

文藻外語大學
115學年度增進職能研習

Introduction to the Electronic Official Document System

Get Familiar it → Understand it → Apply it

Office of General Affairs, Documentation Section
2026/08/27

1

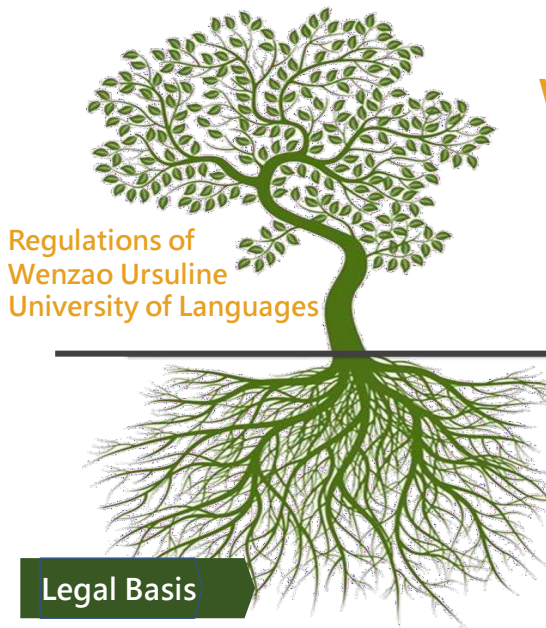
Introduction to the Electronic Official Document System

Official Document Management System
Personal Data Maintenance
, Official Seal Setup,
Personal Online Approval
Tool Setup, Delegate
Assignment and
Maintenance, Modify
Processing Deadline

Preparation of Electronic
Official Documents
Personal Data Maintenance
, Setup of Recipient Agencies
, Role for Document Drafting,
Submission of Draft for Online
Approval, Workflow
Configuration, Convert Draft
into Official Document and
Forward for Issuance

Notes and FAQs
Document Timeliness, Key
Points of Document
Receipt and Dispatch,
Ethical Considerations in
Official Document
Processing, FAQs

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Wenzao Ursuline University of Languages Document Processing Guidelines

Document Processing Manual

Reference Guidelines for the Use of Generative AI by the Executive Yuan and Its Subordinate Agencies

Cyber Security Management Act

Personal Data Protection Act



Regulations for Document Processing

III Incoming Official Documents

- (8) For official documents involving personal data, the following shall be observed: Comply with the Personal Data Protection Act, the Cybersecurity Management Act, and the Executive Yuan and Its Agencies' Guidelines on the Use of Generative AI. Adhere to the relevant provisions on confidentiality in the Manual of Document Processing – Section VIII: Confidentiality of Documents.

VII Document Archiving

- (2) The Document Section shall handle the receipt of documents in accordance with the following rules:
 - 9. Files containing personal data shall be uploaded in encrypted form.

Document Management System

01 Personal Data Maintenance

02 Official Seal Setup

03 Personal Online Approval Tool Setup

04 Delegate Assignment and Maintenance

05 Modify Processing Deadline (Incoming Documents Only)

01 Personal Data Maintenance

Personal Data Maintenance

- Document Management System / Personal Data Maintenance / Personal Data Maintenance
 - Have you received a notification?
 - System Identity

【個人資料維護】 DC99F05

帳號名稱	99785	員工系統編號	99785
所屬單位	師資培育中心	姓名	賴金峰
是否接收郵件通知	☒ 是 ☐ 否 ☐ 僅線上審核		
審核畫面公文送件後自動帶下一筆公文	☒ 是 ☐ 否		
系統身分	☐ 文書組長(文書組) ☐ 主管核判(文書組) ☐ 一般承辦人(師資培育中心)	待分辦 待分辦 待處理	儲存預設值

修 改

(選單)
 ▶ 主控安全設定
 ▶ 系統基本資料
 ▶ 收文作業
 ▶ 創製作業
 ▶ 發文作業
 ▶ 存查作業
 ▶ 承辦作業
 ▶ 查詢作業
 ▶ 權限研考作業
 ▶ 檔案管理
 ▶ 檔案檢調應用
 ▶ 同業建置
 ▶ 個人資料維護
 ▶ 個人資料維護
 ▶ 聯絡單管理
 ▶ 個人審核流程設定
 ▶ 個人線上審核工具設定
 ▶ 審核意見片語維護
 ▶ 代理人維護(by身分)
 ▶ 公文代理行事單(by...
 ▶ 部門行事單(by身分)
 ▶ 歸檔作業
 ▶ 檔案基本資料建置
 ▶ 展期作業
 ▶ 請假作業
 ▶ 統計報表

02 Official Seal Setup

Official Seal Setup

• Official Seal Setup

– Document Management System / Personal Data Maintenance / Title and Official Seal Setup

– Enter data in each field, then click Add

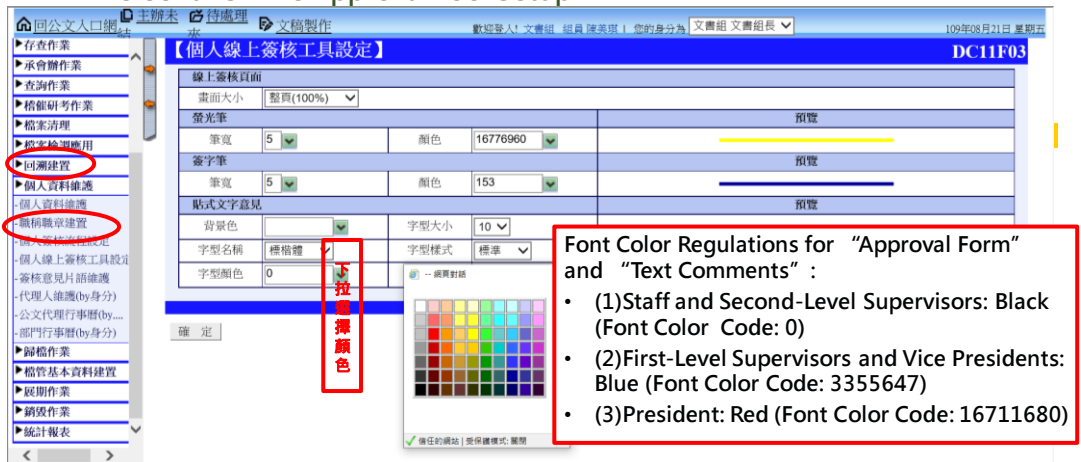


03 Personal Online Approval Tool Set

Personal Online Approval Tool Setup

• Personal Online Approval Tool Setup

– Document Management System / Personal Data Maintenance / Personal Online Approval Tool Setup



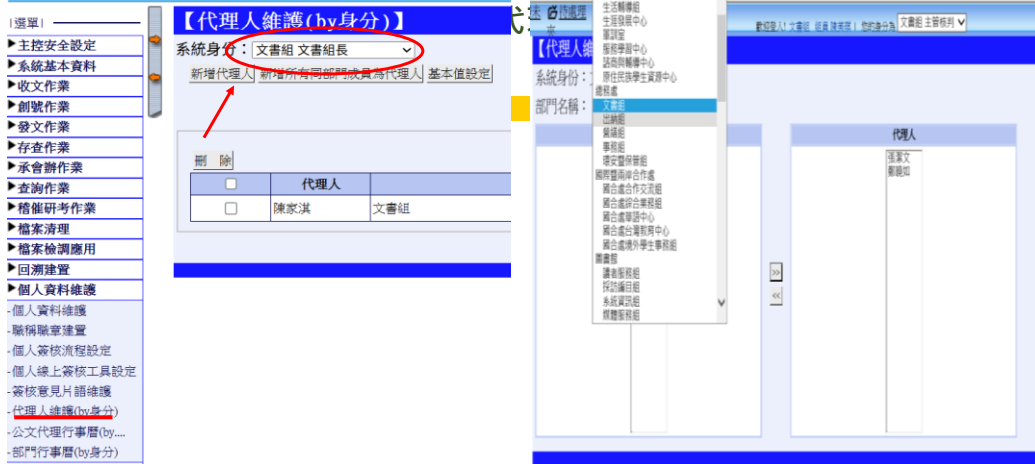
Font Color Regulations for "Approval Form" and "Text Comments" :

- (1) Staff and Second-Level Supervisors: Black (Font Color Code: 0)
- (2) First-Level Supervisors and Vice Presidents: Blue (Font Color Code: 3355647)
- (3) President: Red (Font Color Code: 16711680)

04 Delegate Assignment and Maintenance

Delegate Maintenance

- Delegate Maintenance
 - Document Management System / Personal Data Maintenance / Delegate Maintenance (by position)



04 Delegate Assignment and Maintenance

Delegate Maintenance

- Delegate Maintenance(1)
 - When taking leave, review delegate settings
- It will be automatically generated after the leave request is approved. If it has not been approved, it can be set manually.
- Therefore, before leave, please be sure to confirm whether the Delegate mechanism has been activated.



趙金輝 114 年 08 月份行事曆

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
					我不在 08:00-18:00 陳家淇代理 (文書組 文書組長)	
10	11	12	13	14	15	16
					我不在 08:00-18:00 陳家淇代理 (文書組 主管秘書)	
17	18	19	20	21	22	23
					08:30-16:30 代理陳家淇 (文書組 收發人員)	
24	25	26	27	28	29	30
			13:30-16:30		13:00-14:30 代理陳家淇 (文書組 收發人員)	
					15:00-18:00 代理陳家淇 (文書組 一般承辦人)	

It has been activated

04 Agent Setting and Maintenance

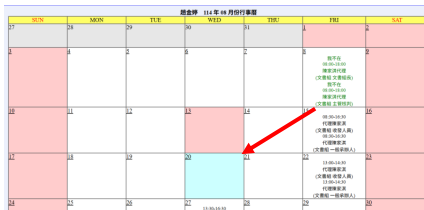
Delegate Maintenance

• Agent Maintenance(2)

- Manual activation of Delegate mechanism
- Document Management System / Personal Data Maintenance / Document Delegate Calendar
- Click on the date that needs an delegate / Enter the delegate maintenance screen
- Select ☒ Yes / Click Confirm, then it's done.



Activate Delegate



【公文代理行事務(by身分)】 CTL.S009B

姓 名：趙金婷
 代理日期：起 114 / 08 / 20 迄 114 / 08 / 20
 起迄時間：08 : 00 ~ 18 : 00 (24時制)
 事由：
 註：不啟動代理人之系統身分，不寫入。

系統身分	*代理人	*向誰代理人
文書組文書組長	文書組 陳家琪	☒ 是 ☐ 否
文書組主管統制	文書組 陳家琪	☒ 是 ☐ 否
師資培育中心一般承辦人	師資培育中心 蕭景玲	☐ 是 ☒ 否

上一頁

05 Modify Deadline

Modify Deadline

• Modify Deadline(Incoming documents only)

- Modification of deadline should be done **within two days** after the document is received.
- The modified date should not exceed the deadline specified in the document's content.
- The modified date must not be a weekend or national holiday.
- Administrative Units: Case handler → With approval from the second-level supervisor → Send to the Documentation Section for review.
- Academic Units: Case handler → With approval from the department (institute) director → Send to the Documentation Section for review.

分 辦											
收文退件		退上一關卡		分辦完畢							
☐	性質	密等	類別	辦理	簽核	公文文號 (主併案文號)	收文日期 限辦日期	主辦單位 承辦人	主旨	處理狀況	送件時間
☒	來文		速件			1080007134	108/08/13 108/08/16	國合處境外學生事務組 許丹鴻	檢送107學年度學士班「個人申請」及「...	送會	108/08/15 09:28:33
☒	來文		最速件			1080007135	108/08/13 108/08/14	國合處境外學生事務組 許丹鴻	檢送107學年度海外聯合招生錄取名單暨...	送會	108/08/15 09:24:39
☒	來文		最速件			1080007138	108/08/13 108/08/14	國合處境外學生事務組 許丹鴻	檢送108學年度學士班「個人申請」及「...	送會	108/08/15 09:25:24
備註： ☒ 已逾限 ☐ 已到期 ☐ 未逾限											
共 3 筆，每頁 90 筆											
<< < > >>											

Preparation of Electronic Official Documents

01 Personal Data Maintenance

02 Setup of Recipient Agencies

03 Role for Document Drafting

04 Submission of Draft for Online Approval

05 Workflow Configuration

06 Convert Draft into Official Document and Forward for Issuance

01 Personal Data Maintenance

Personal Data Maintenance

- Document Creation / Basic Data Module / Personal Information Management
 - Enter contact phone number, fax, and email address
 - Confirm



The screenshot displays the 'Personal Data Maintenance' form within the Wenzao Ursuline University system. The interface includes a sidebar menu on the left with options like 'System Environment Management', 'Document Management', and 'Basic Data Management'. The 'Basic Data Management' section is expanded, showing 'Personal Data Management' as the selected option. The main form area contains fields for personal information, including name, employee ID, department, email, phone, and fax. The 'Personal Data Management' section is highlighted with a red circle in the sidebar menu.

姓 名	員工編號	所屬單位	師資培育中心
個人暫存資料夾	BJOA15		
電子郵件	99785@mail.wzu.edu.tw		
辦公電話	(07) 3426031	分機	7101
傳真電話	(07) 3101629		
機關地址	(如與機關本部地址不同請填寫)		

02 Setup of Recipient Agencies (1)

Setup of Recipient Agencies

- Add Recipient Organization, Address(1)
 1. Document Creation / Basic Data Module / Recipient Organization Management
 2. Under Shared Organizations, type the organization name to search, select the desired organization, and copy it to your Personal Organizations



總務處_文書組/陳美琪 您好！

受文機關管理

系統環境資料管理 > 檔案管理模組 > 基本資料模組 > 受文機關管理

自備機關 自備機關群組 **共用機關** 共用機關群組 內部單位 內部單位群組

可使用機關名稱、郵遞區號、機關地址、機關代碼或Email的部分字串搜尋 搜尋

新增 匯入機關資料 匯出機關資料

☐	機關名稱	郵遞區號	機關地址	機關代碼	單位代碼	Email
☐	兆豐國際商業銀行港都分行	80147	高雄市中正四路253號			
☐	國泰世華銀行高雄分行	80757	高雄市博愛一路366號			
☐	國立高雄師範大學	802	高雄市和平一路116號	A095L0000Q		
☐	彰化銀行鳳山分行	83058	高雄縣鳳山市三民路264號			
☐	文藻學校財團法人文藻外語大學	807	高雄市三民區民族一路900號	XC76000424		
☐	海洋委員會海巡署			A47010000C		
☐	玉山銀行高雄分行	80247	高雄市四維四路3號			

02 Setup of Recipient Agencies (2)

- Add Recipient Organization, Address(2)
 1. Go to Document Creation / Basic Data Module / Recipient Organization Management / Add
 2. Enter the organization name, postal code, and address, then click Confirm



總務處_文書組/陳美琪 您好！

受文機關管理

系統環境資料管理 > 檔案管理模組 > 基本資料模組 > 受文機關管理

自備機關 自備機關群組 共用機關

可使用機關名稱、郵遞區號、機關地址、機關代碼

新增 匯入機關資料 匯出機關資料

☐	機關名稱	郵遞區號
☐	兆豐國際商業銀行港都分行	80147 高雄市中
☐	國泰世華銀行高雄分行	80757 高雄市博
☐	國立高雄師範大學	802 高雄市中
☐	彰化銀行鳳山分行	83058 高雄縣鳳
☐	文藻學校財團法人文藻外語大學	807 高雄市中
☐	海洋委員會海巡署	
☐	玉山銀行高雄分行	80247 高雄市



總務處_文書組/陳美琪 您好！

受文機關管理

系統環境資料管理 > 檔案管理模組 > 基本資料模組 > 受文機關管理

機關名稱

郵遞區號

機關地址

E-MAIL

備註

確定

03 Role Assignment for Drafting and Signing

- Electronic Document Management System
 1. Select the correct role for document initiation/drafting
 2. Click Create Document



【簽核待處理夾】

待分辦(0) 待處理(0) 已送未收(0) 待核判(0) 已核判(0) 被代理結案(0)

查詢條件
 收創制: [v] 辦理方式: [v] 是否收件: [v] 公文文號: [] 查詢

承辦人 [] [v]

備註意見 [] 片語擷取

分辦 收文現件 退上一關卡 分辦閱畢

(ERR28) 此條件下查無任何資料。 .

04 Submission of Draft

- File Management Module / Open New File



大華外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES

總務處_文書組/陳美琪 您好!

WP02T01

回初始功能頁面

系統環境資料管理 >

檔案管理模組

開新檔案

開新檔案

分享檔案管理

基本資料模組 >

電子公文模組 >

共用格式 專用格式 共用範本

精靈編輯 全頁編輯

可使用格式名稱部分字串搜尋 搜尋

格式名稱

- 簽(AFRM001)
- 公告(AFRM003)
- 公告稿(AFRM004)
- 函(AFRM005)
- 函稿(AFRM006)
- 書函(AFRM007)
- 書函稿(AFRM008)

文號: []

簽 系統管理員

姓名: []

說明: []

附錄: []

第一頁 共三頁

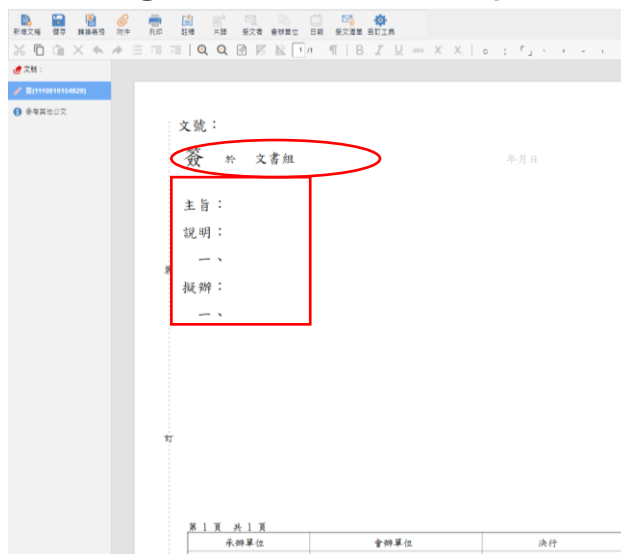
系統管理員: [] 簽發日期: [] 簽發地點: []

附: 簽發日期: [] 簽發地點: []

04 Submission of Draft

Initiate
Sign-off

- File Management Module / Open New File



文號：

發 於 文書組

主旨：

說明：

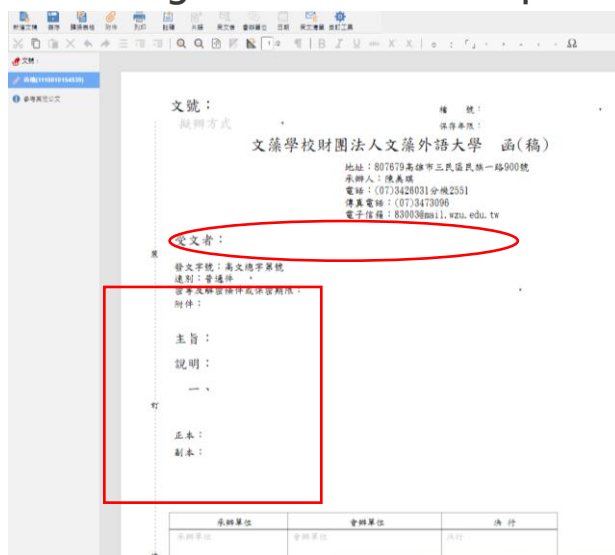
擬辦：

承辦單位	會辦單位	執行

04 Submission of Draft

Create
Draft

- File Management Module / Open New File



文號：

擬辦方式

文書學校財團法人文藻外語大學 函(稿)

地址：807679高雄市三民區民族一路900號

承辦人：陳義雄

電話：(07)3428031分機2551

傳真：(07)3473096

電子郵件：839038@wzu.edu.tw

文書：

主旨：

說明：

擬辦：

承辦單位	會辦單位	執行

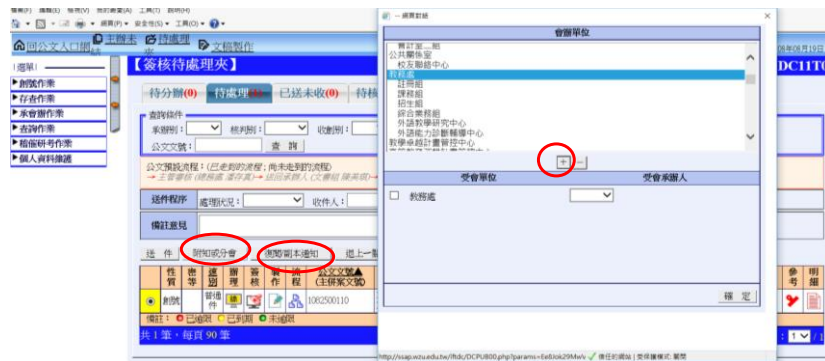
05 Workflow Configuration

- Set the document workflow according to hierarchical responsibilities and authority allocation.

Configure the workflow based on the authority allocation announced by the Secretariat (Reference: Wenzao Ursuline University of Languages – Detailed Table of Hierarchical Responsibilities)

– **For multiple countersigning units, use the “CC Sub-Units” function** (All units in the CC Sub-Units must complete their countersignature before the document handler can proceed with the document.)

– After final approval, if relevant units need to be informed of the approval result, use the “Copy Notification” function.



Notes - Timeliness of Official Documents

- When taking leave, always ensure that your delegate in the document system has been activated.**
- Official documents should be processed immediately upon receipt. Please check the electronic document system at fixed times every day.
- If the deadline needs to be modified, the reason must be stated and approved by the supervisor **within two days** of receipt.
 - The maximum extension is limited to the response timeframe specified in the incoming document.
- Time limits for processing documents: Most urgent: 1 day, Urgent: 3 days, Regular: 6 days
- For documents initiated or drafted within the university, the standard processing time is six (6) days (Regular). The deadline cannot be modified.
- Monitoring and Evaluation of Delays:**
 - Each month, cases from units with an average processing time exceeding six (6) days will be reported. Additionally, the staff members in the handling unit or reviewing unit who took the longest approval/sign-off time (over 24 hours) must explain the cause of the delay and propose measures for improvement.



Notes – Official Documents Drafting

- Document Format
 - When preparing an official document, the numbering tools provided in the system toolbar must be used.
 - Failure to do so may result in formatting errors and prevent the electronic document from being successfully transmitted.
- Document Approval
 - The approval process must strictly follow the levels of authority defined in the Delegated Authority Table.
 - Do not make personal judgments about the importance of a document that would bypass the prescribed approval levels, as this may cause delays in issuance and archiving.



Notes – Document Attachments

- Accepted File Formats
 - File formats allowed for electronic document exchange include .pdf, .jpg, and .odt
 - Note: Compressed files (e.g., .zip, .rar) cannot be exchanged electronically.
- File  Size Limits
 - A single attachment must not exceed 5 MB, and the total size of all attachments combined must not exceed 8 MB.
 - File names must not contain the "." symbol (other than the file extension), as this may disrupt electronic document exchange.
- Final Version Requirement
 - All outgoing document attachments must be uploaded to the Reference Attachments Folder in PDF format.
 - The uploaded file must be the final version after official stamping/seal application.
- Personal Data Protection
 - If an attachment contains personal data, it must be encrypted using 7-Zip to ensure data security.



Notes – Document Attachments

- Attachments for Primary vs. Copy Recipients
 - According to the document processing regulations, when a letter indicates “with attachments,” this applies only to the primary recipient.
 - Copy recipients do not automatically receive attachments unless otherwise specified.
- Indicating Attachments for Copy Recipients
 - If attachments are to be included for copy recipients, this must be explicitly noted.
 - For example:
 - Cc: Ministry of Education (with attachments), Wenzao Ursuline University of Languages, Office of General Affairs – Documents Section
 - Cc: Ministry of Education, National Cheng Kung University Project Office (both with attachments), Wenzao Ursuline University of Languages, Office of General Affairs – Documents Section

正本：教育部
 副本：國立臺北科技大學總量管制小組（含附件）、本校教務處招生組

正本：銘傳大學（臺華獎辦公室）
 副本：教育部、外交部領事事務局、駐日本代表處教育組（均含附件）、本校華語中心



Notes – Official Document Issuance

- Approval for Issuance
 - Drafts marked “For Issuance” by the President (or authorized senior official) must be finalized and converted from draft to official document before submission.
- Paper-Based Issuance
 - Official documents and paper-based attachments must be submitted to the Documentation Section by 3:00 p.m. for processing.
 - Paper attachments must also be provided to the Documents Section to facilitate same-day postal dispatch.
- Electronic Issuance
 - Electronic documents may be submitted for processing at any time before the end of the workday.
- Bulk Distribution Limits
 - When sending documents to multiple recipients through electronic group distribution, please note that the Ministry of Education Electronic Document Exchange Platform imposes a limit of 500 recipients (including both primary and copy recipients) per document number.

Notes – Confidentiality

- Please comply with the provisions on general confidentiality as stipulated in Article 69 of the “Document Processing Manual” (Executive Yuan, September 2023).



六十九、一般保密事項規定如下：

- (一) 各機關員工對於本機關文書，除經允許公開者外，應保守機密，不得洩漏。
- (二) 文書之處理，不得隨意散置或出示他人。
- (三) 各級人員經辦案件，無論何時，不得以職務上之秘密作私人談話資料。
- (四) 文書之核判、會簽、會稿時，不得假手本機關以外之人員，亦不得交與本案有關之當事人。
- (五) 文書放置時，應置於公文夾內，以防止被他人窺視。
- (六) 下班或臨時離開辦公室時，應將公文收藏於辦公桌抽屜或公文櫃內並即加鎖。
- (七) 職務上不應知悉或不應持有之公文資料，不得探悉或持有。

Revised Operation Manual for Official Documents


大藻外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES

公文檔案傳簽 專案文件下載

公文管理

主辦案件 224 件

今日到案案件 0 件

已逾限案件 15 件

個人訊息

電子目錄系統

公文管理系統

文件影像系統

公文新版操作手冊

新版系統列印元件下載

登出入口網

今日行程

您無任何資料 !!

工作記事

您無任何資料 !!

公文檔案傳簽專案文件下載

新舊電子公文教育訓練

公文檔案傳簽專案文件	最後修改日期	下載
(主管簽核)線上簽核工具介紹.mp4	2025/2/3 15:25:50	下載
(公文承辦)創簽及抽換附件.mp4	2025/2/3 15:25:50	下載
(公文承辦)線上簽核工具介紹.mp4	2025/2/3 15:25:51	下載
113學年度_公文系統升級更新異動說明_V0.2_2025-01-16.pdf	2025/2/3 15:25:51	下載
113學年度_線上簽核工具說明_V1.0_2025-01-16.pdf	2025/2/3 15:25:51	下載

文藻外語大學：若有公文檔案傳簽專案相關問題可來電詢問，資訊中心（分機：2856張世奇）



WENZAO URSULINE
CENTER FOR TEACHER EDUCATION

Revised Operation Manual for Official Documents



大蔴外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES

公文系統入口網

電子目錄系統

公文管理系統

文件影像系統

公文新版操作手冊

新版系統列印元件下載

登出入口網

今日行程

您無任何資料!!

工作記事

您無任何資料!!

公文管理

主辦未結案件224件

今日到期案件0件

已逾限案件15件

個人訊息



文藻外語大學

公文檔案傳簽

專案文件下載

公文檔案傳簽專案文件下載

操作使用說明

公文檔案傳簽專案文件	最後修改日期	
111學年度下學期新進人員講習_公文寫作注意事項(秘書處一組)11120215.pdf	2023/2/17 10:46:27	下載
111學年度第2學期教育訓練簡報檔(公文管理與製作)for新進人員1120215.ppt	2023/2/21 13:10:22	下載
函稿轉函.mp4	2024/4/24 10:19:42	下載
創稿.mkv	2024/4/24 10:19:42	下載
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FAQs



Q1

- How to use reference documents?



Q2

- Why are the "Online Approval Screen" and the "Draft Preparation Section" not synchronized?
- These two sections operate independently. Updates made in one section will not automatically appear in the other.



Q3

- Why can official documents be dispatched only in one format?
- Official document dispatch must be carried out in only one way: either Electronic Dispatch or Paper Dispatch.
- When using Paper Dispatch, the recipient organization must receive the paper attachments.



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- For any inquiries regarding the electronic document system, please contact the following personnel

Documentation
Section

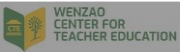
- 趙金婷、陳家淇 Ext. 2551, 2552

System
Management
Section

- 張世奇先生 Ext. 2856

Secretariat

- 吳瓊薇組長 Ext. 1112



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