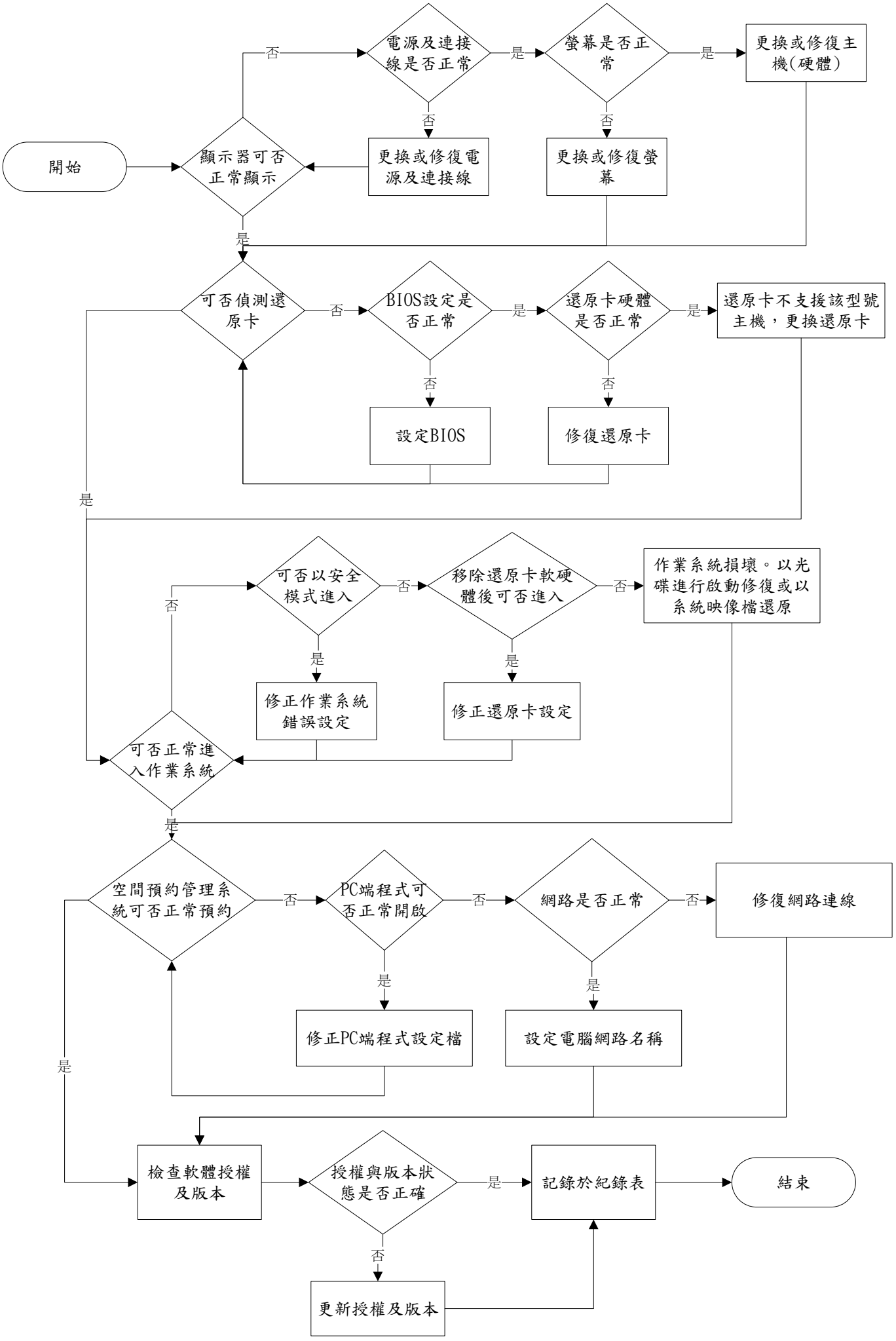公用電腦軟硬體設備檢查作業流程