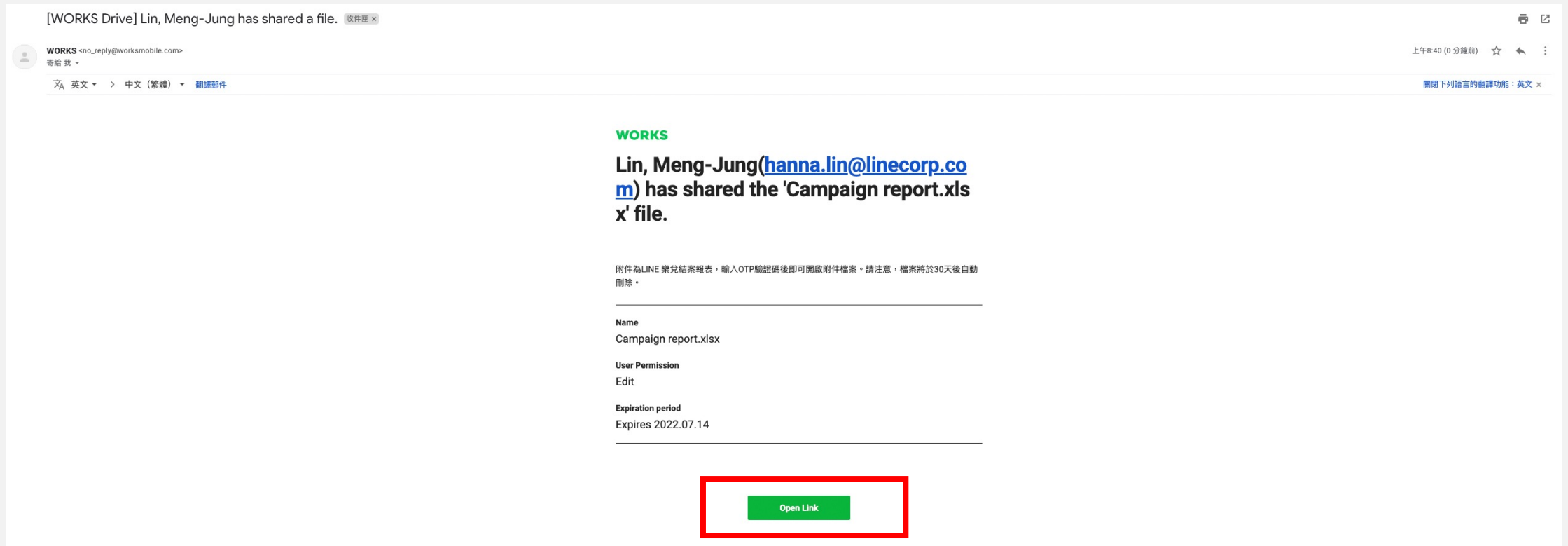


# 報表下載說明文件

## Step1

WORKS系統自動寄出報表文件，標題： [WORKS Drive] XXX has shared a file.

請點選下方Open Link開啟檔案。



# 報表下載說明文件

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## Step2

認證OTP，請輸入接收權限的Email帳號接收認證碼。

**OTP verification link**

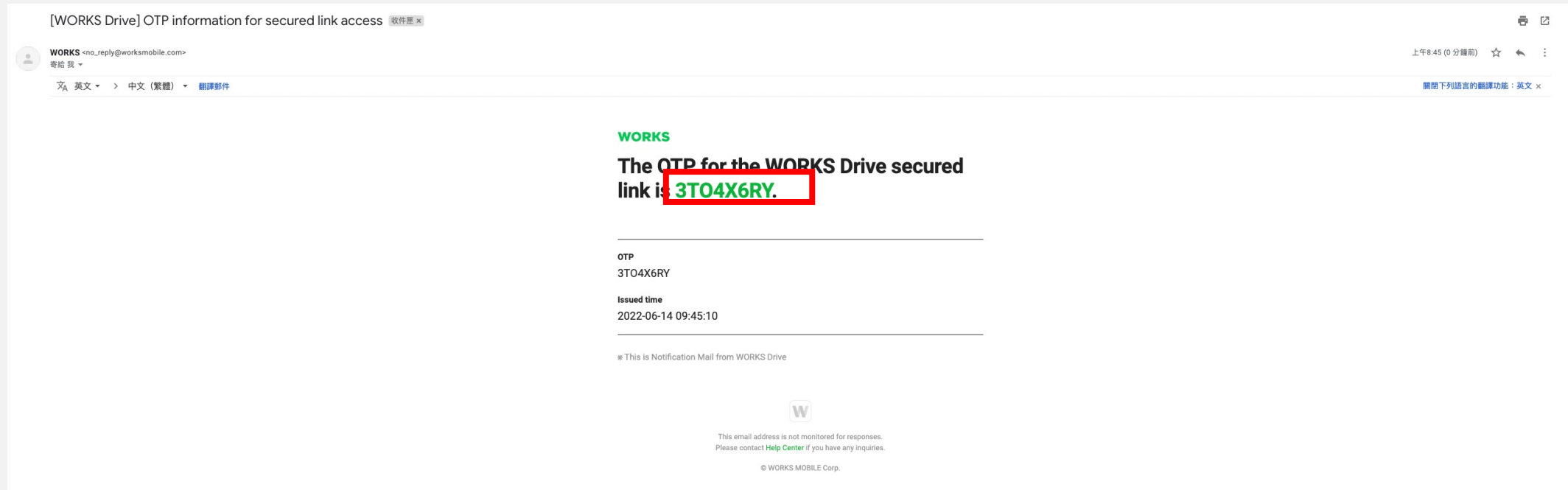
Enter the email.

Send

# 報表下載說明文件

## Step3

於信箱內收到認證碼，標題：[WORKS Drive] OTP information for secured link access



# 報表下載說明文件

## Step4

將認證碼回填至認證頁面。

### OTP verification link

X X X X X X@gmail.com

3TO4X6RY|

02:26

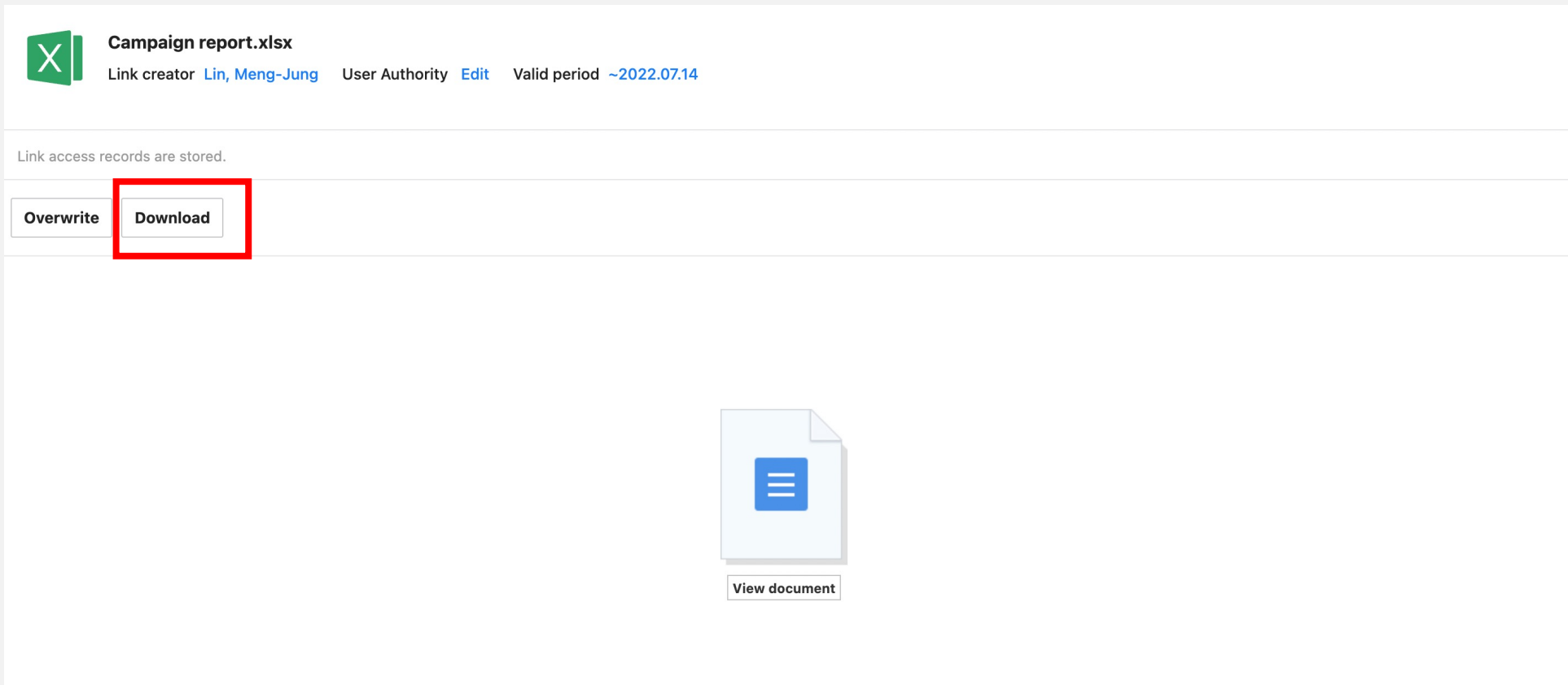
OK

# 報表下載說明文件

## Step5

認證成功即可下載報表。

請注意：報表連結保存期限30天。



The screenshot shows a file sharing interface for a document titled "Campaign report.xlsx". The document icon is a green square with a white 'X'. Below the title, it lists the link creator as "Lin, Meng-Jung", the user authority as "Edit", and the valid period as "~2022.07.14". A message states "Link access records are stored." Below this, there are two buttons: "Overwrite" and "Download". The "Download" button is highlighted with a red rectangular border. At the bottom center, there is a document icon with a blue square containing three horizontal lines, and a button labeled "View document" below it.