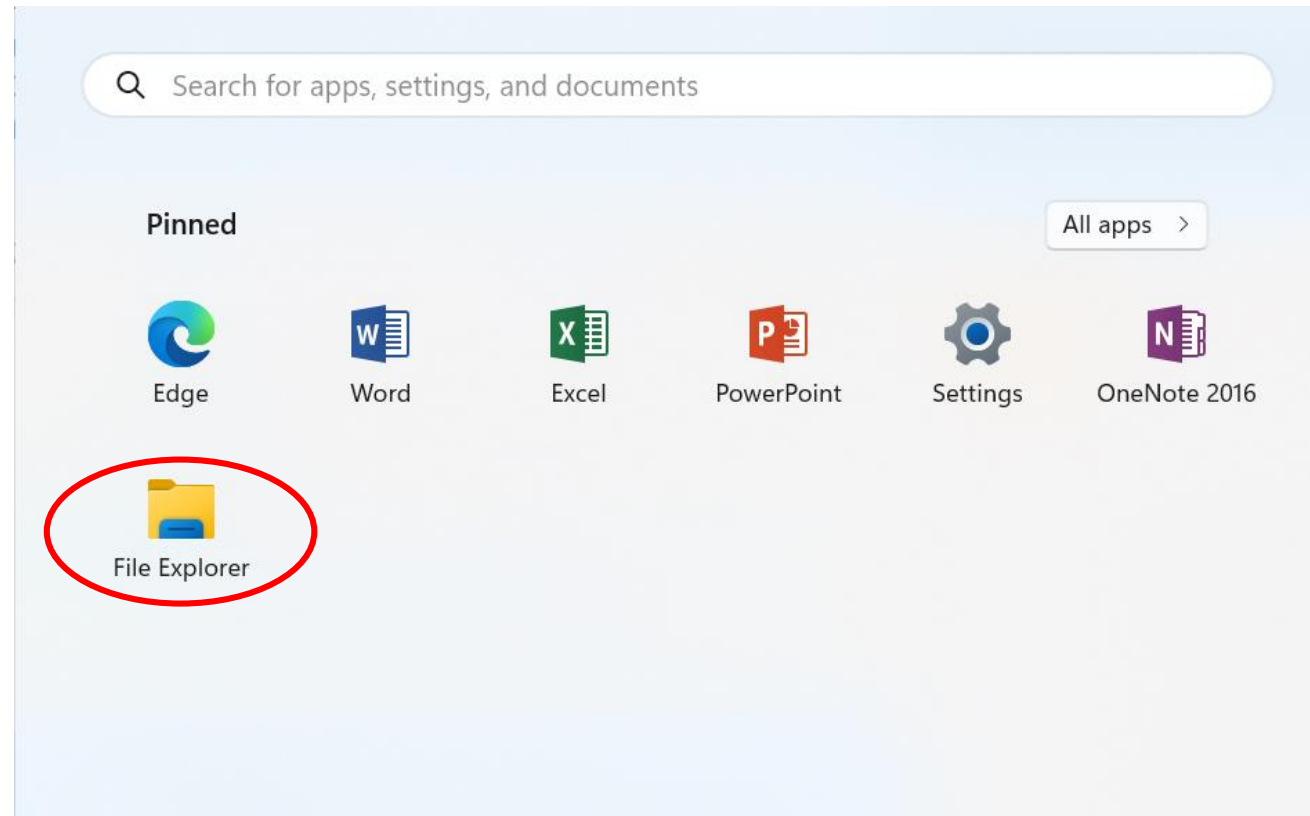


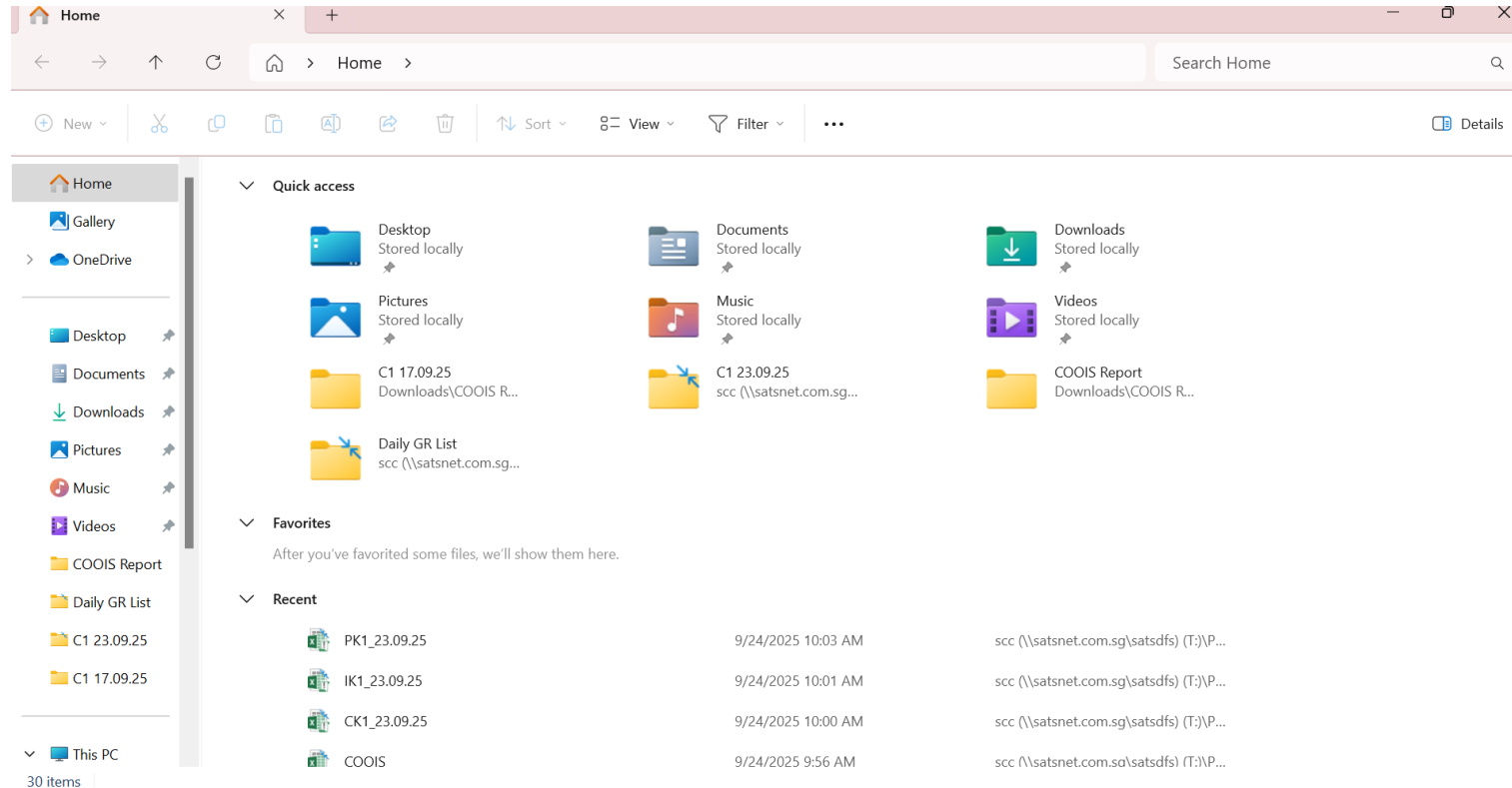
SATS- Daily GR List Automate



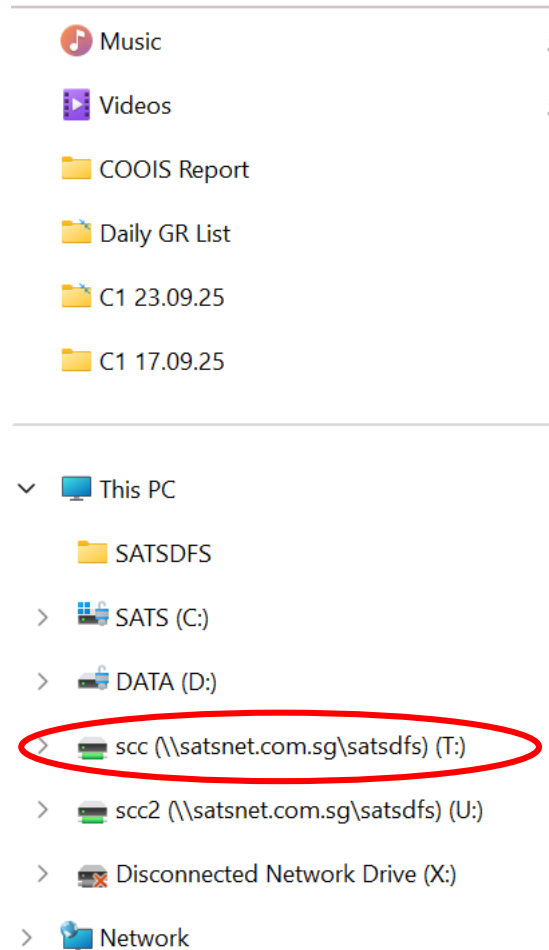
Step 1: Launch File Explorer on your laptop


















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


















Step 3: Scroll down here and find the T drive file



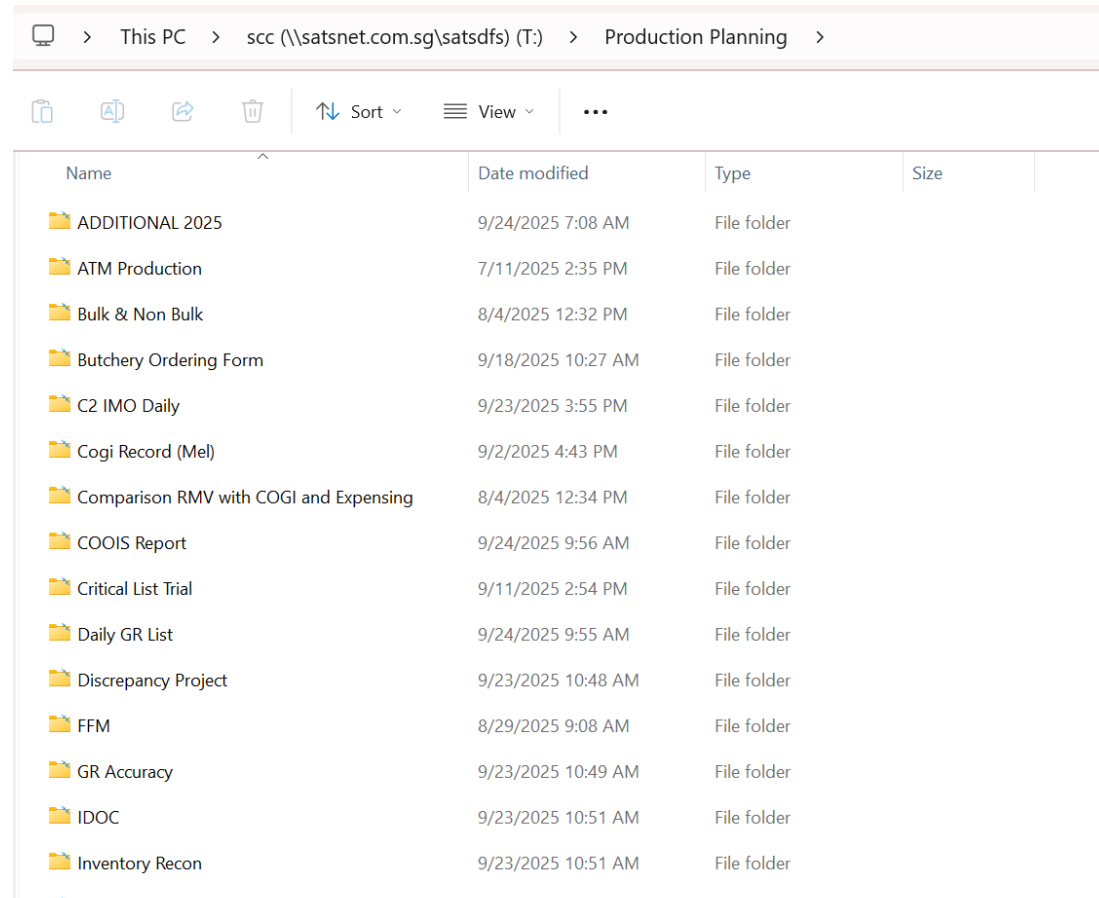
Step 4: Click on the T drive File and it would prompt you to this page

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	

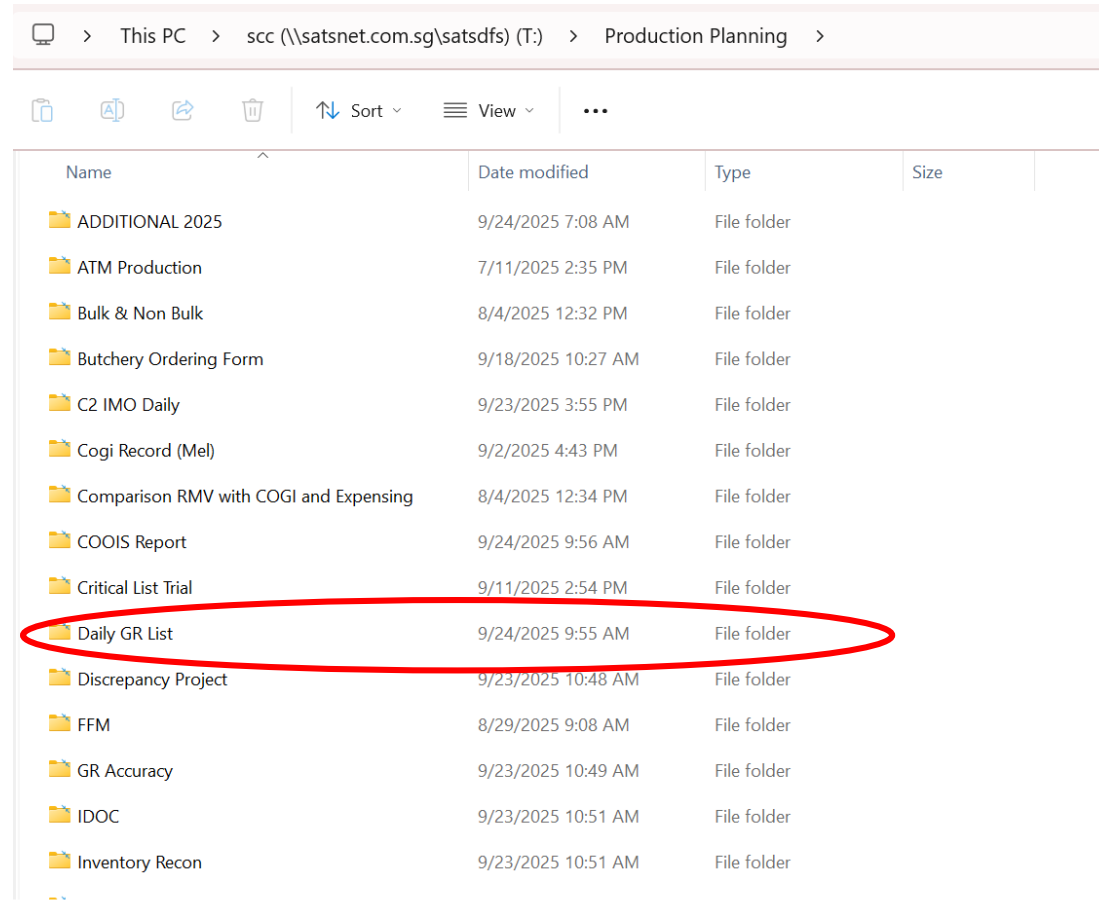
Step 5: Click on the Production Planning File

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	

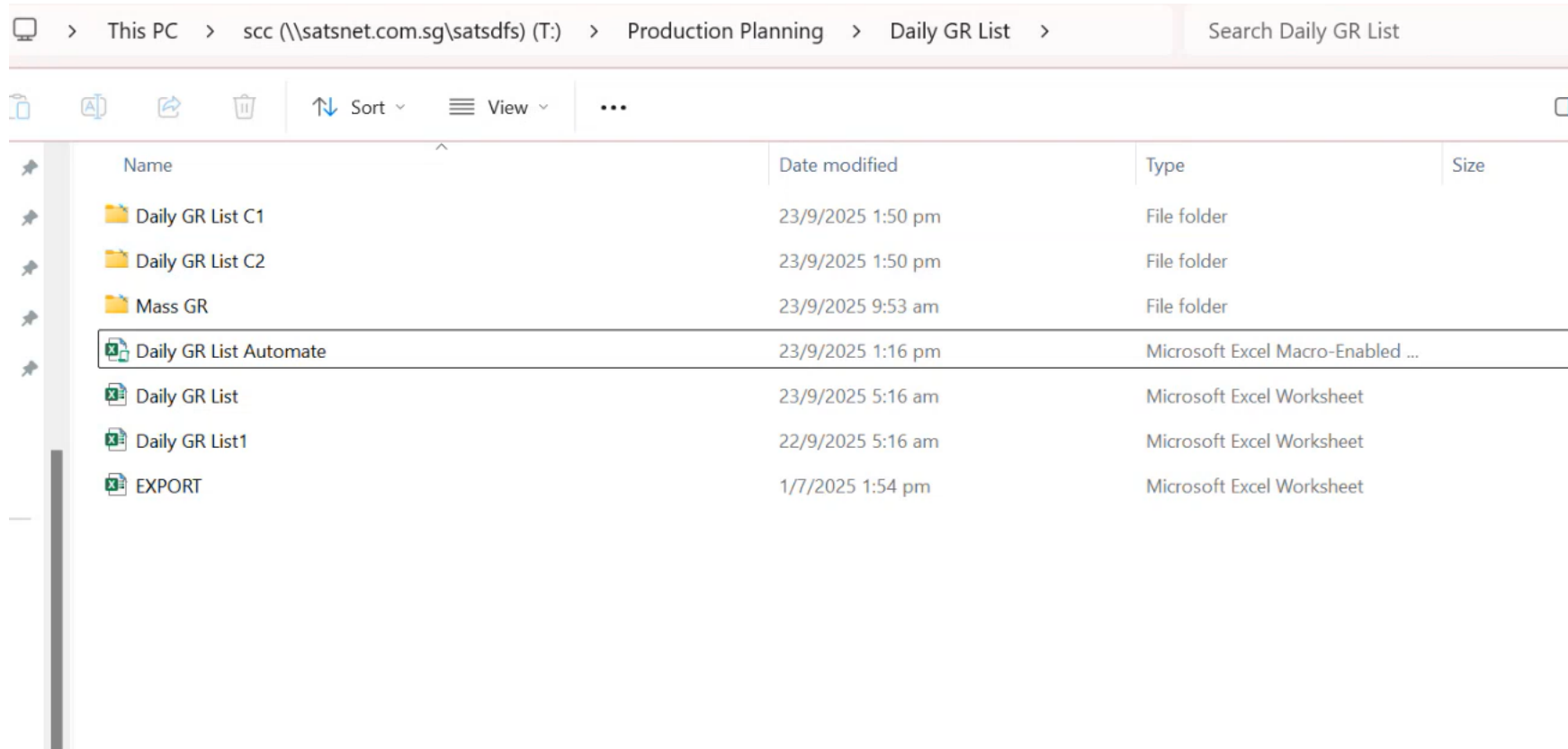
Step 6: After clicking on the production planning file it would prompt you to this page



Step 7: Click on the Daily GR list file



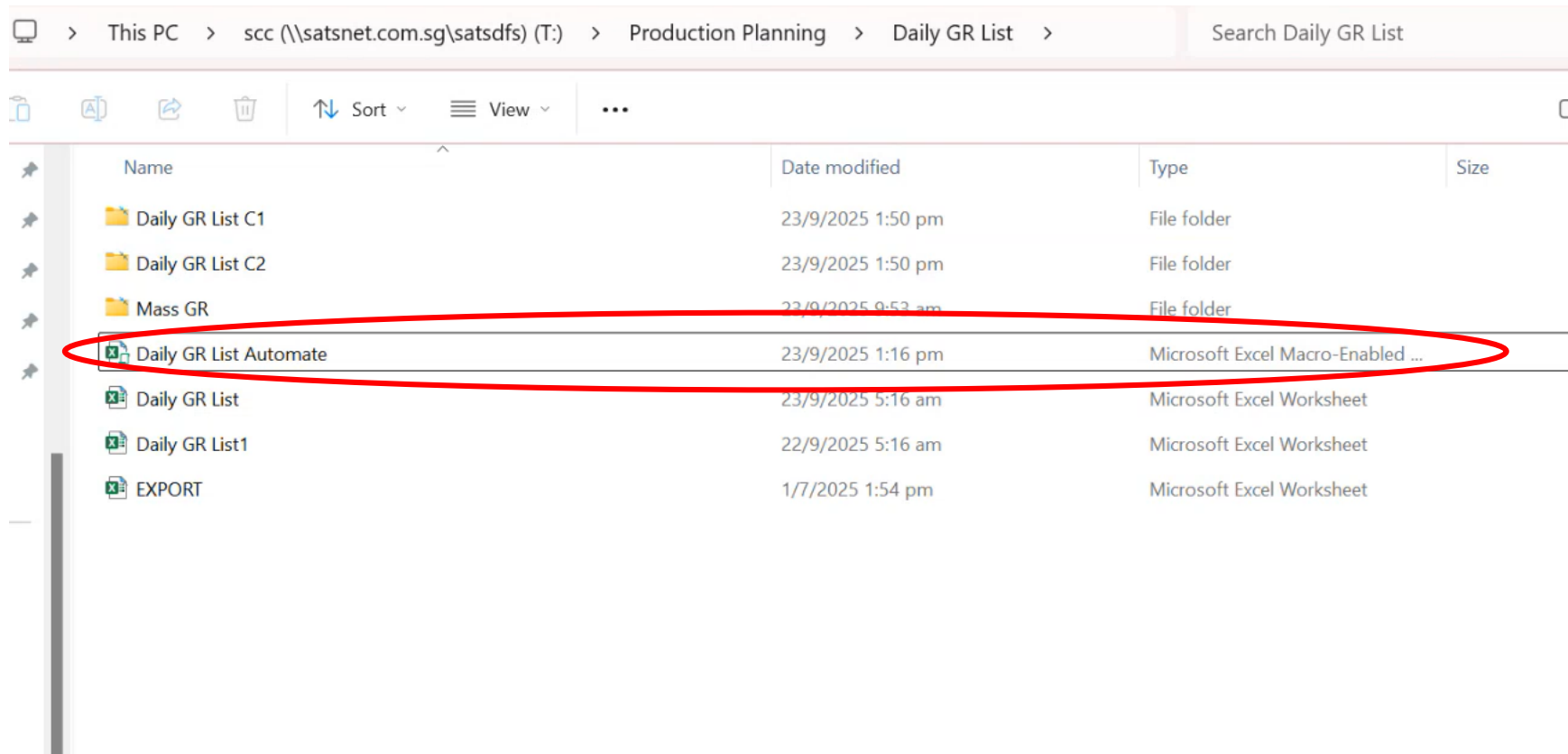
Step 8: After clicking on the Daily GR list file it would prompt you to this page



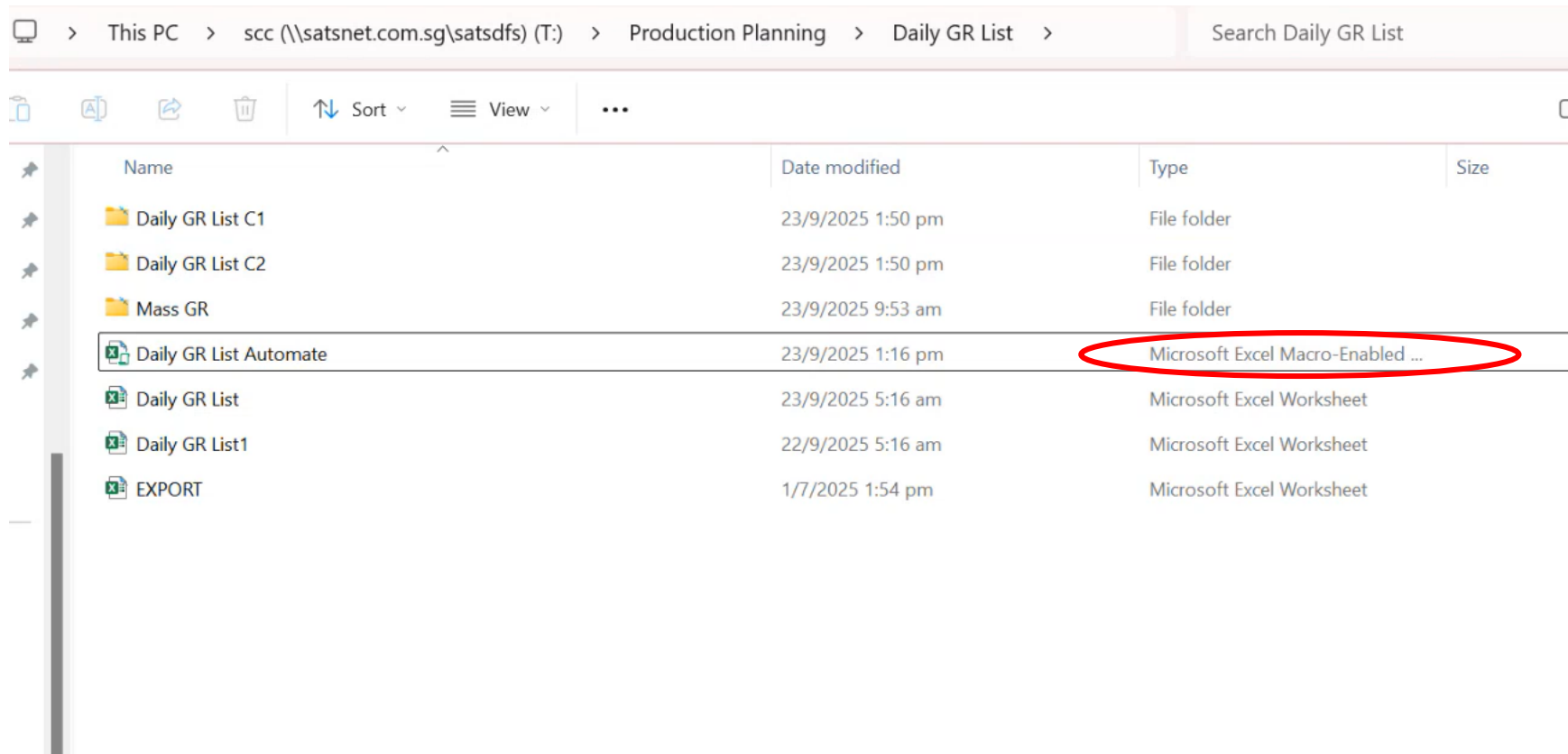
The screenshot shows a Windows File Explorer window with the address bar displaying the path: This PC > scc (\\satsnet.com.sg\satsdfs) (T:) > Production Planning > Daily GR List. A search bar on the right contains the text 'Search Daily GR List'. The main area shows a list of files and folders with columns for Name, Date modified, Type, and Size. The file 'Daily GR List Automate' is selected, highlighted with a blue background.

Name	Date modified	Type	Size
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	23/9/2025 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 9: Find the file Daily GR list Automate



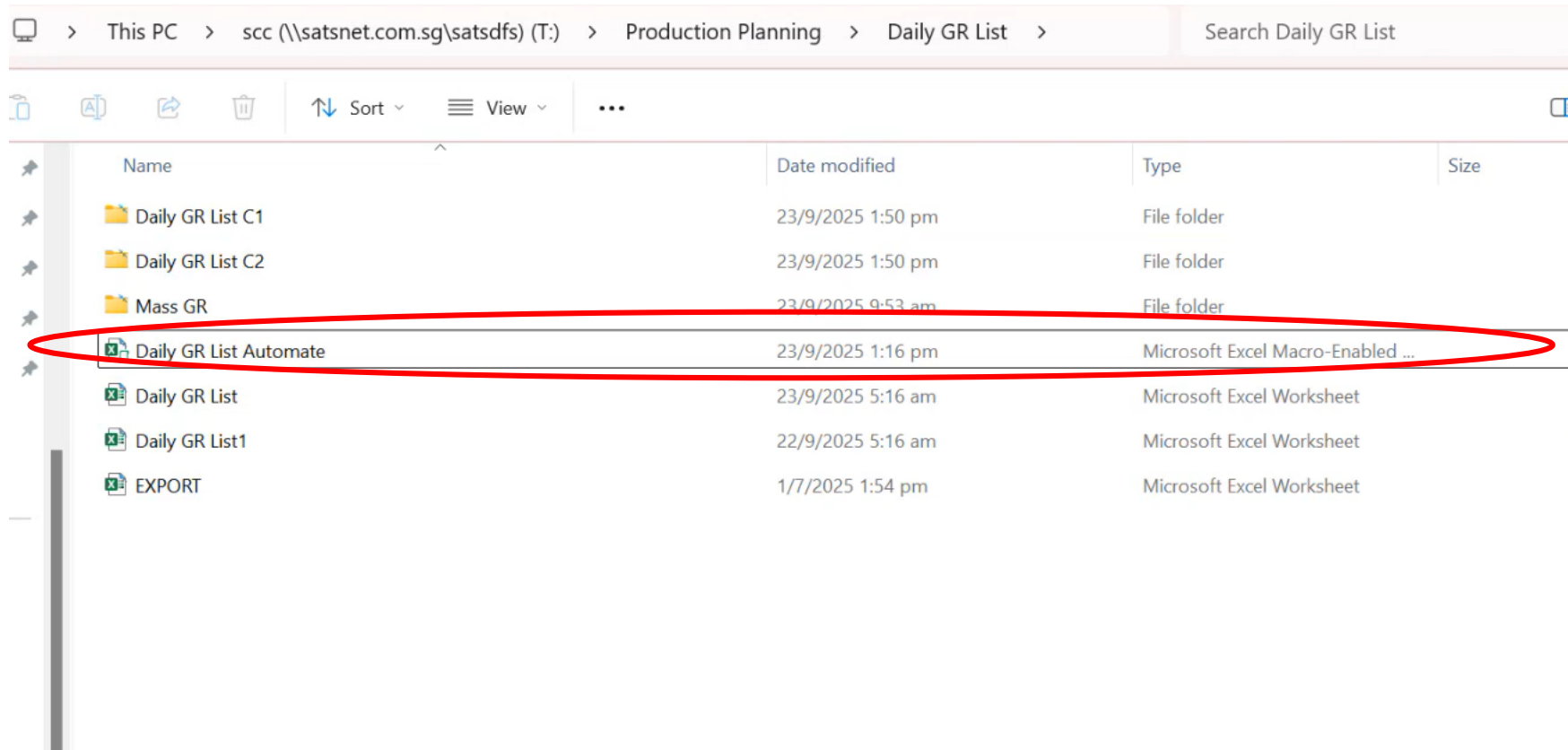
Step 10: Make sure that it is a Microsoft Excel Macro-Enabled workbook



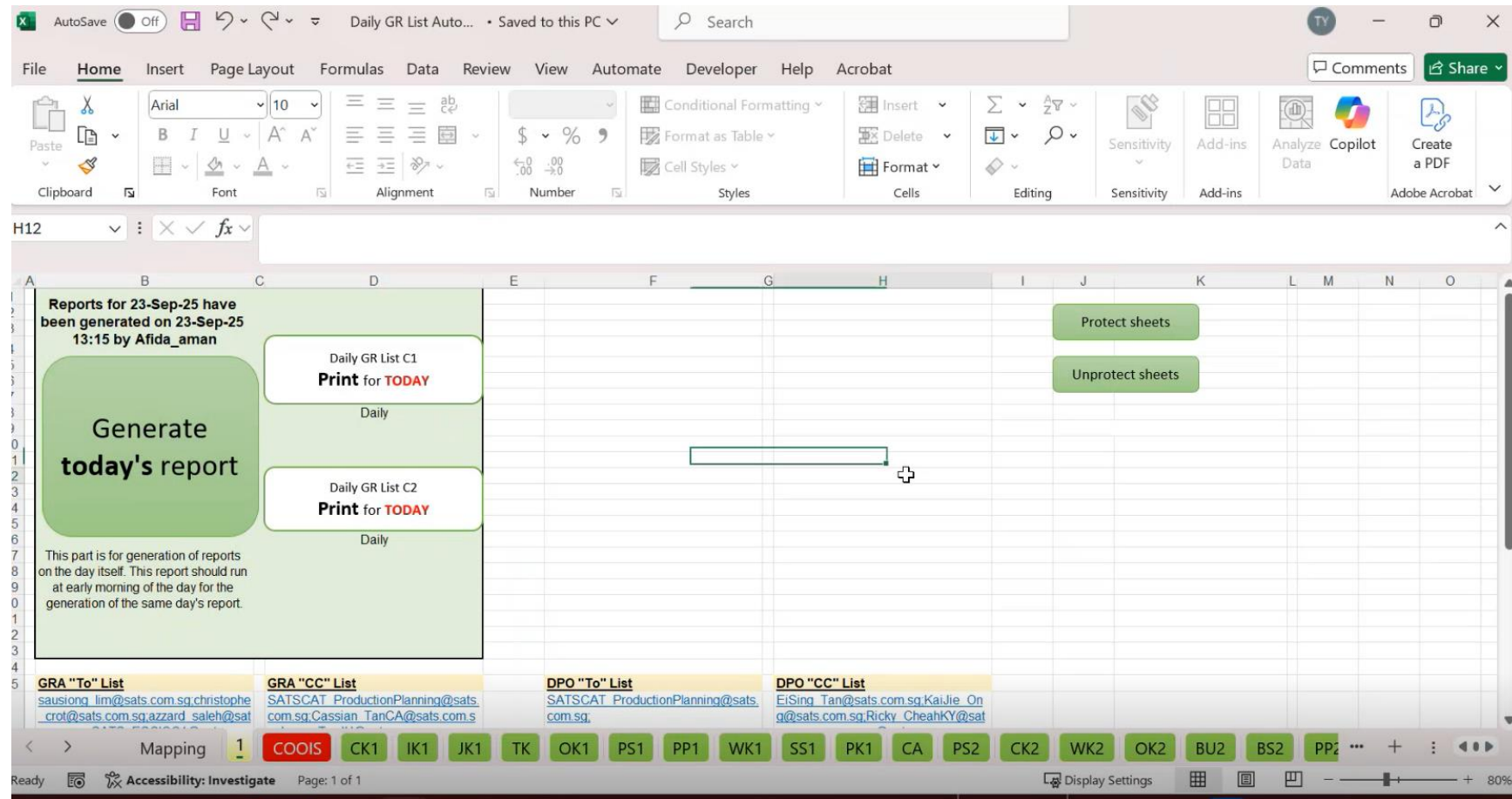
The screenshot shows a Windows File Explorer window with the address bar indicating the path: This PC > scc (\\satsnet.com.sg\satsdfs) (T:) > Production Planning > Daily GR List. The search bar contains 'Search Daily GR List'. The file list is displayed in a table with columns: Name, Date modified, Type, and Size. The file 'Daily GR List Automate' is selected, and its type 'Microsoft Excel Macro-Enabled ...' is circled in red.

Name	Date modified	Type	Size
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	23/9/2025 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	

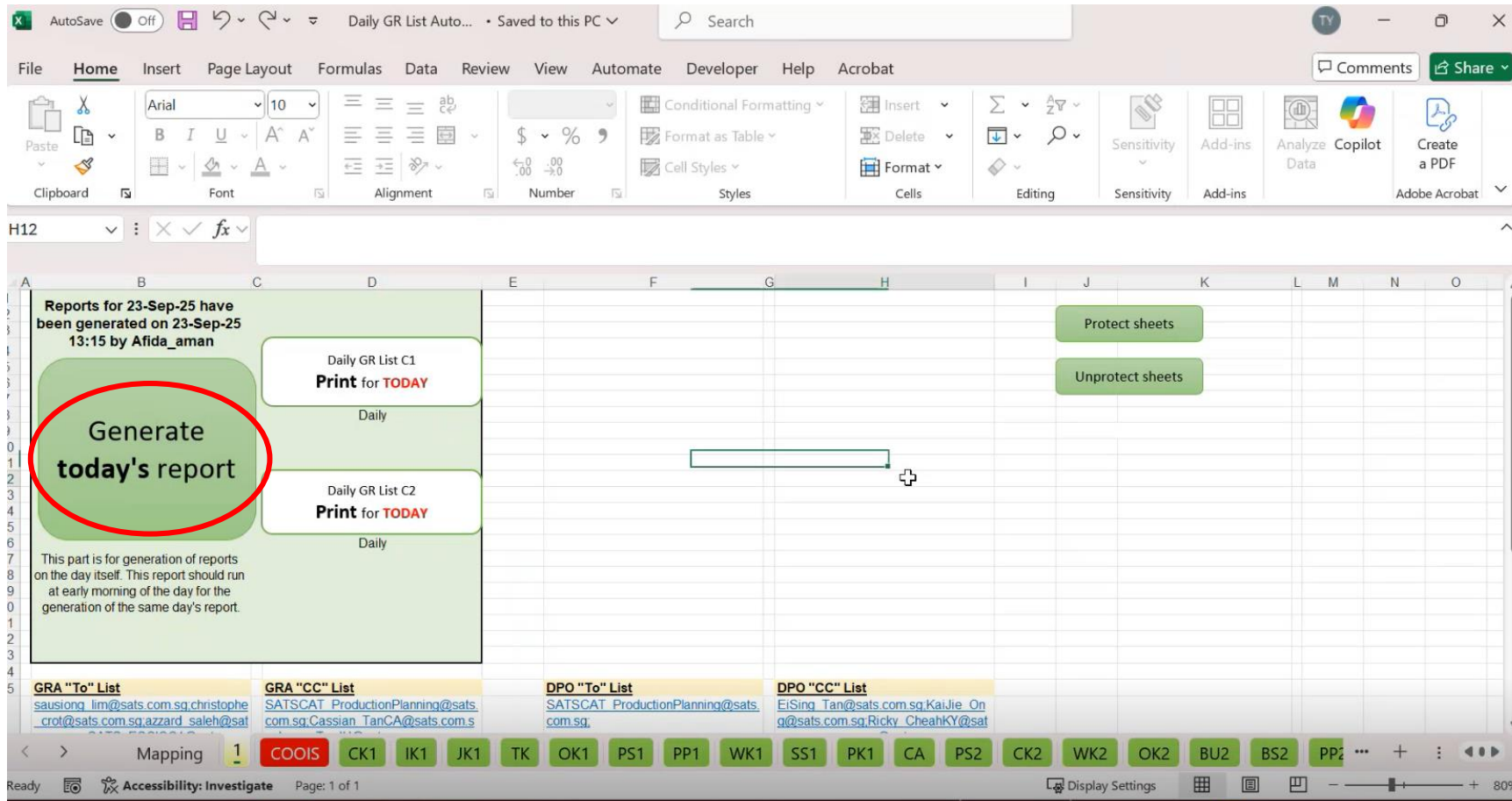
Step 11: Once that is done, click on the Daily GR list Automate File



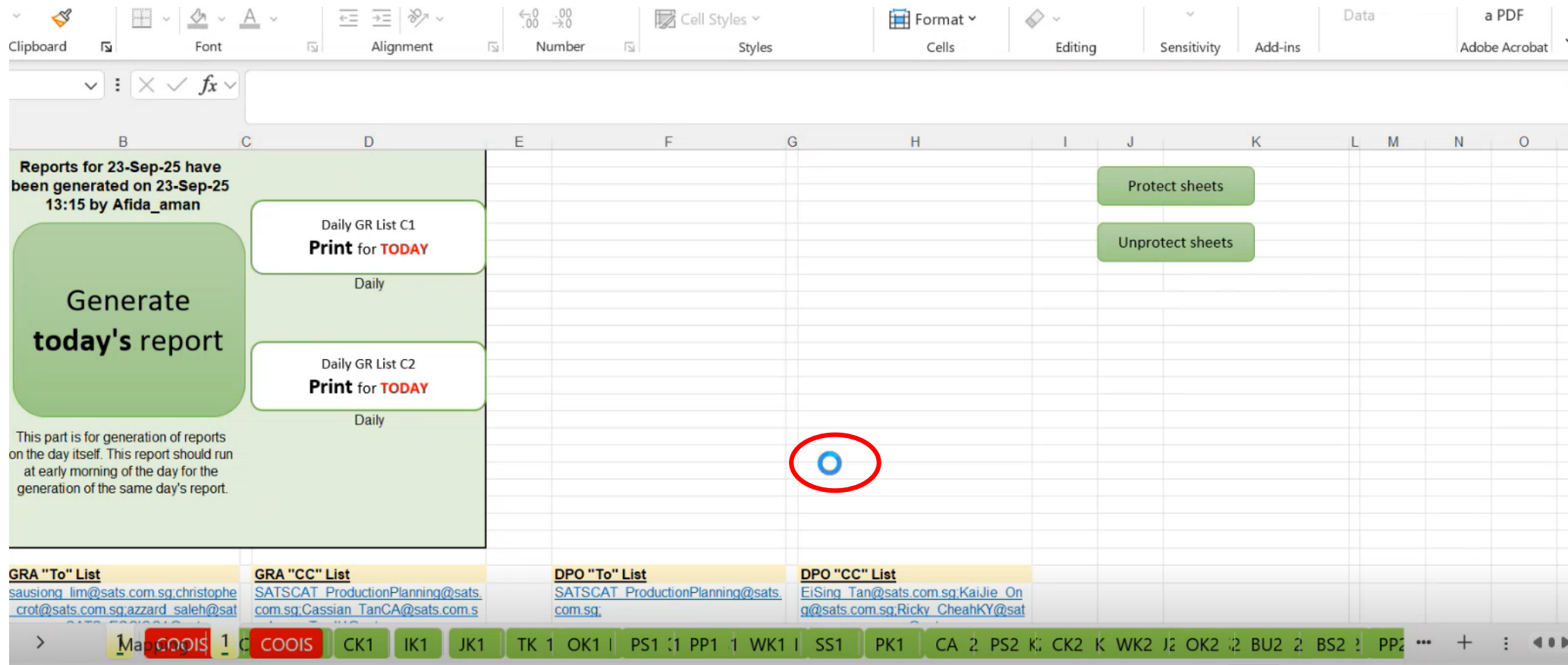
Step 12: After clicking on it, it would prompt you to this page



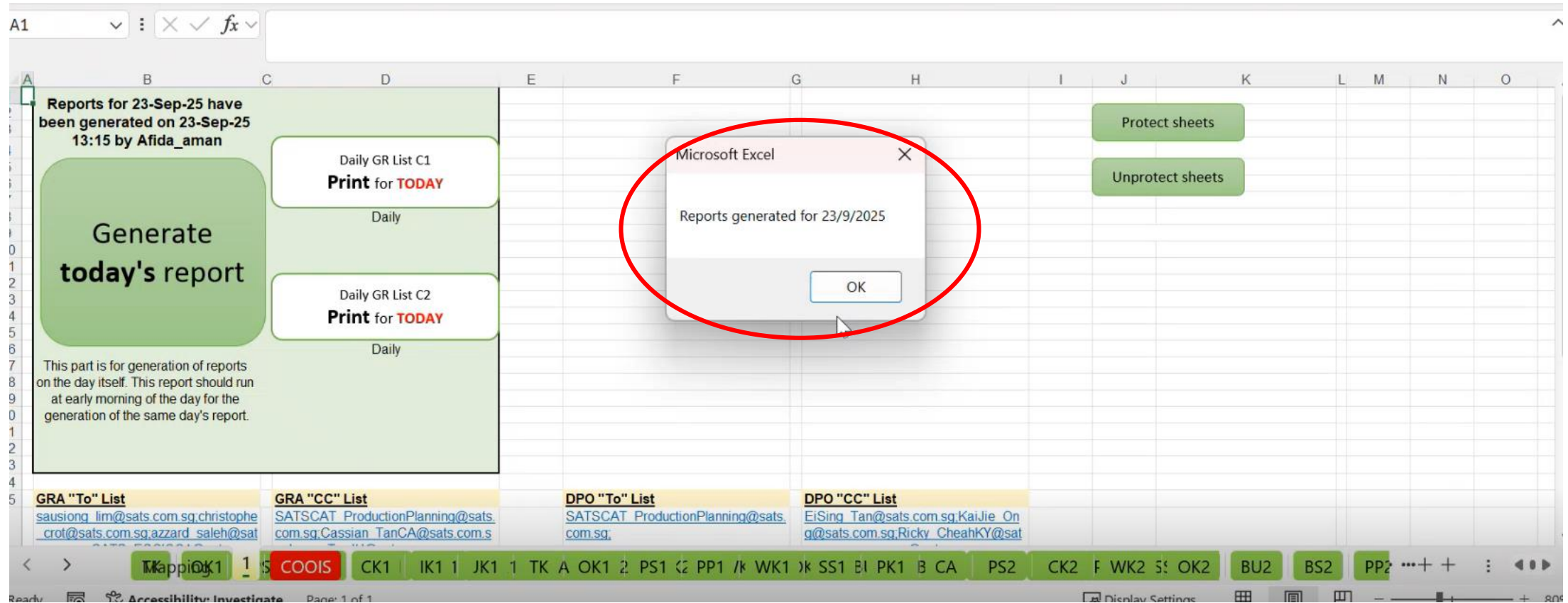
Step 13: Click on Generate today's report and let it run



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



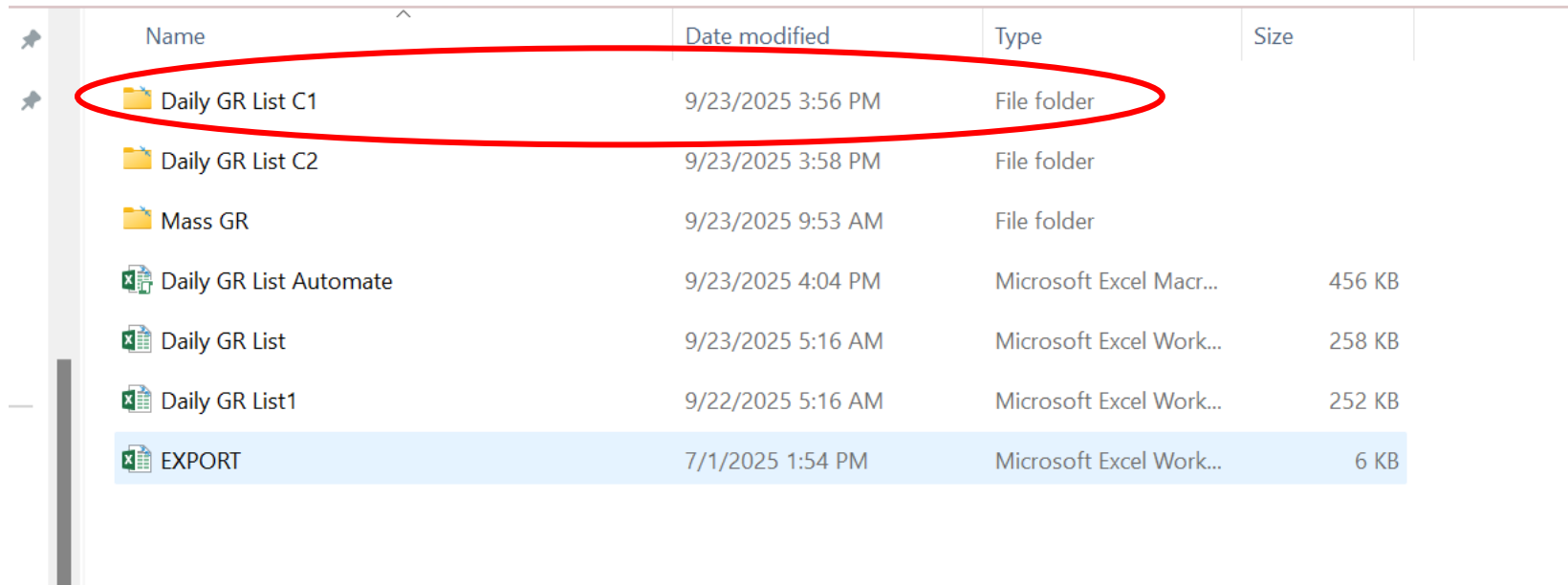
Step 15: Once report is generated it would show this pop up



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



A screenshot of a file explorer window showing a list of files and folders. A red oval highlights the 'Daily GR List C1' folder. The table below represents the data shown in the screenshot.

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

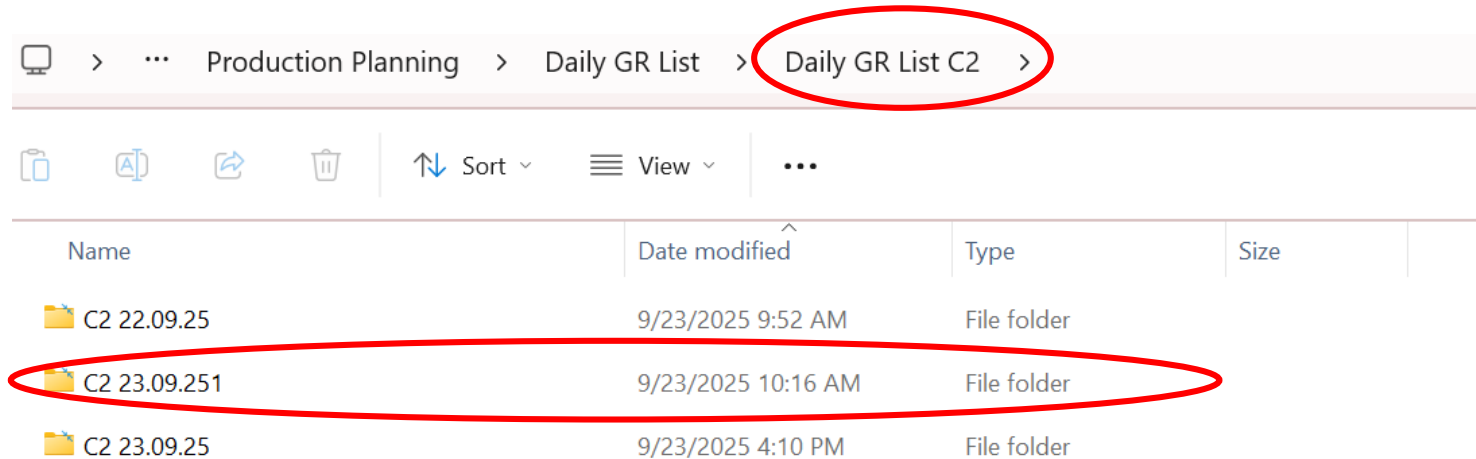
Step 15C: After clicking on it, it would prompt you to this page

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

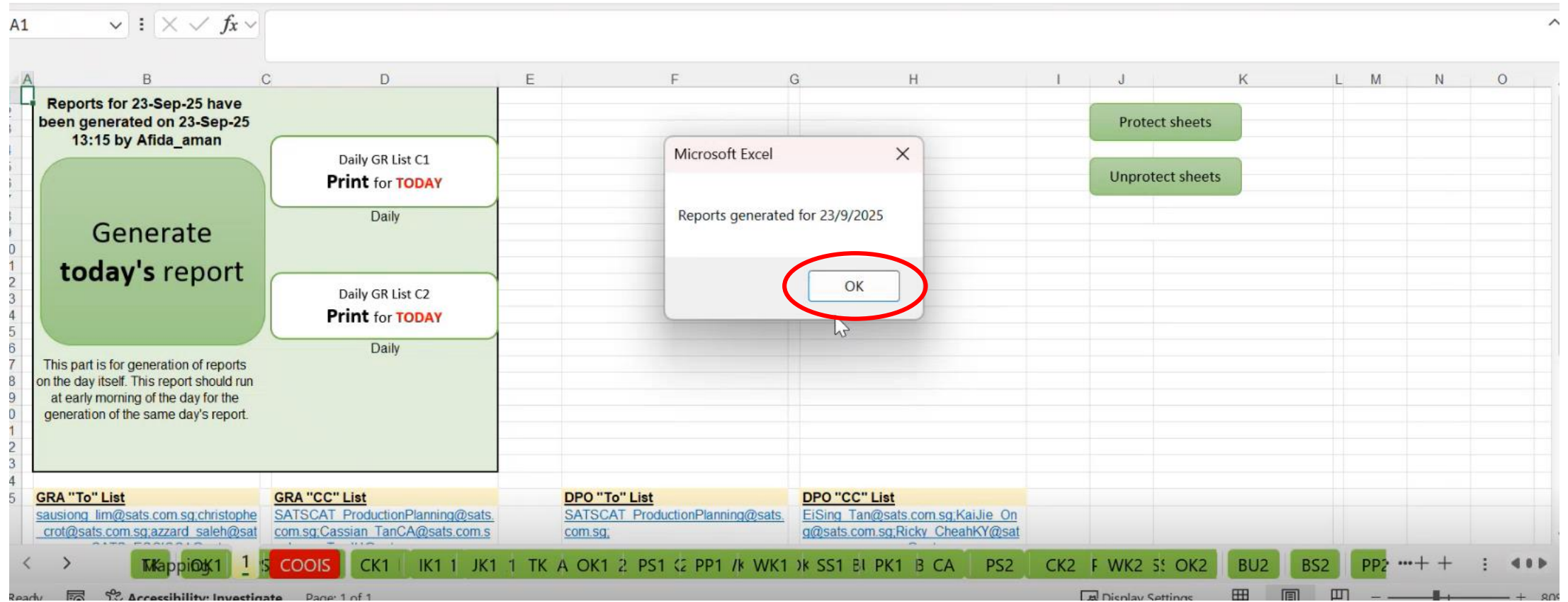


Production Planning > Daily GR List > Daily GR List C2 >				
Sort View ...				
Name	Date modified	Type	Size	
C2 22.09.25	9/23/2025 9:52 AM	File folder		
C2 23.09.251	9/23/2025 10:16 AM	File folder		
C2 23.09.25	9/23/2025 4:10 PM	File folder		

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...	456 KB
 Daily GR List	9/23/2025 5:16 AM	Microsoft Excel Work...	258 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

B1

Reports for 23/9/2025 have been generated on 23/9/2025 16:01 by YeeLeen_Toh

Reports for 23/9/2025 have been generated on 23/9/2025 16:01 by YeeLeen_Toh

Generate today's report

Daily GR List C1
Print for TODAY
Daily

Daily GR List C2
Print for TODAY
Daily

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.

Protect sheets

Unprotect sheets

GRA "To" List
sausiong_lim@sats.com.sg, christophe_crot@sats.com.sg, azzard_saleh@sats.com.sg

GRA "CC" List
SATSCAT_ProductionPlanning@sats.com.sg, Cassian_TanCA@sats.com.sg

DPO "To" List
SATSCAT_ProductionPlanning@sats.com.sg

DPO "CC" List
EiSing_Tan@sats.com.sg, KaiJie_On_g@sats.com.sg, Ricky_CheahKY@sats.com.sg

COOIS CK1 IK1 JK1 TK OK1 PS1 PP1 WK1 SS1 PK1 CA PS2 CK2 WK2 OK2 BU2 BS2 PP2 IK2 P

Step 18: After that's done press save

