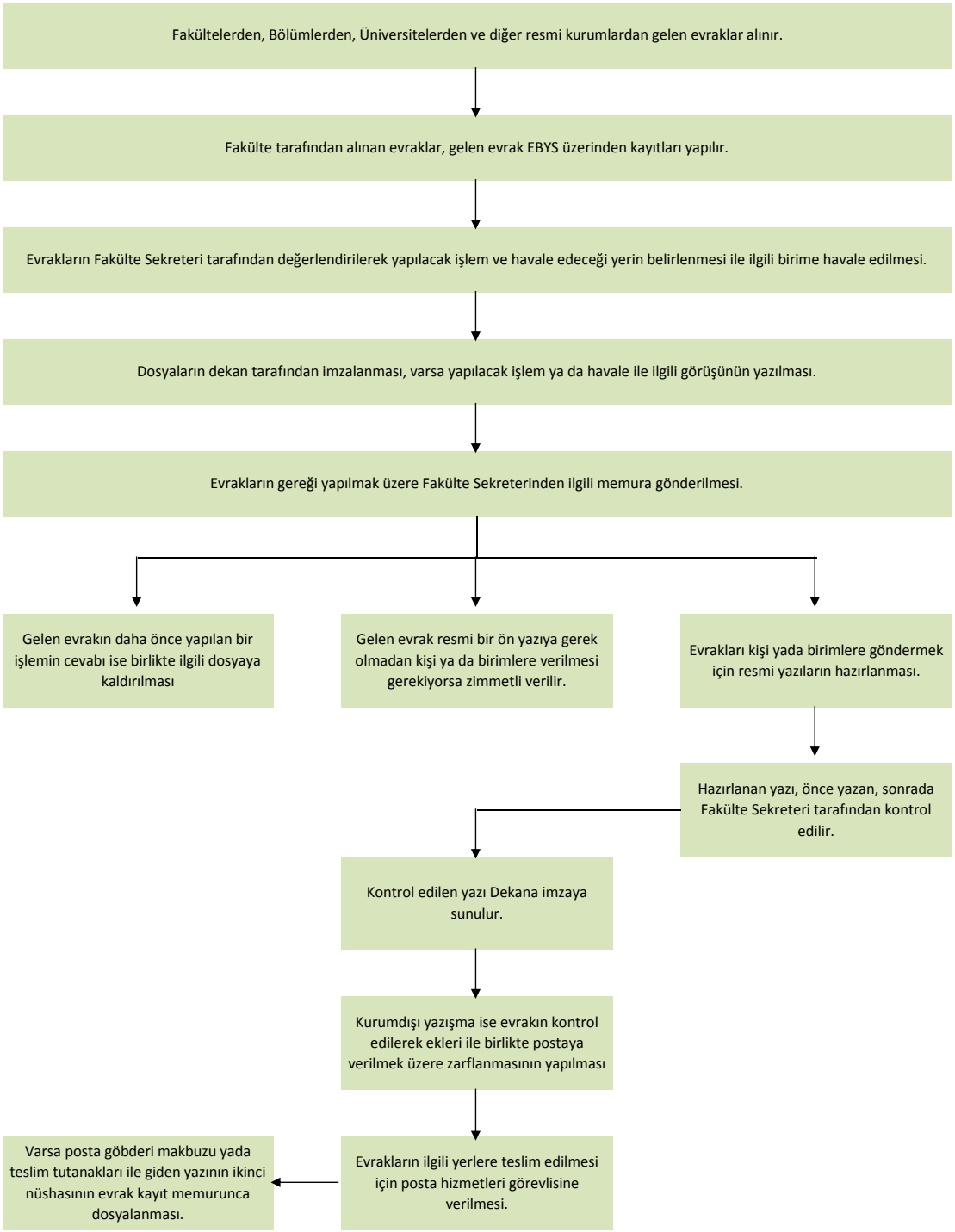GELEN ve GİDEN EVRAK İŞ AKIŞ ŞEMASI