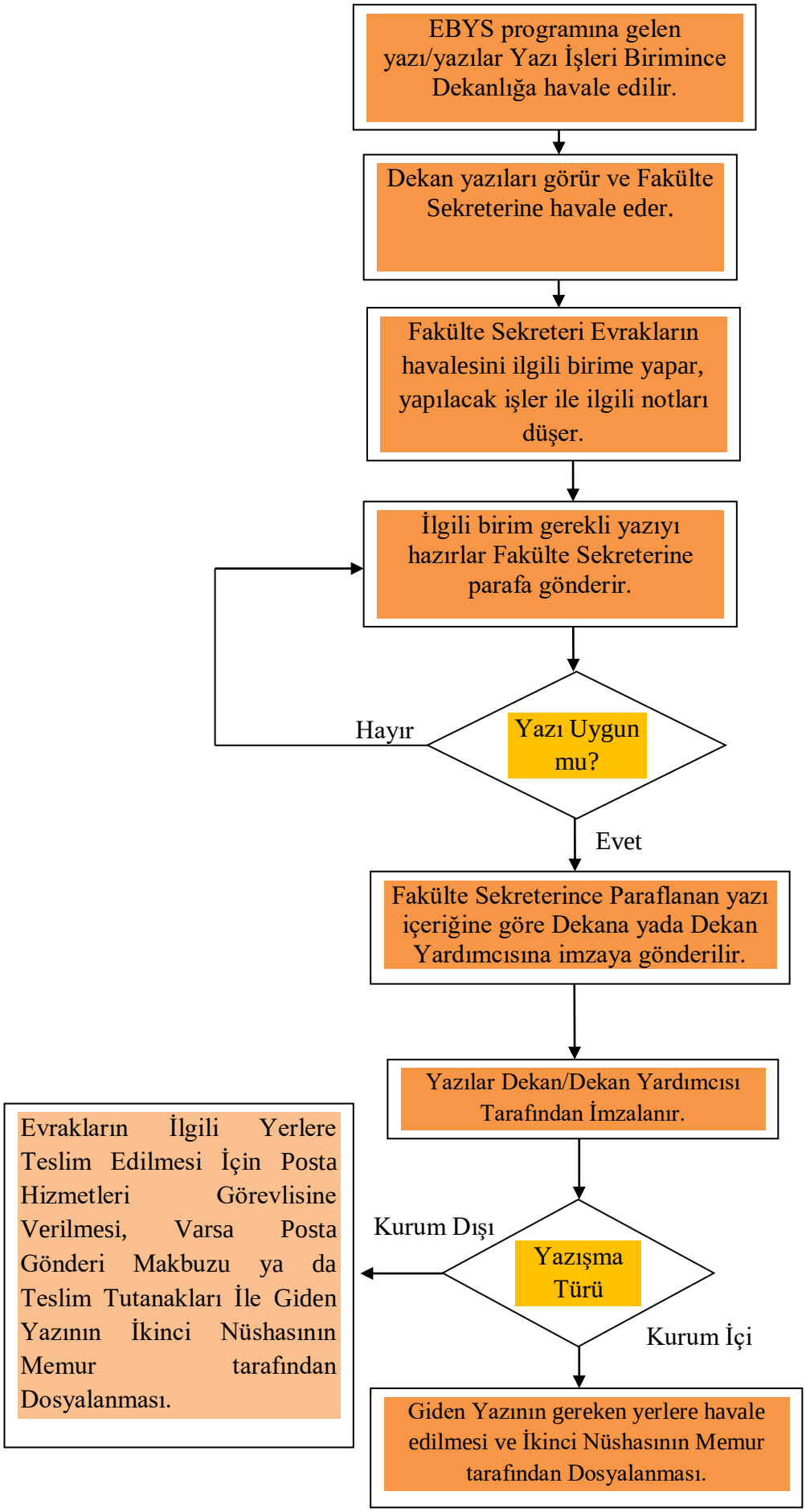Gelen Giden Evrak İşlemi Süreci İş Akış Şeması