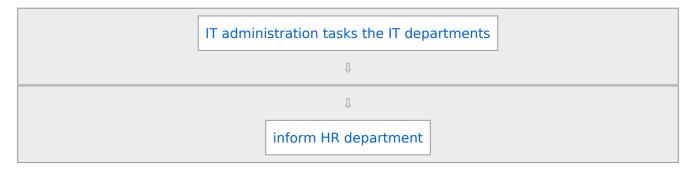


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prepare the work station





inform HR department





IT administration tasks the IT departments

