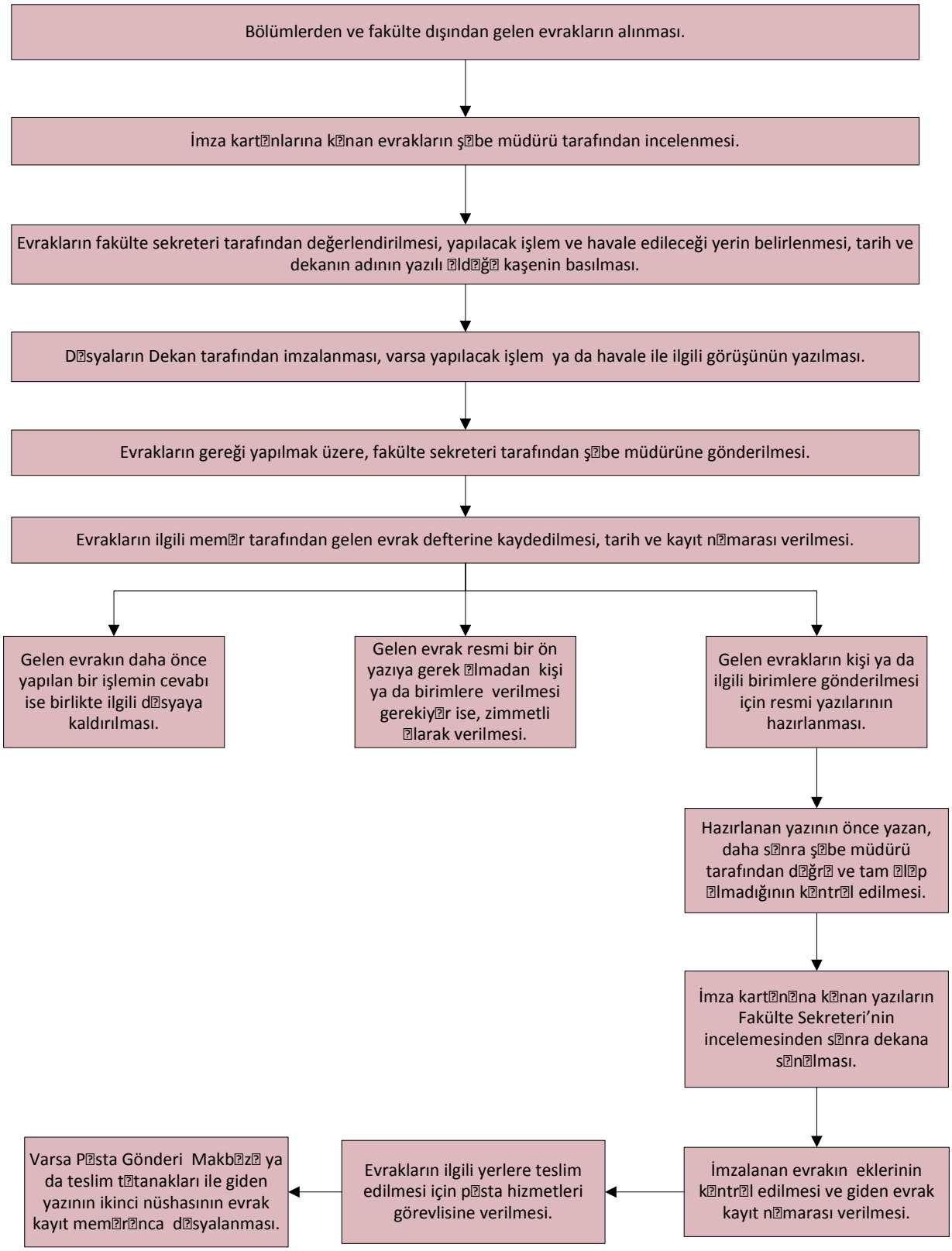GELEN ve GİDEN EVRAK TEMEL SÜREÇ ve ALT SÜREÇLERİ