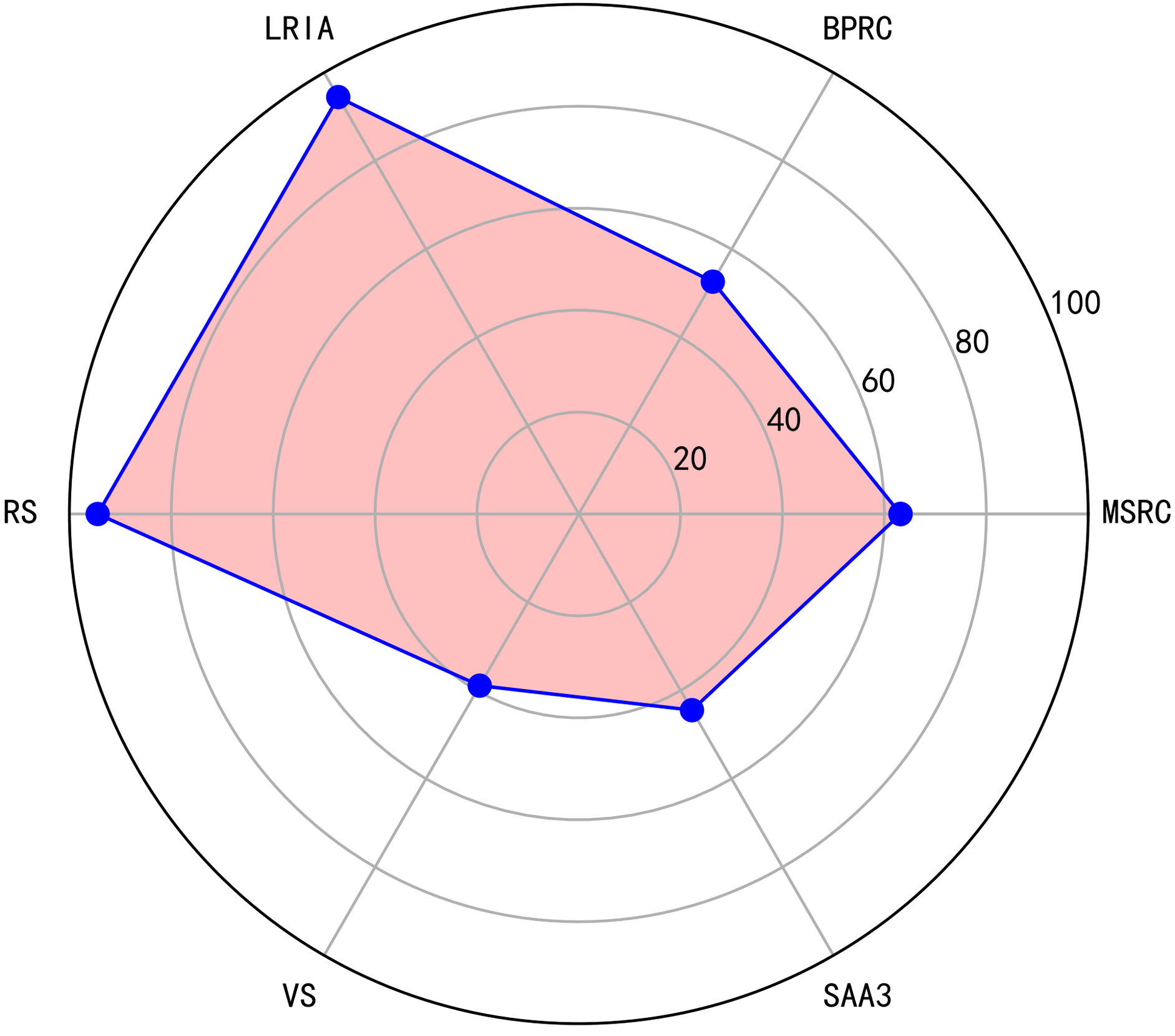能力报告