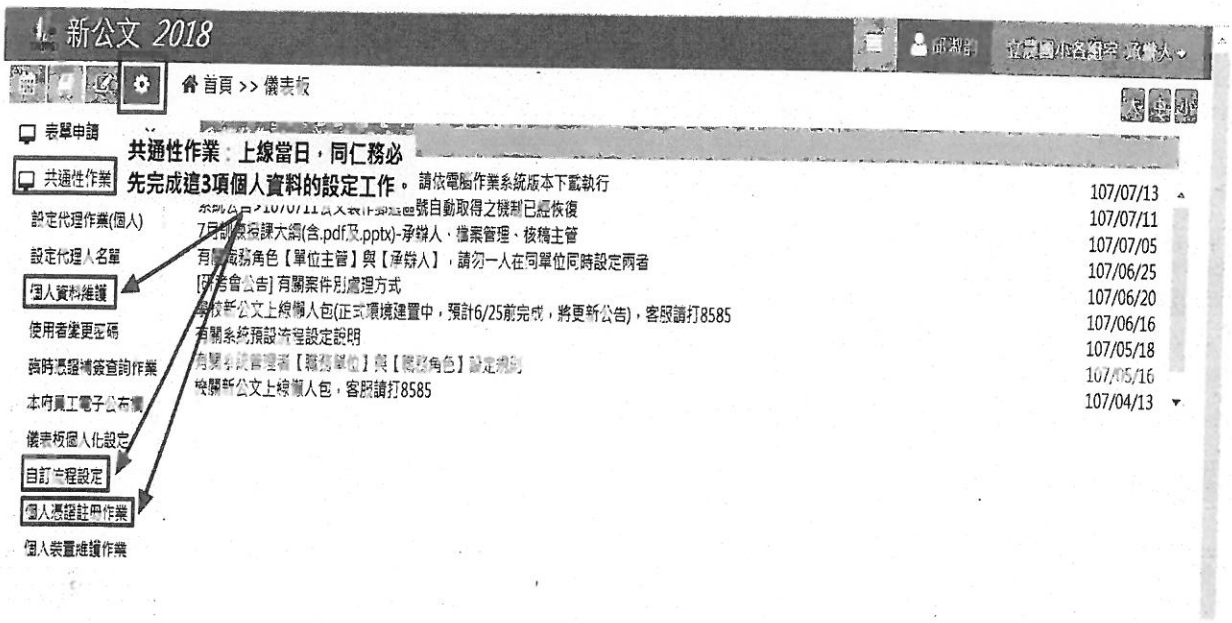
新公文整合系統實務操作手冊

新公文整合系統12招式

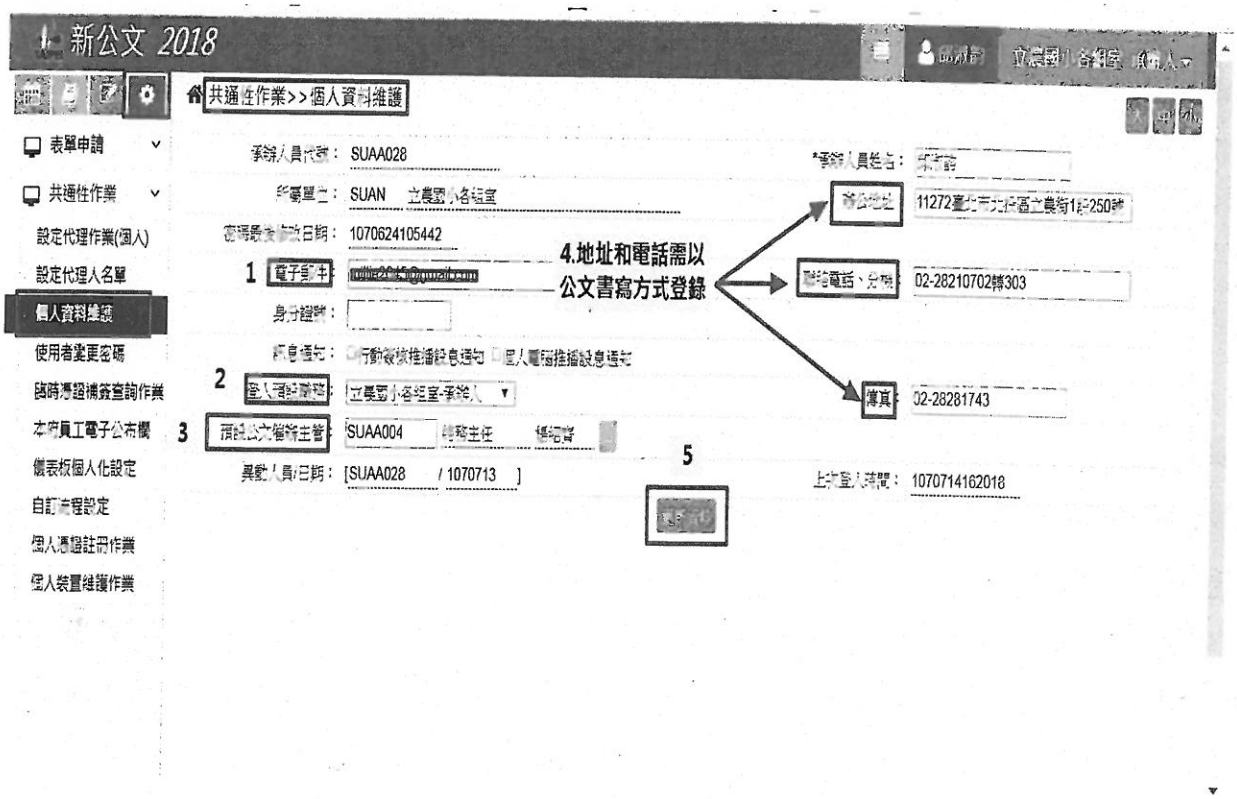
◎第 1 招　共通性作業(個人資料維護)
◎第 2 招　電子來文：存查
◎第 3 招　電子來文：函覆發文(收發同號)
◎第 4 招　電子來文：免備文(便簽)→送發文
◎第 5 招　紙本來文：存查
◎第 6 招　紙本來文：函覆發文(收發同號)
◎第 7 招　創簽稿(簽)：文存查
◎第 8 招　創簽稿(函稿)：電子發文
◎第 9 招　創簽稿(紙本)：文存查(簽)
◎第 10 招　創簽稿(紙本)：紙本發文
◎第 11 招　綜合查詢
◎第 12 招　變更流程(內會和外會)

正式網址：https://edoc.gov.taipei/
測試網址：https://doctest.gov.taipei/tcqb/
帳號：舊公文系統登入帳號
密碼：kds123(小寫)

◎第 1 招　共通性作業(個人資料維護)

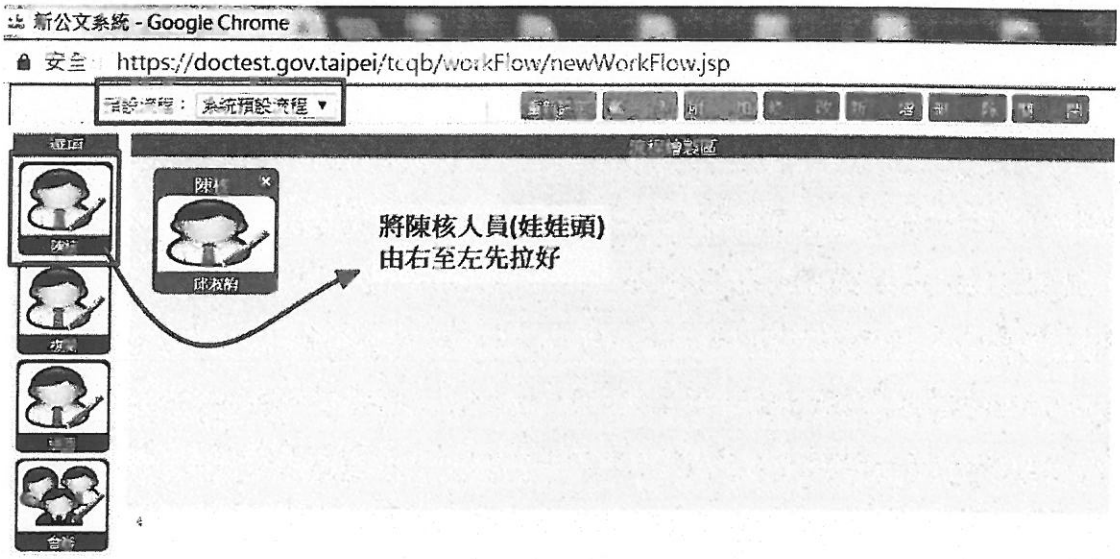


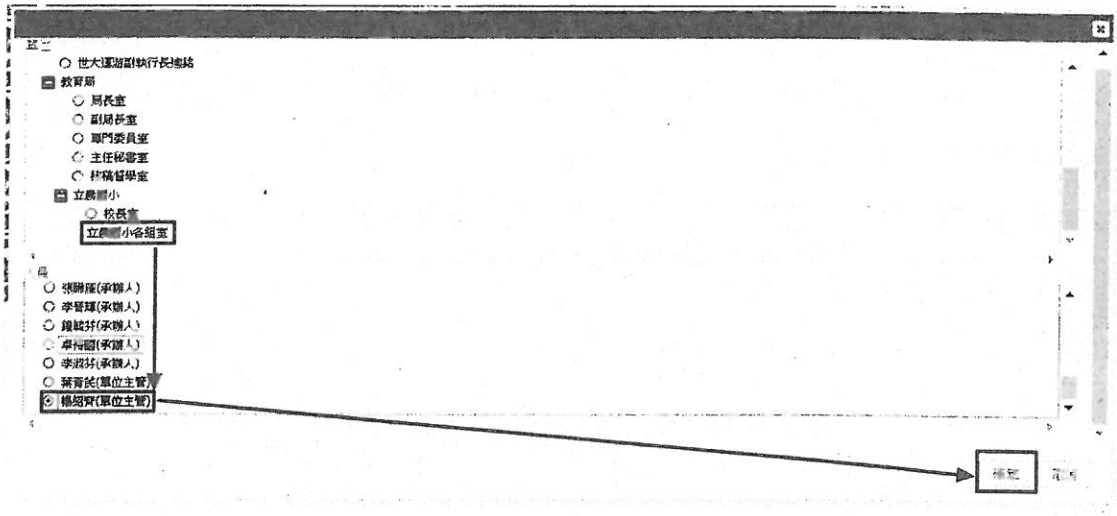
一、個人資料維護

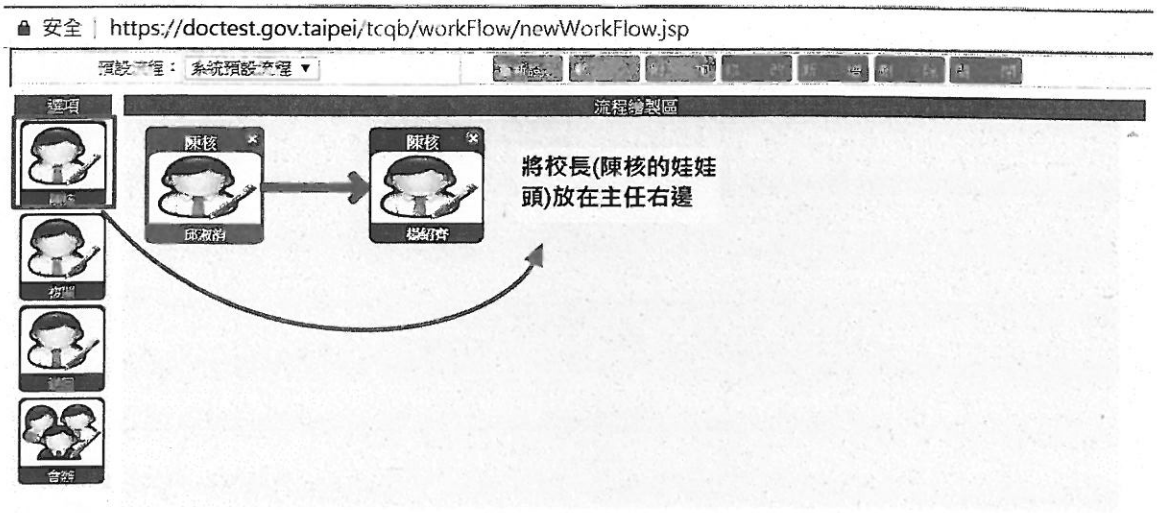


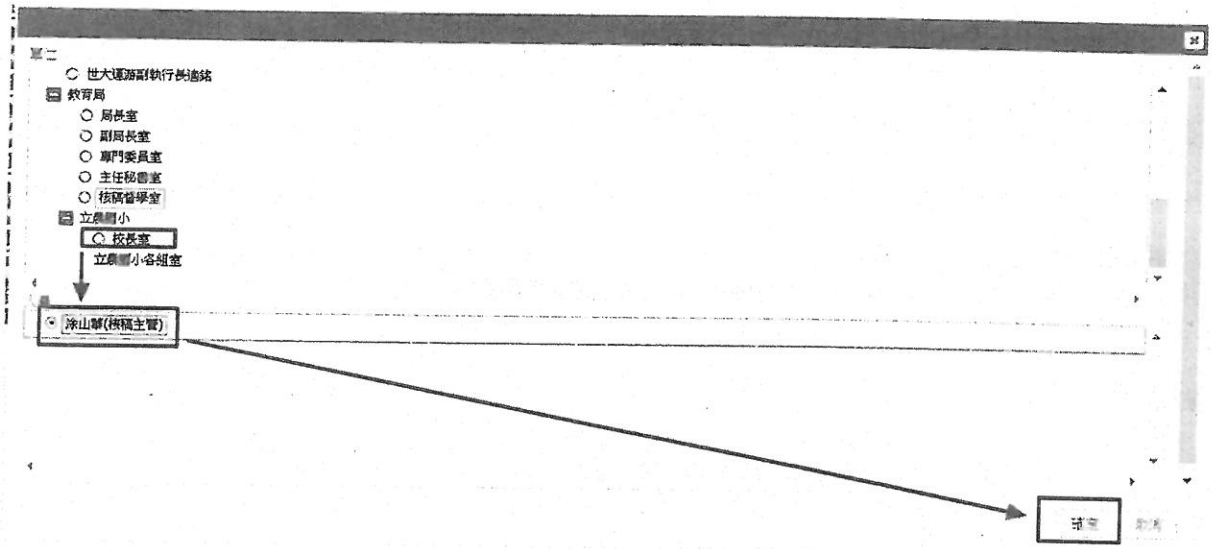
二、自訂流程設定

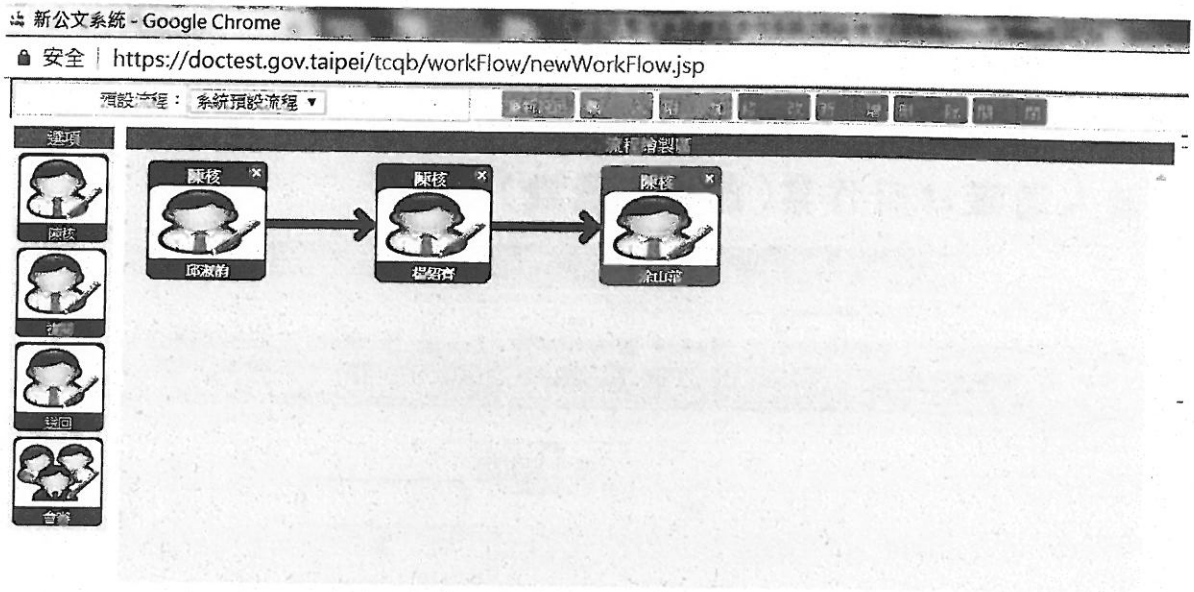
1. 基本款：自己→單位主管(主任)→校長



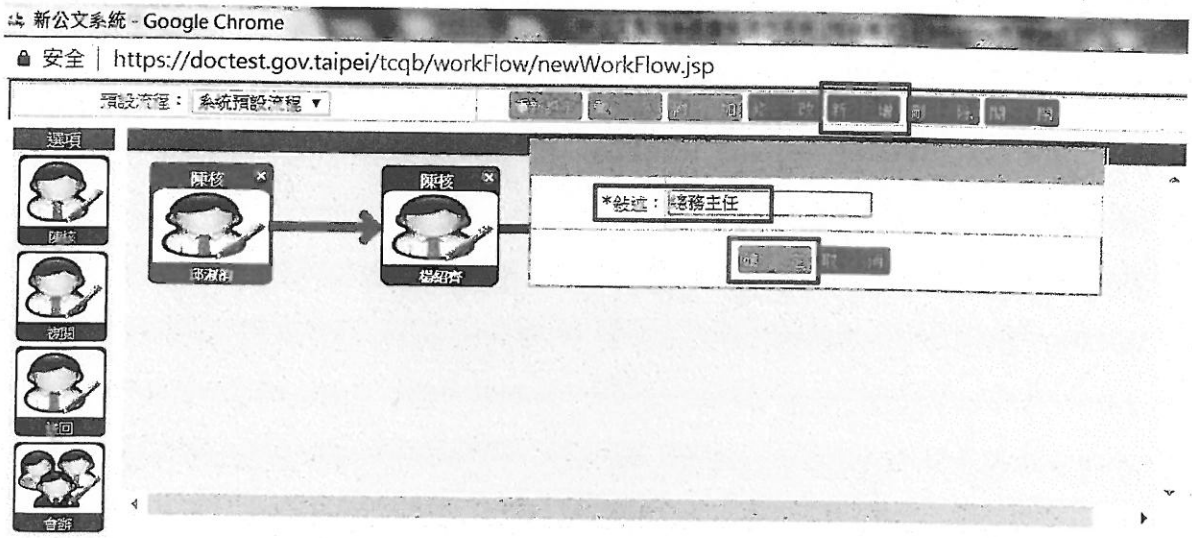




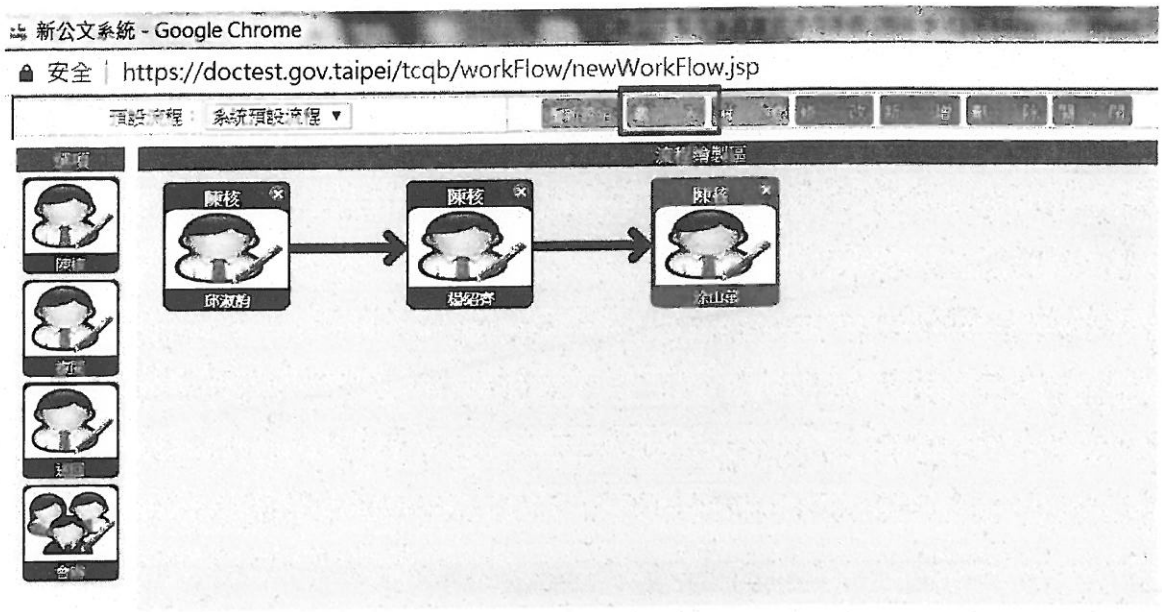




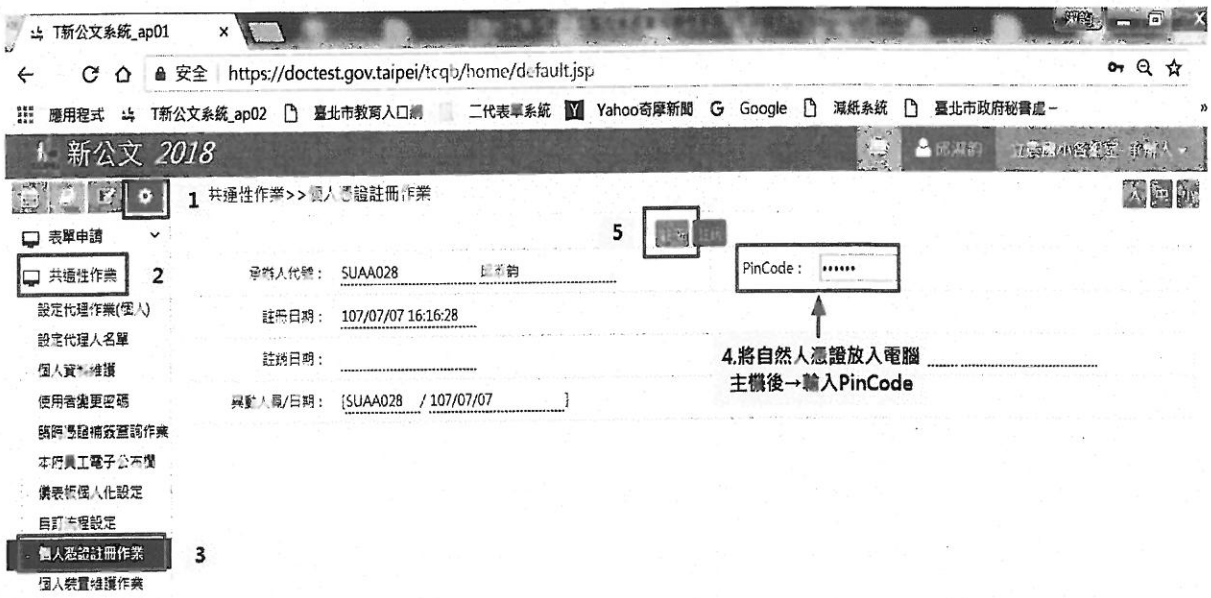
輸入這 1 組流程的名稱(敘述)



點”載入”→完成基本款的設定



三、個人憑證註冊作業(自然人憑證)

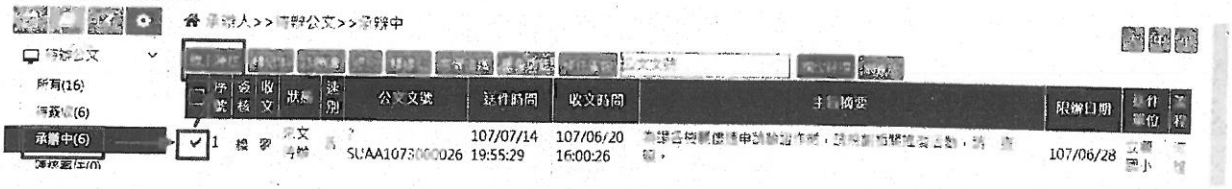


◎第 2 招　電子來文：存查

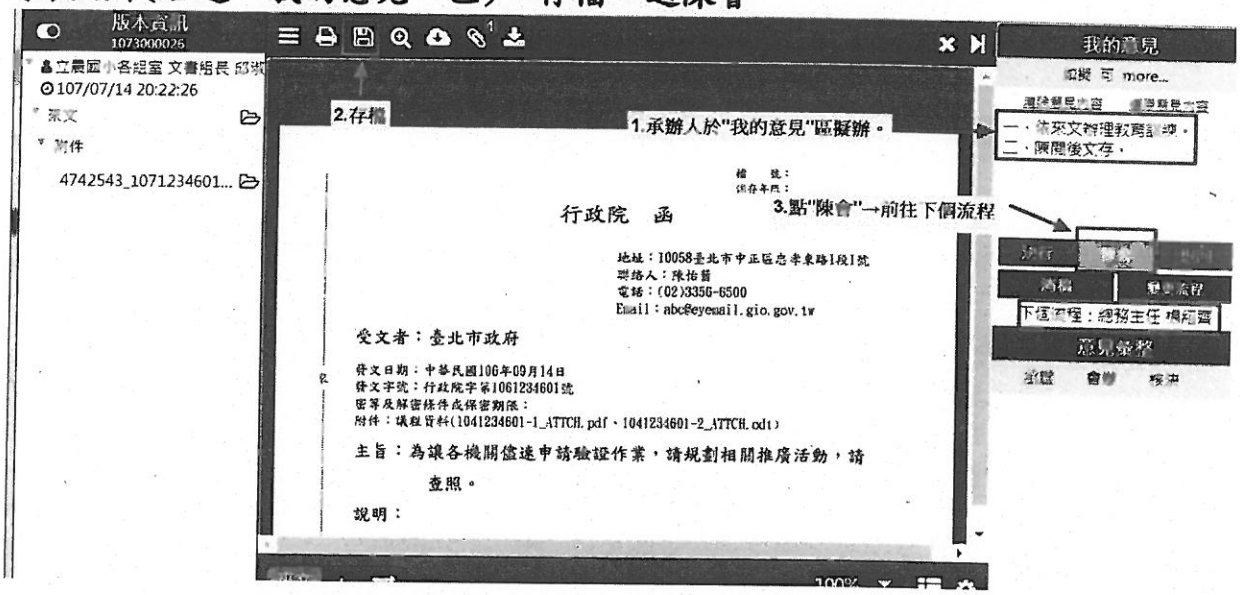
☆總流程說明：電子來文→簽收(1)→線上陳核(2)→送陳會(3)→陳核給長官由長官決行(4)→簽收(5)→存查(6)→歸檔(7)

(1)簽收：可以多筆公文一起”簽收”

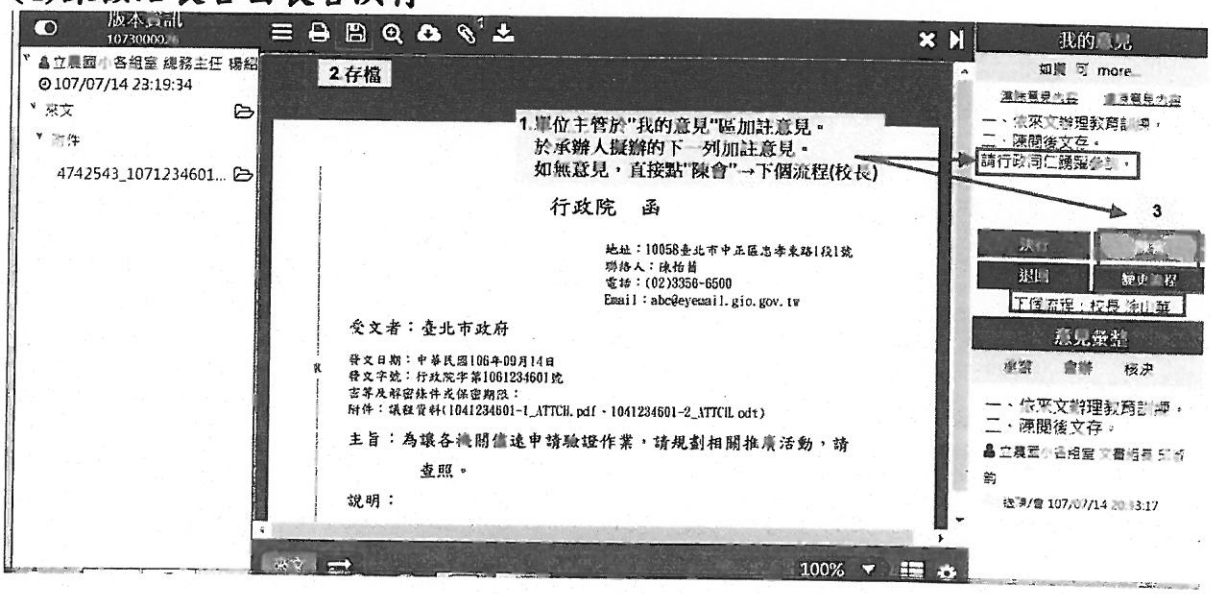
(2)線上陳核

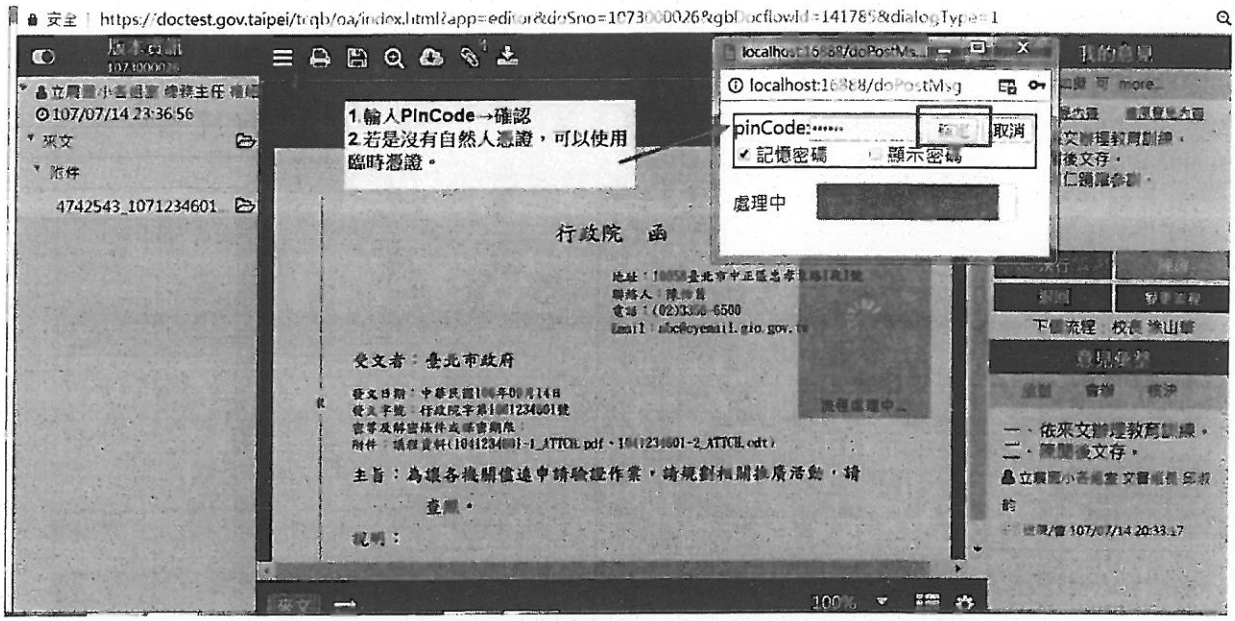


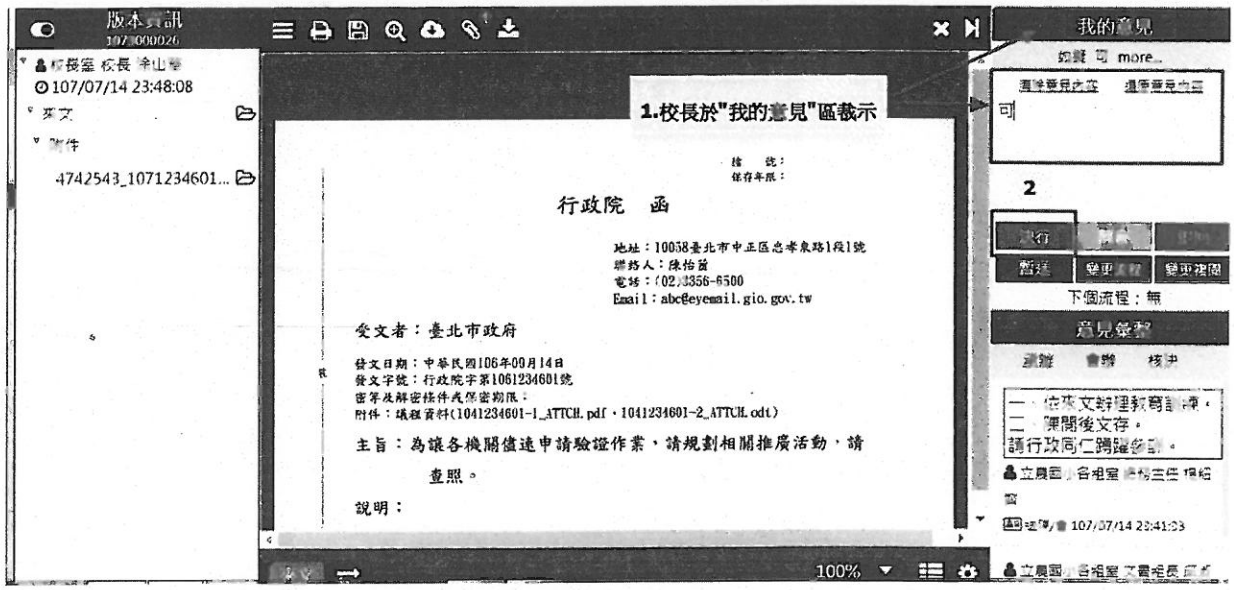
(3)擬辦(右邊”我的意見”區)→存檔→送陳會



(4)陳核給長官由長官決行



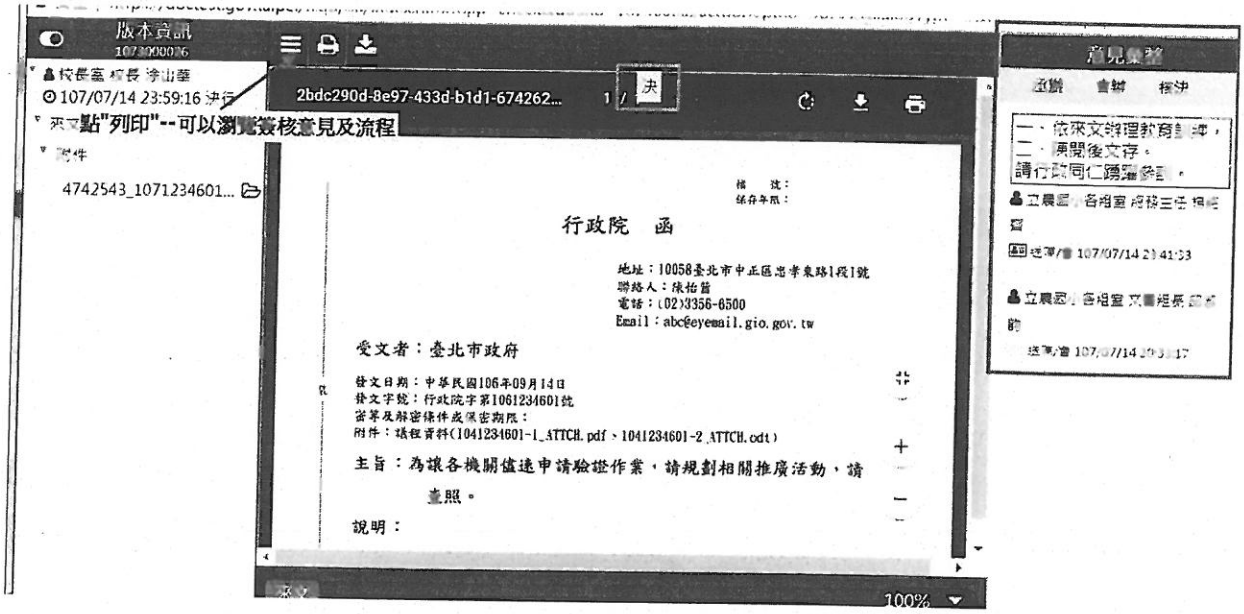

1.輸入PInCode→確認
2.若是沒有自然人憑證，可以使用臨時憑證。
pinCode:
記憶密碼
顯示密碼
取消
處理中
行政院 函
受文者：臺北市政府
主旨：為讓各機關儘速申請驗證作業，請規劃相關推廣活動，請查照。
說明：
我的意見


1.校長於"我的意見"區表示
2
行政院 函
受文者：臺北市政府
主旨：為讓各機關儘速申請驗證作業，請規劃相關推廣活動，請查照。
說明：
我的意見
下個流程：無
意見彙整

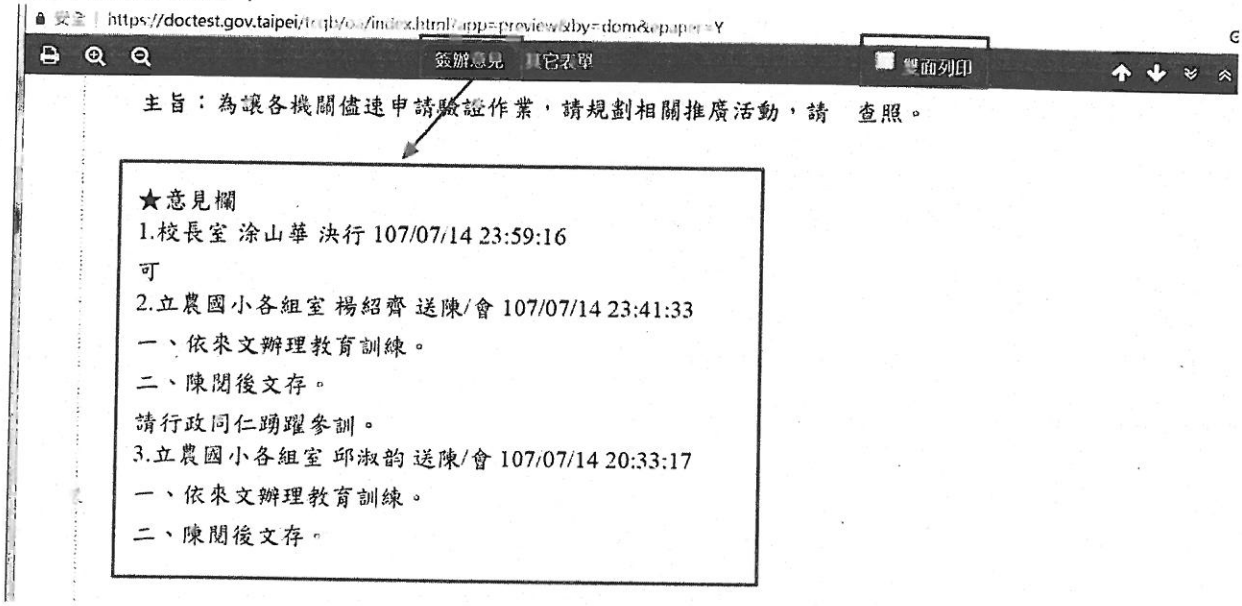
(5)簽收：簽收已決行公文

新公文 2018
待簽收(7)
狀態
公文文號
送件時間
收文時間
主旨摘要
限辦日期

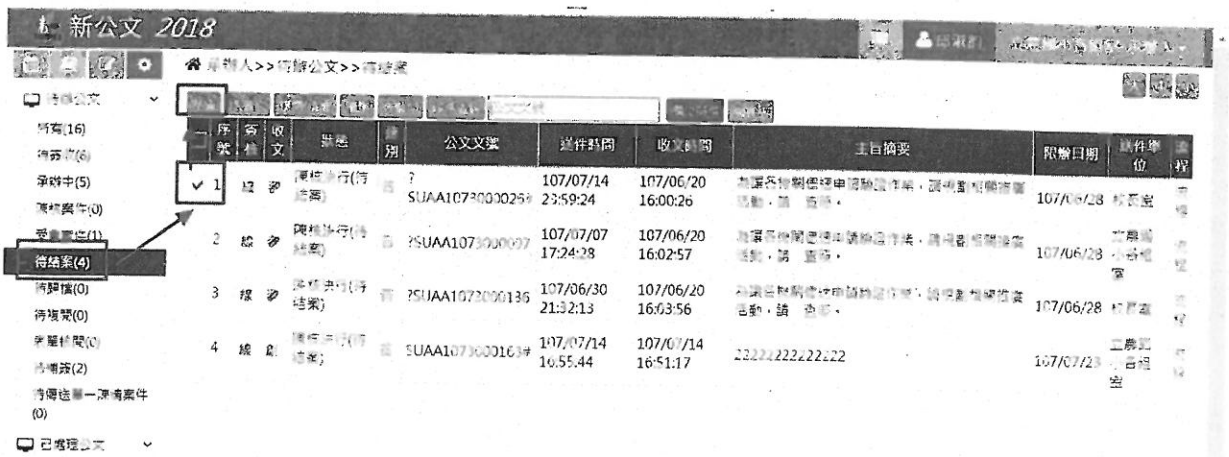
瀏覽簽核意見



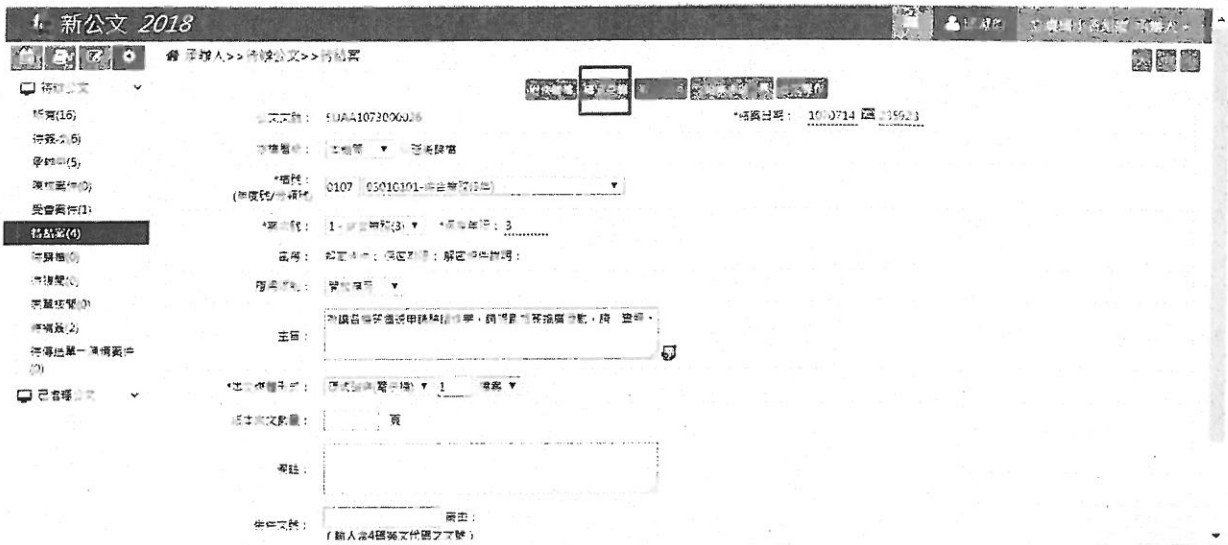
簽辦意見及列印



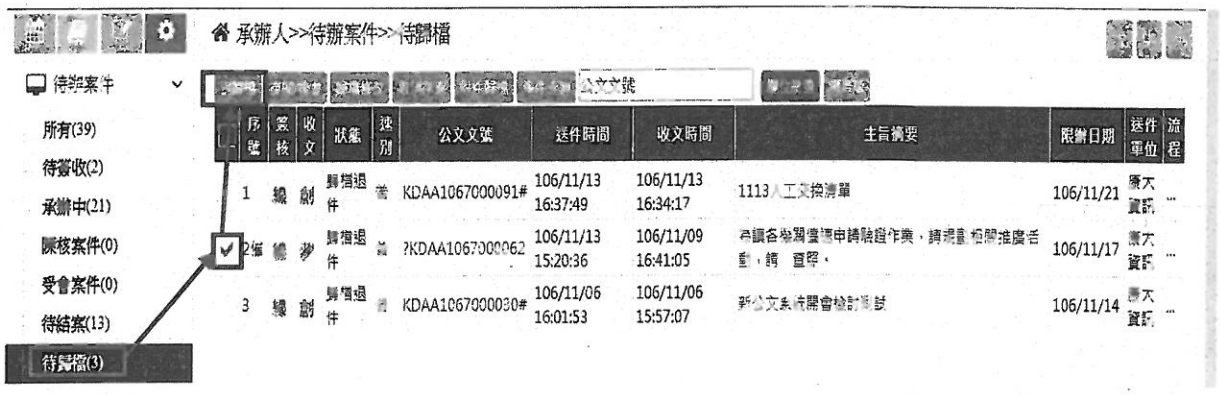
(6)存查



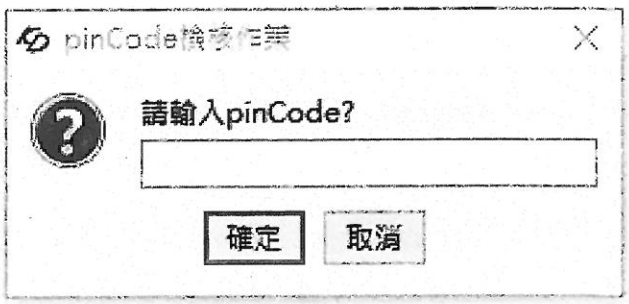
確認所有＊必填欄位後，再按【確認存檔】



(7)歸檔



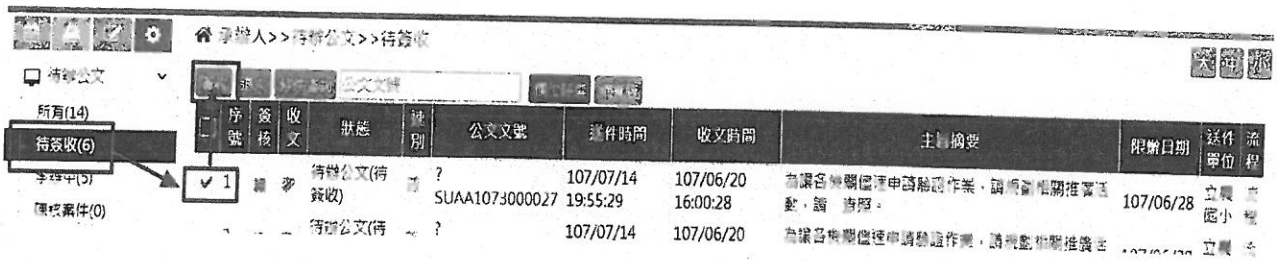
此時會開啟線上簽核畫面，輸入 PIN 碼按【確定】即可。



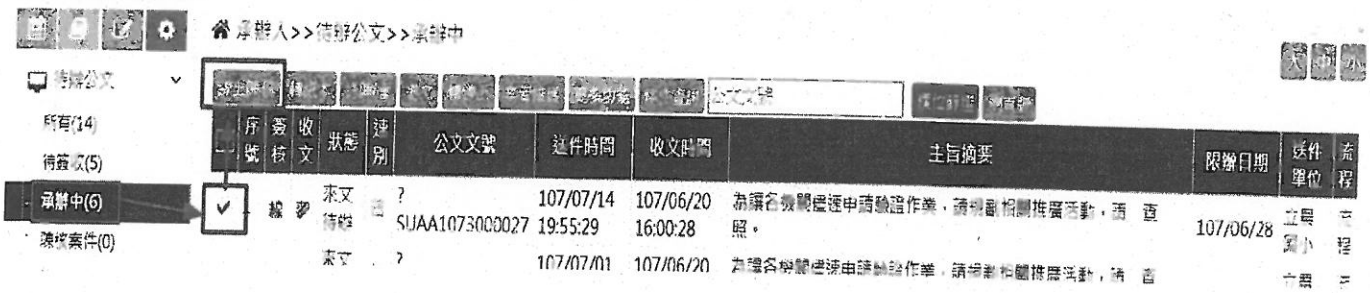
第 3 招　電子來文：函覆發文(收發同號)

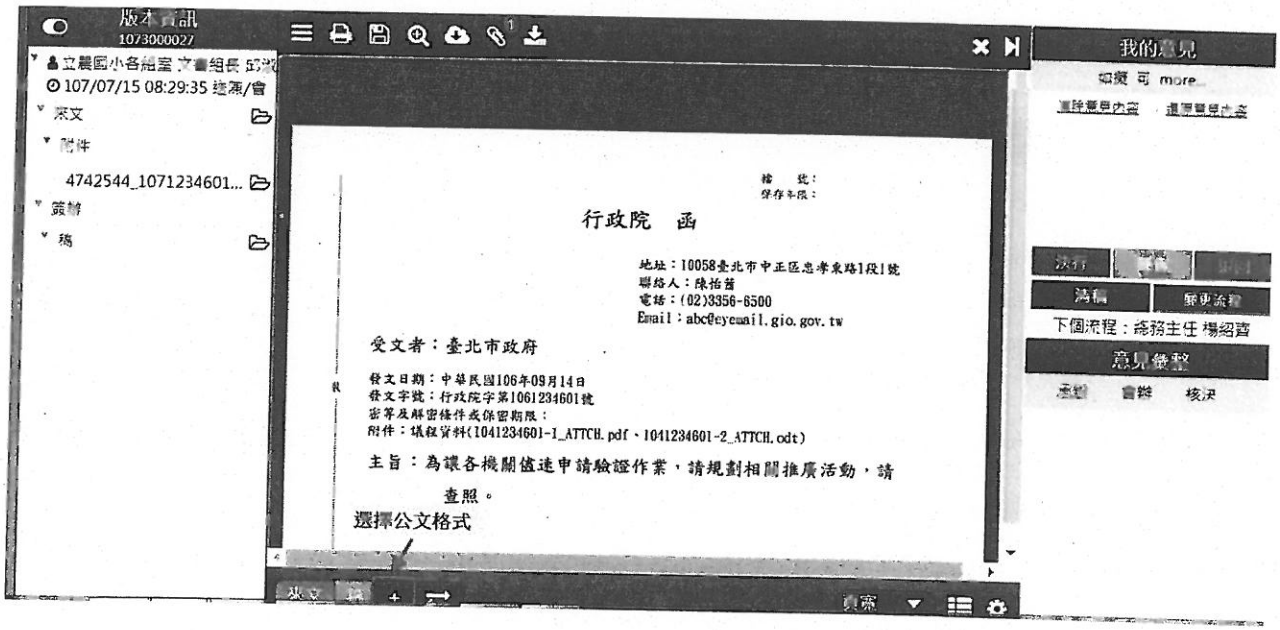
☆總流程說明：電子來文→簽收(1)→線上陳核(2)→送陳會(3)→陳核給長官由長官決行(4)→簽收(5)→送發文(6)→上傳(7)→發文(8→)確定送發(9)

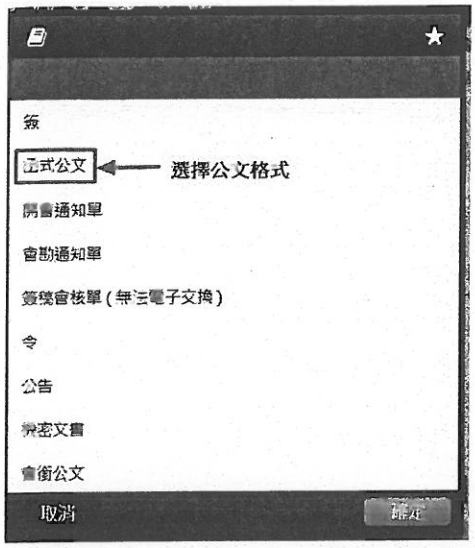
(1)簽收

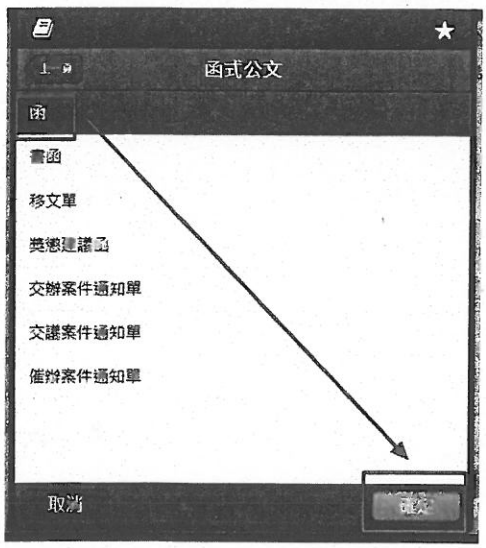


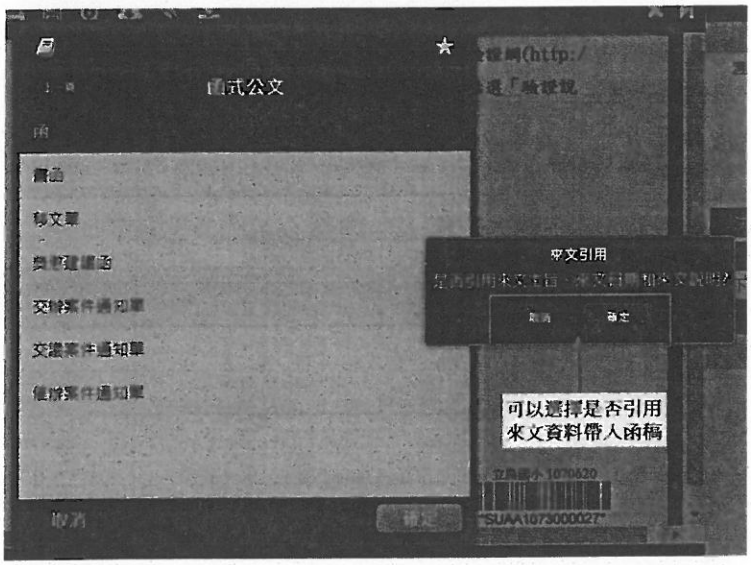
(2)線上陳核



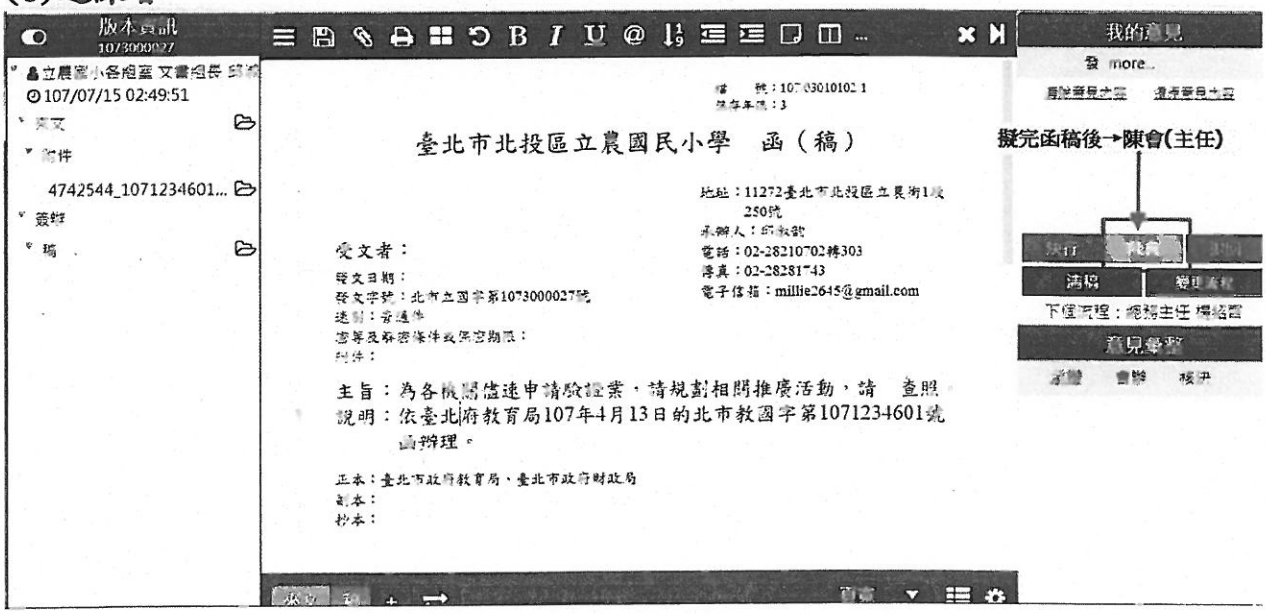



簽
函式公文
選擇公文格式
開會通知單
會勘通知單
簽稿會核單（無法電子交換）
令
公告
機密文書
會銜公文
取消
確定


函式公文
函
書函
移文單
獎懲建議函
交辦案件通知單
交議案件通知單
催辦案件通知單
取消
確定


函式公文
來文引用
取消
確定
可以選擇是否引用
來文資料帶入函稿

(3)送陳會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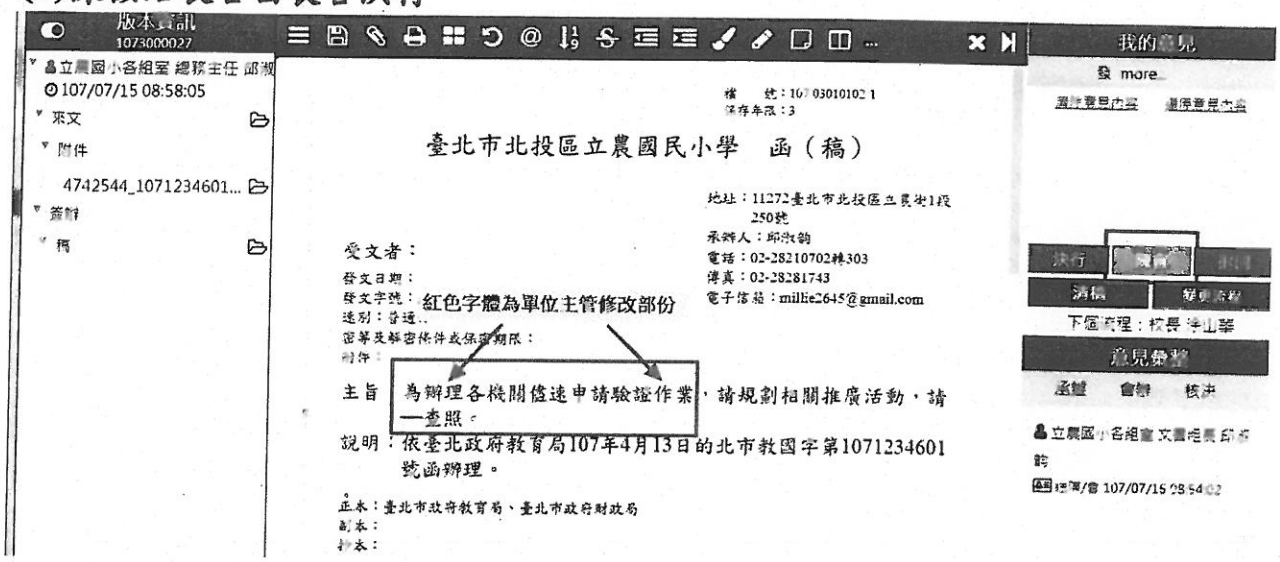
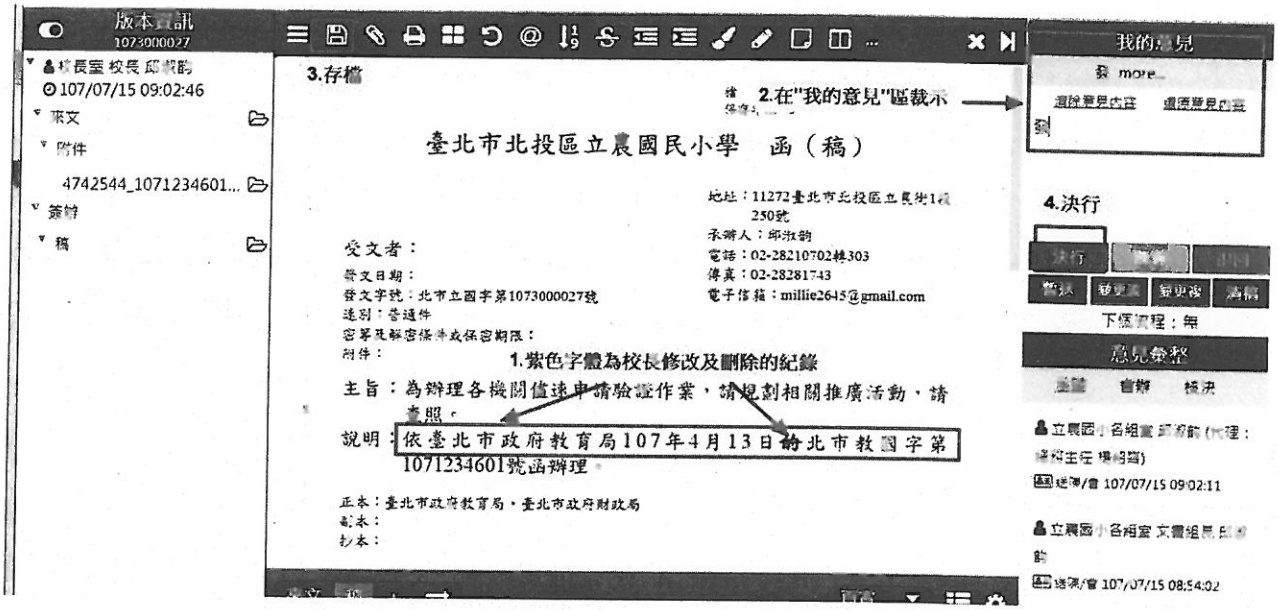
來文
附件
4742544_1071234601...
我的意見
more...
擬完函稿後→陳會(主任)
執行
陳會
清稿
變更流程
下個流程：總務主任 陳紹雲
意見彙整
會辦
核決
臺北市北投區立農國民小學　函（稿）
受文者：
主旨：為各機關儘速申請駕證案，請規劃相關推廣活動，請　查照
說明：依臺北府教育局107年4月13日的北市教國字第1071234601號函辦理。
正本：臺北市政府教育局、臺北市政府財政局
副本：
抄本：

(4)陳核給長官由長官決行





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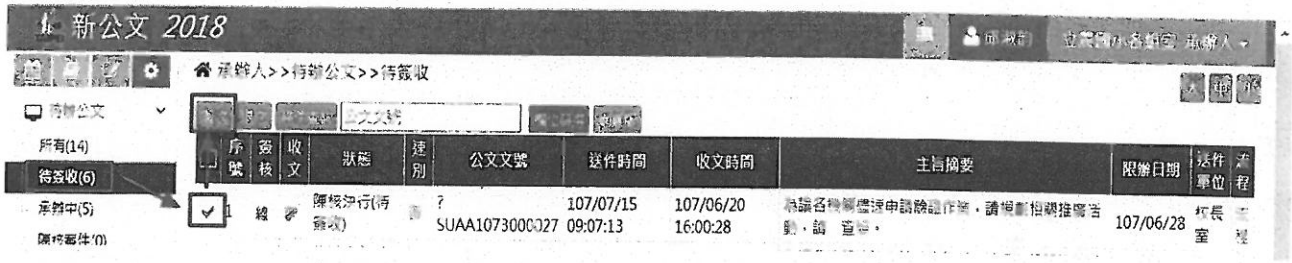
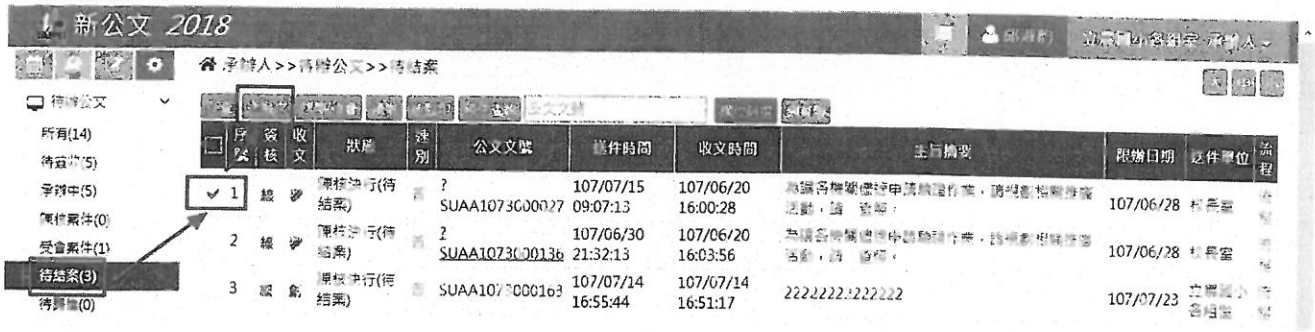
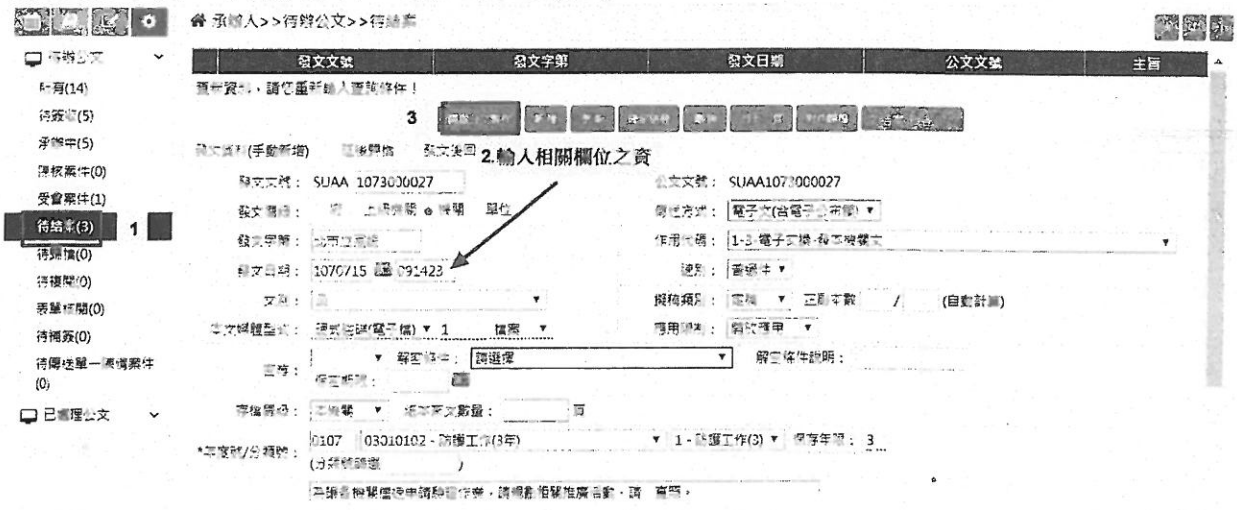


(6)送發文



待結案→輸入相關資料→開啟公文製作



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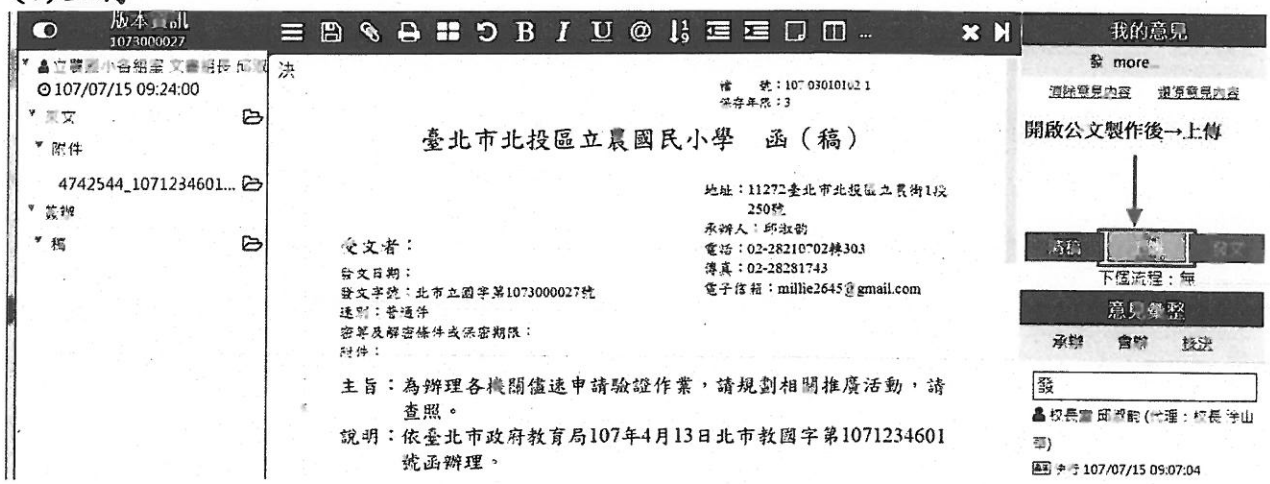

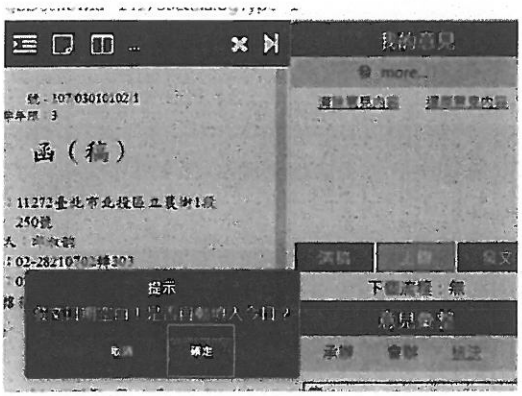

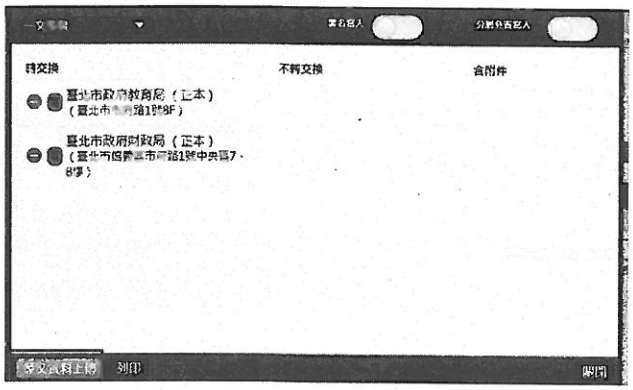

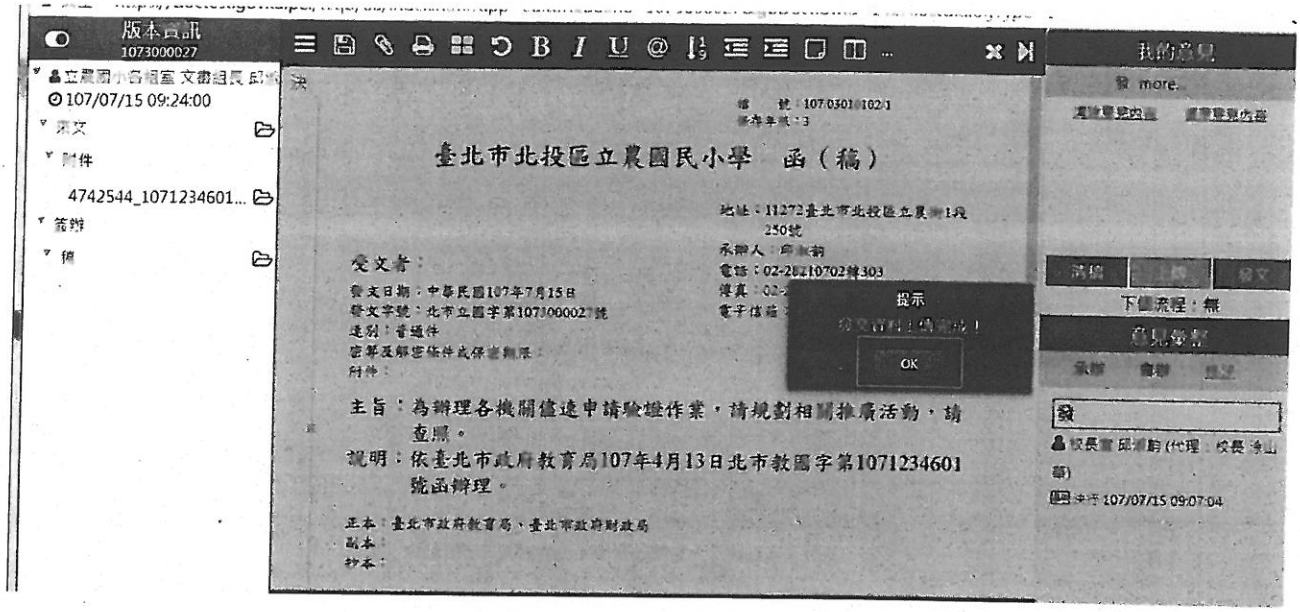
版本資訊
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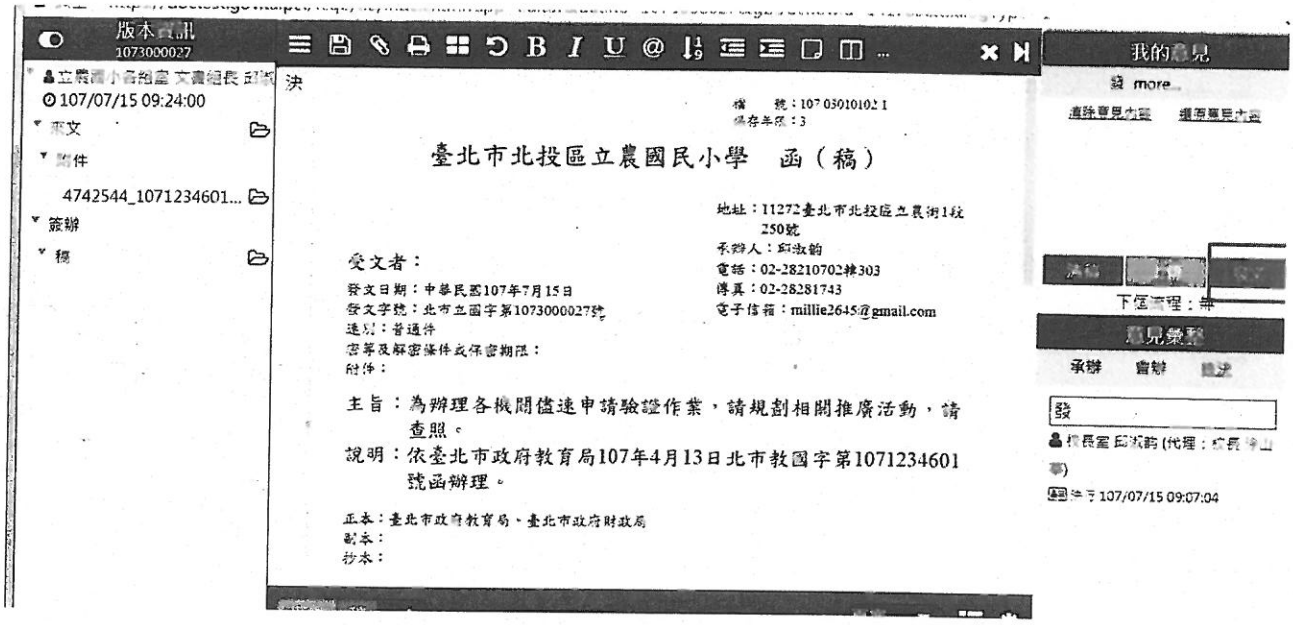
107/07/15 09:24:00
來文
附件
4742544_1071234601...
簽辦
稿
臺北市北投區立農國民小學 函（稿）
受文者：
主旨：為辦理各機關儘速申請驗證作業，請規劃相關推廣活動，請查照。
說明：依臺北市政府教育局107年4月13日北市教國字第1071234601號函辦理。
正本：臺北市政府教育局、臺北市政府財政局
副本：
抄本：
提示
OK
我的意見
下個流程：無
意見彙整

(8)發文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107/07/15 09:24:00
來文
附件
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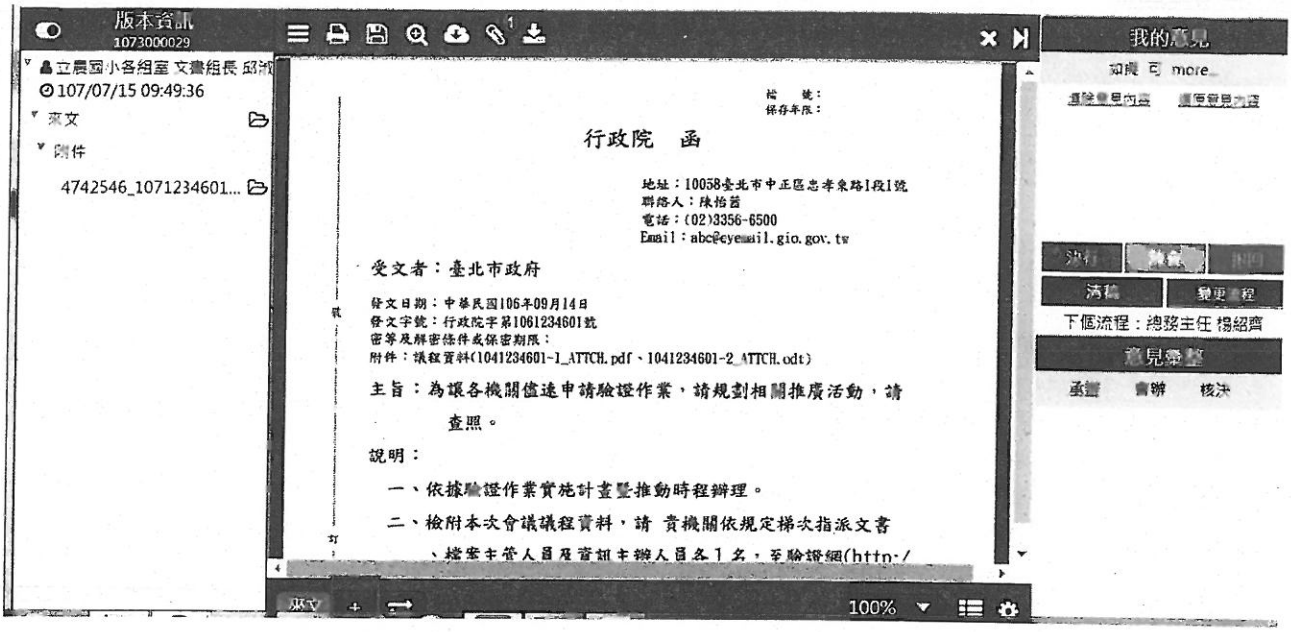
簽辦
稿
臺北市北投區立農國民小學 函（稿）
受文者：
發文日期：中華民國107年7月15日
發文字號：北市立國字第1073000027號
速別：普通件
密等及解密條件或保密期限：
附件：
主旨：為辦理各機關儘速申請驗證作業，請規劃相關推廣活動，請查照。
說明：依臺北市政府教育局107年4月13日北市教國字第1071234601號函辦理。
正本：臺北市政府教育局、臺北市政府財政局
副本：
抄本：
地址：11272臺北市北投區立農街1段250號
承辦人：邱淑韵
電話：02-28210702轉303
傳真：02-28281743
電子信箱：millie2645@gmail.com
我的意見
下個流程：無
意見彙整

(9)確定送發

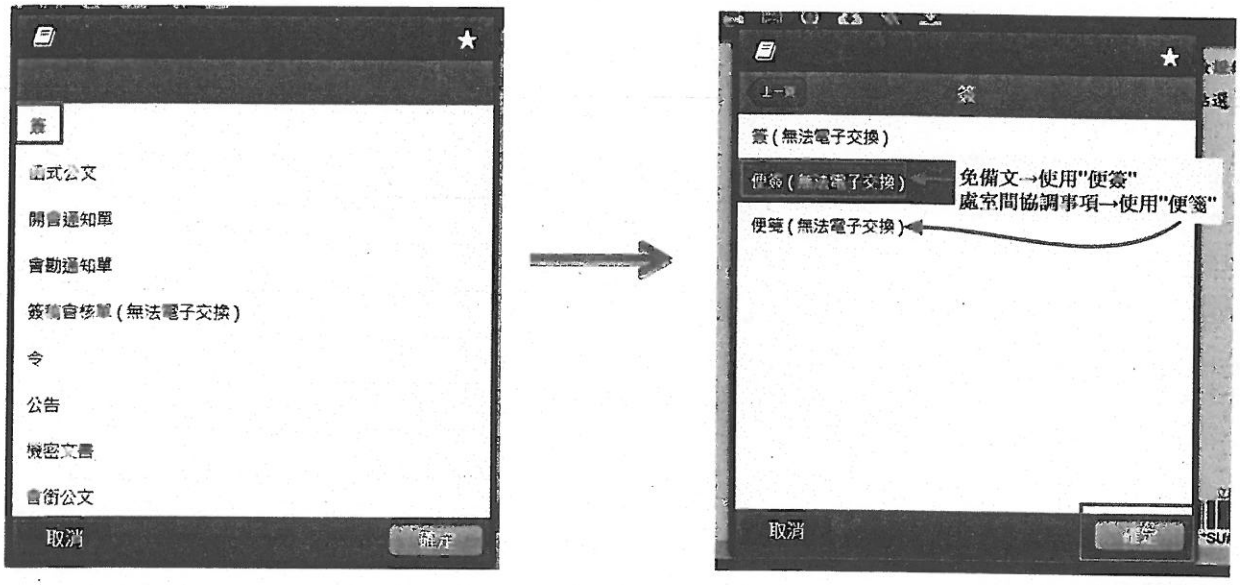
承辦人>>待辦公文>>待結案
發文文號
發文字號
發文日期
公文文號
主旨
SUAA1073000027
北市立國
107/07/15
將公文製作的內容轉入公文系統，確認無誤後→確定送發
待結案(3)
已處理公文

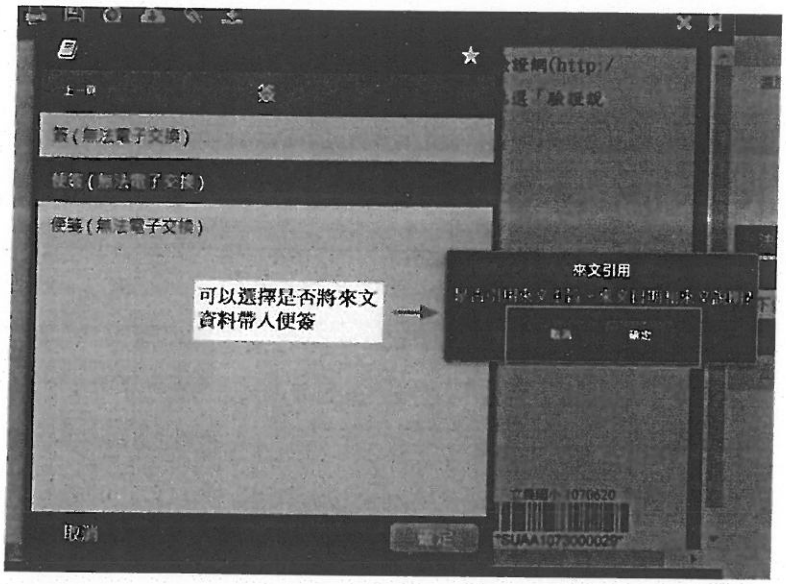
◎第 4 招　電子來文：免備文(便簽)→送發文

1. 選擇加號 “+”

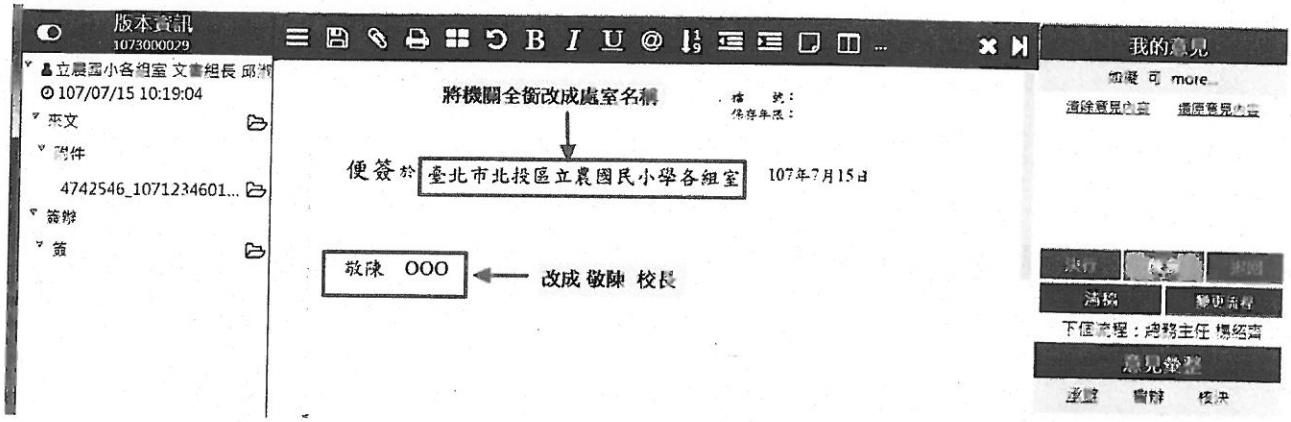


2. 簽→選擇” 便簽”（免備文)→確定

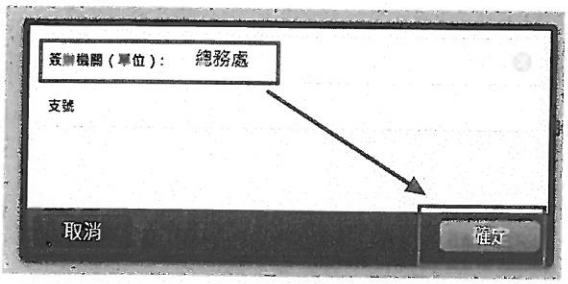


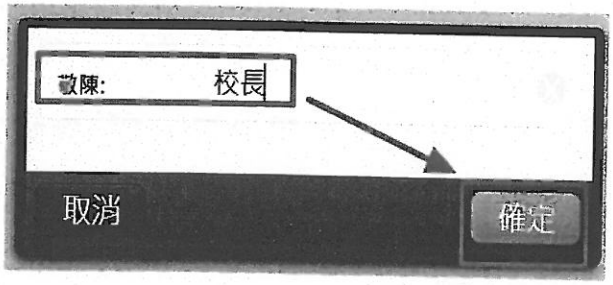


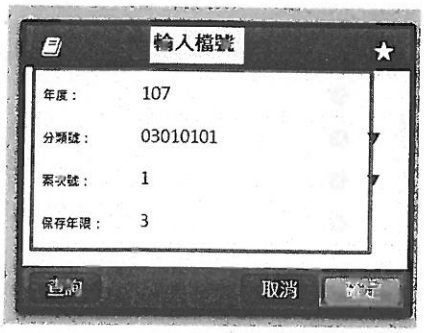
3.修改”便簽於 處室名稱”及”敬陳 校長”



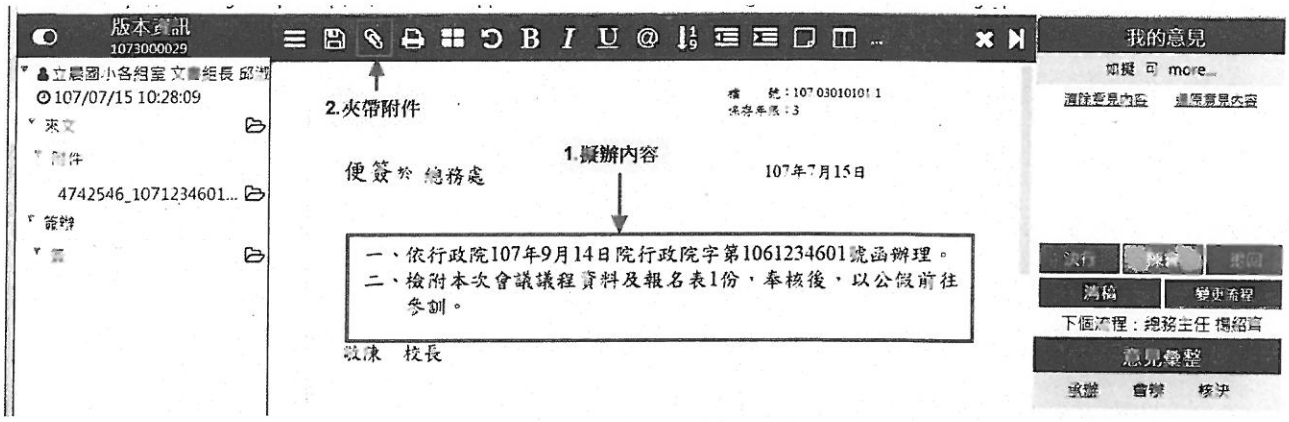
4.修改方式：

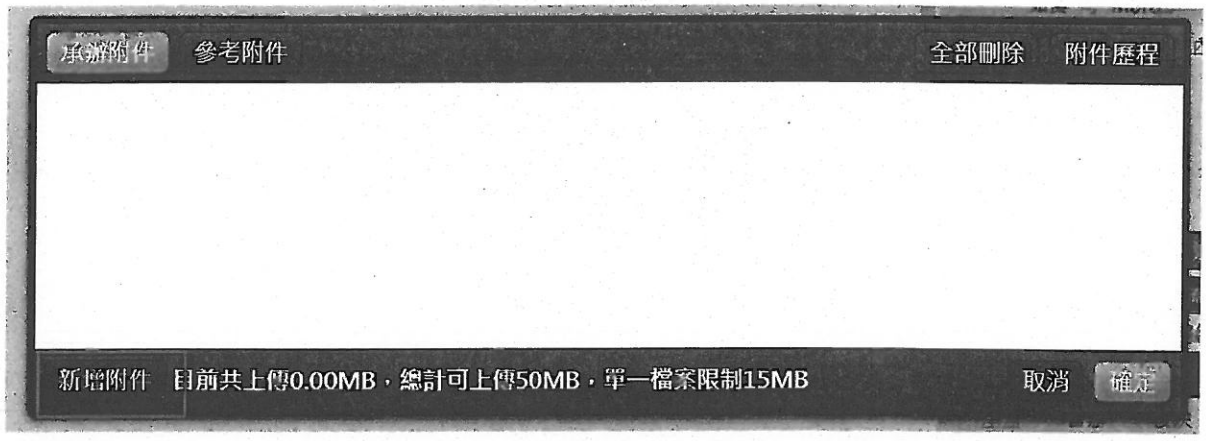


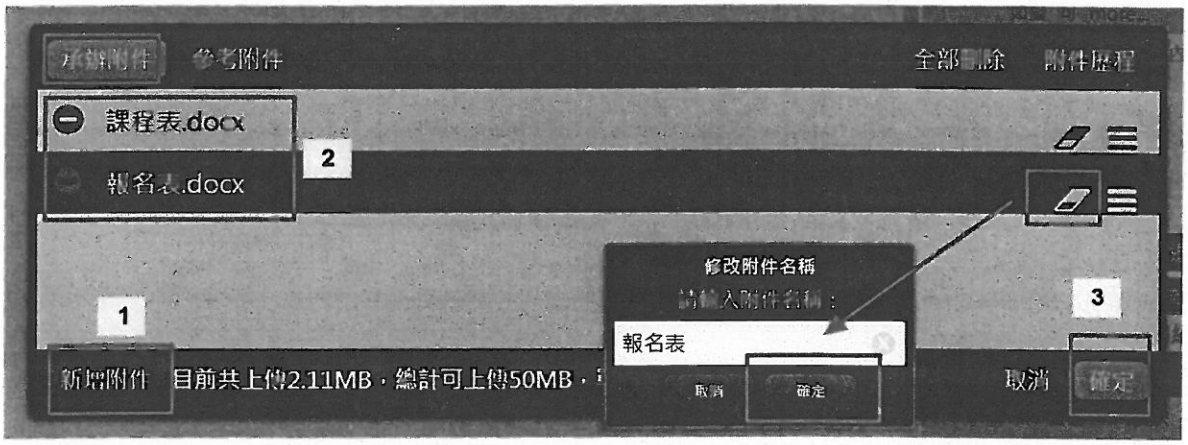




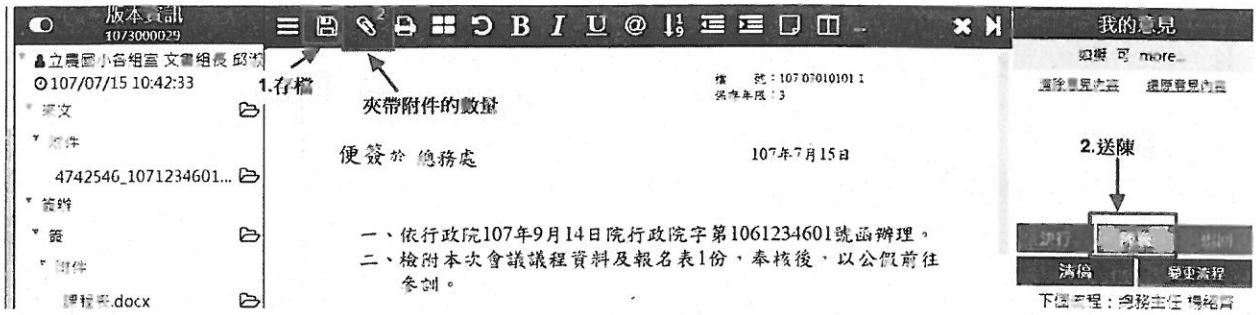
5. 擬辦內容及夾帶附件





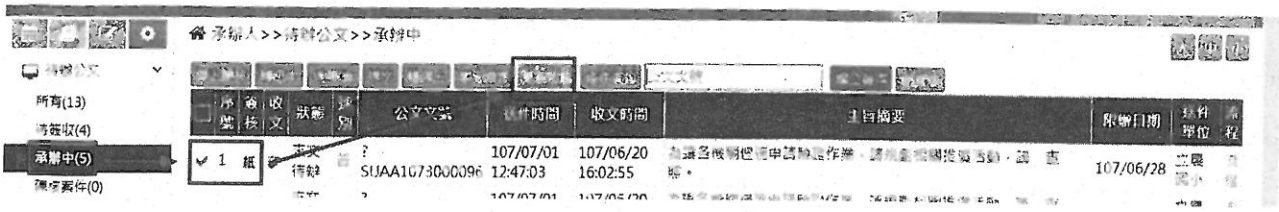


6. 存檔→送陳

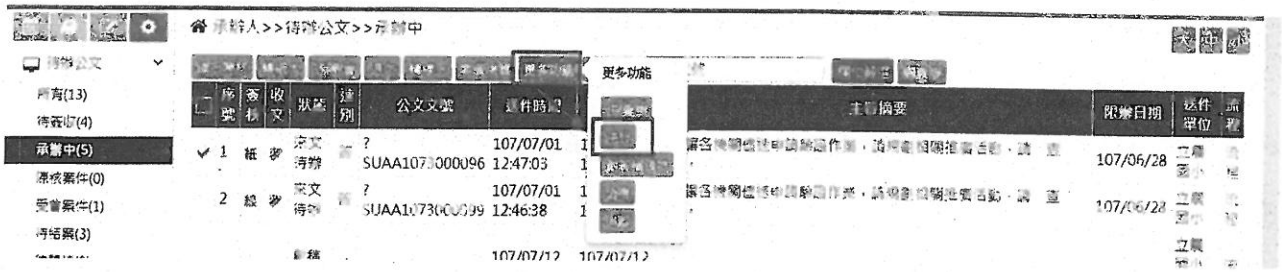


◎第 5 招　紙本來文：存查

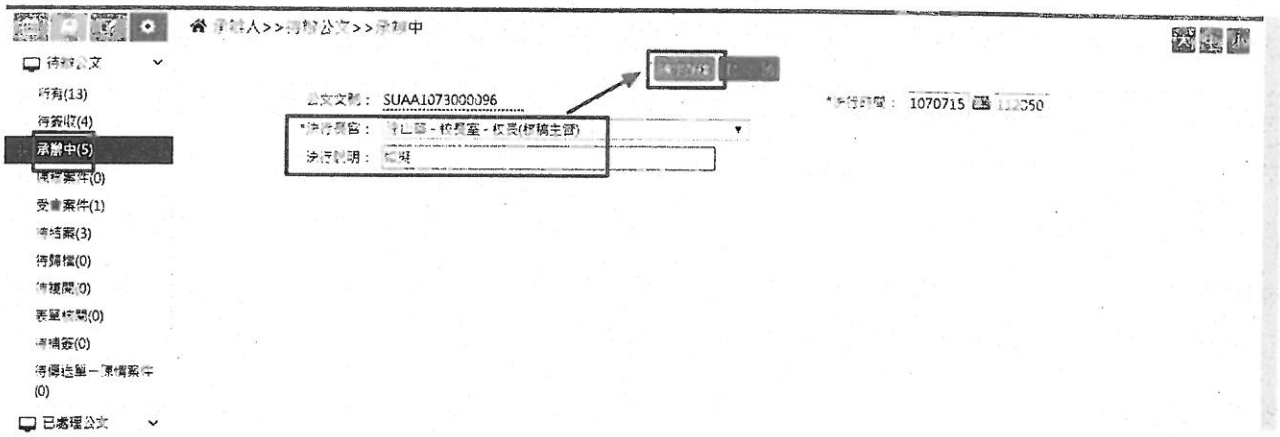
1. 紙本收文→紙本陳核→校長決行→



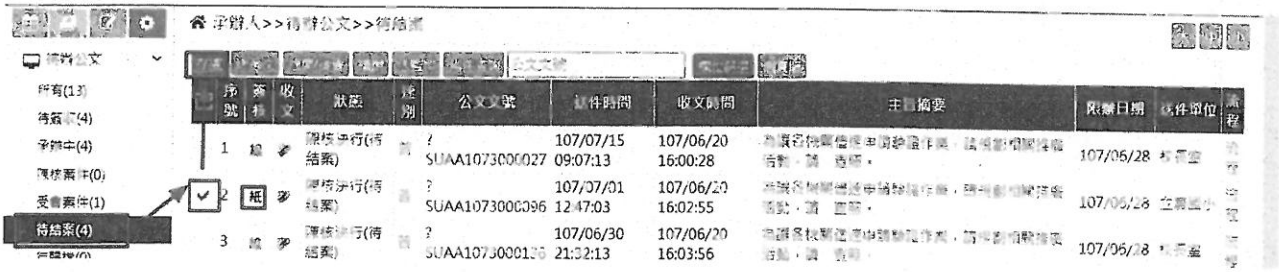
2. 準備送存查：更多功能→決行→



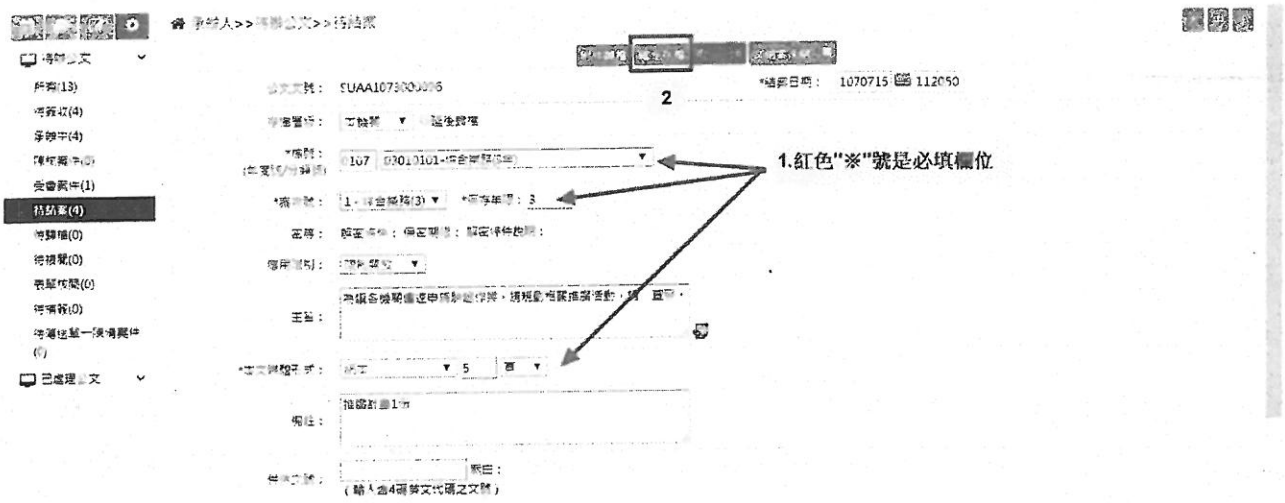
3. 輸入決行長官及決行說明→確定存檔



4. 待結案→存查

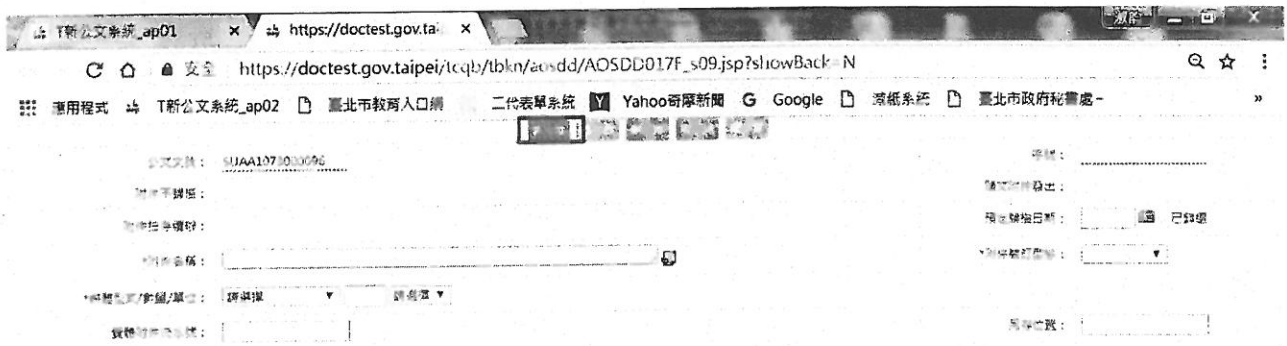


5. 紅色”※”號是必填欄位→確定存檔

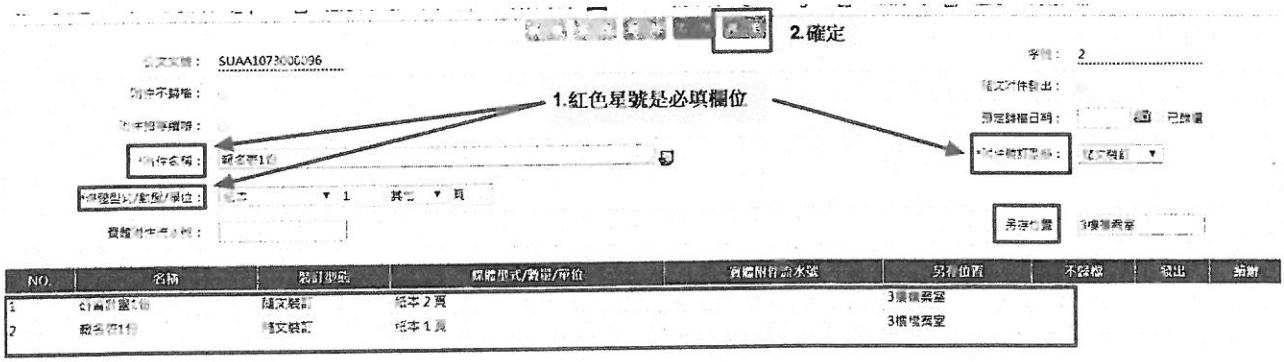


6. 紙本公文如有附件時，需登入”附件歸檔”，詳填附件名稱及頁(件)數。

(1)新增

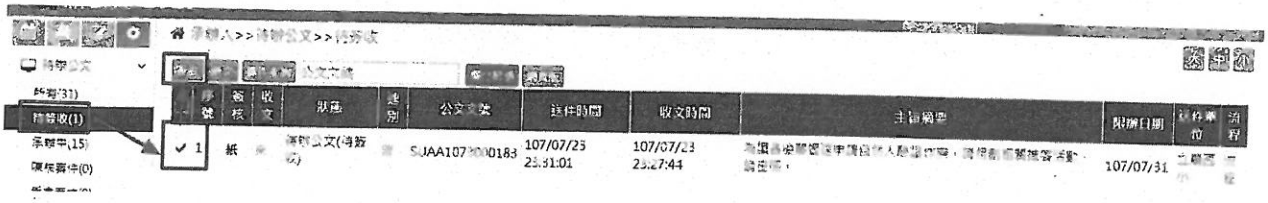


(2) 紅色”※”號是必填欄位→確定

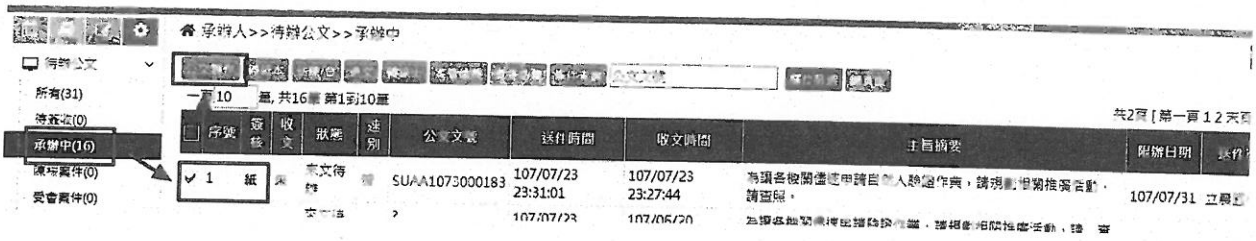


◎第 6 招　紙本來文：函覆發文(收發同號)

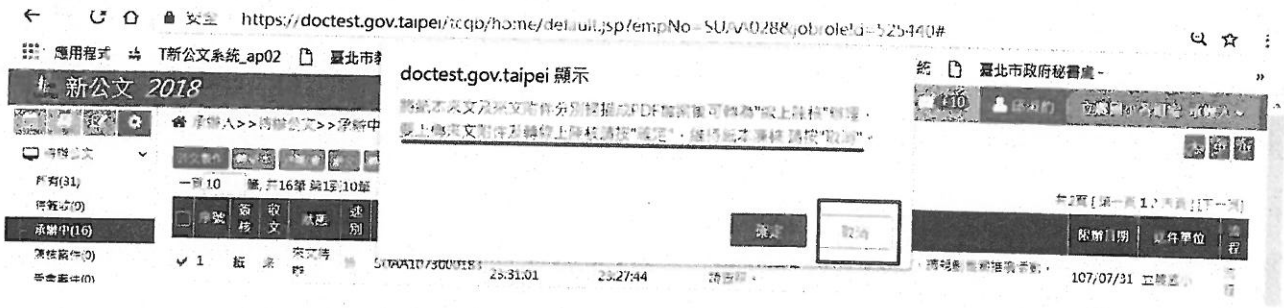
1. 待簽收→勾選紙本公文→簽收



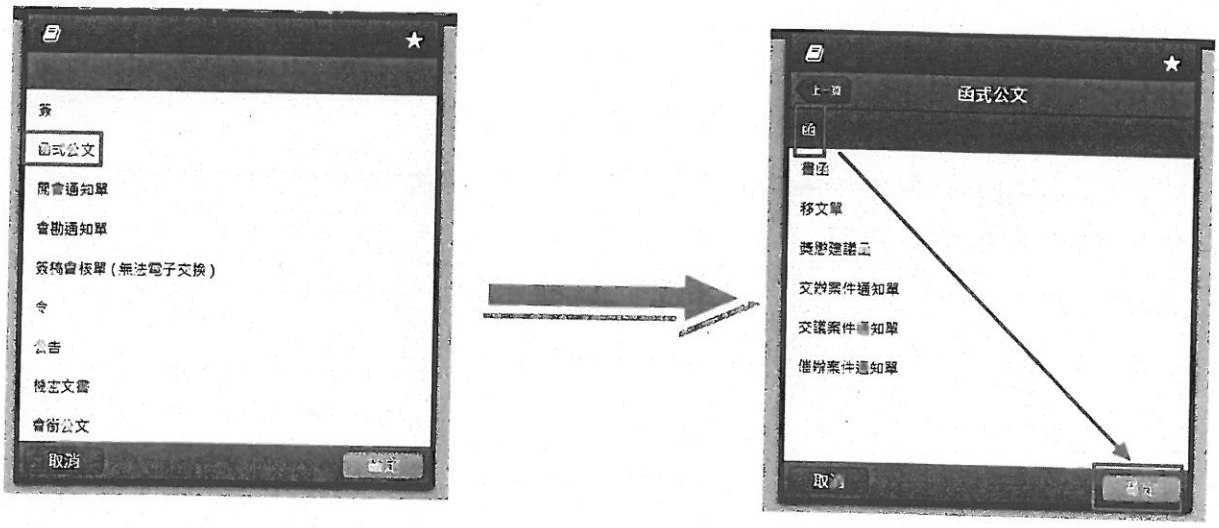
2. 承辦中→勾選紙本公文→公文製作→



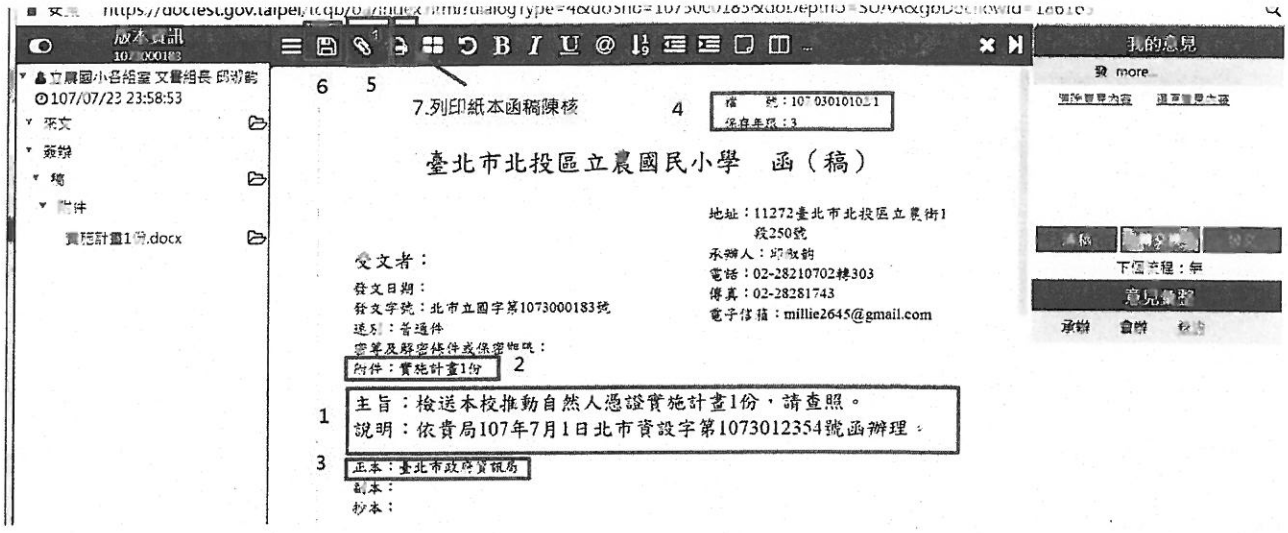
3. 選擇紙本來文→紙本陳核→取消



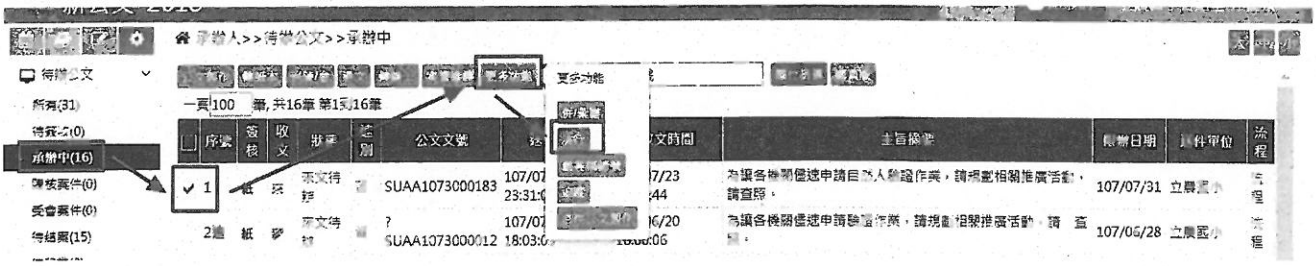
4. 選擇公文格式→函



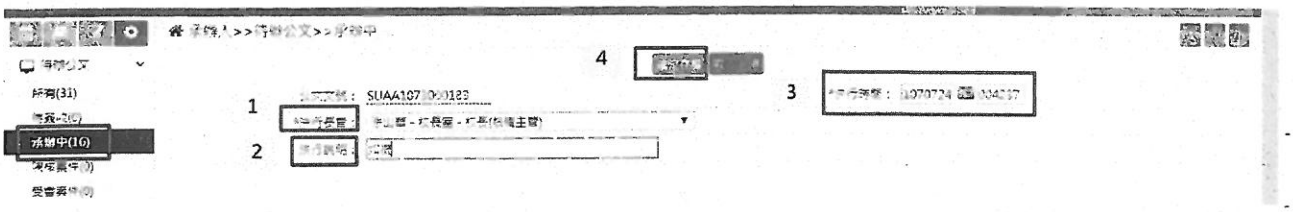
5. 擬稿→列印出紙本函稿陳核



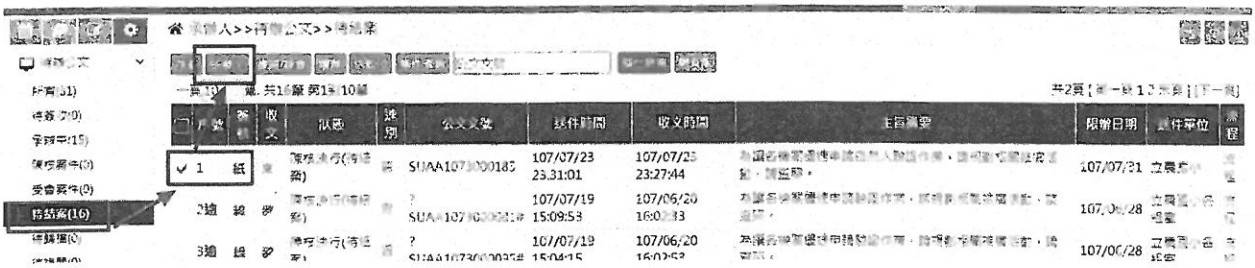
6. 紙本公文校長決行後→承辦中→勾選公文→更多功能→決行



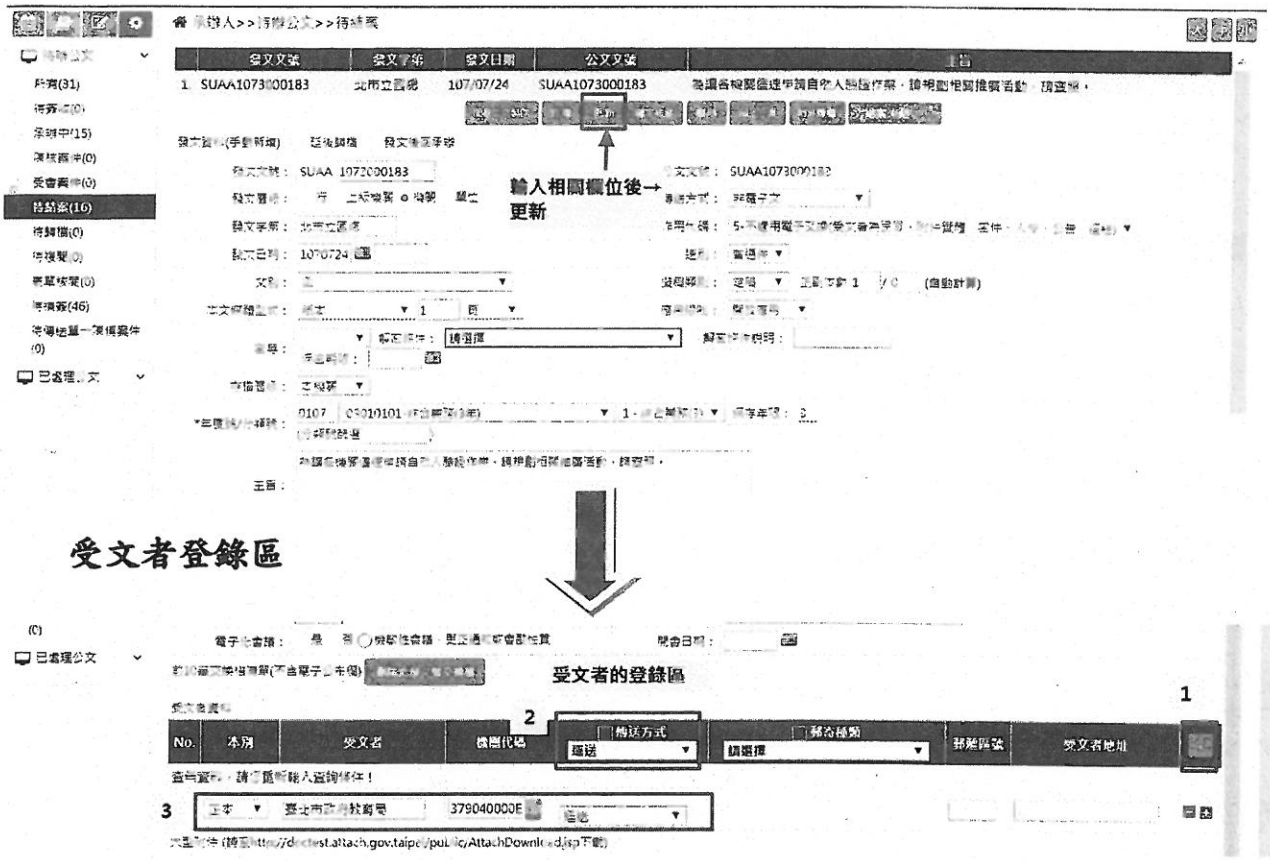
7. 輸入決行長官、決行說明及決行時間→確定存檔



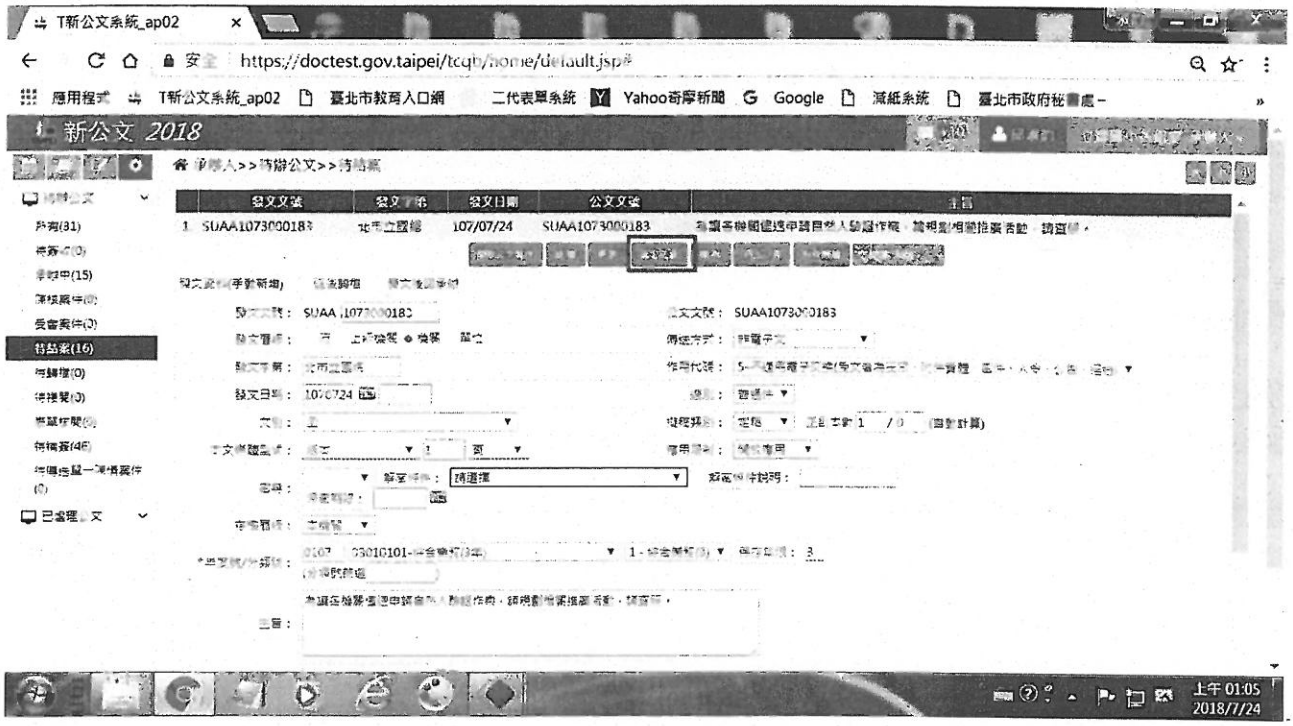
8. 待結案→勾選公文→送發文



9. 輸入相關欄位→更新

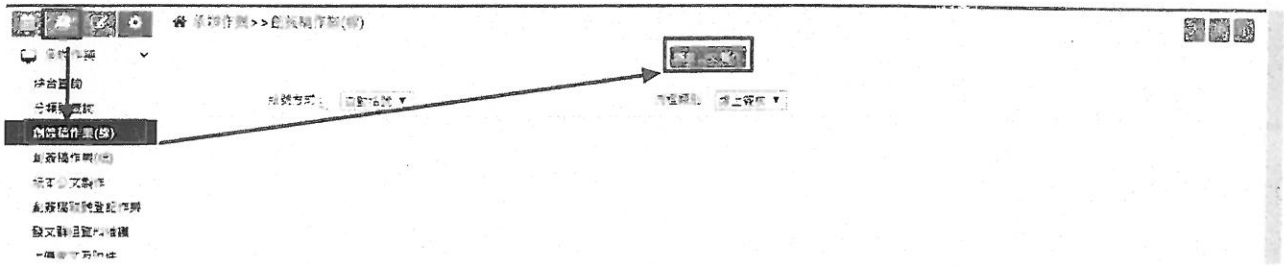


10. 確定送發(承辦人完成紙本公文之送發文作業)

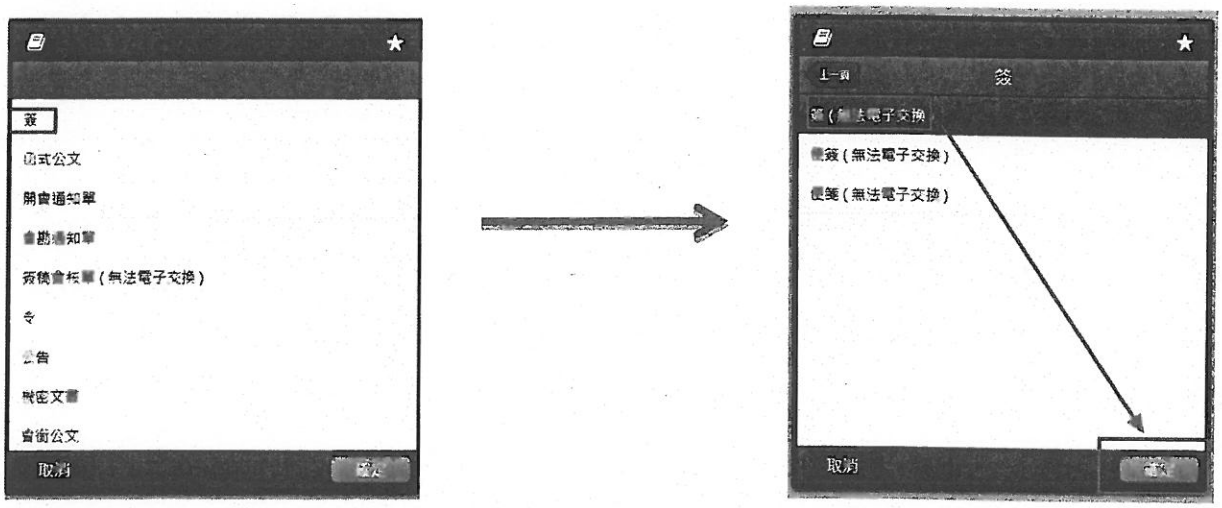


◎第 7 招　創簽稿(簽)：文存查

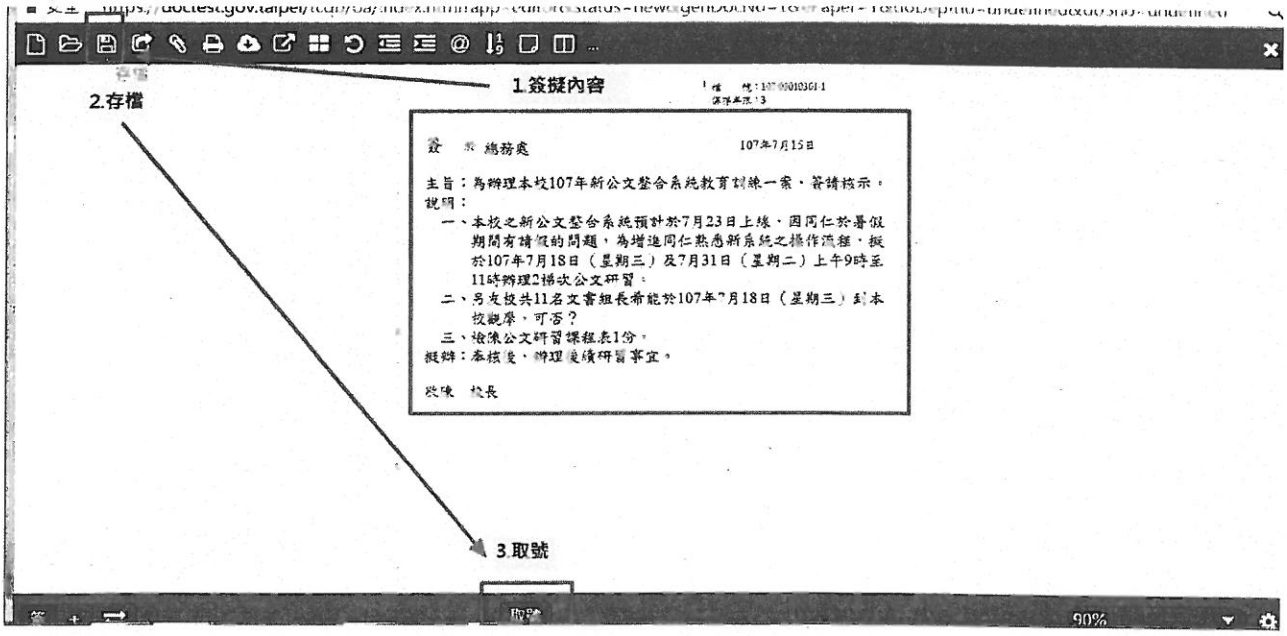
1. 公文管理→創簽稿作業(線)→開啟公文製作



2. 選取公文格式→簽→確定

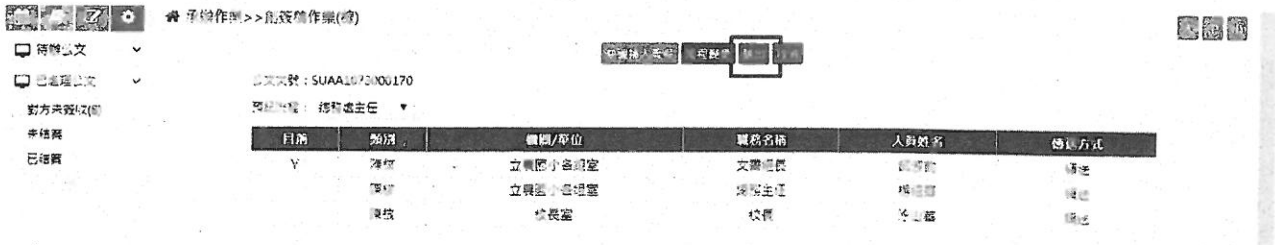


3. 擬辦事項→存檔→取號

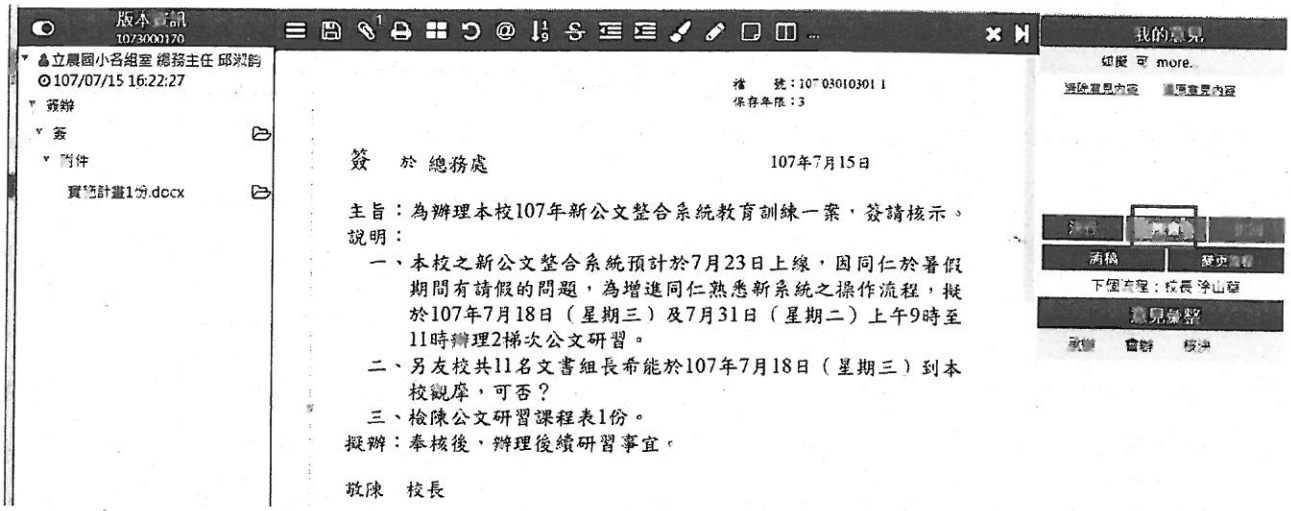


4. 完成取號→送陳會

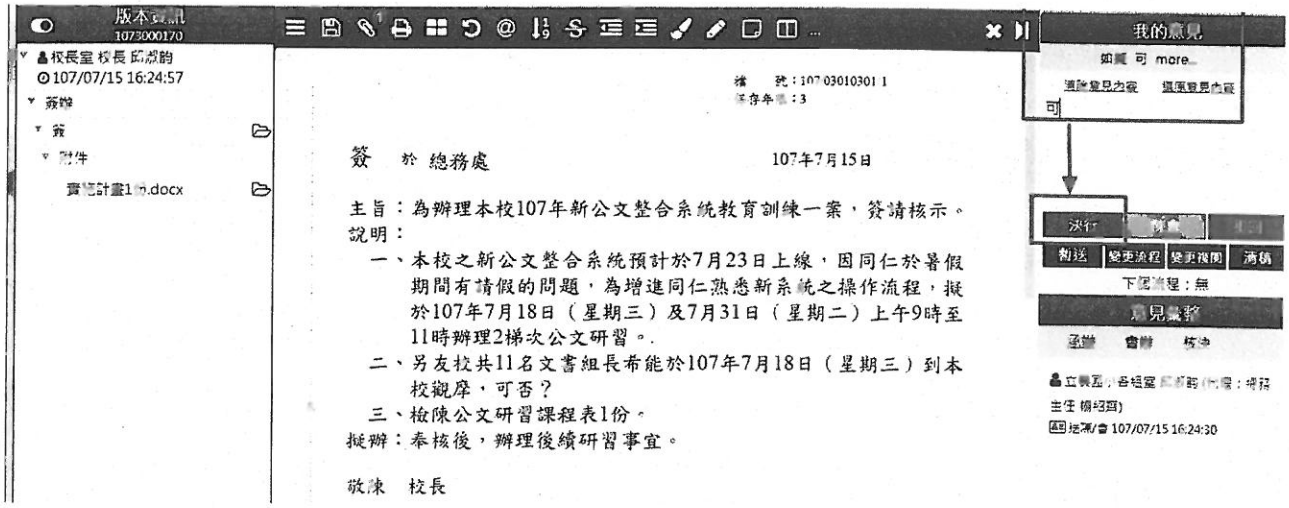
5. 送陳會的流程若沒有要變更→送出



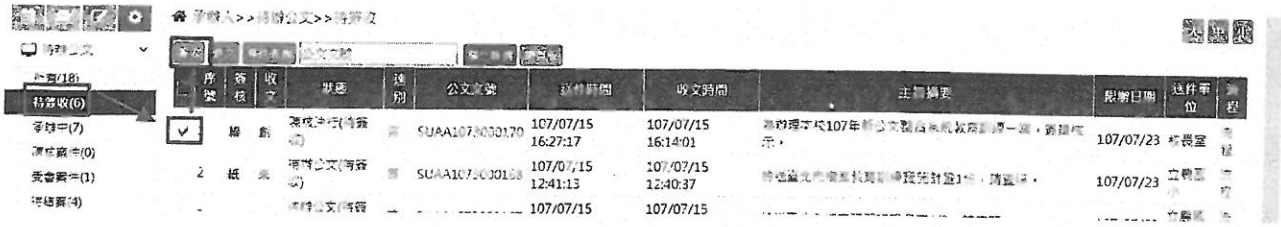
6. 單位主管→陳會



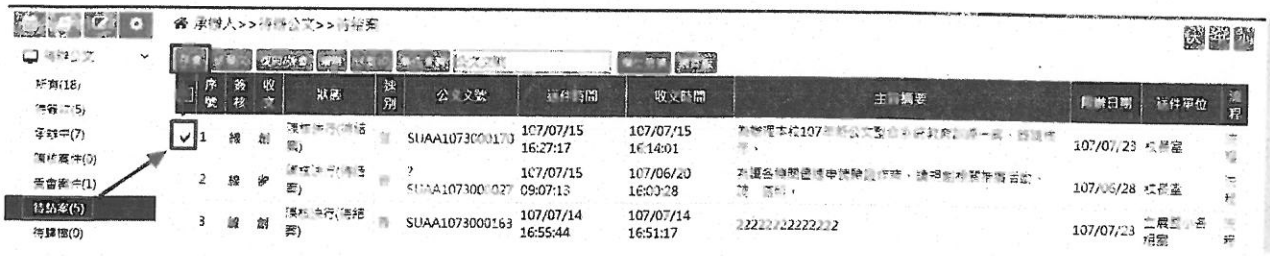
7. 校長→在”我的意見”區裁示→決行



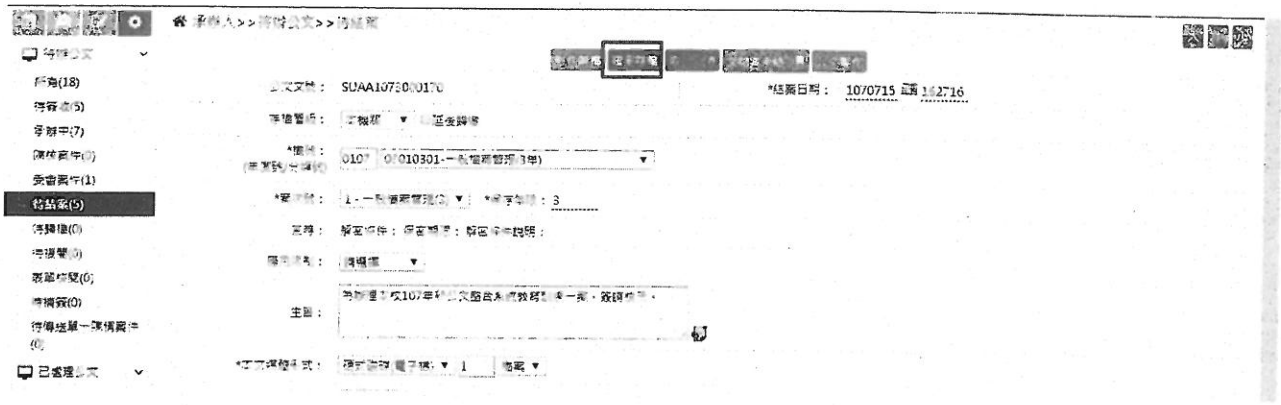
8. 公文回到承辦人身上→簽收



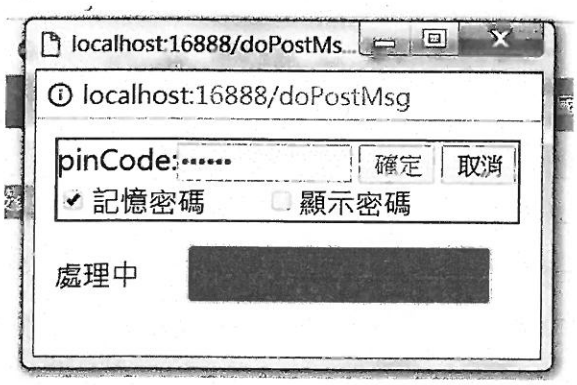
9. 待結案→存查



10. 待結案→確定存檔

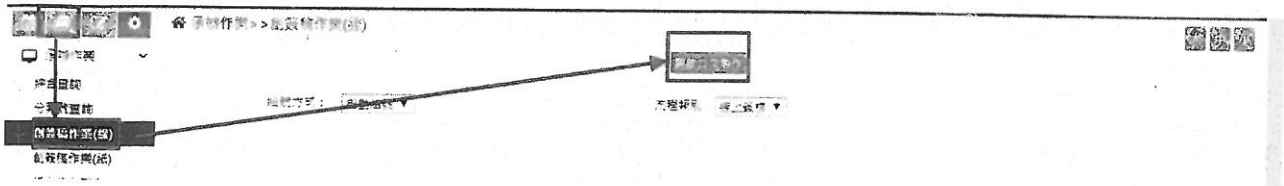


11. 輸入 PinCode→確定→進入檔案室作業(完成送存查)

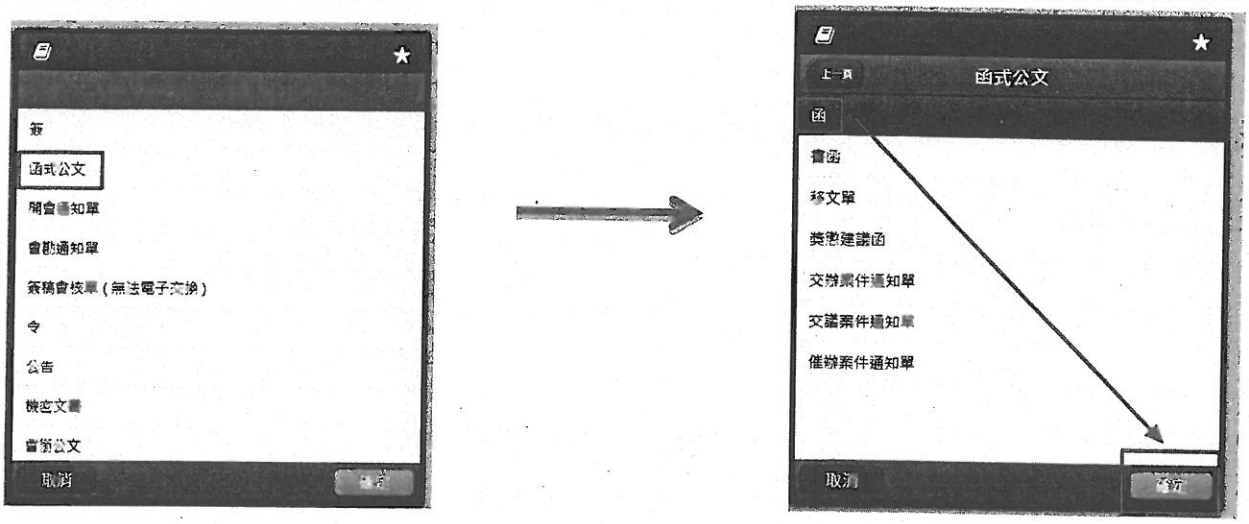


◎第 8 招　創簽稿(函稿)：電子發文

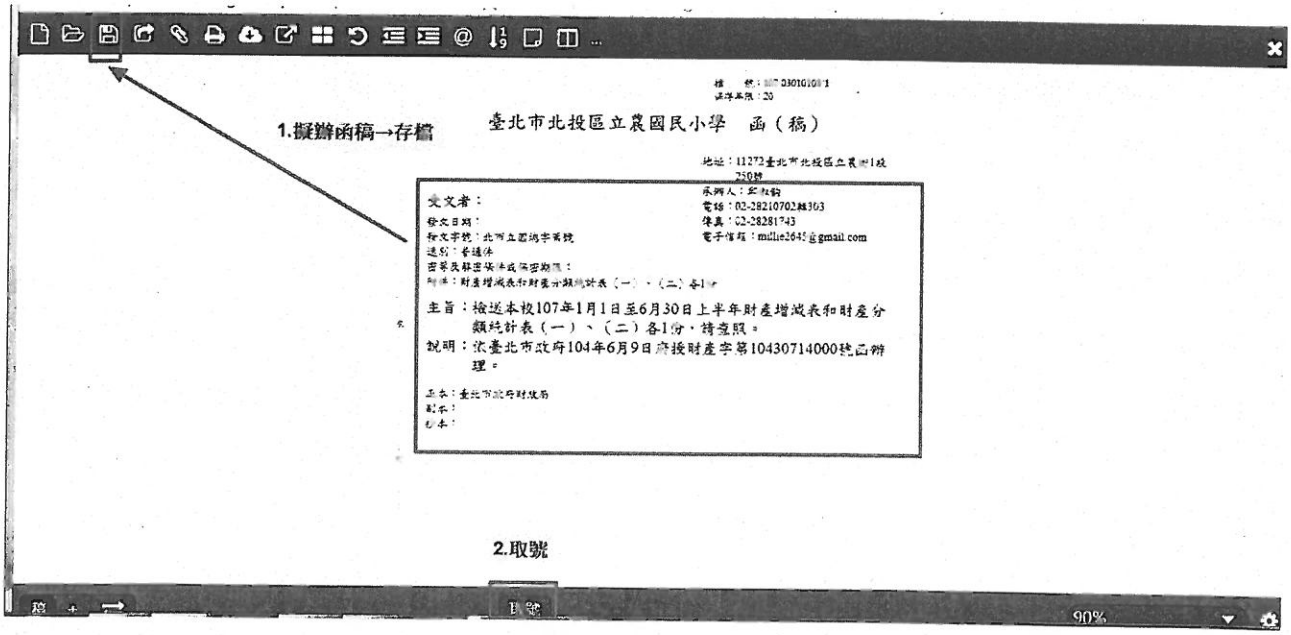
1. 公文管理→創簽稿作業(線)→開啟公文製作



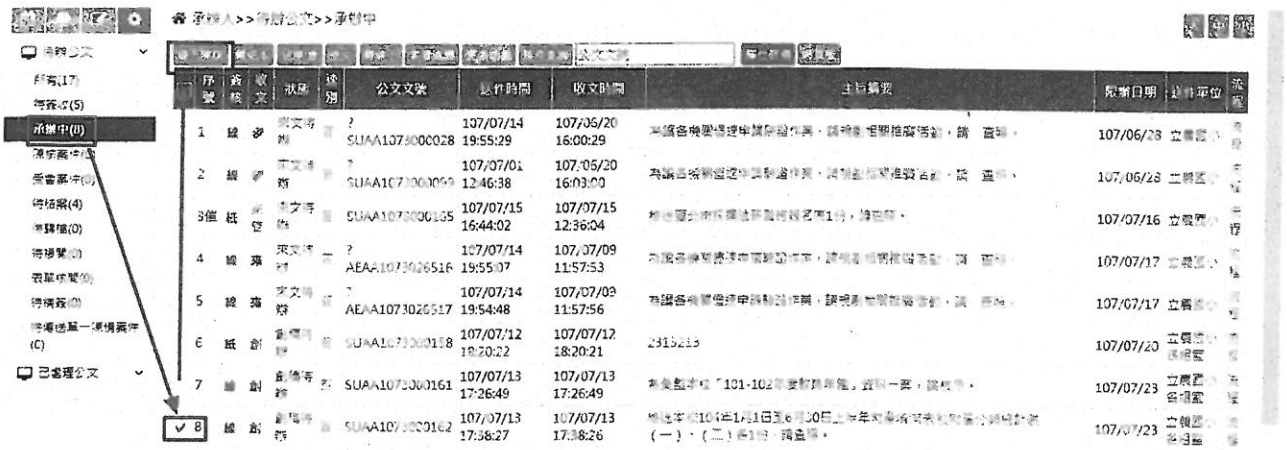
2. 選取公文格式→簽→確定



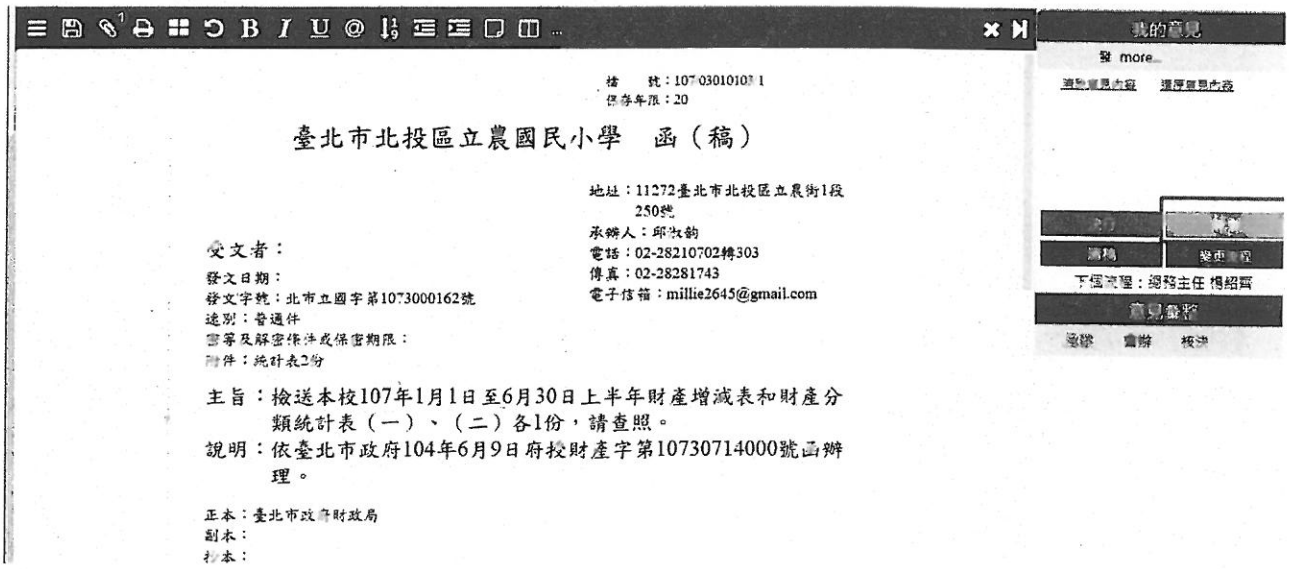
3. 擬辦函稿→存檔→取號



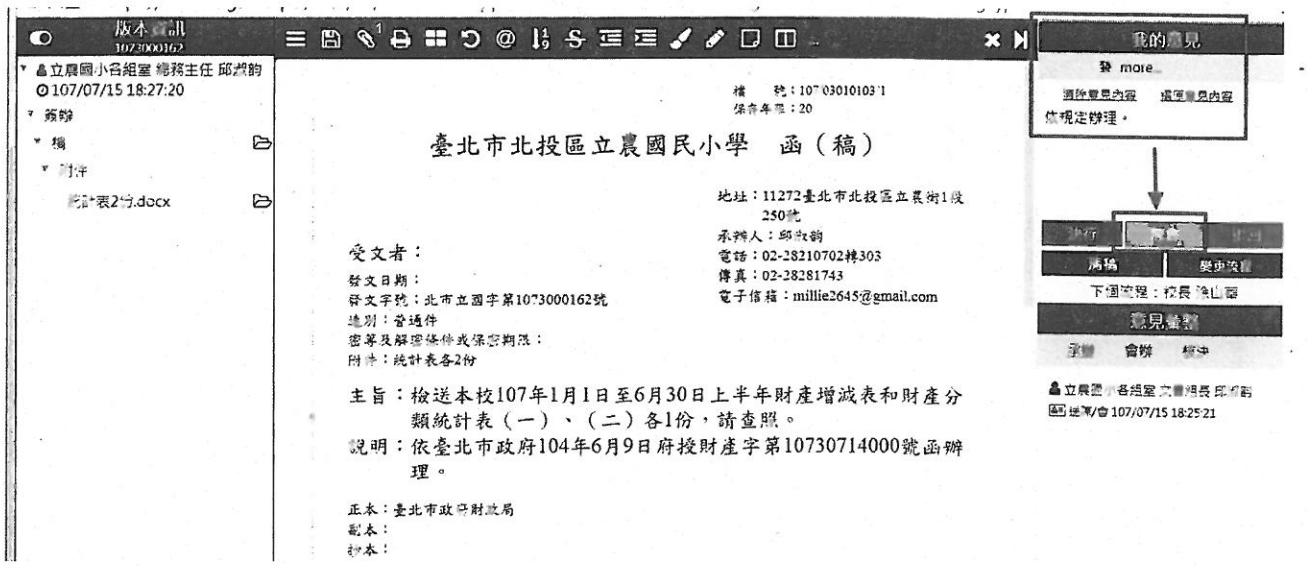
4. 待辦中→點選公文→線上簽核



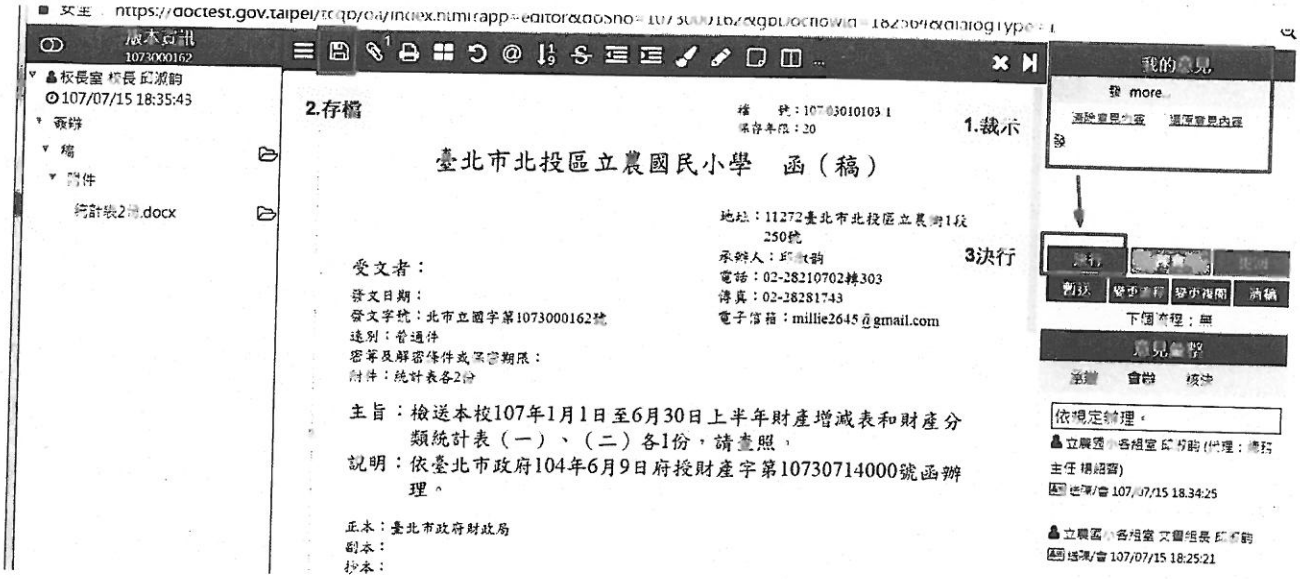
5. 送陳會→單位主管



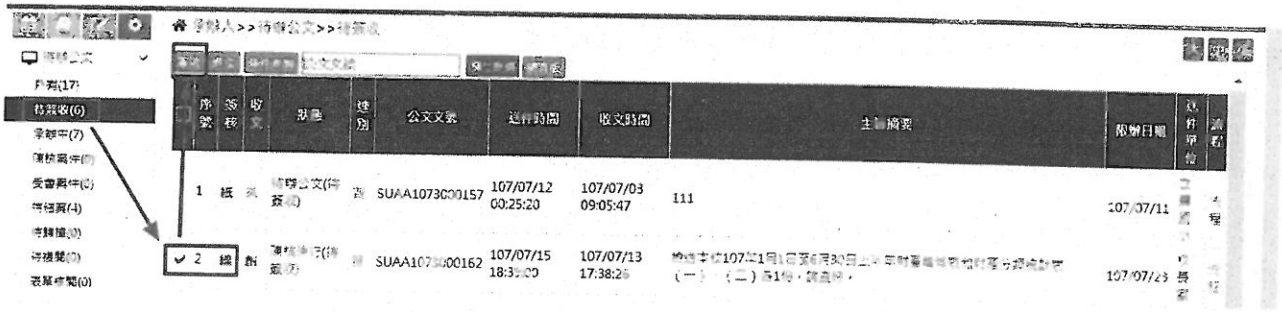
6. 單位主管→在"我的意見"區加註意見→送陳會(校長)



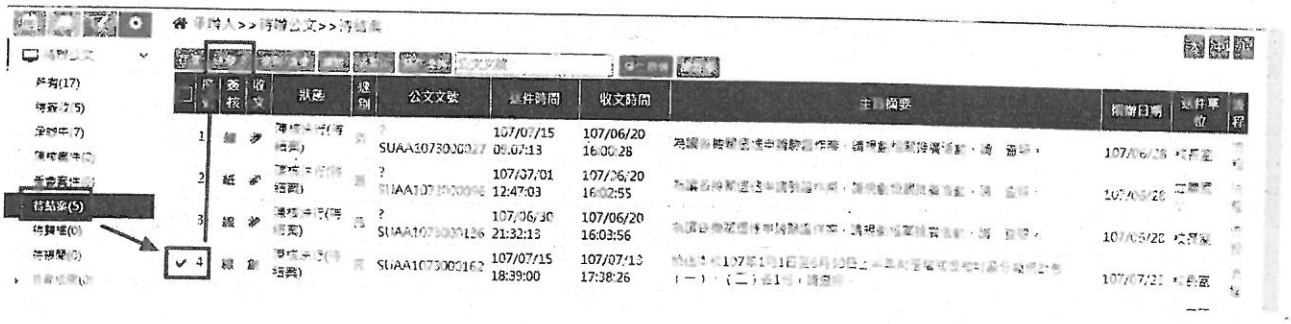
7. 校長→在”我的意見”區裁示→決行



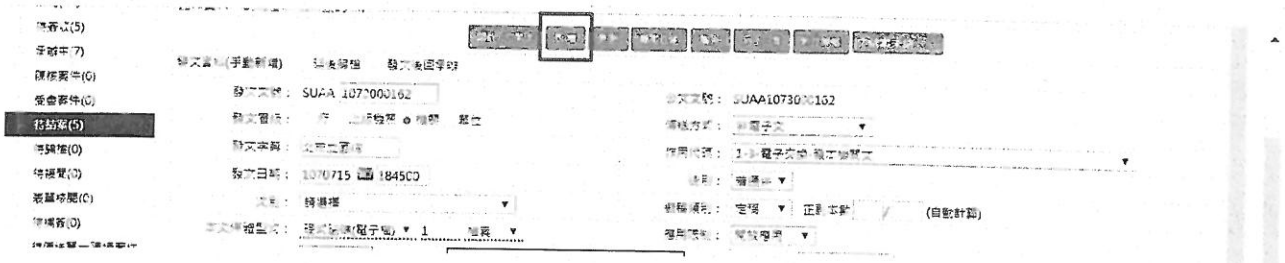
8. 公文回到承辦人身上→簽收



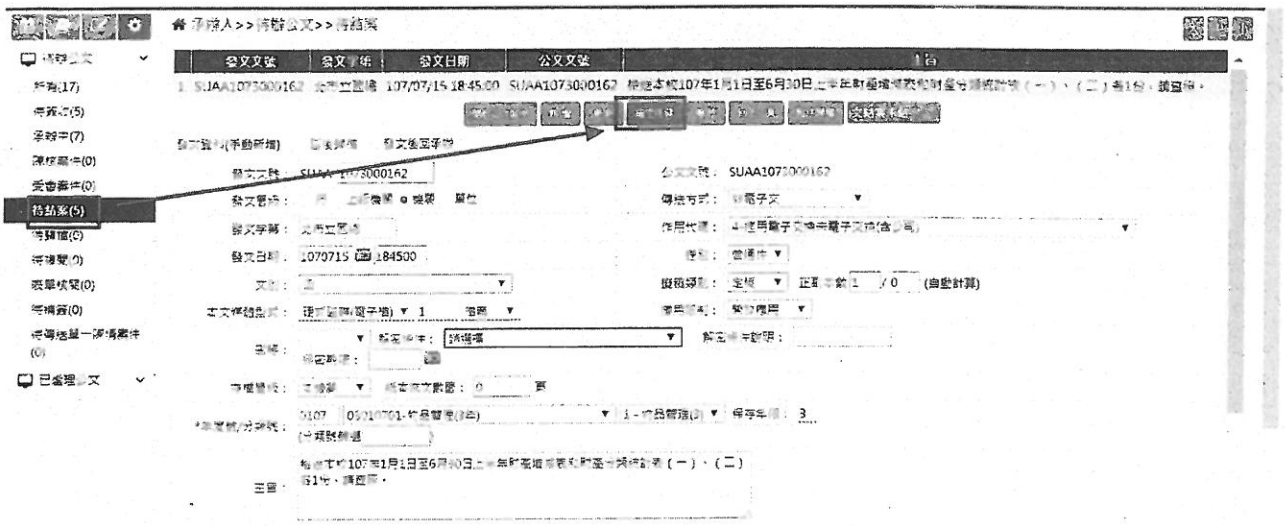
9. 待結案→送發文



10. 待結案→輸入各欄位資料→新增

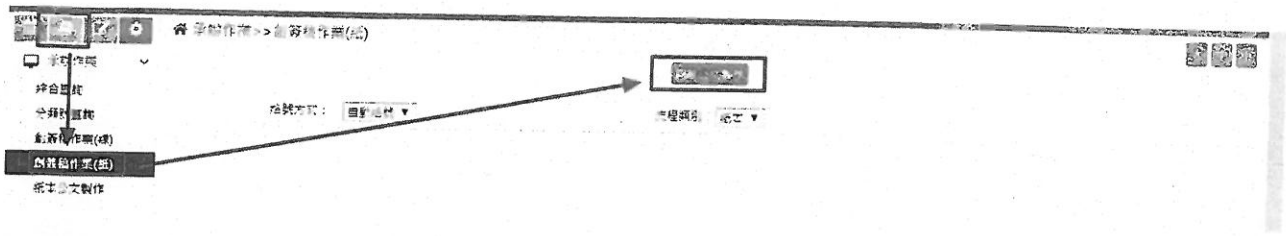


11. 待結案→確定送發(承辦人完成送發文)

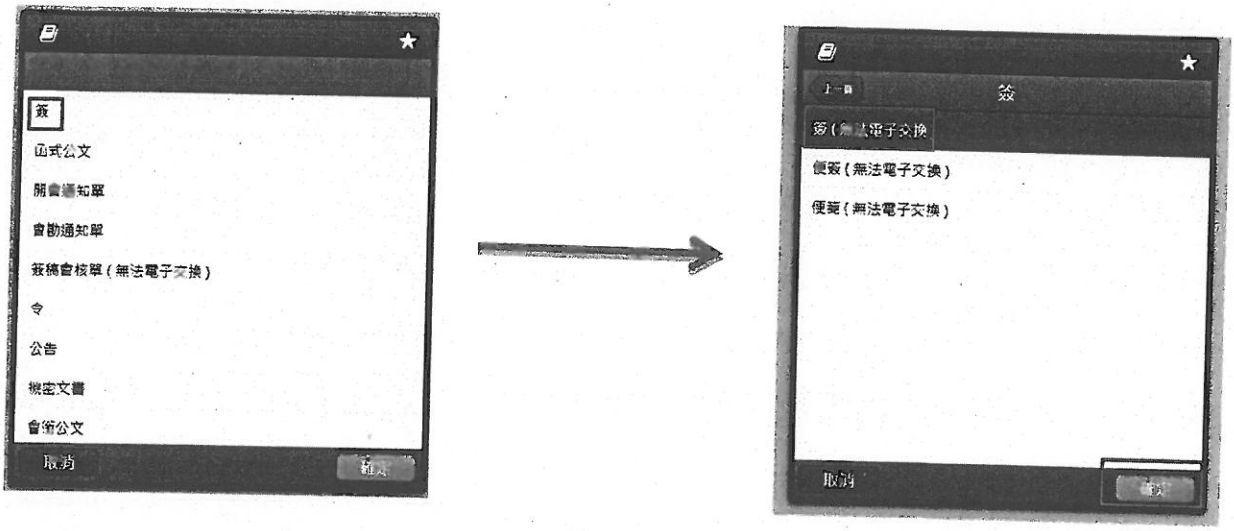


◎第 9 招　創簽稿(紙本)：文存查(簽)

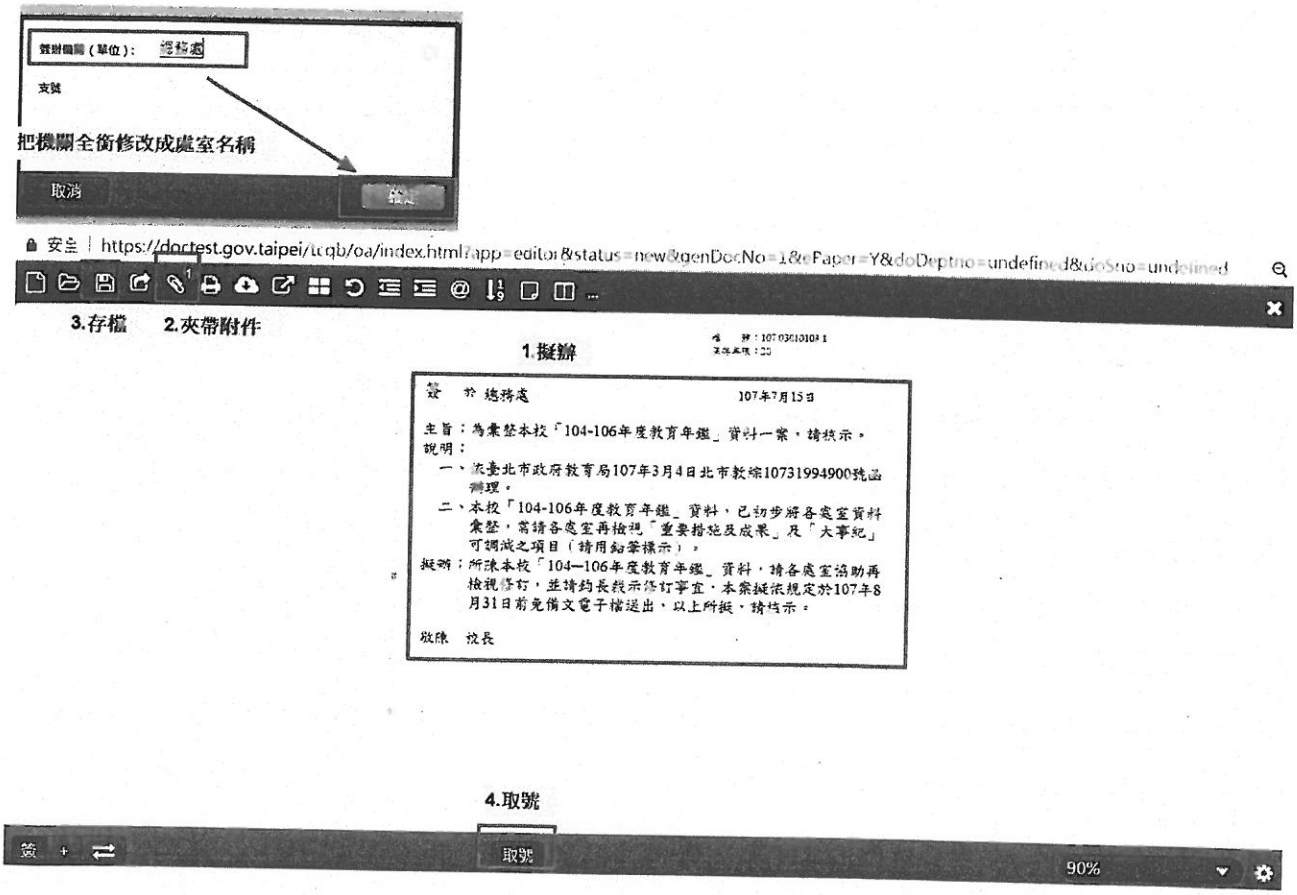
1. 公文管理→創簽稿作業(紙)→開啟公文製作

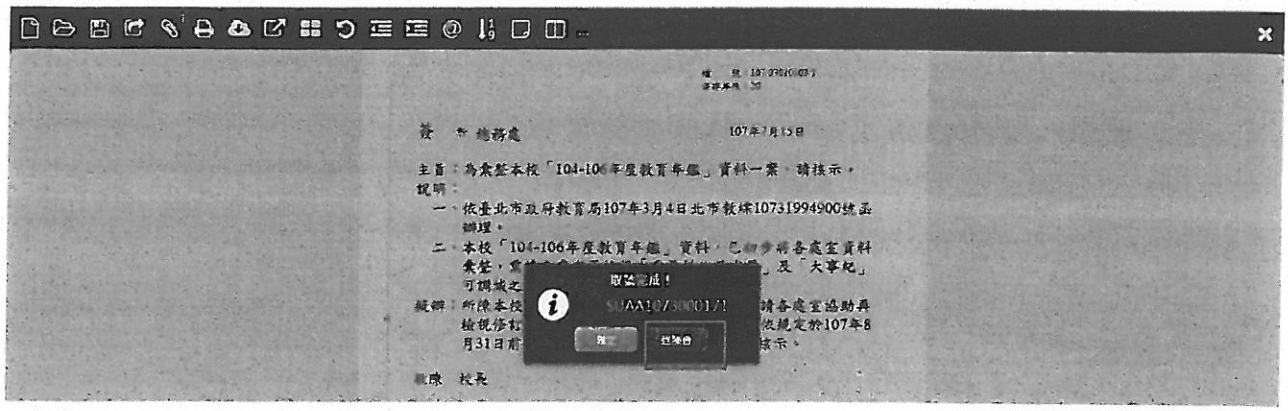


2. 選取公文格式→簽→確定

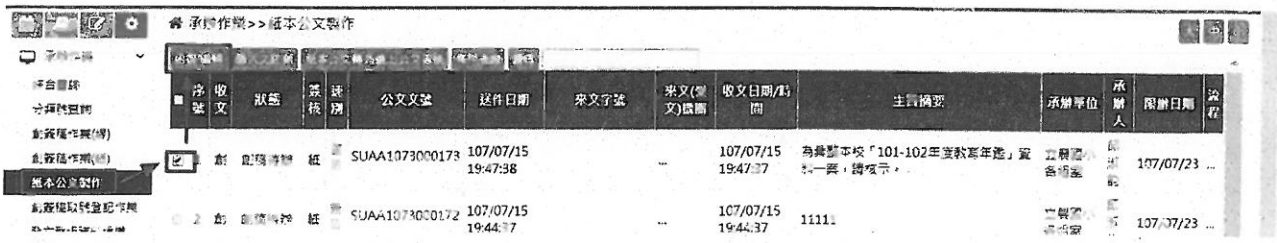


3. 修改”簽於+處室名稱”→擬辦函稿→夾帶附件→存檔→取號→送陳會

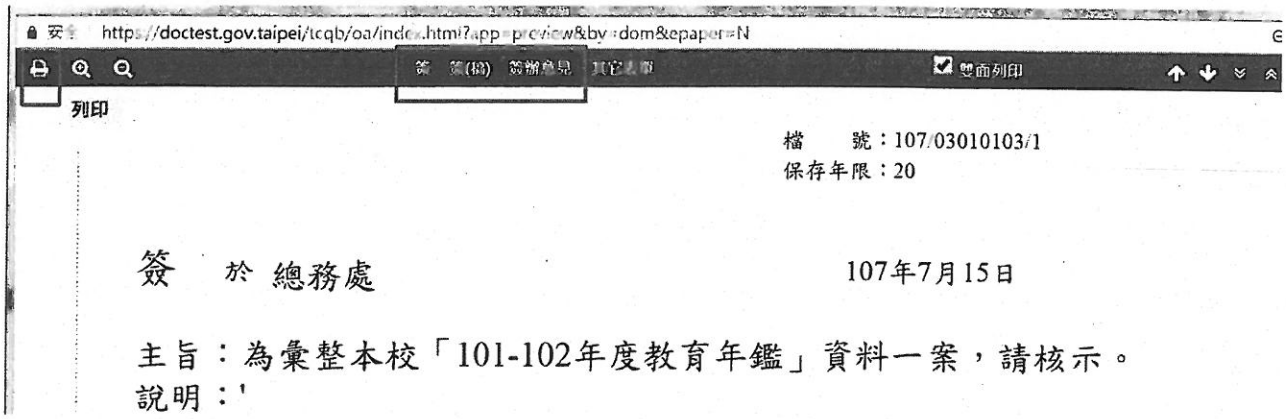




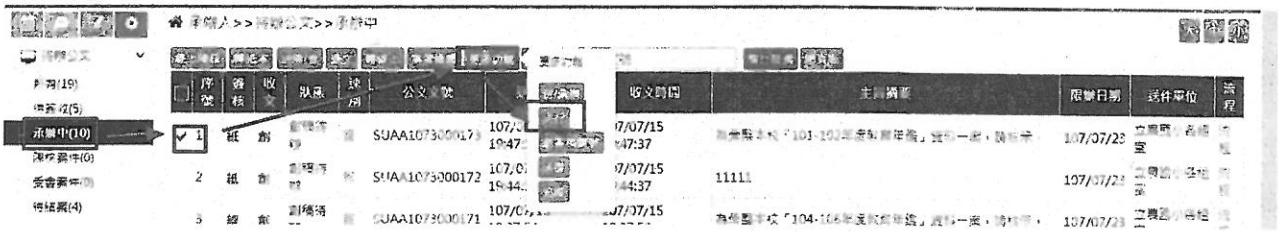
4. 紙本公文製作→點選公文→函復/編輯



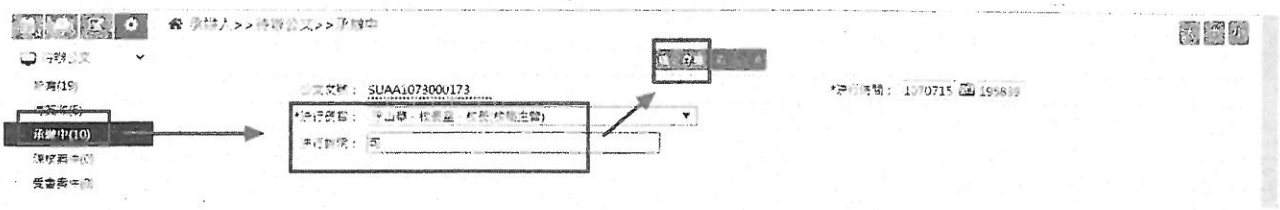
5. 列印簽(紙本)



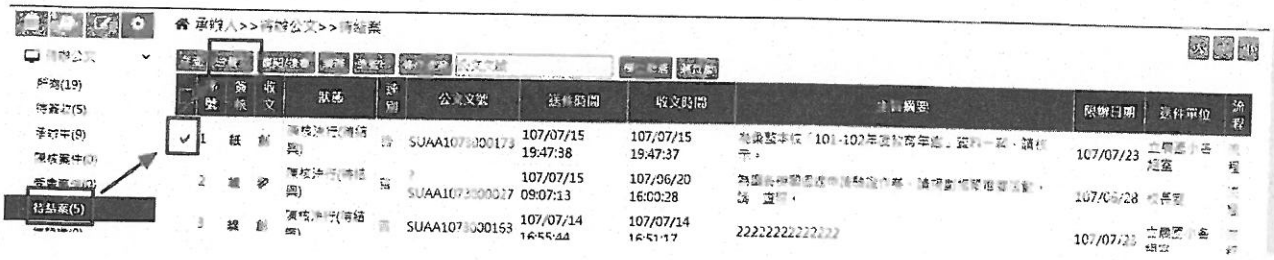
6. 承辦中→更多功能→決行



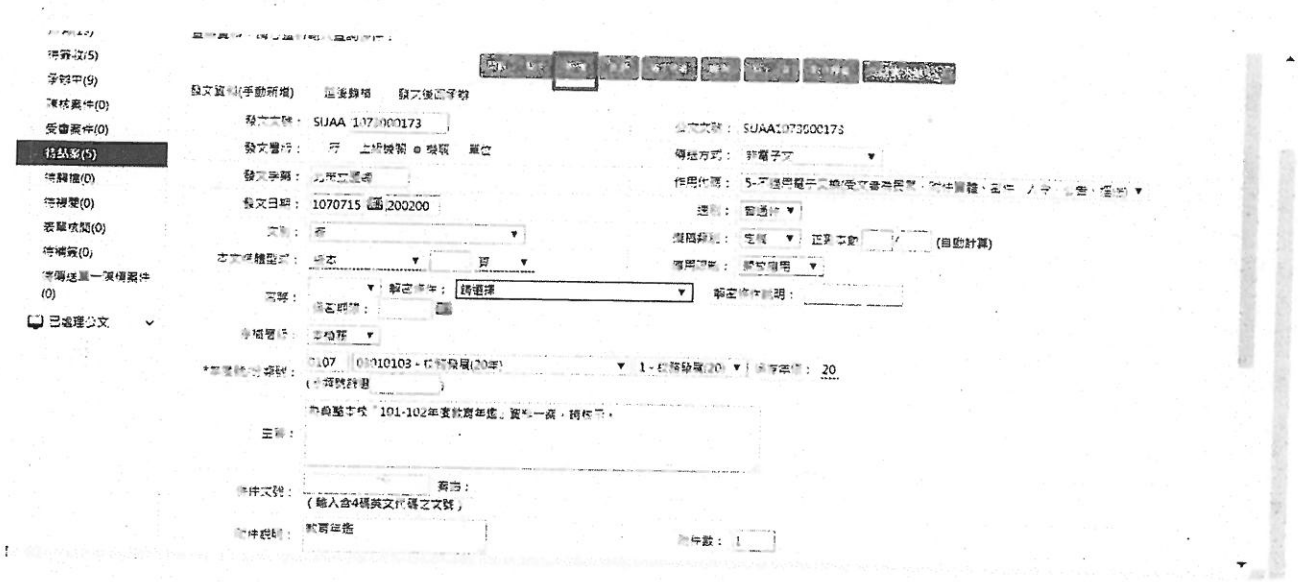
7. 承辦中→選擇”決行長官”及書寫”決行說明”→確定存檔



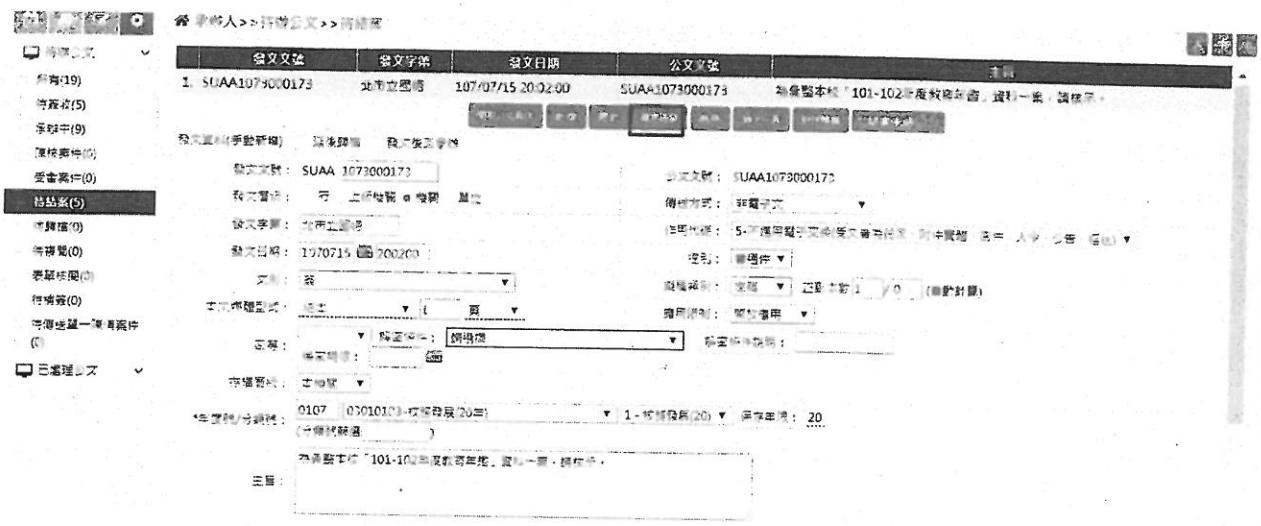
8. 待結案→勾選公文→送發文



9. 待結案→輸入各欄位資料→新增

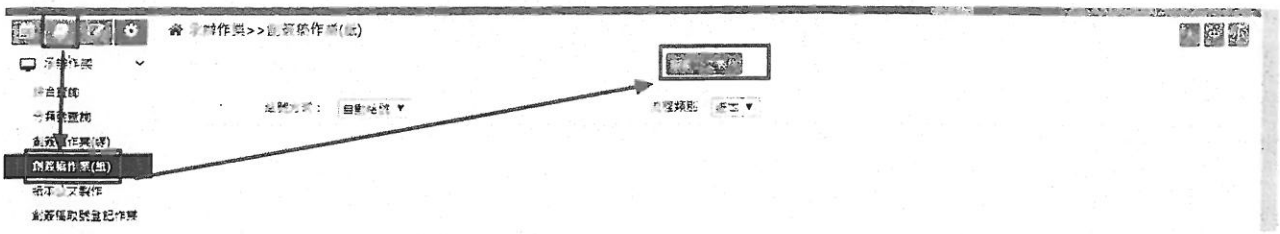


10. 待結案→確定送發(承辦人完成送發文)

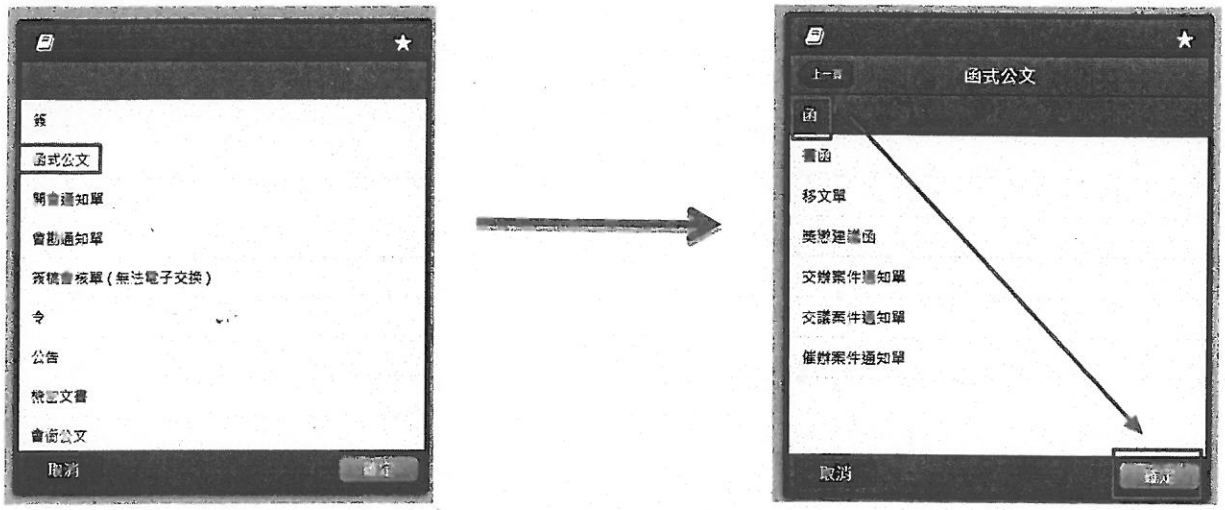


◎第 10 招　創簽稿(紙本)：紙本發文

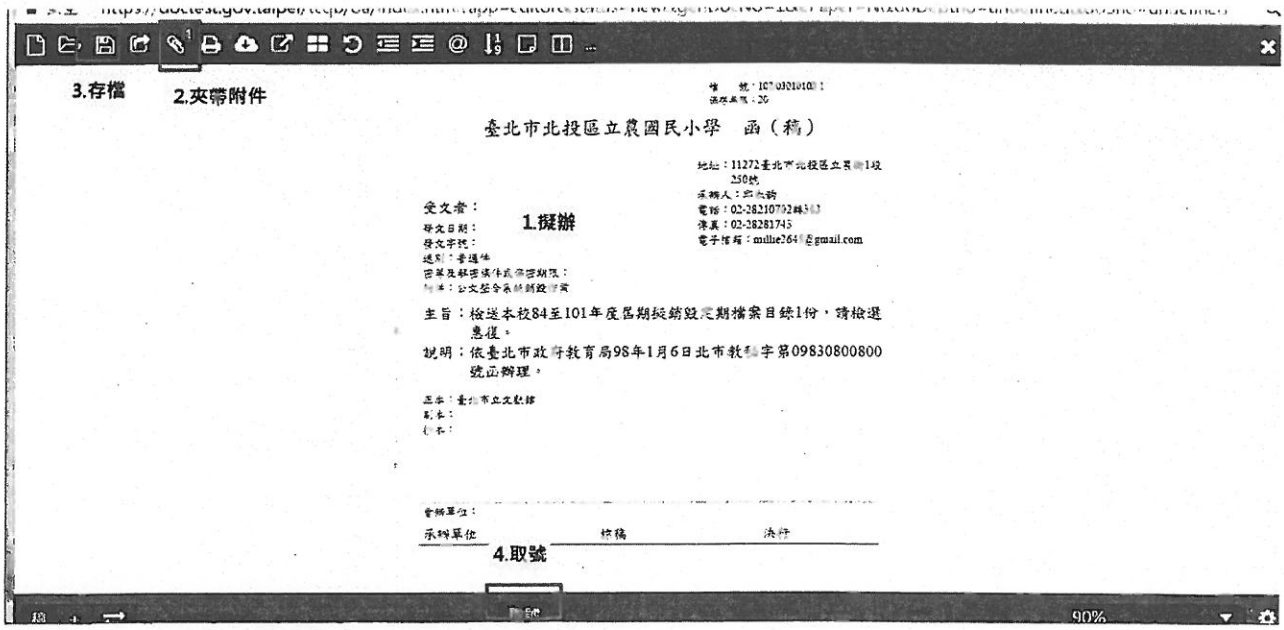
1. 公文管理→創簽稿作業(紙)→開啟公文製作



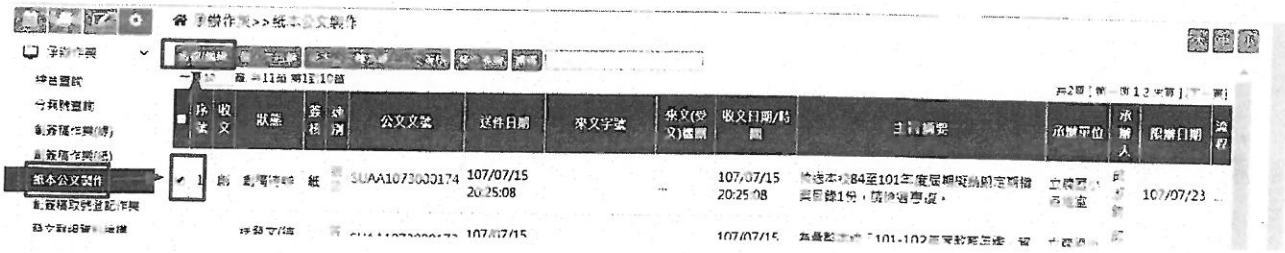
2. 選取公文格式→函→確定



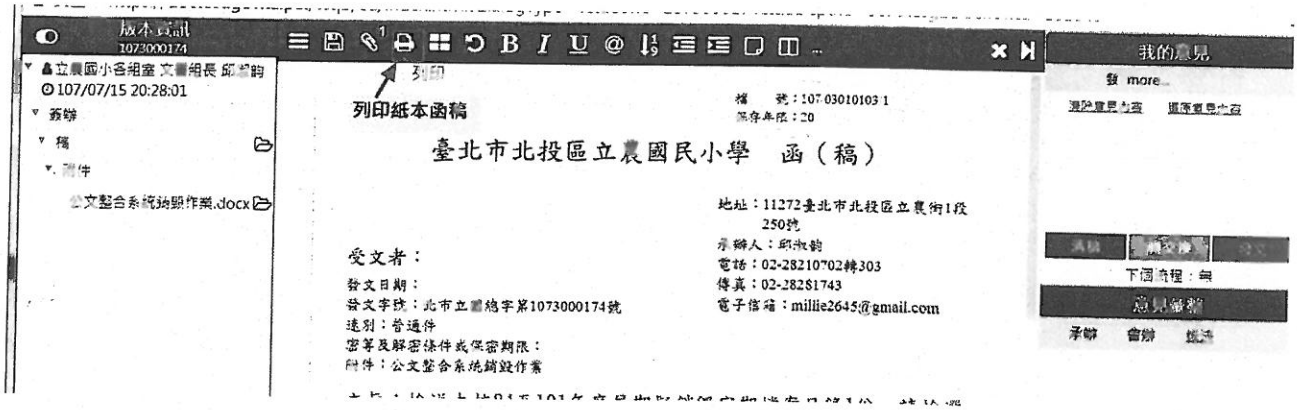
3. 擬辦函稿→夾帶附件→存檔→取號→取號完成

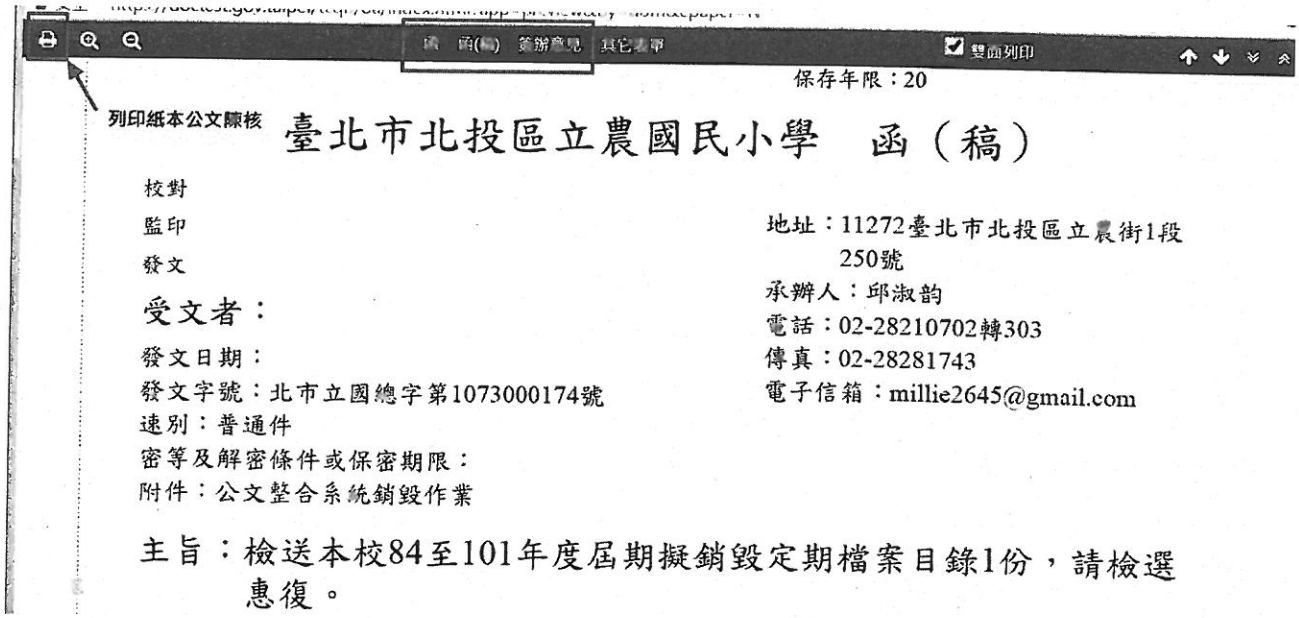


4. 紙本公文製作→點選公文→函復/編輯

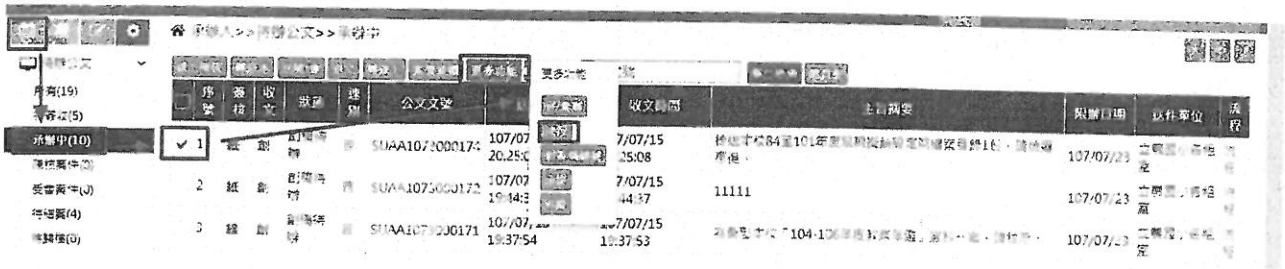


5. 列印函稿(紙本)

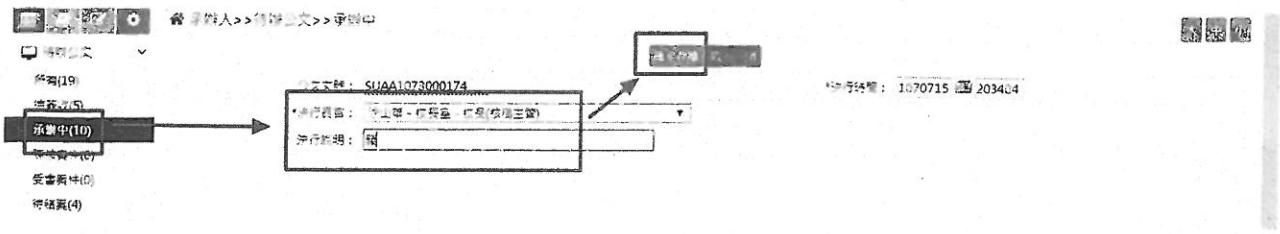




6. 流程處理→承辦中→更多功能→決行

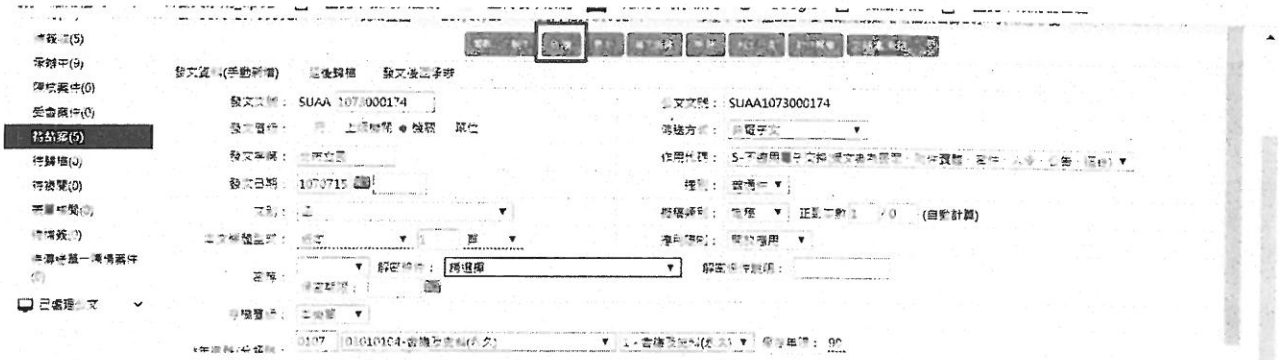


7. 承辦中→選擇”決行長官”及書寫”決行說明”→確定存檔

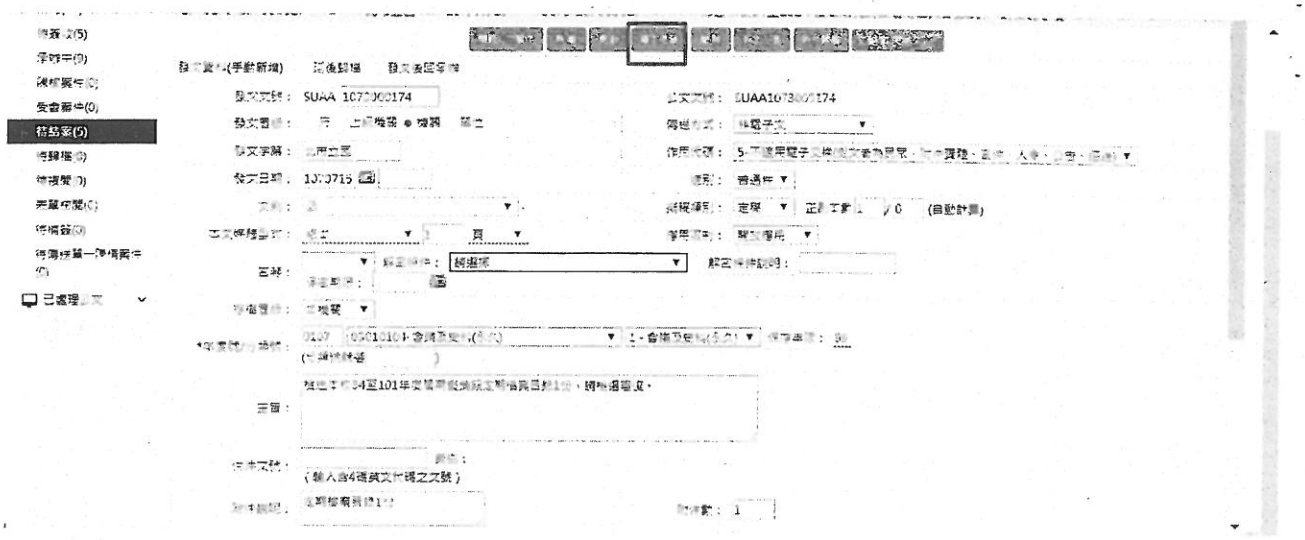


8. 待結案→勾選公文→送發文

9. 待結案→輸入各欄位資料→新增

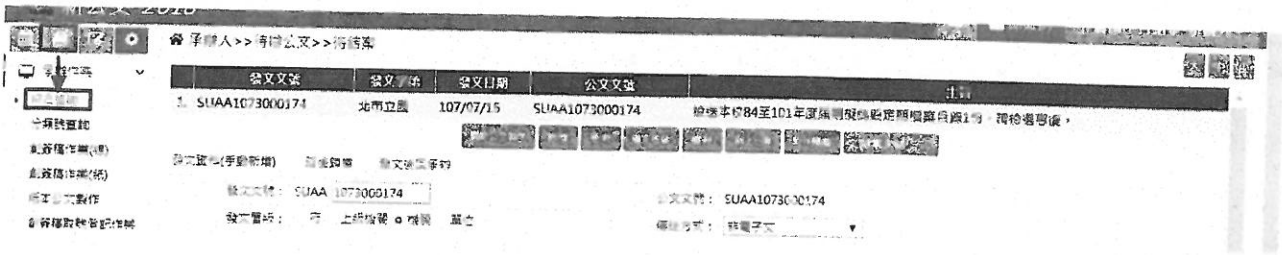


10. 待結案→確定送發(承辦人完成送發文)

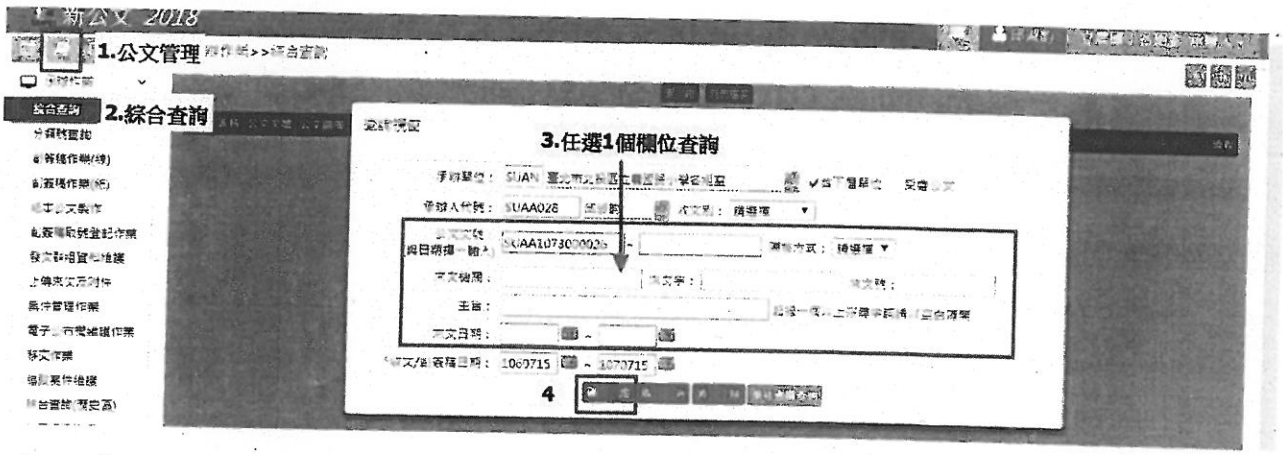


◎第 11 招　綜合查詢(查詢自己簽辦過的公文)

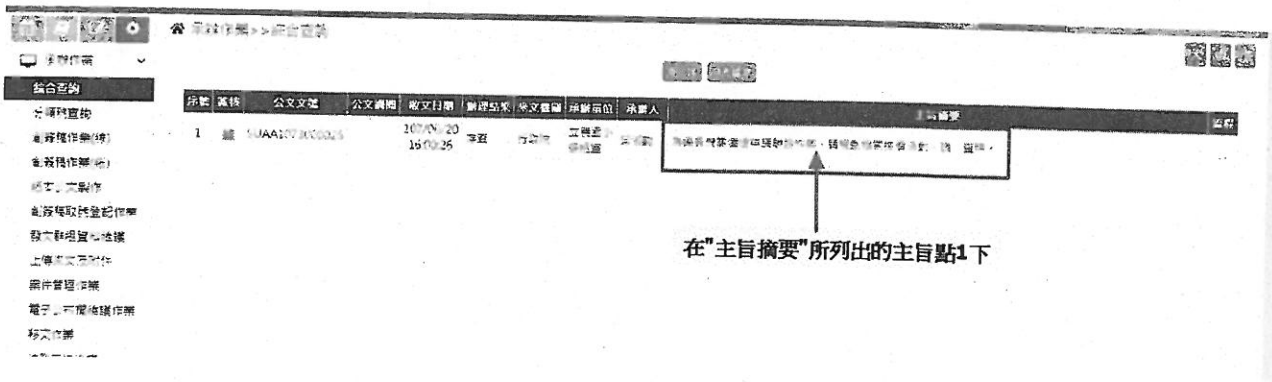
1. 公文管理→綜合查詢



2. 公文管理→綜合查詢→輸入查詢欄位→確定

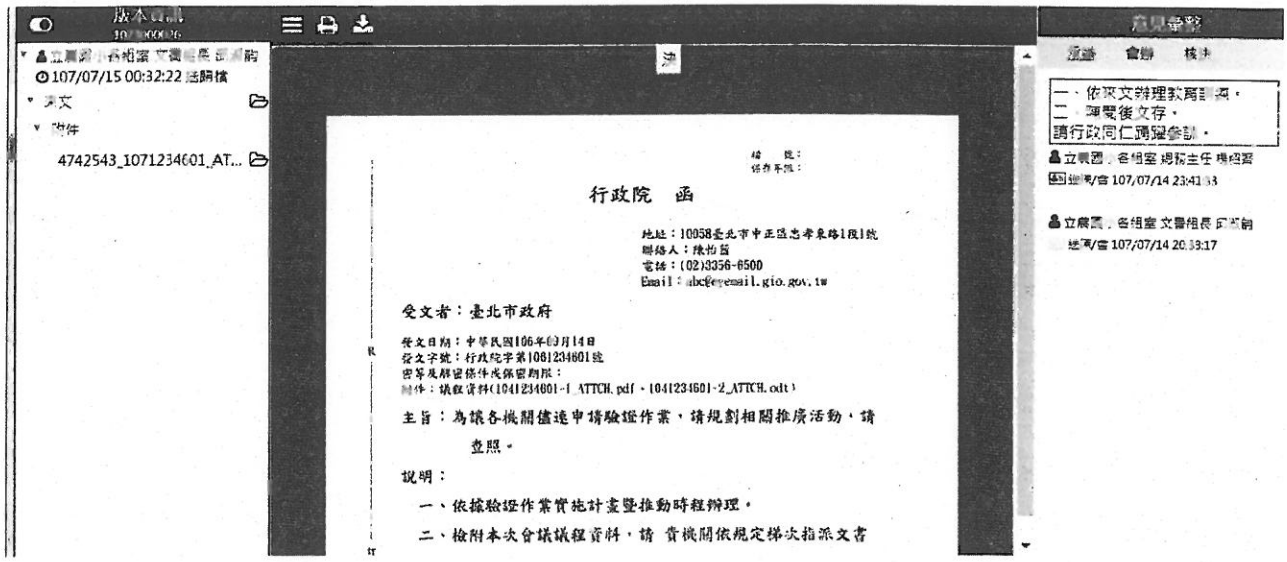


3. 點 1 下主旨→帶出 7 頁簽



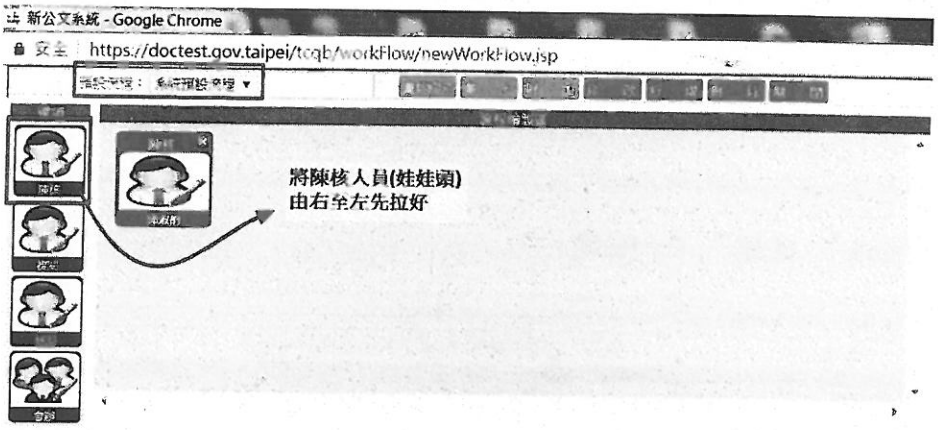
4. 點”簽核流程(公文內容)”→帶出簽核紀錄

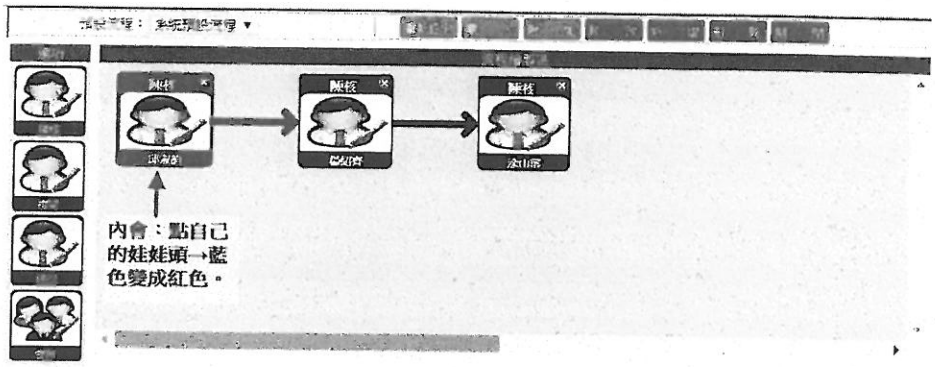
5. 簽核紀錄及流程

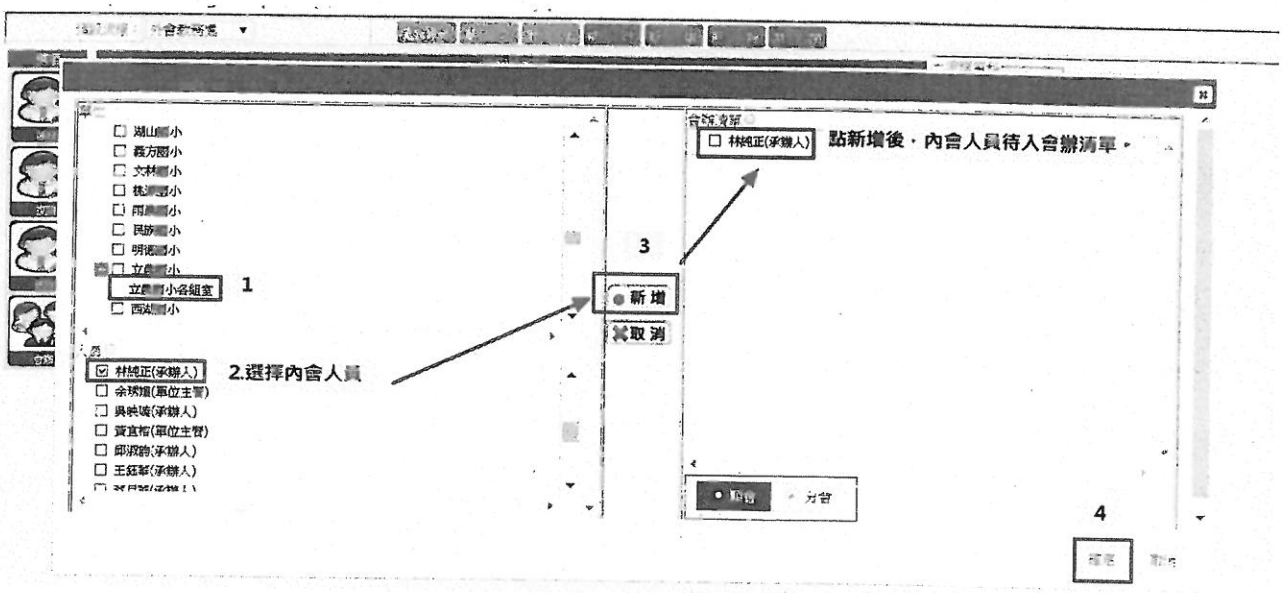


◎第 12 招　變更流程(內會和外會)

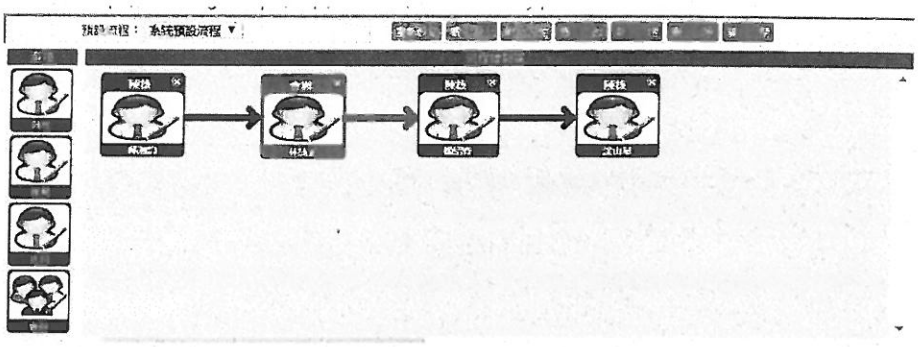
☆內會的設定方式



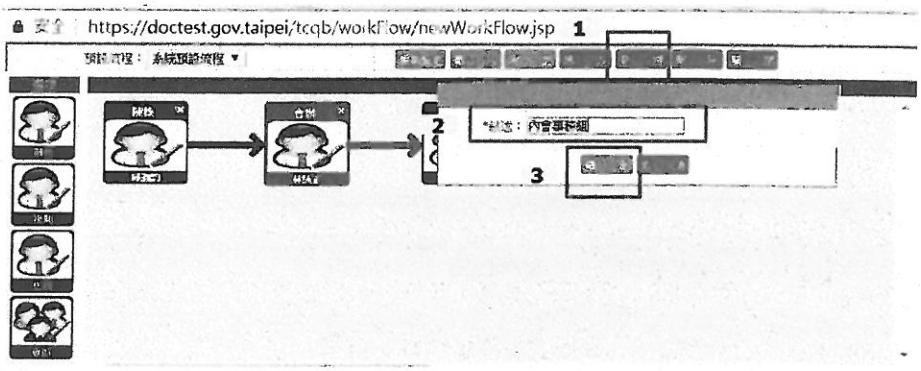




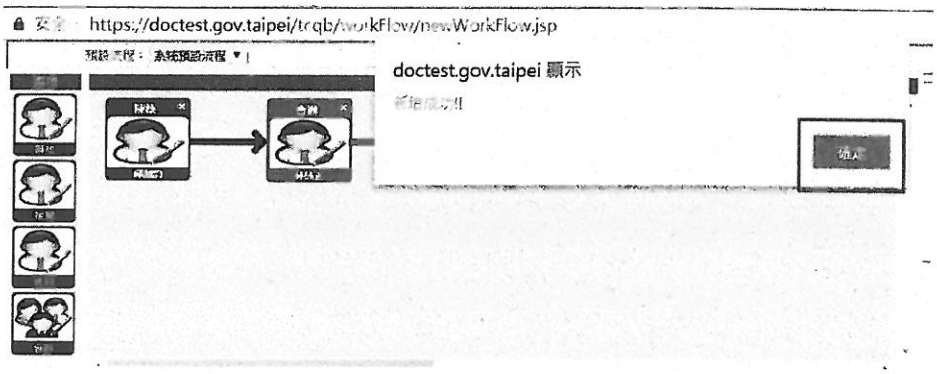
內會+順會



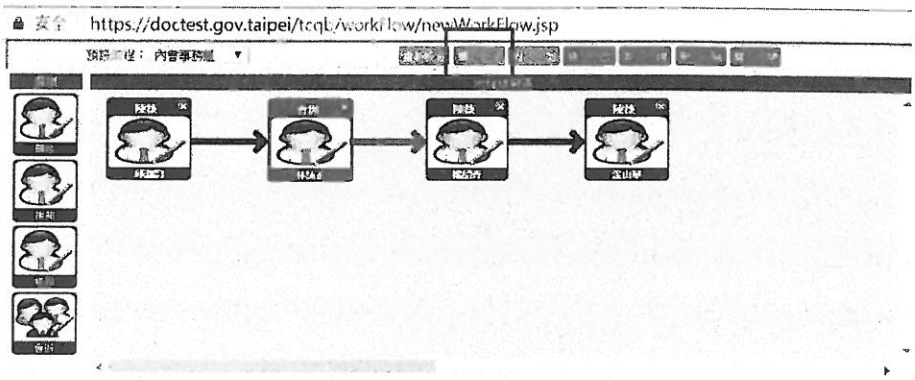
新增→輸入”敘述” →確定



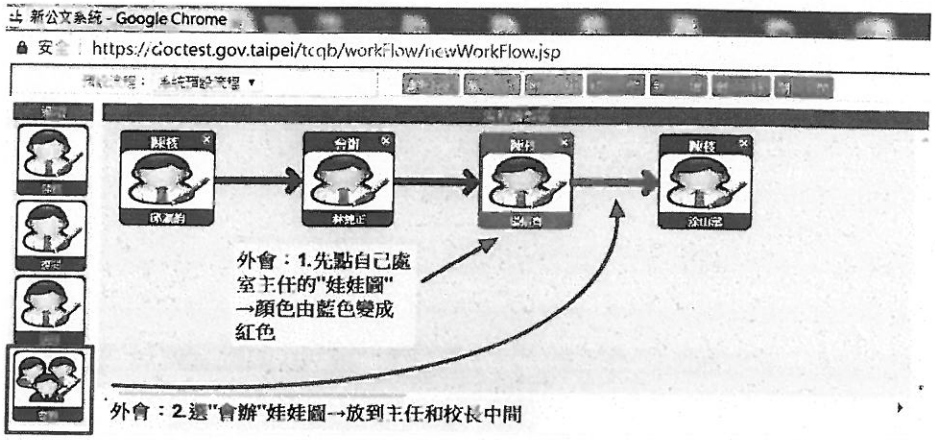
確定

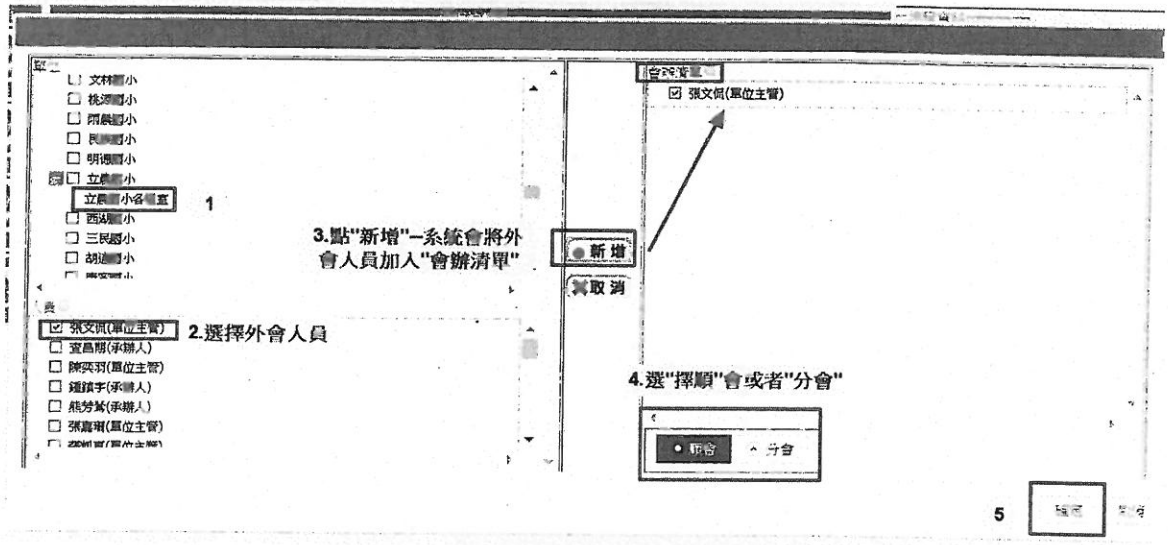


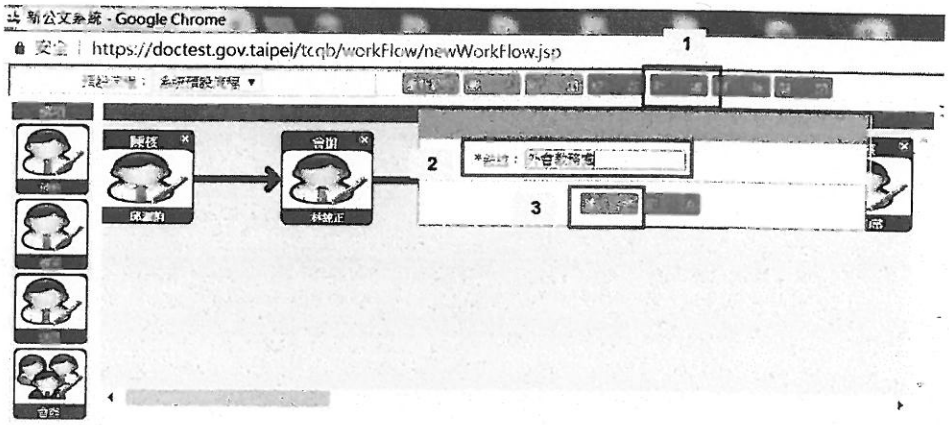
設訂好之後→載入

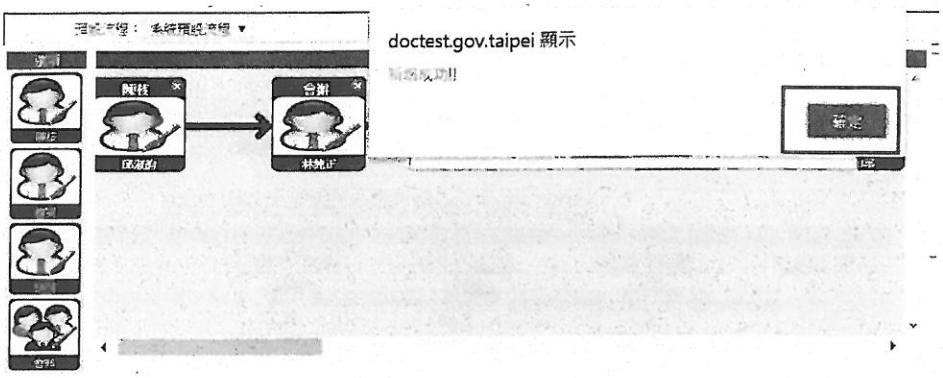


☆外會的設定方式(外會+順會)





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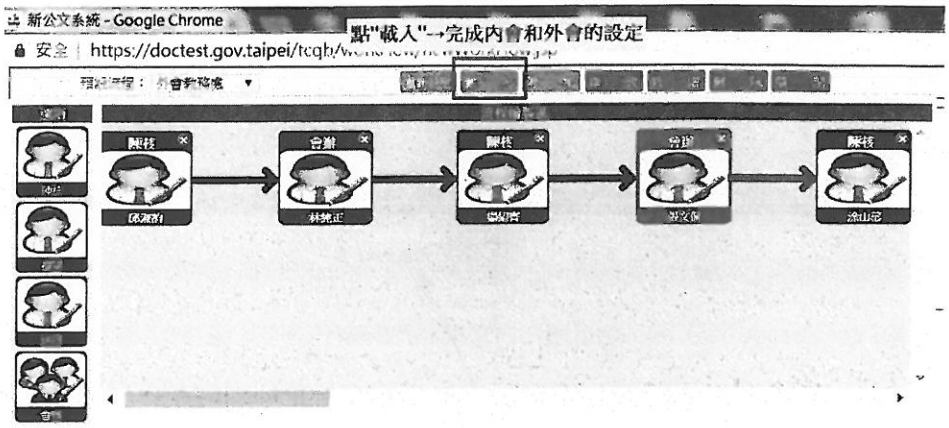
確定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安全 | https://doctest.gov.taipei/tcqb/