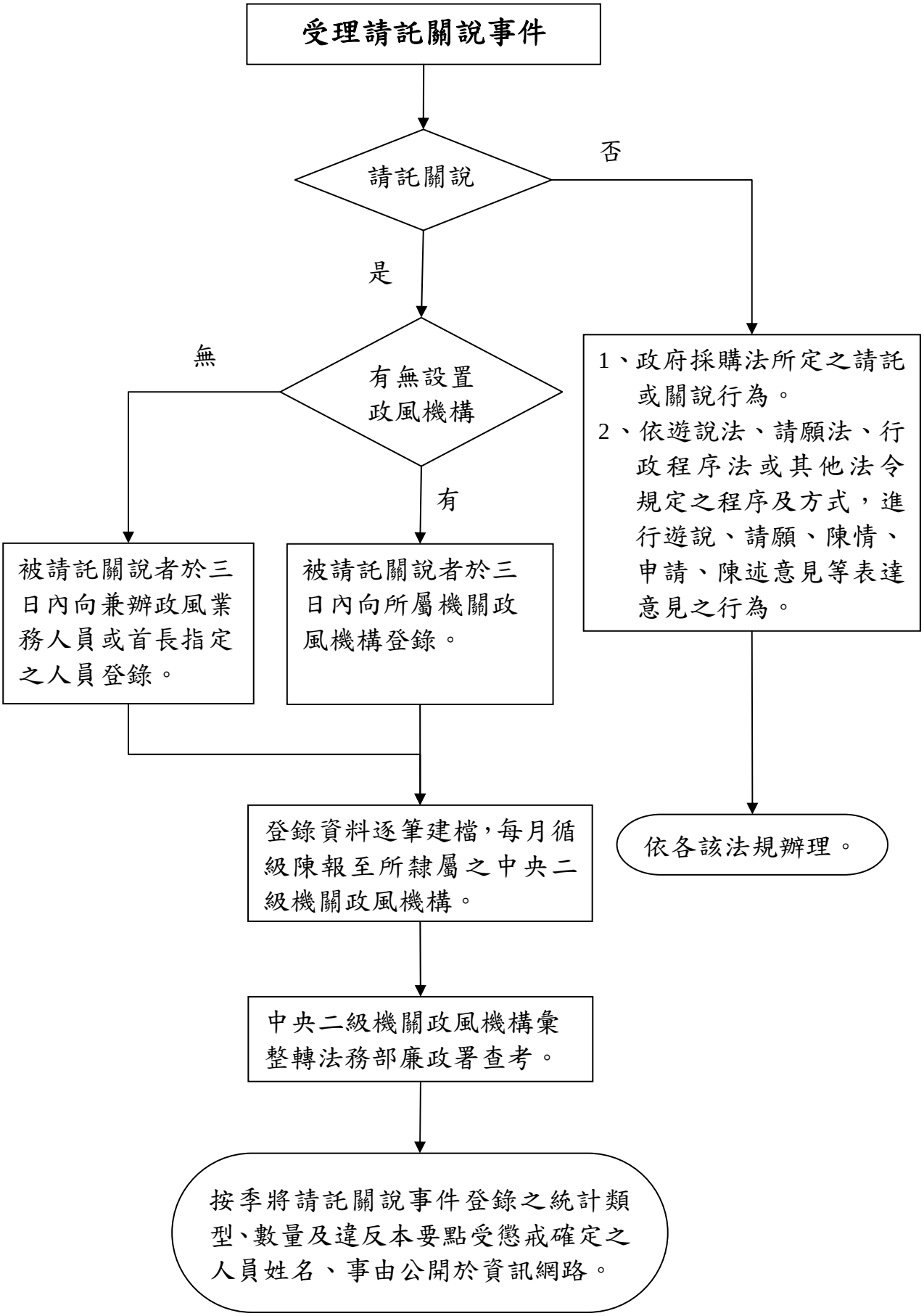請託關說登錄查察作業流程圖