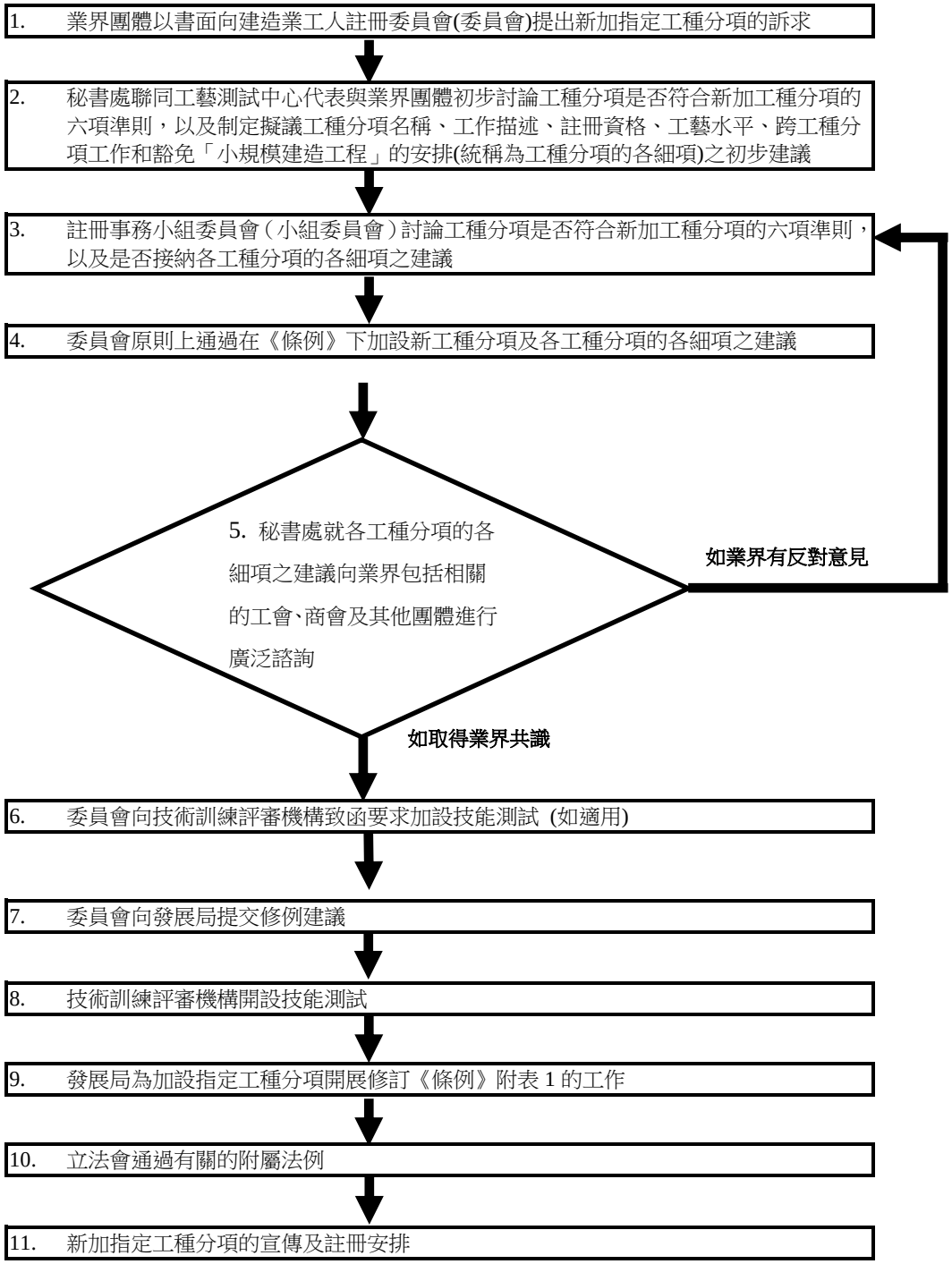新加指定工種分項的工作流程