

實體附件清單列印流程:

1. 個人公文匣 > 已送未收 > 複製欲列印流程之公文文號

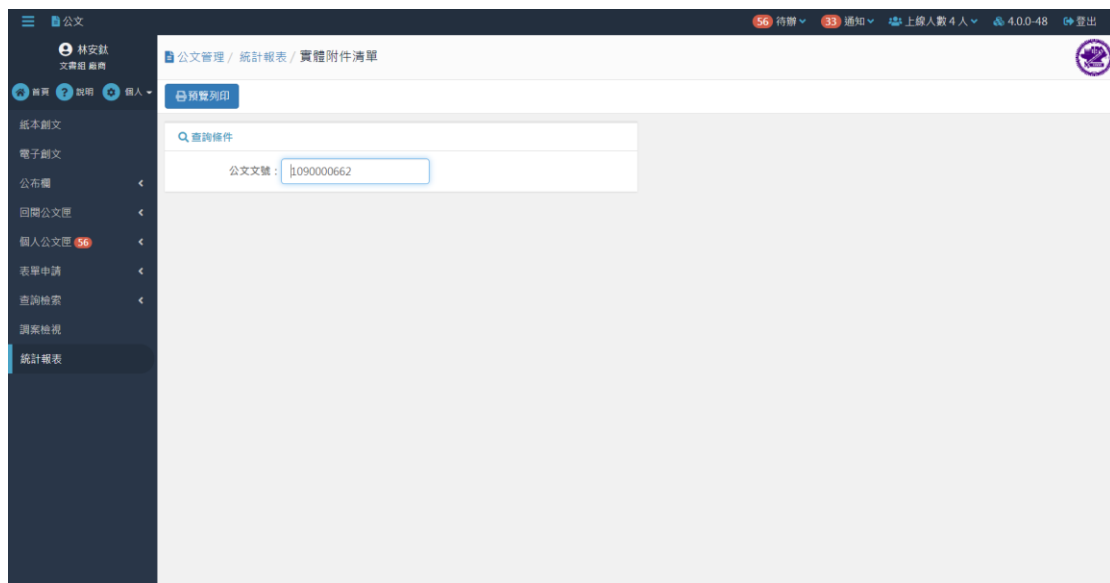
The screenshot displays the '公文' (Official Documents) management system. On the left, the '個人公文匣' (Personal Mailbox) menu is open, and '已送未收' (Delivered but not received) is selected. The main content area shows a list of documents with columns for document number, title, status, and date. A red arrow points to the '流程' (Process) button for document 1090000662. Below the list, a flowchart titled '流程' (Process) details the document's journey, starting from '總收文待分文' (Total received documents pending distribution) through various units like '文書組' (Document Management Unit) and '總務處' (General Affairs Office).

2. 統計報表 > M035 實體附件清單

The screenshot shows the '公文管理 / 統計報表' (Official Document Management / Statistical Reports) page. The '統計報表' (Statistical Reports) section is selected in the left sidebar. The main area displays a table of report types with columns for ID, number, category, name, and description. The row for 'M035 實體附件清單' (M035 Physical Attachment List) is highlighted with a red box. Below the table, it indicates '第 1 - 7 列 (共計 7 列)' (Rows 1 - 7 (Total 7 rows)).

#	編號	類別	名稱	描述
1	M002	公文報表	承辦人登記簿	-
2	M006	公文報表	待辦公文清單	-
3	M007	公文報表	單位已結公文清單	-
4	M008	公文報表	單位收文登記簿	-
5	M021	公文報表	逾期未結公文明細表	-
6	M034	公文報表	承辦公文明細表	-
7	M035	公文報表	實體附件清單	-

3. 輸入欲列印流程之公文文號，並點擊預覽列印，即可生成表單。



4. 可使用左上角列印功能，亦可透過儲存按鈕另存成不同檔案格式。

