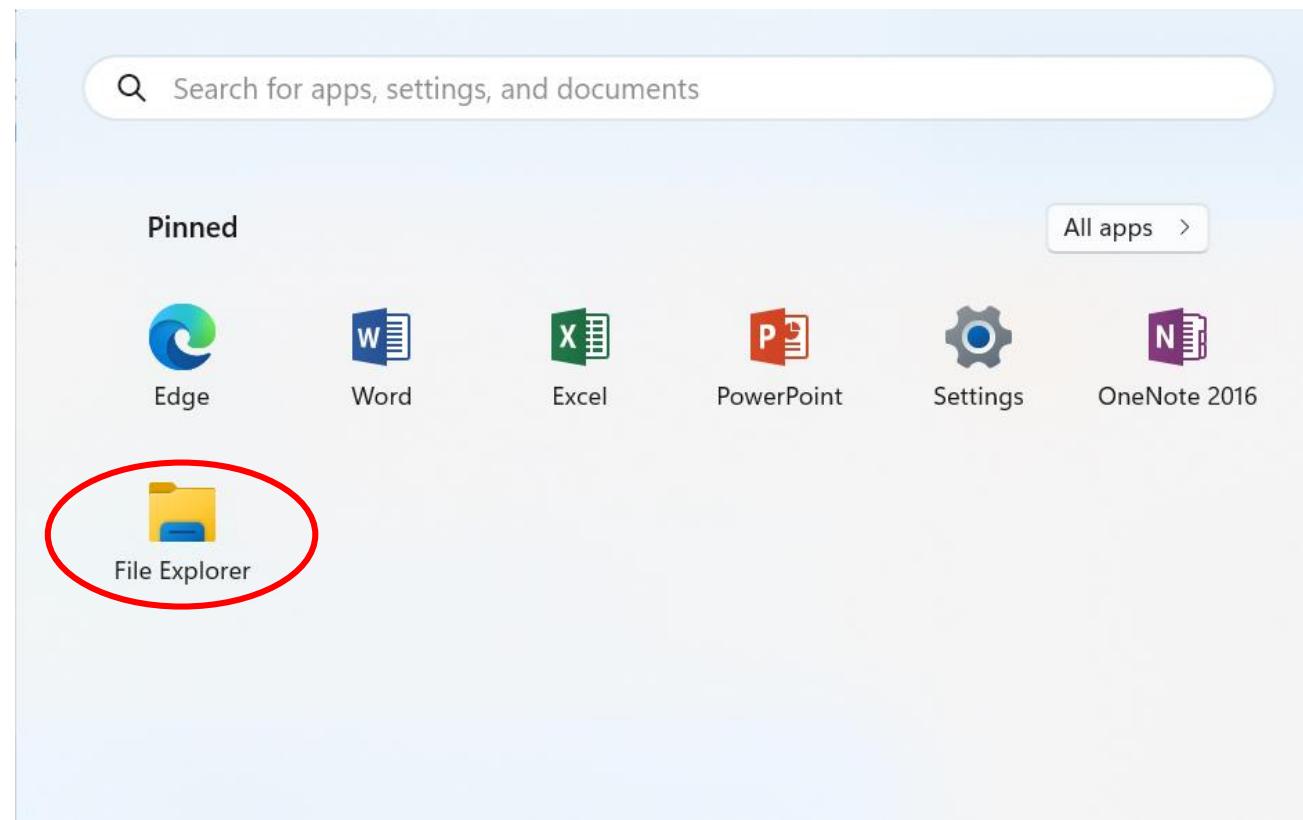


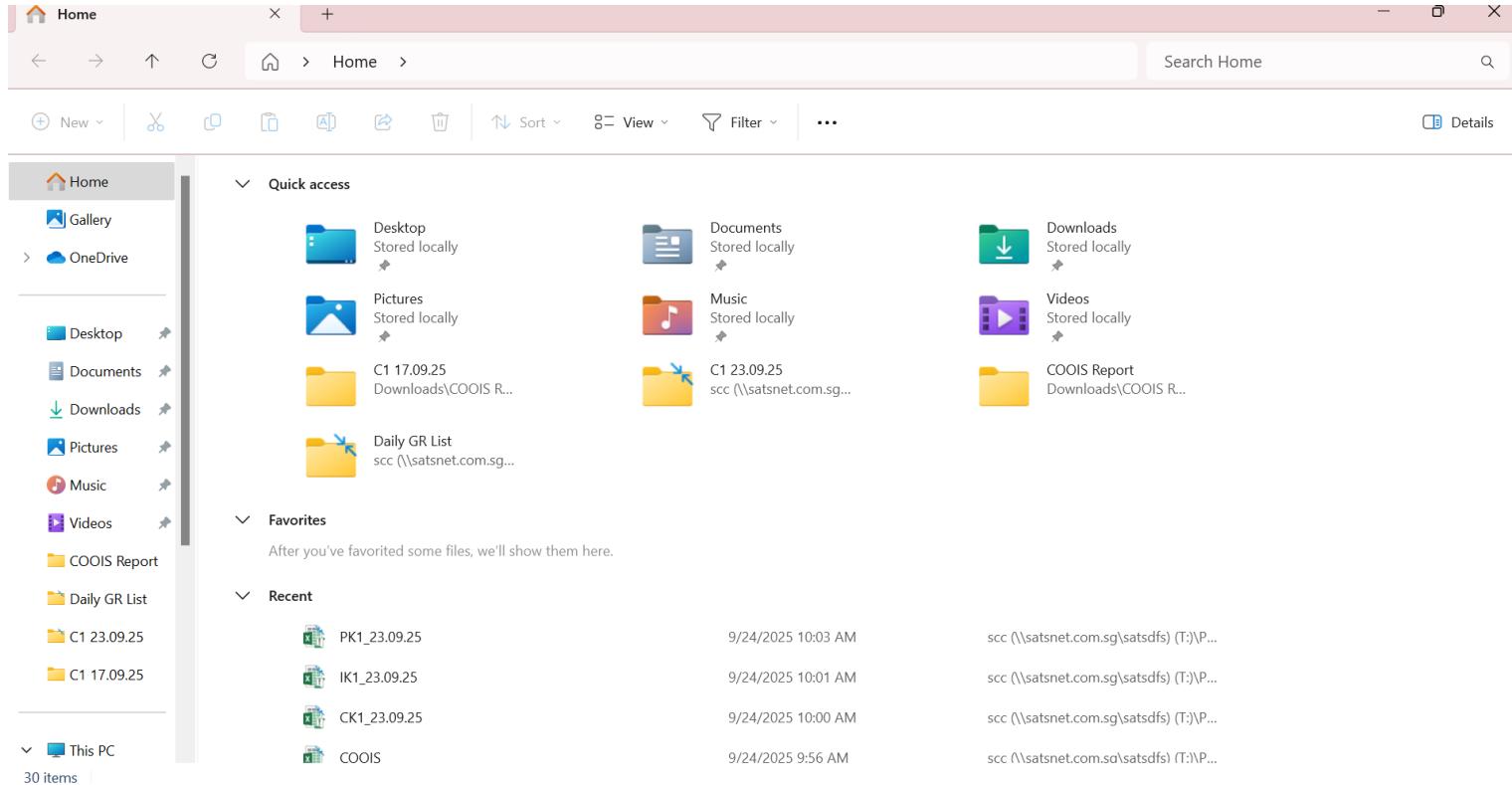
SATS- Daily GR List Automate



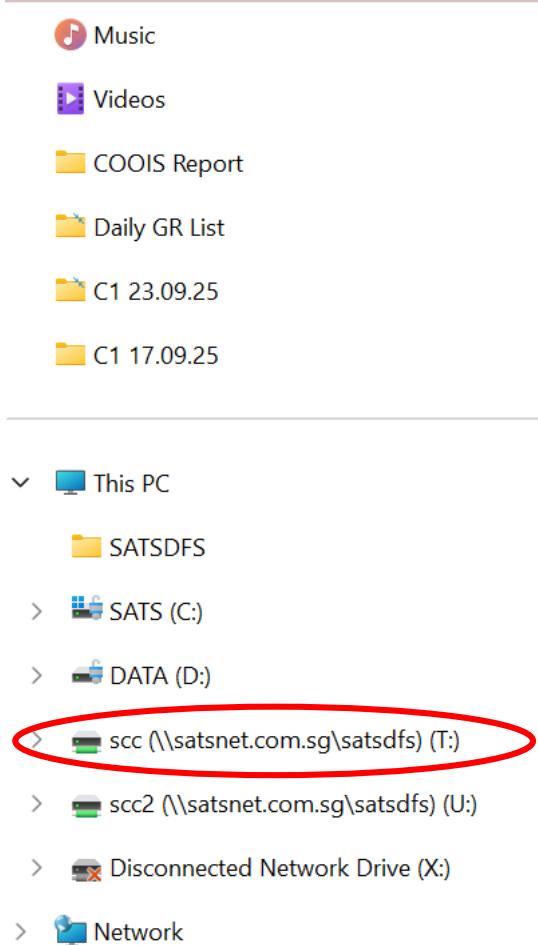
Step 1: Launch File Explorer on your laptop



Step 2: After Launching File Explorer it would prompt you to this page



Step 3: Scroll down here and 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	9/24/2025 5:29 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 File

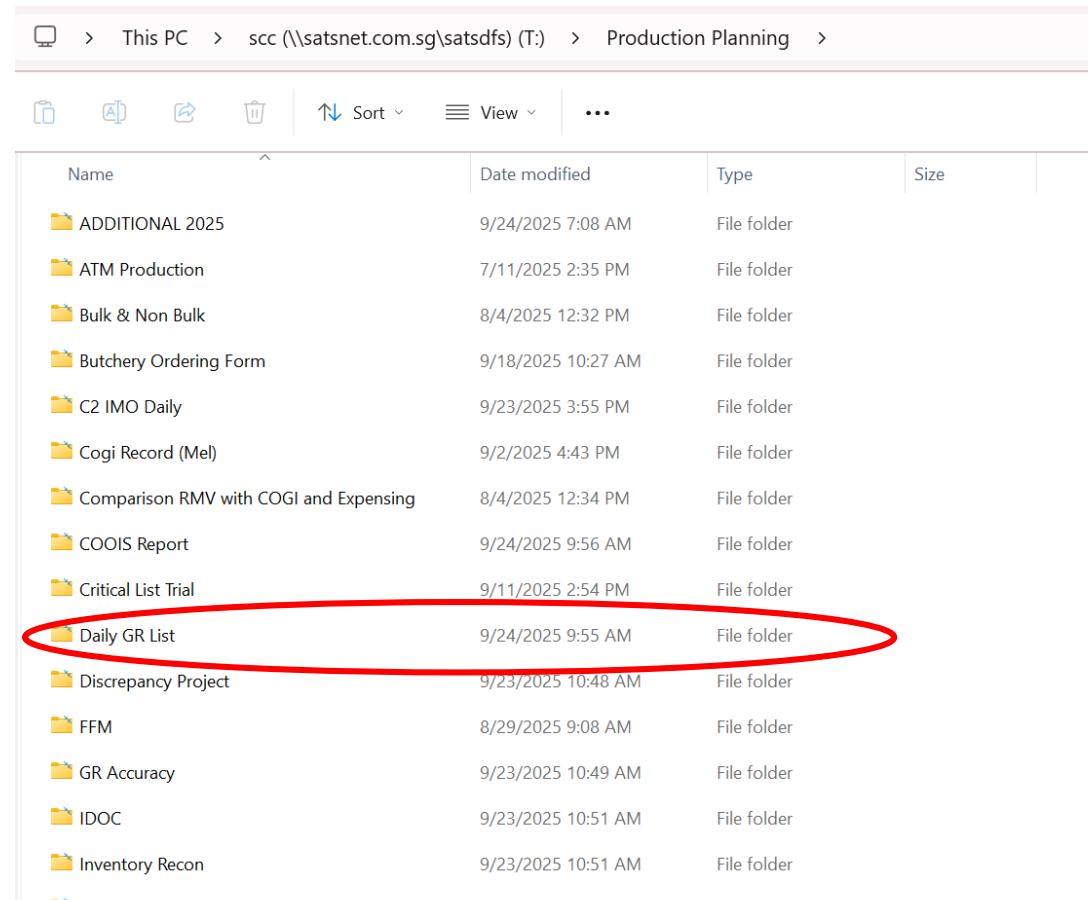
Name	Date modified	Type	Size
📁 _Testfrom2008_22ndMay	5/22/2023 4:03 PM	File folder	
📁 _TESTfrom2019_22ndMay	5/22/2023 4:02 PM	File folder	
📁 Appl	9/18/2024 9:05 AM	File folder	
📁 ELP	9/2/2025 2:11 PM	File folder	
📁 Home	2/15/2022 2:50 AM	File folder	
📁 IBP	9/18/2024 9:11 AM	File folder	
📁 Inventory	9/22/2025 11:55 AM	File folder	
📁 IPD Folder	5/22/2025 4:22 PM	File folder	
📁 Meal Breakdown Form - ON TEST	9/24/2025 5:29 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 file it would prompt you to this page

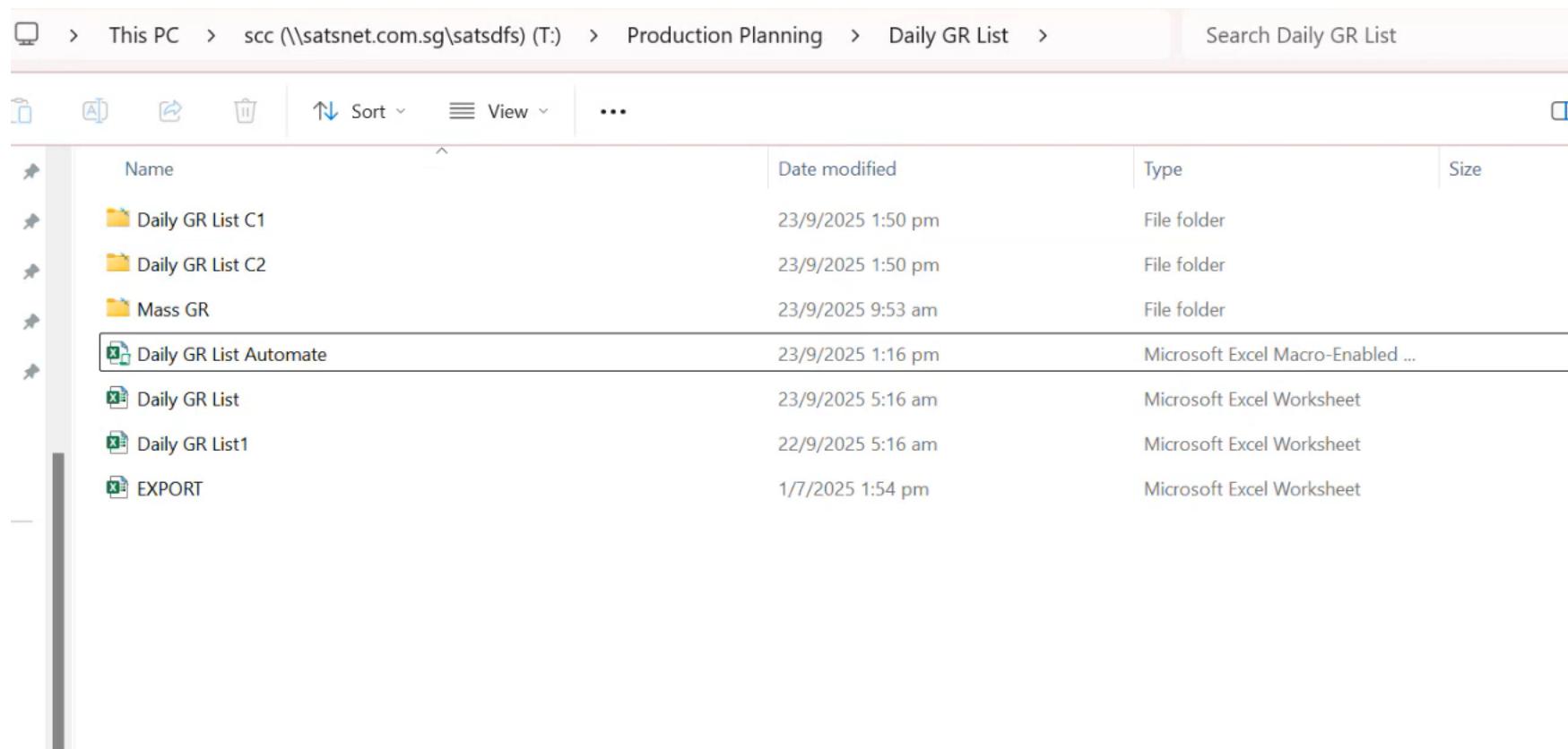


Name	Date modified	Type	Size
ADDITIONAL 2025	9/24/2025 7:08 AM	File folder	
ATM Production	7/11/2025 2:35 PM	File folder	
Bulk & Non Bulk	8/4/2025 12:32 PM	File folder	
Butchery Ordering Form	9/18/2025 10:27 AM	File folder	
C2 IMO Daily	9/23/2025 3:55 PM	File folder	
Cogi Record (Mel)	9/2/2025 4:43 PM	File folder	
Comparison RMV with COGI and Expensing	8/4/2025 12:34 PM	File folder	
COOIS Report	9/24/2025 9:56 AM	File folder	
Critical List Trial	9/11/2025 2:54 PM	File folder	
Daily GR List	9/24/2025 9:55 AM	File folder	
Discrepancy Project	9/23/2025 10:48 AM	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	

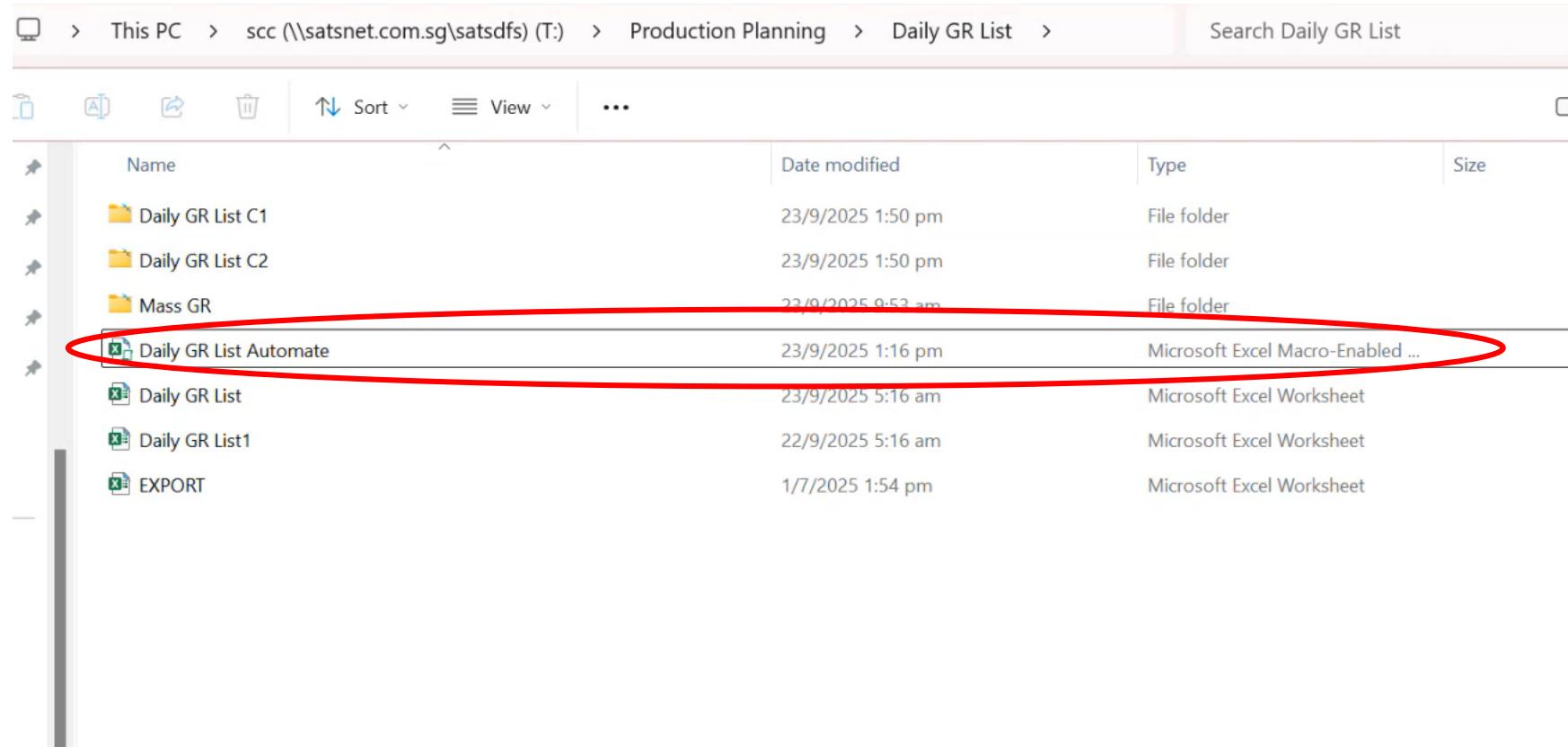
Step 7: Click on the Daily GR list file



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



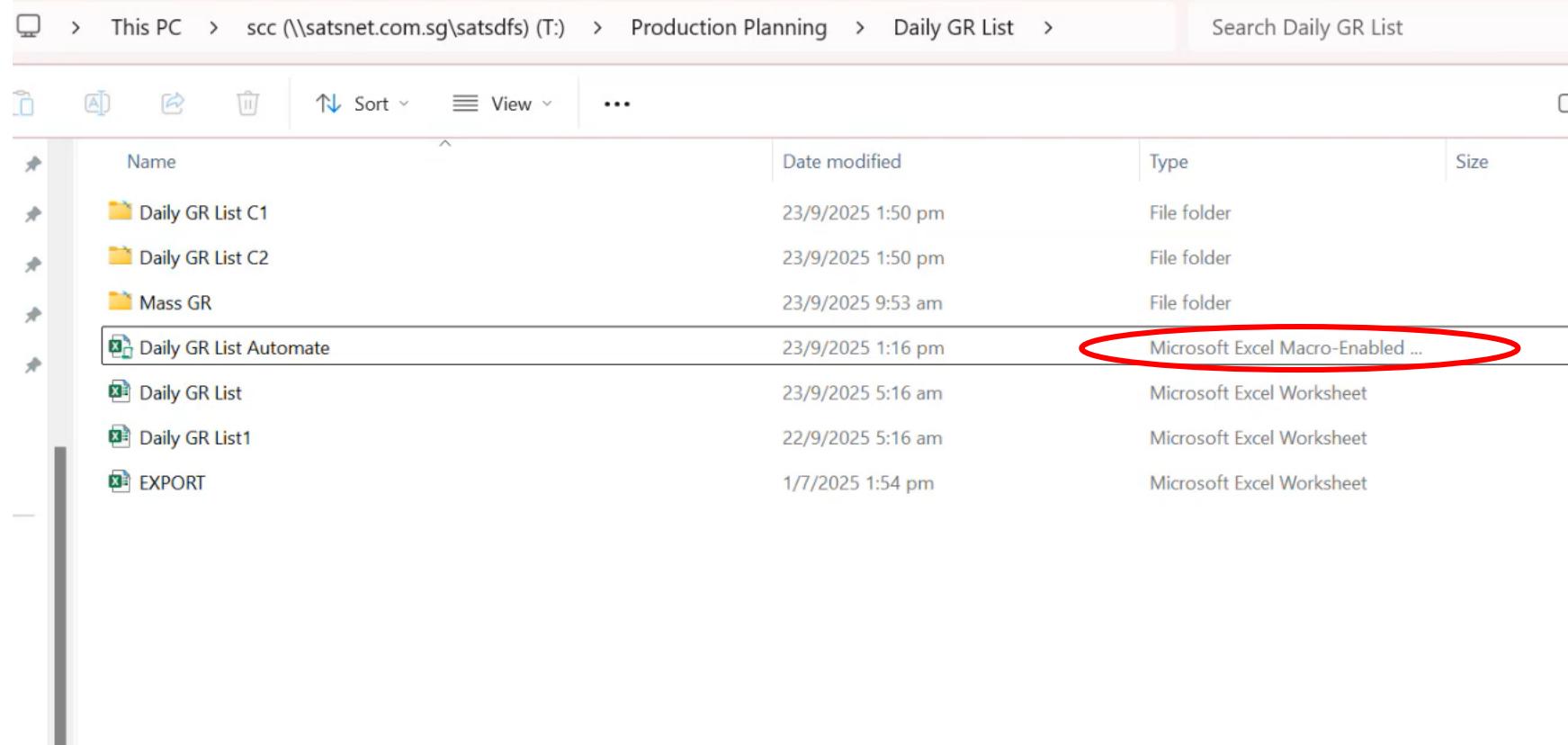
Step 9: Find the file Daily GR list Automate



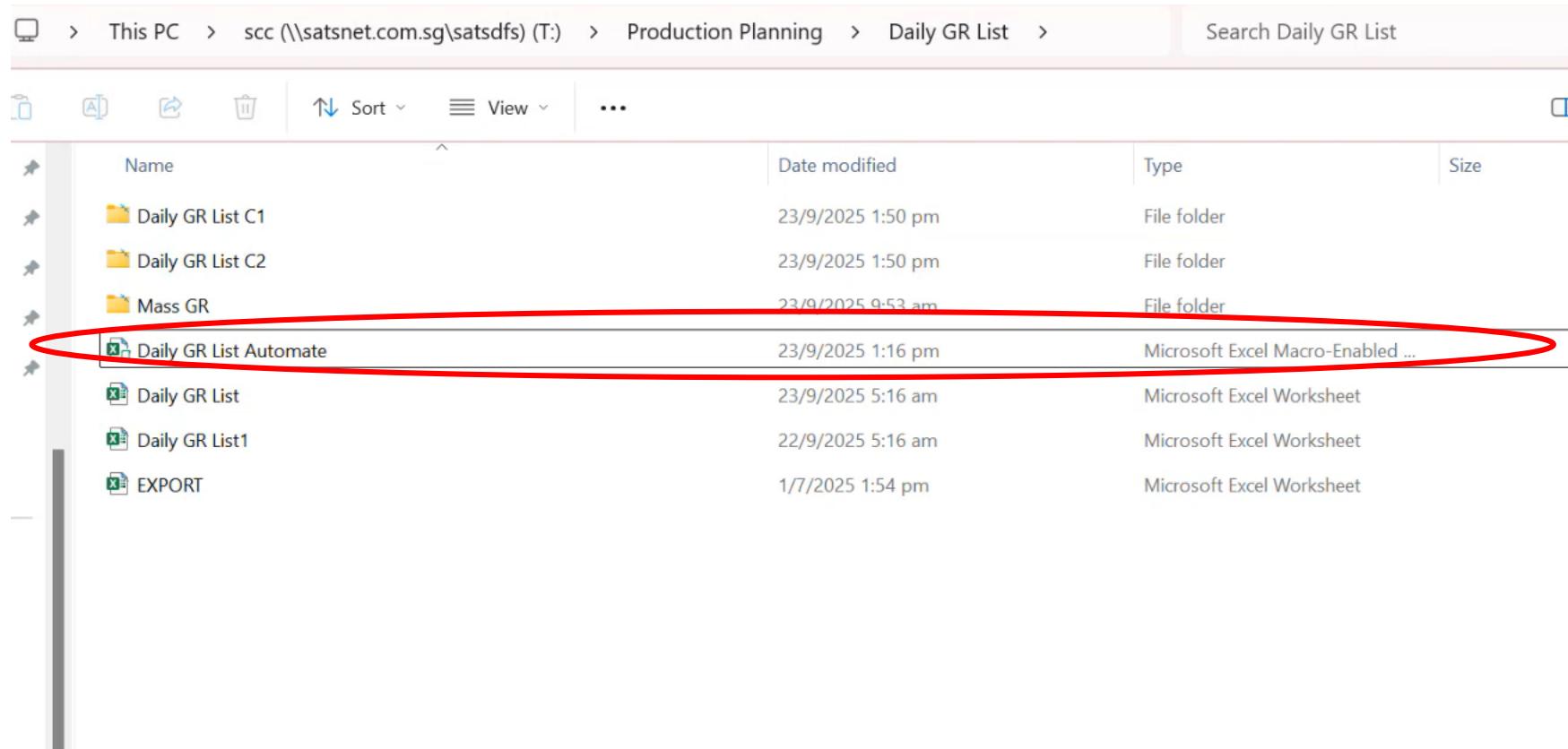
The screenshot shows a Windows File Explorer interface with the following navigation path: This PC > scc (\satsnet.com.sg\satsdfs) (T:) > Production Planning > Daily GR List. The search bar at the top right contains the text "Search Daily GR List". The main area displays a list of files and folders:

Name	Date modified	Type
Daily GR List C1	23/9/2025 1:50 pm	File folder
Daily GR List C2	23/9/2025 1:50 pm	File folder
Mass GR	22/9/2025 9:53 am	File folder
Daily GR List Automate	23/9/2025 1:16 pm	Microsoft Excel Macro-Enabled ...
Daily GR List	23/9/2025 5:16 am	Microsoft Excel Worksheet
Daily GR List1	22/9/2025 5:16 am	Microsoft Excel Worksheet
EXPORT	1/7/2025 1:54 pm	Microsoft Excel Worksheet

Step 10: Make sure that it is a Microsoft Excel Macro- Enabled workbook



Step 11: Once that is done, click on the Daily GR list Automate File



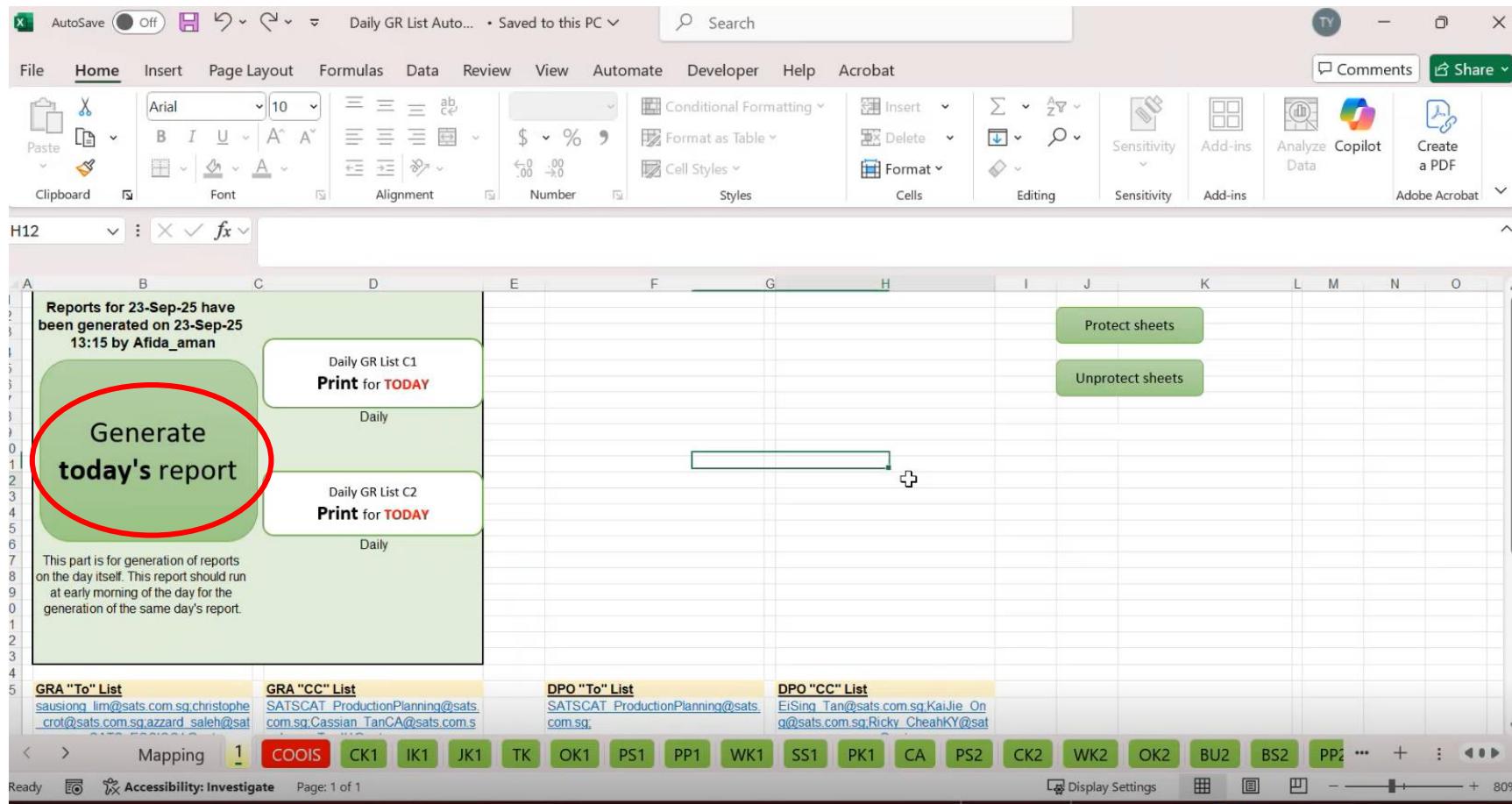
Step 12: After clicking on it, it would prompt you to this page

The screenshot shows a Microsoft Excel spreadsheet with the following details:

- Cell A1:** Contains the text "Reports for 23-Sep-25 have been generated on 23-Sep-25 13:15 by Afida_aman".
- Cell A2:** Contains a large green button with the text "Generate today's report".
- Cell A7:** Contains the text "This part is for generation of reports on the day itself. This report should run at early morning of the day for the generation of the same day's report."
- Cell C1:** Contains a green button with the text "Daily GR List C1 Print for TODAY".
- Cell C2:** Contains a green button with the text "Daily GR List C2 Print for TODAY".
- Cell G1:** Contains a green button with the text "Protect sheets".
- Cell G2:** Contains a green button with the text "Unprotect sheets".
- Bottom Row:** Contains several tabs: GRA "To" List, GRA "CC" List, DPO "To" List, DPO "CC" List, COOIS, CK1, IK1, JK1, TK, OK1, PS1, PP1, WK1, SS1, PK1, CA, PS2, CK2, WK2, OK2, BU2, BS2, PP2, and others.
- Status Bar:** Shows "Ready", "Accessibility: Investigate", "Page: 1 of 1", "Display Settings", and a zoom level of 80%.

A context menu is open over the cell containing the "Generate today's report" button, displaying options: "Print for TODAY" (highlighted in red), "Daily", "Daily GR List C2 Print for TODAY", and "Protect sheets".

Step 13: Click on Generate today's report and let it run



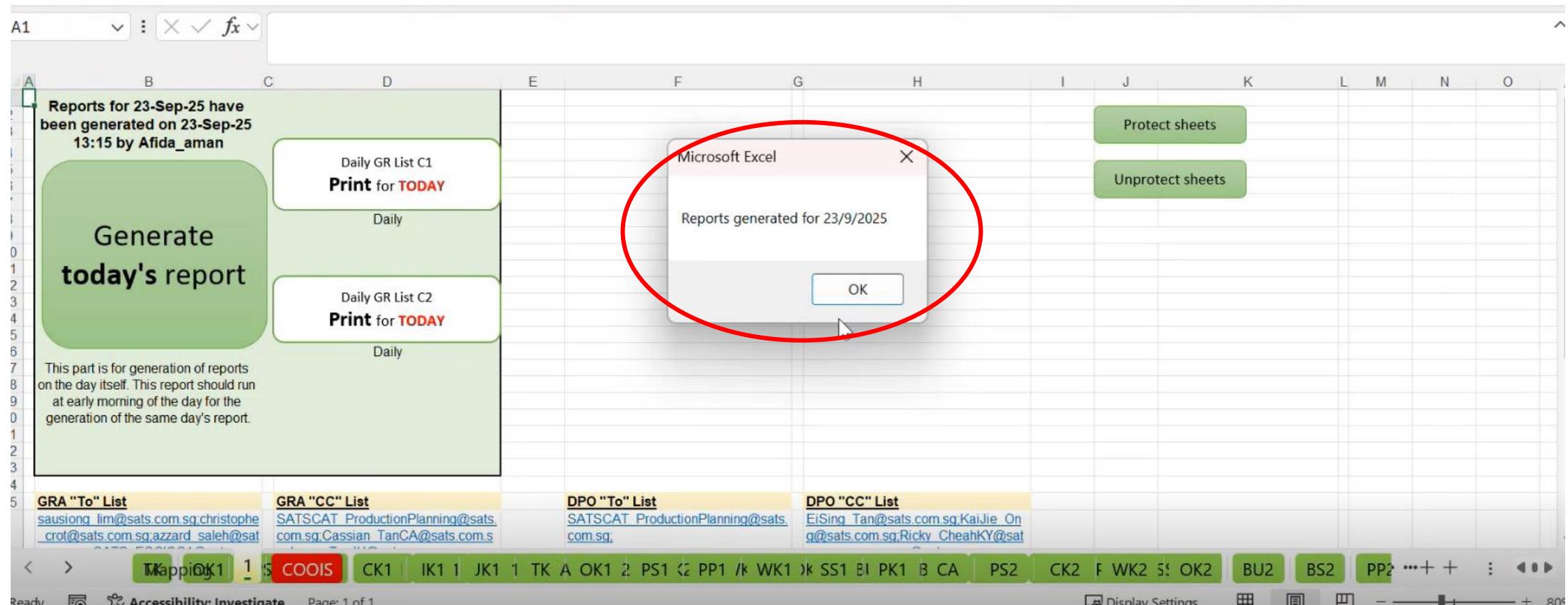
Step 14: The blue circle would indicate that the report is running

The screenshot shows a Microsoft Excel spreadsheet with the following details:

- Clipboard:** Reports for 23-Sep-25 have been generated on 23-Sep-25 13:15 by Afida_aman.
- Font:** Daily GR List C1
- Alignment:** Print for TODAY
- Number:** Daily
- Styles:** Daily GR List C2
- Format:** Print for TODAY
- Cells:** Daily
- Editing:** Protect sheets
- Sensitivity:** Unprotect sheets
- Add-ins:** a PDF
- Adobe Acrobat:** Adobe Acrobat

A red circle highlights a blue circular icon in the center of the status bar, indicating that a report is currently running.

Step 15: Once report is generated it would show this pop up



Optional Step 15A: After generating the report go back to the Daily GR list file

	Name	Date modified	Type	Size
🔗	📁 Daily GR List C1	9/23/2025 3:56 PM	File folder	
🔗	📁 Daily GR List C2	9/23/2025 3:58 PM	File folder	
—	📁 Mass GR	9/23/2025 9:53 AM	File folder	
—	📅 Daily GR List Automate	9/23/2025 4:04 PM	Microsoft Excel Macr...	456 KB
—	📅 Daily GR List	9/23/2025 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 15B: Click on the Daily GR List C1

Name	Date modified	Type	Size
Daily GR List C1	9/23/2025 3:56 PM	File folder	
Daily GR List C2	9/23/2025 3:58 PM	File folder	
Mass GR	9/23/2025 9:53 AM	File folder	
Daily GR List Automate	9/23/2025 4:04 PM	Microsoft Excel Macr...	456 KB
Daily GR List	9/23/2025 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 15C: After clicking on it, it would prompt you to this page

Name	Date modified	Type	Size
📁 C1 22.09.25	9/23/2025 9:52 AM	File folder	
📁 C1 23.09.25	9/24/2025 10:03 AM	File folder	
📁 C1 23.09.251	9/23/2025 10:16 AM	File folder	

Step 15D: Check that the date match today's date on the file

Name	Date modified	Type
C1 23.09.251	23/9/2025 10:16 am	File folder
C1 23.09.25	23/9/2025 4:03 pm	File folder
C1 22.09.25	23/9/2025 9:52 am	File folder

Step 15E: Check for Daily GR list C2 too

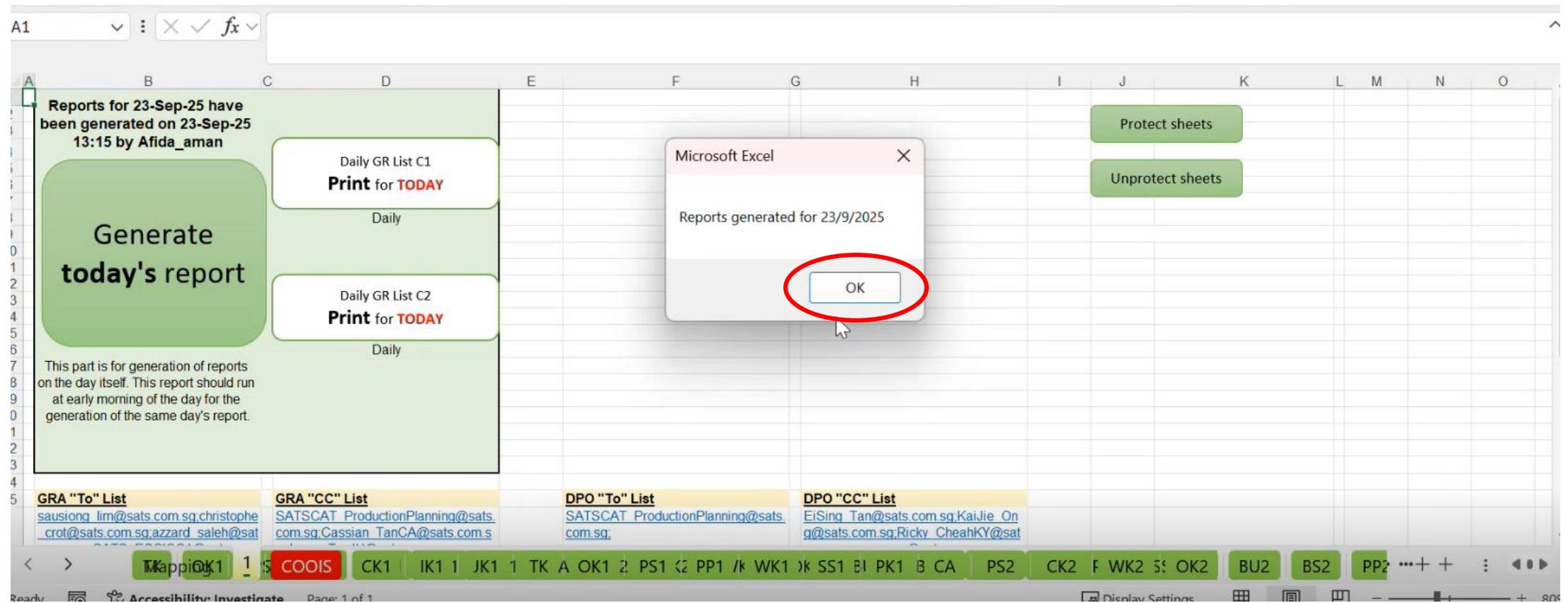
The screenshot shows a file explorer window with the following details:

- Breadcrumb Navigation:** Production Planning > Daily GR List > Daily GR List C2 (The last item is circled in red).
- Toolbar:** Includes icons for New Item, Open, Copy, Paste, Cut, Delete, Sort, View, and More.
- Table View:** Displays a list of items with columns: Name, Date modified, Type, and Size (the Size column is partially visible).
- Data:** Three entries are listed:
 - C2 22.09.25 (File folder, modified 9/23/2025 9:52 AM)
 - C2 23.09.251 (File folder, modified 9/23/2025 10:16 AM) - This entry is circled in red.
 - C2 23.09.25 (File folder, modified 9/23/2025 4:10 PM)

Step 15F: Check the Daily GR list excel file for the current date too

 Daily GR List C1	9/23/2025 3:56 PM	File folder
 Daily GR List C2	9/23/2025 3:58 PM	File folder
 Mass GR	9/23/2025 9:53 AM	File folder
 Daily GR List Automate	9/23/2025 4:04 PM	Microsoft Excel Macr...
 Daily GR List	9/23/2025 5:16 AM	Microsoft Excel Work... 456 KB

Step 16: After seeing the pop up press ok



Step 17: Once that is done it would show that the report is generated by the user and what time it had been generated

The screenshot shows a Microsoft Excel spreadsheet with the following details:

- Cell A1:** B1
- Cell A2:** Reports for 23/9/2025 have been generated on 23/9/2025 16:01 by YeeLeen_Toh
- Cell A3:** Reports for 23/9/2025 have been generated on 23/9/2025 16:01 by YeeLeen_Toh
- Cell A4:** Reports for 23/9/2025 have been generated on 23/9/2025 16:01 by YeeLeen_Toh
- Cell A5:** Generate today's report
- Cell A17:** This part is for generation of reports on the day itself. This report should run at early morning of the day for the generation of the same day's report.
- Cell D5:** Daily GR List C1
Print for TODAY
- Cell D6:** Daily
- Cell D11:** Daily GR List C2
Print for TODAY
- Cell D12:** Daily
- Cell I6:** Protect sheets
- Cell I7:** Unprotect sheets
- Bottom Row:** GRA "To" List, GRA "CC" List, DPO "To" List, DPO "CC" List
- Bottom Buttons:** COOIS, CK1, IK1, JK1, TK, OK1, PS1, PP1, WK1, SS1, PK1, CA, PS2, CK2, WK2, OK2, BU2, BS2, PP2, IK2, P, ...

A red circle highlights the text in cell A3, which is identical to the header in cell A2. The text in cell A3 includes a small blue icon of a person with a plus sign next to it.

Step 18: After that's done press save

