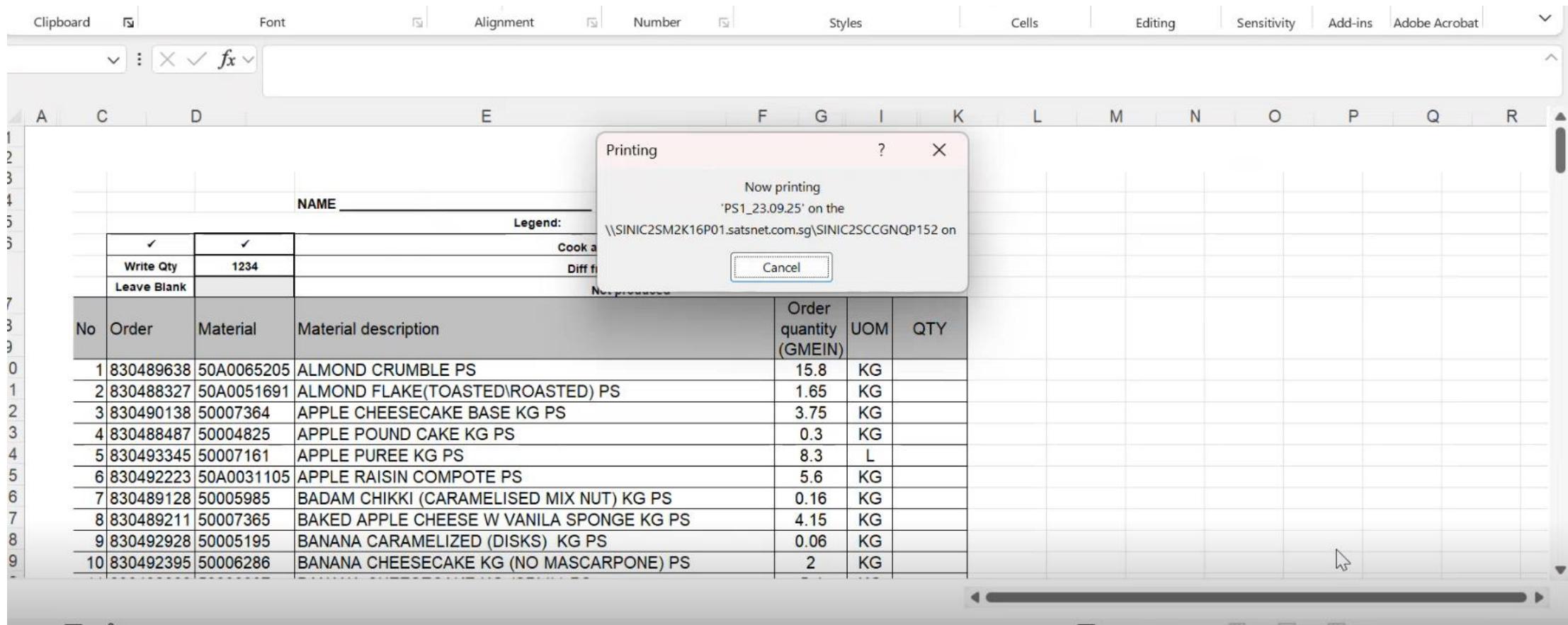
Step 10: After clicking on it, it would prompt you to this page



Step 11: If you want to print Daily GR List C2 click on it



Step 12: After clicking on it, it would show that it is printing



Step 13: Once all files have been printed this pop up would appear and press ok

