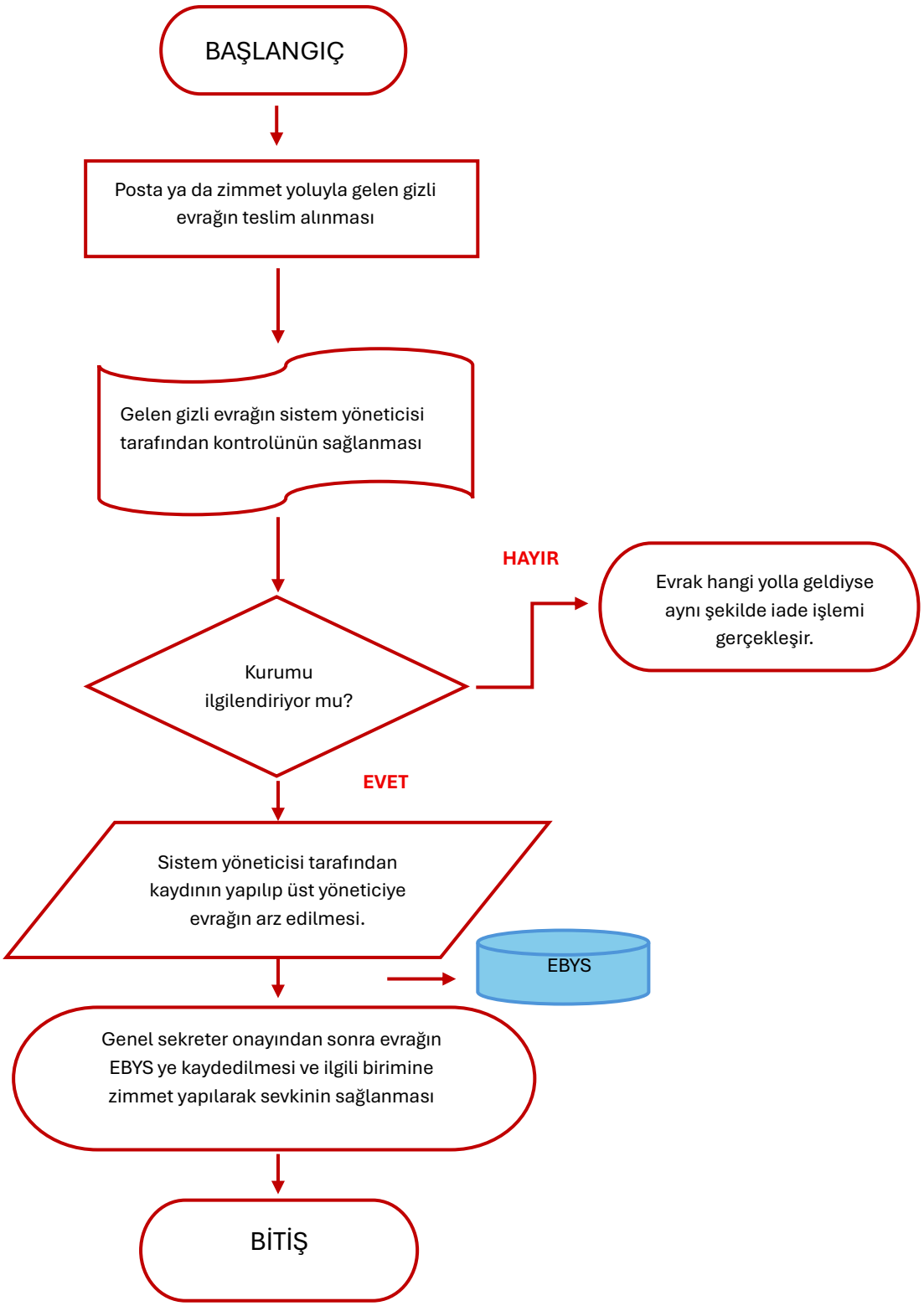GİZLİ EVRAK İŞ AKIŞI