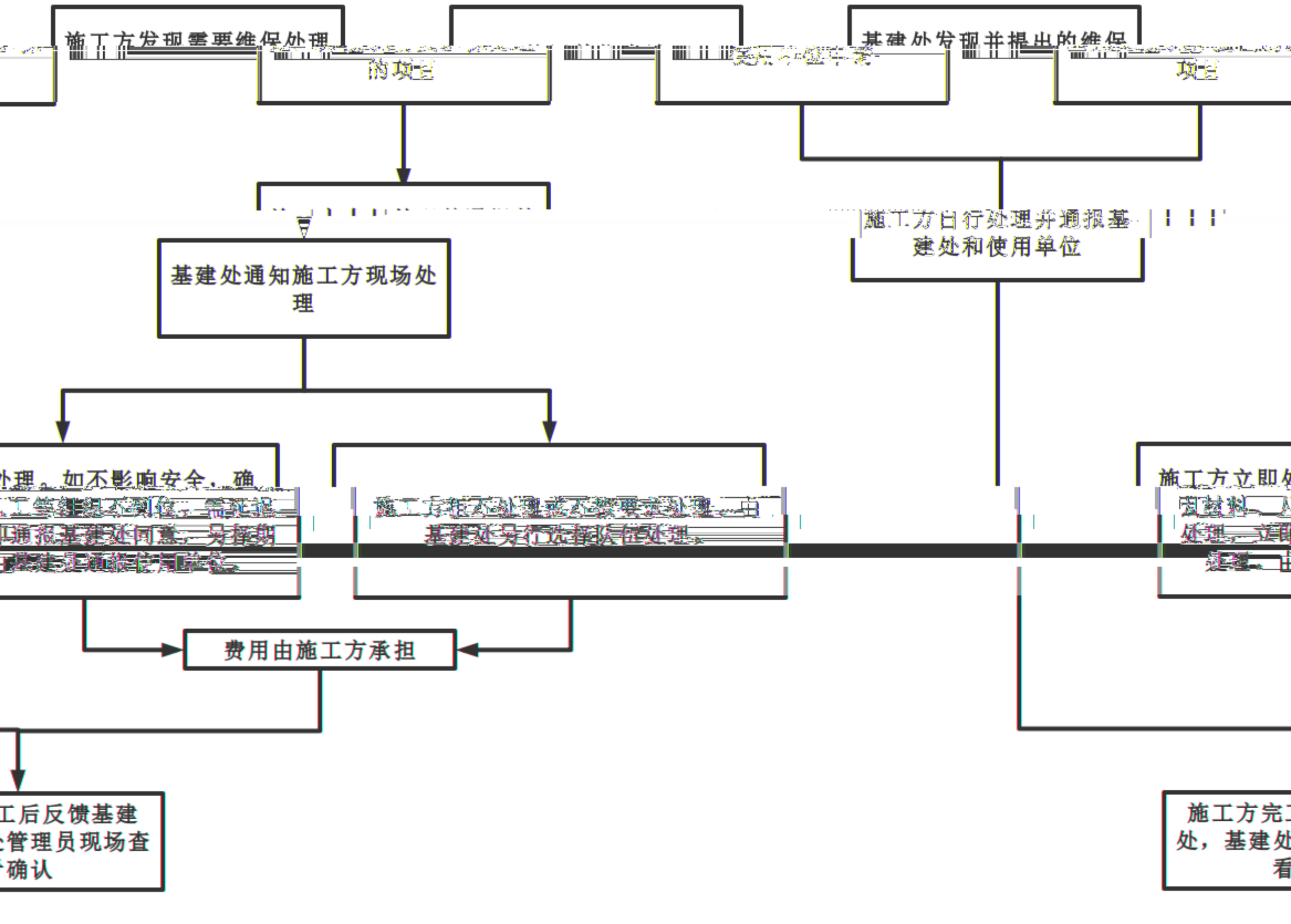维保期间的维修处理流程