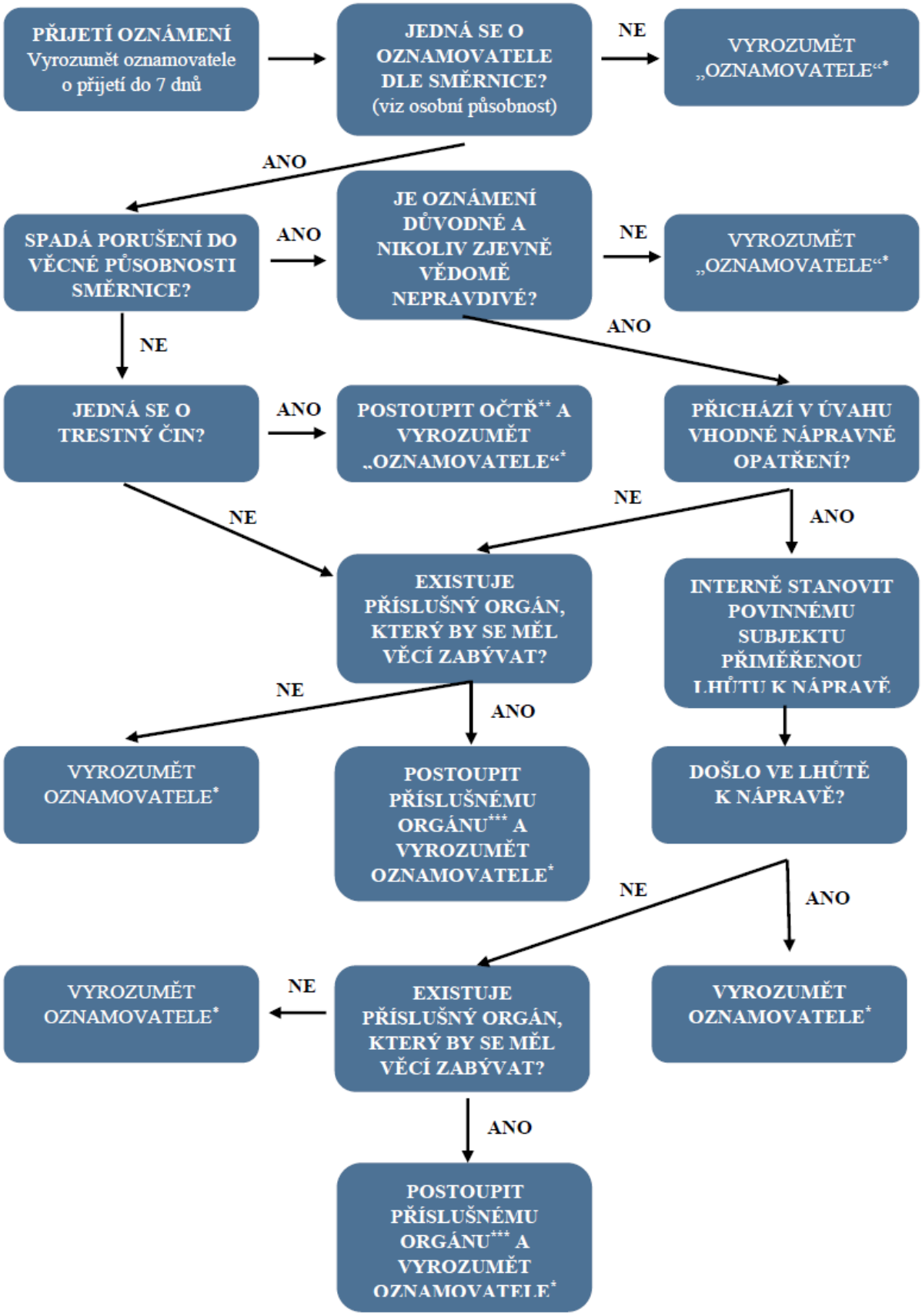Jak vyřídit oznámení krok za krokem