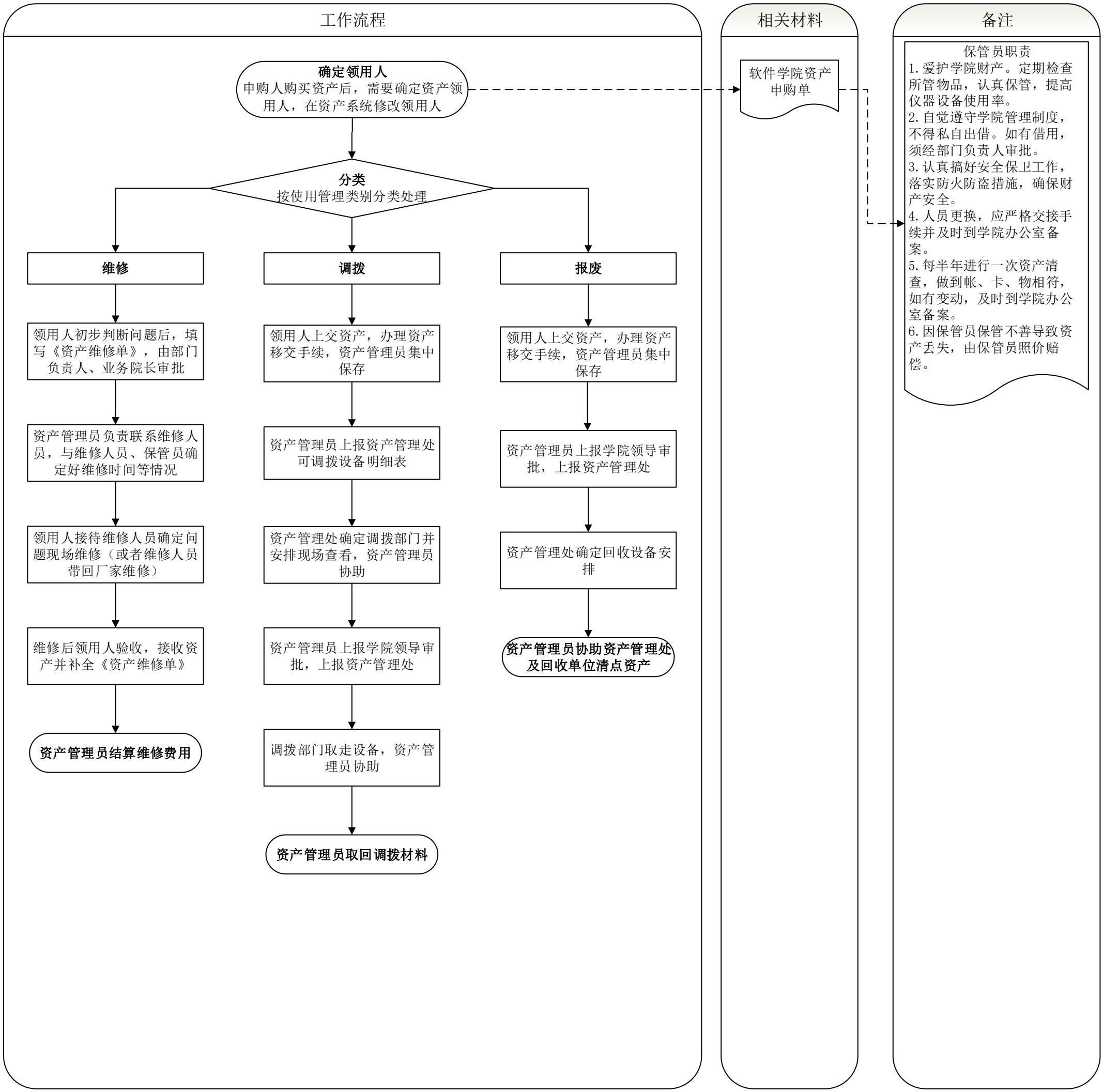软件学院资产使用管理流程