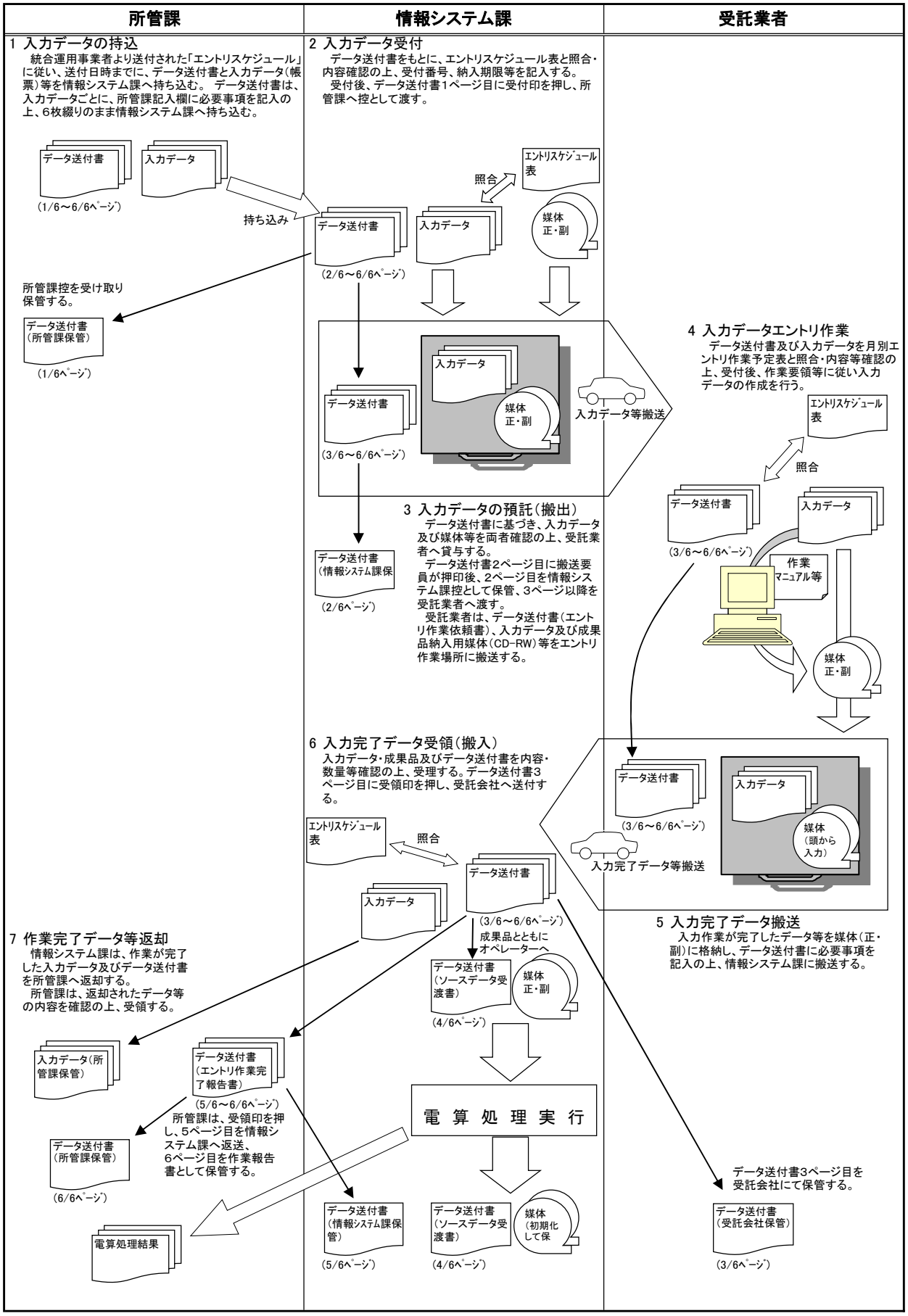データエントリ業務全体概要図