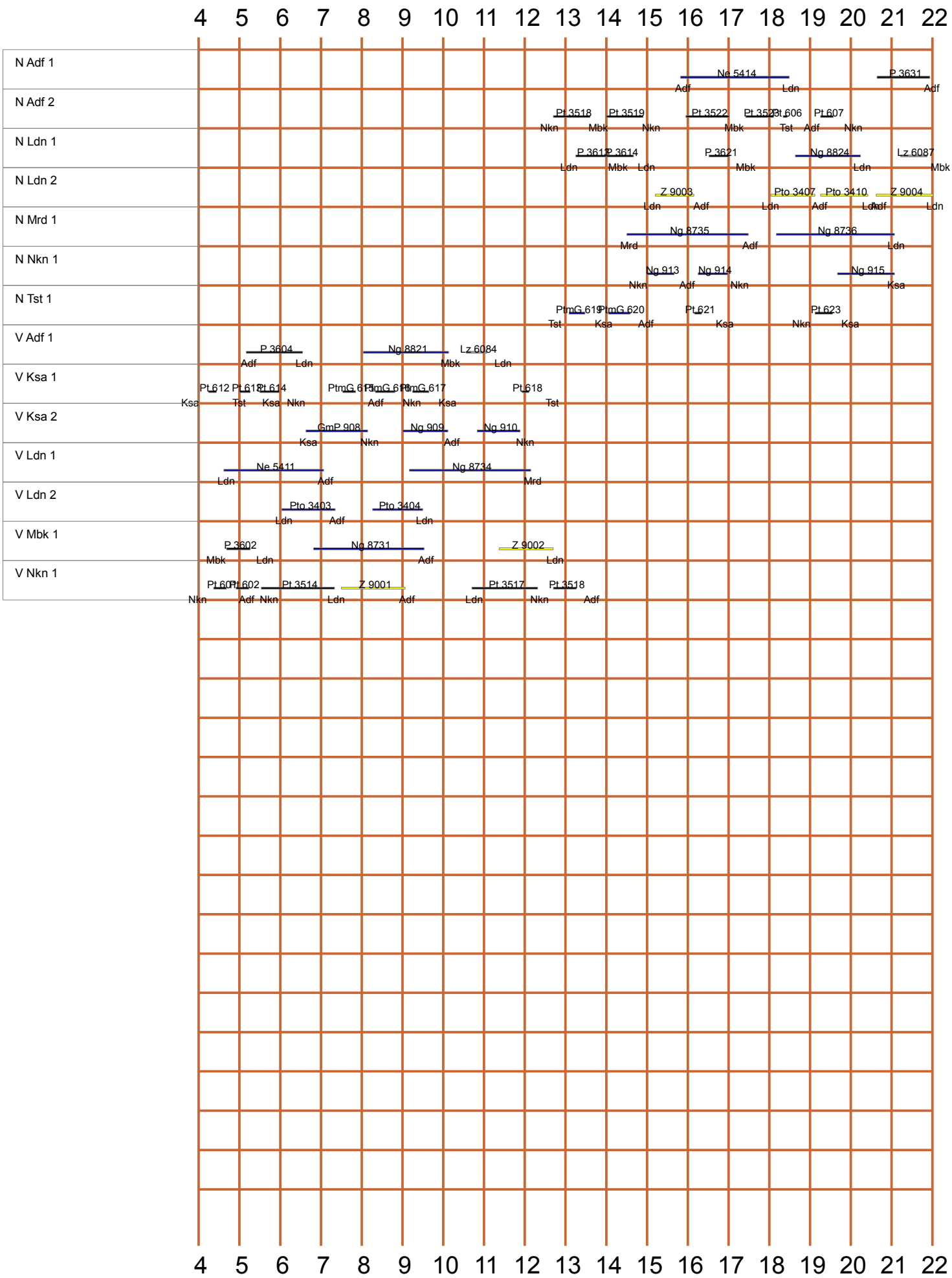Personaleinsatzplan