

公文系統「傳閱設定」操作步驟

1. 在已決待發(或已決待歸), 勾選該件公文
2. 點選後, 選取上方「傳閱設定」按鈕, 選擇傳閱人員, 按確定
3. 傳閱設定作業完成。

The screenshot displays the '公文系統' (Public Document System) interface. On the left is a sidebar with a tree view of folders including '(秘書處)', '文書科', and '待辦區'. The main area shows a navigation bar with '承辦(132)', '外會(5)', '內會(11)', and '已決待發(14)'. Below this is a sub-header '已決待歸(10)' and a row of buttons: '會辦', '核判發文', '核判存查', '傳閱設定' (highlighted with a red box), '陳情回覆', '申請案回覆辦理情形', and '取消決行'. Further down are buttons for '取消判發/判存', '繕校重陳', and '嗣後併案註記'. A section for '簽核類別' includes radio buttons for '全部', '紙本', and '線上簽核'. Below that are '排序條件' with radio buttons for '類別', '公文文號', '主旨', '限辦日期', '收創日期', '狀態', '承辦機關', '承辦單位', and '承辦人員'. There are checkboxes for '全選', '全不選', and '反向選取', and a status '目前選取 1 筆 / 總筆數: 14 筆'. A table lists document items with columns: '選取', '類別', '紙/線', '公文文號', '主旨', and '限辦'. One item is selected (checked in the '選取' column). A '傳閱設定' dialog box is open in the foreground, showing '傳閱單位' as '0021600' and '文書科'. It has a list of '傳閱人員' with names like '王志明', '江桂英', '初明德', '吳春甘', '呂婉瑜', and '呂蕙如'. The '確定' button is highlighted with a red box.

This diagram summarizes the '傳閱設定' (Distribution Setting) process. It shows the navigation bar with '承辦(132)' and '外會(5)', and the sub-header '已決待歸(10)'. Below these are the buttons for the process: '會辦', '核判發文', '核判存查', '傳閱設定', '取消判發/判存', '繕校重陳', and '嗣後併案註記'. At the bottom, a yellow banner with an arrow points to the text '傳閱設定作業完成' (Distribution Setting operation completed).