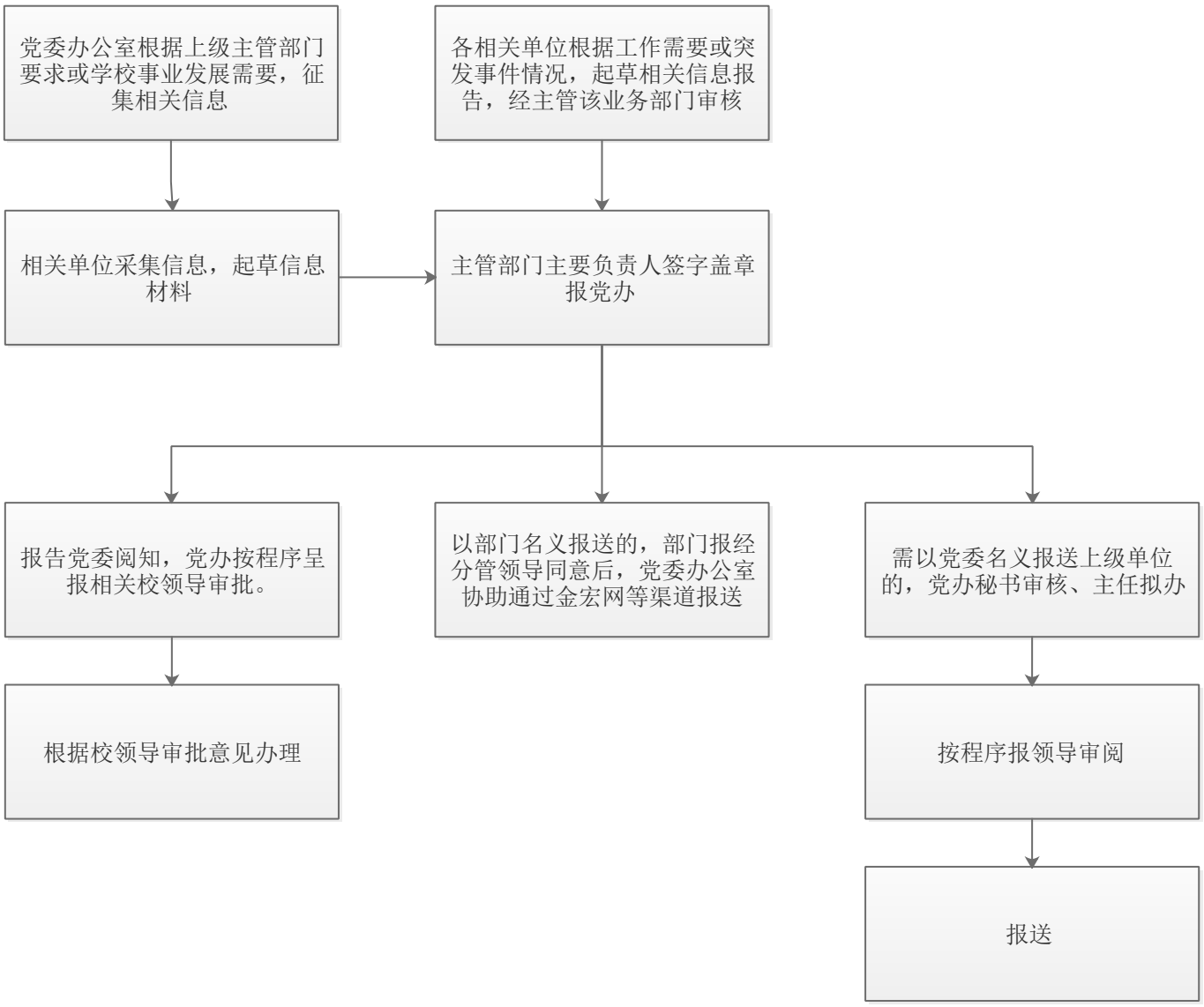重要信息采集与报送工作流程