

# 線上調案

★說明：調案之規定如下：以線上申請為原則。

## 1. 檔案借調到校內時：

- (1)處室內：借調檔案以與承辦業務有關者為限，並經單位主管核准。
- (2)別處室：因業務需要，借調非主管案件時，先經本單位主管核章後，送會承辦業務主管同意，或簽請本學校校長或其授權人員核准。

2. 檔案借調到校外時：學校間或學校與機關間借調檔案，應備函提出請求，並經校長或其授權人員核准後辦理。

## 3. 借調公文之歸還日期：

- (1)電子公文：3日（系統會自動歸還）。
- (2)紙本公文：14日內。

1. 共通性作業→表單申請→檔案目錄查詢及調閱→輸入：公文文號或其他欄位(主旨、來文字號等)→查詢→勾選欲調案的公文→加入我的調閱清單→我的調閱清單

The screenshot shows the '新公文' (New Public Document) system interface. The user is logged in as '邱淑鈞' (Qiu Shujun) and is in the role of '立農國小各組室-承辦人' (Lilong Elementary School - Processor). The main menu on the left includes '表單申請' (Form Application) and '共通性作業' (General Work). The '表單申請' menu is expanded, showing options like '公文展期申請', '公文專案申請', etc. The '共通性作業' menu is also expanded, showing '檔案目錄查詢及調閱' (Document Directory Search and Retrieval) as the selected option. The main content area displays a search form with fields for '年度' (Year), '分組號' (Division Number), '案次號' (Case Number), '卷次號' (Volume Number), and '目次號' (Section Number). Below the search form is a table of search results. The table has columns for 'NO.', '存檔編號' (Archival Number), '檔號' (File Number), '承辦單位' (Processing Unit), '承辦人' (Processor), '公文文號' (Document Number), '案由' (Subject), '文件日期' (File Date), '錄錄方式' (Recording Method), '附件另存' (Attachment Save), '紙本併錄' (Paper Copy), and '密碼' (Password). The first row of the table is highlighted, showing a document with 'NO.' 1, '存檔編號' 0108/03010401/1/2/46, '檔號' 0108/03010401/1/2/46, '承辦單位' 立農國小各組室, '承辦人' 林純正, '公文文號' SUAA1086003715, '案由' 為辦理驗收本校108年度潛能班特殊教育科教室裝設一對一, '文件日期' 1080621, '錄錄方式' 紙本, and '附件另存' 紙本併錄. The 'NO.' column has a red box around the number '1', and the '檔號' column has a red box around the number '0108/03010401/1/2/46'. There are also red boxes around the '查詢' (Search) and '加入我的調閱清單' (Add to My Retrieval List) buttons in the top right corner of the search form.

2. 勾選欲調閱的檔案→調閱申請

The screenshot shows the '新公文' (New Public Document) system interface. The user is logged in as '邱淑鈞' (Qiu Shujun) and is in the role of '立農國小各組室-承辦人' (Lilong Elementary School - Processor). The main menu on the left includes '表單申請' (Form Application) and '共通性作業' (General Work). The '表單申請' menu is expanded, showing options like '公文展期申請', '公文專案申請', etc. The '共通性作業' menu is also expanded, showing '檔案目錄查詢及調閱' (Document Directory Search and Retrieval) as the selected option. The main content area displays a search form with fields for '年度' (Year), '分組號' (Division Number), '案次號' (Case Number), '卷次號' (Volume Number), and '目次號' (Section Number). Below the search form is a table of search results. The table has columns for 'NO.', '案卷/案件' (Case/Case), '存檔編號' (Archival Number), '檔號' (File Number), '承辦單位' (Processing Unit), '承辦人' (Processor), '公文文號' (Document Number), '案由' (Subject), '文件日期' (File Date), '錄錄方式' (Recording Method), '附件另存' (Attachment Save), '紙本併錄' (Paper Copy), and '密碼' (Password). The first row of the table is highlighted, showing a document with 'NO.' 1, '案卷/案件' 案件, '存檔編號' 0108/03010401/1/2/46, '檔號' 0108/03010401/1/2/46, '承辦單位' 立農國小各組室, '承辦人' 林純正, '公文文號' SUAA1086003715, '案由' 為辦理驗收本校108年度潛能班特殊教育科教室裝設一對一, '文件日期' 1080621, '錄錄方式' 紙本, and '附件另存' 紙本併錄. The 'NO.' column has a red box around the number '1', and the '案卷/案件' column has a red box around the text '案件'. There are also red boxes around the '調閱申請' (Apply for Retrieval) and '我的調閱清單' (My Retrieval List) buttons in the top right corner of the search form.

3. 選擇：檢調種類－借調（有下拉選單）→變更流程（這一關很重要！務必以”變更流程”方式陳核給主任，若是借調他處室的檔案，核流程為：自己→自己處室主任→他處室主任。）

4. 篩選陳核的娃娃頭→選擇自己處室主任→設定完成

5. 確定存檔  
6. 出現即時訊息→新增完成（恭喜您完成調案程序！）  
7. 調案經主管核准，文書組於公文系統知會後，公文首頁會有調案通知。

★點入” ”調案通知”的訊息如下：

補充說明：

★本案例為紙本調案，需於15日內將公文如數歸還。

（密件於7日內歸檔）

★約102年10月底以前的檔案（亦即公文網頁版的檔案）皆為紙本型態，若要於新公文整合系統辦理紙本調案作業，其作法如下：公文管理→共通性作業→檔案目錄查詢及調閱→我的調閱清單→手動登記→檢調種類：借調→輸入：調用文號→手動登記：輸入～公文文號、檔號、調案類別、案由（簡述）、調案方式、若要調閱2件以上者，可用”+”號→變更流程→陳核層級：自己處室主任（若要調他處室檔案，則要陳核至他處室主任）→拉好陳核的娃娃頭後→設定完成→確定存檔→完成線上

調案程序（請文書組協助調檔）

★提醒：檔案室將紙本公文調案出去前，應逐頁加蓋騎縫章，以檢視檔案在歸還時是否完整無缺的。