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inform HR department



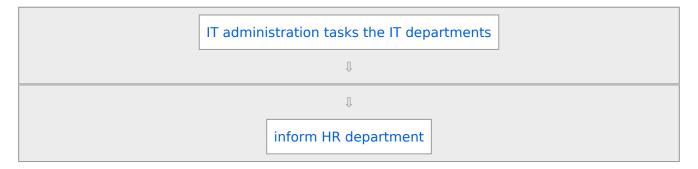


set up administrative rights





prepare the work station





update operational matrix

