

FAQ-TBT150 公文公告發布作業

-便簽文別發布方式及抓不到主旨狀況說明

TBT150 公文公告發布作業欲發布【便簽】文別時請依以下操作。

1.開啟 TBT150 公文公告發布作業，於公文文號輸入欲發布之【便簽】公文文號後按開啟。

The screenshot shows the TBT150 system interface. At the top left, there are two buttons: '開啟(N)' (highlighted with a red box) and '清除(Z)'. Below these, the '公文文號' (Document Number) field is highlighted with a red box. The '主旨' (Subject) field is empty. The '公告方式' (Announcement Method) is set to '張貼本份公文稿件' (Post this document draft). The '發布單位' (Issuing Unit) is '總收' (General Receipt). The '公布欄' (Publication Column) is '內部公布欄' (Internal Publication Column). The '類別' (Category) is '一般公告' (General Announcement). The '公告日期' (Announcement Date) is '1101014'. The '刊登天數' (Publication Days) is '30'. The '公告期限' (Announcement Period) is '1101125'. The '公告對象' (Announcement Object) is '全機關' (All Agencies). There are checkboxes for '以Email通知' (Notify by Email) and '附件隨Email寄出' (Attach to Email). A table with 5 columns (Seq, Name, Notice, Attachment, Action) is visible. The first row has '1' in Seq, 'Email' in Name, and '只通知登記' (Only notify registration) in Notice. The second row has '2' in Seq, 'Email' in Name, and '只通知登記' (Only notify registration) in Notice. There are '清除' (Clear) buttons next to each row. At the bottom, there are buttons for '加入附件' (Add Attachment) and '清除' (Clear).

2. 勾選直接轉貼來文，自行輸入主旨文字，並依需求設定類別、公告日期等欄位內容。

The screenshot shows the TBT150 system interface. At the top left, there are two buttons: '清除(Z)' and '發布' (highlighted with a red box). Below these, the '公文文號' (Document Number) field is '1100008831'. The '主旨' (Subject) field is empty. The '公告方式' (Announcement Method) is '直接轉貼來文' (Directly paste incoming text), which is highlighted with a red box. The '發布單位' (Issuing Unit) is '總收' (General Receipt). The '公布欄' (Publication Column) is '內部公布欄' (Internal Publication Column). The '類別' (Category) is '一般公告' (General Announcement). The '公告日期' (Announcement Date) is '1101014'. The '刊登天數' (Publication Days) is '30'. The '公告期限' (Announcement Period) is '1101125'. The '公告對象' (Announcement Object) is '全機關' (All Agencies). There are checkboxes for '以Email通知' (Notify by Email) and '附件隨Email寄出' (Attach to Email). A table with 5 columns (Seq, Name, Notice, Attachment, Action) is visible. The first row has '1' in Seq, 'Email' in Name, and '只通知登記' (Only notify registration) in Notice. The second row has '2' in Seq, 'Email' in Name, and '只通知登記' (Only notify registration) in Notice. There are '清除' (Clear) buttons next to each row. At the bottom, there are buttons for '加入附件' (Add Attachment) and '清除' (Clear).

*主旨欄位說明：

【便簽】於公文公告主旨自動抓取之內容欄位對應如下。

清除(Z) 發布 取消(Z)

公文文號：1100300396

主 旨：【便簽公文公告測試公文】主旨

公告方式：☒ 張貼本份公文稿件：第1份文稿(便簽) ☐ 以批示文面方式發佈

發布單位：總務處

公布欄：☒ 內部公布欄

類 別：一般公告

公告日期：1101014

刊登天數：30 天

公告期限：1101125

公告對象：☒ 全機關 ☐ 本單位 ☐ 其他 ☐ 內部發文 清除全部

權 號：110/030102/

保存年限：3年

日期：[]

便簽 單位：文書組

速別：普通件

密等及解密條件或保密期限：

【便簽公文公告測試公文】主旨

一、測試內容一

二、測試內容二

3.完成設定後，點擊左上方發布鈕即可發布公文公告。

清除(Z) **發布** 取消(Z)

公文文號: 1100008831
主 旨: 測試便簽公文公告

公告方式: ☒ 直接轉貼來文
☐ 張貼本份公文稿件: 第1份文稿(便簽) ☐ 以批示文面方式發佈 ☐ 含來文電子檔

發布單位: 總務處
公 布 欄: ☒ 內部公布欄
類 別: 一般公告 公告日期: 1101014
刊登天數: 30 天 公告期限: 1101125
公告對象: ☒ 全機關 ☐ 本單位 ☐ 其他 ☐ 內部發文 (刪除全部)

☒ 以Email通知 ☐ 附件隨Email寄出
請點選以加入左方公告對象: ☐ 總處 ☐ 群組

序	名稱	<input type="checkbox"/> 通知	<input type="checkbox"/> 只通知登記桌	<input type="checkbox"/> 附件	動作
1		<input type="checkbox"/> Email	<input type="checkbox"/> 只通知登記桌	<input type="checkbox"/> 隨Email寄出	清除
2		<input type="checkbox"/> Email	<input type="checkbox"/> 只通知登記桌	<input type="checkbox"/> 隨Email寄出	清除

附件: 加入附件 刪除所有附件

序	檔名	附件描述	執行
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