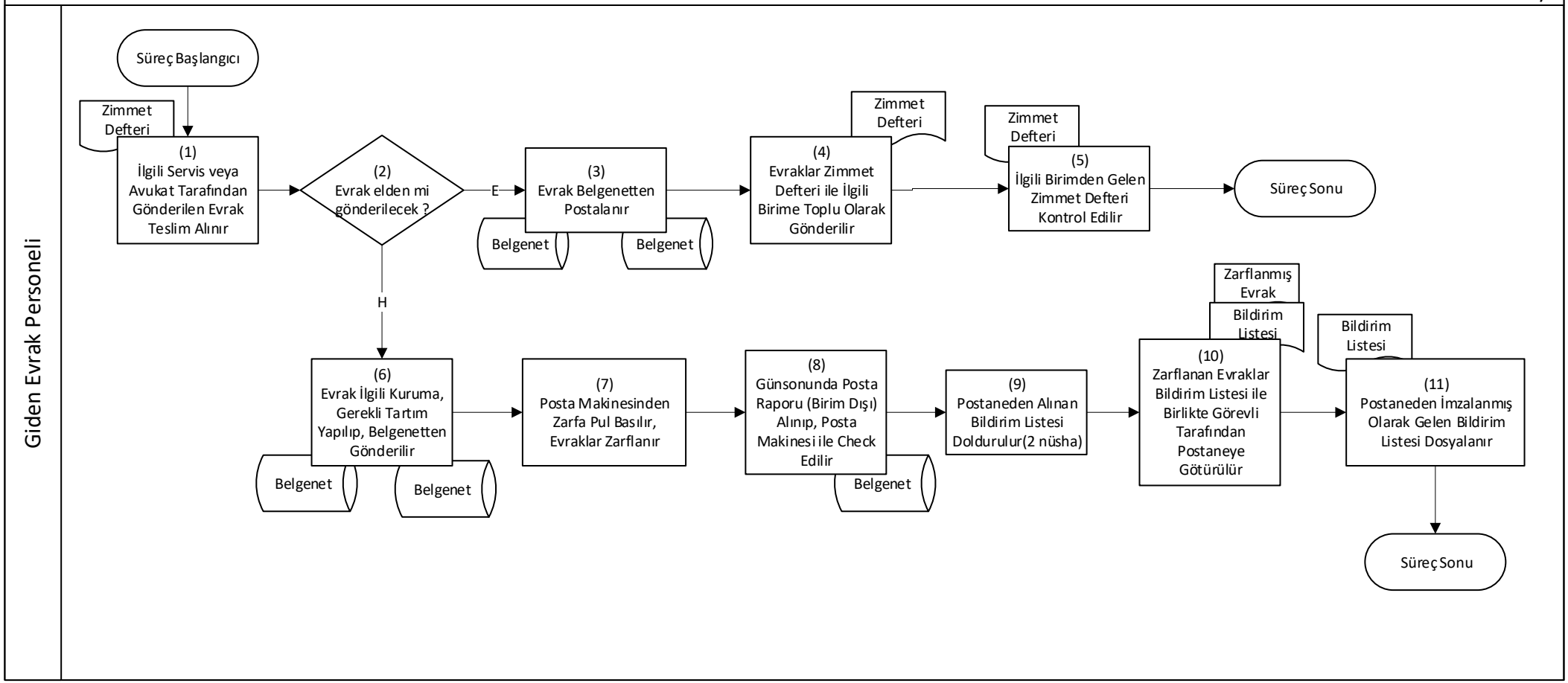Giden Evrak Süreci