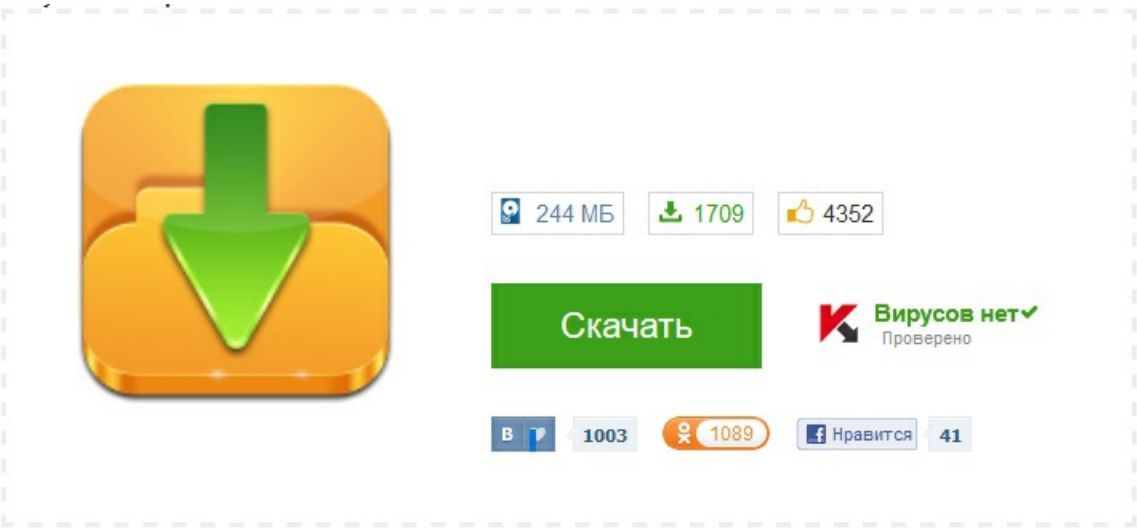пример заполнения формы т-7 график отпусков