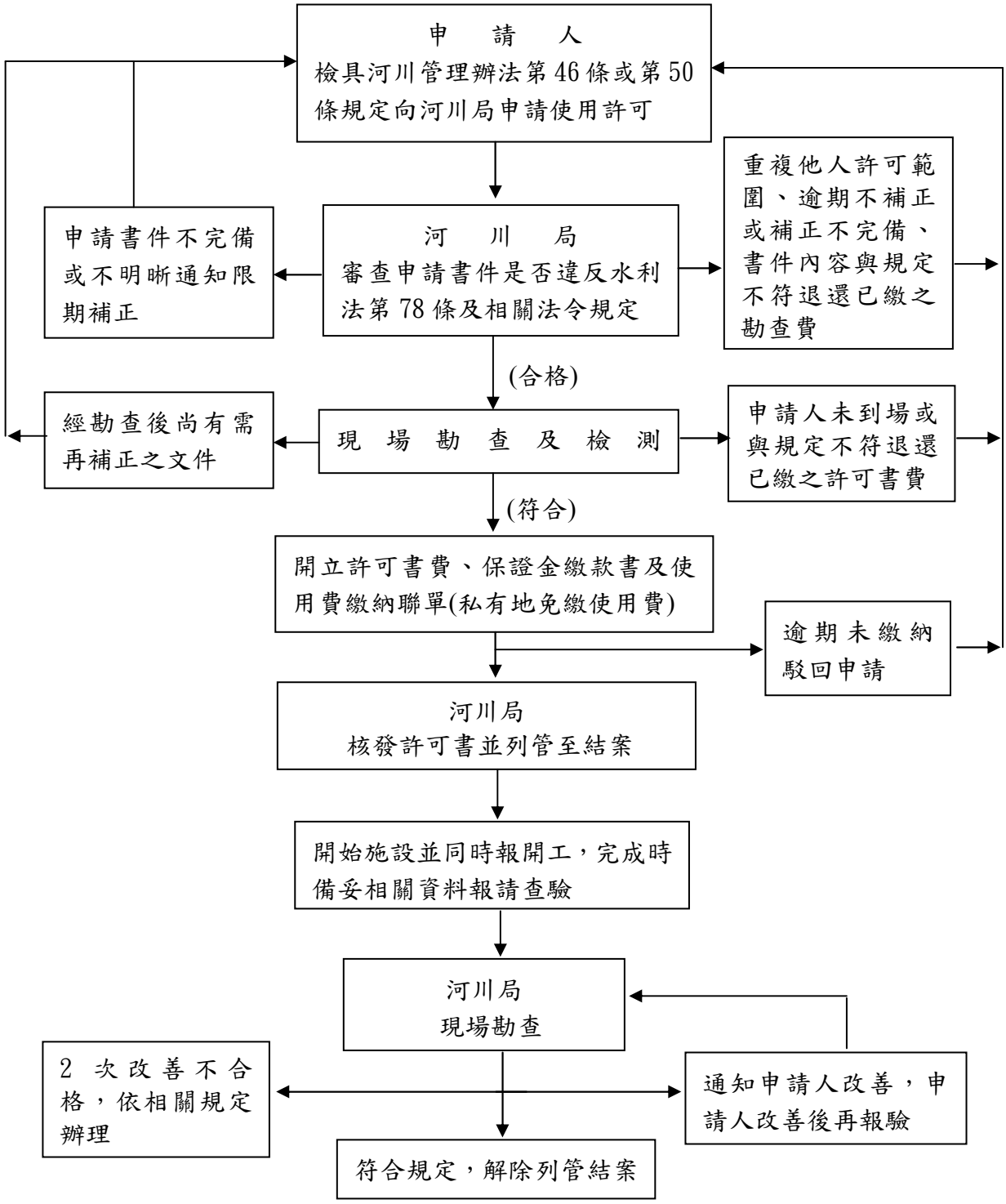一般使用申請案件作業流程圖