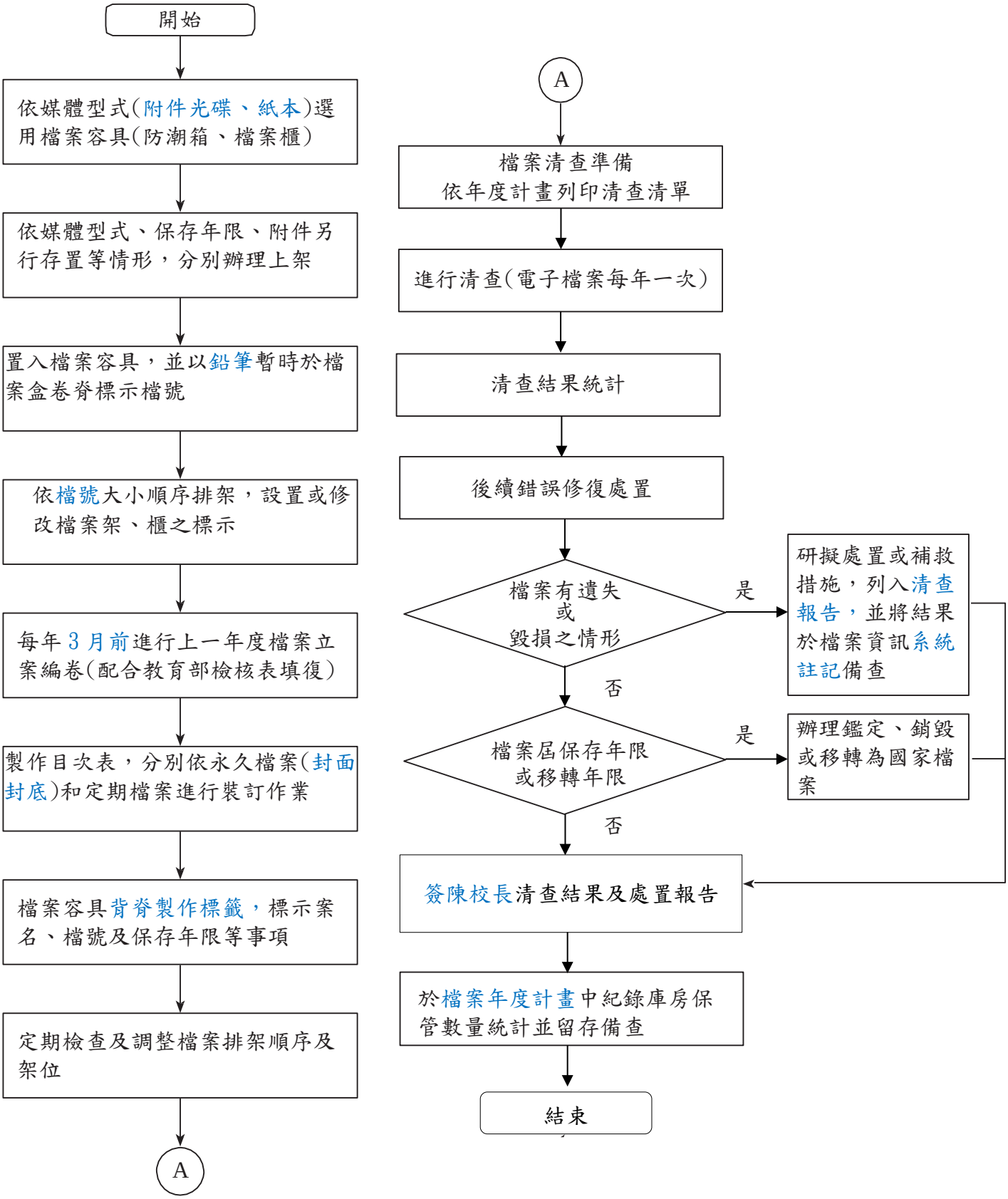檔案入庫及清查作業流程