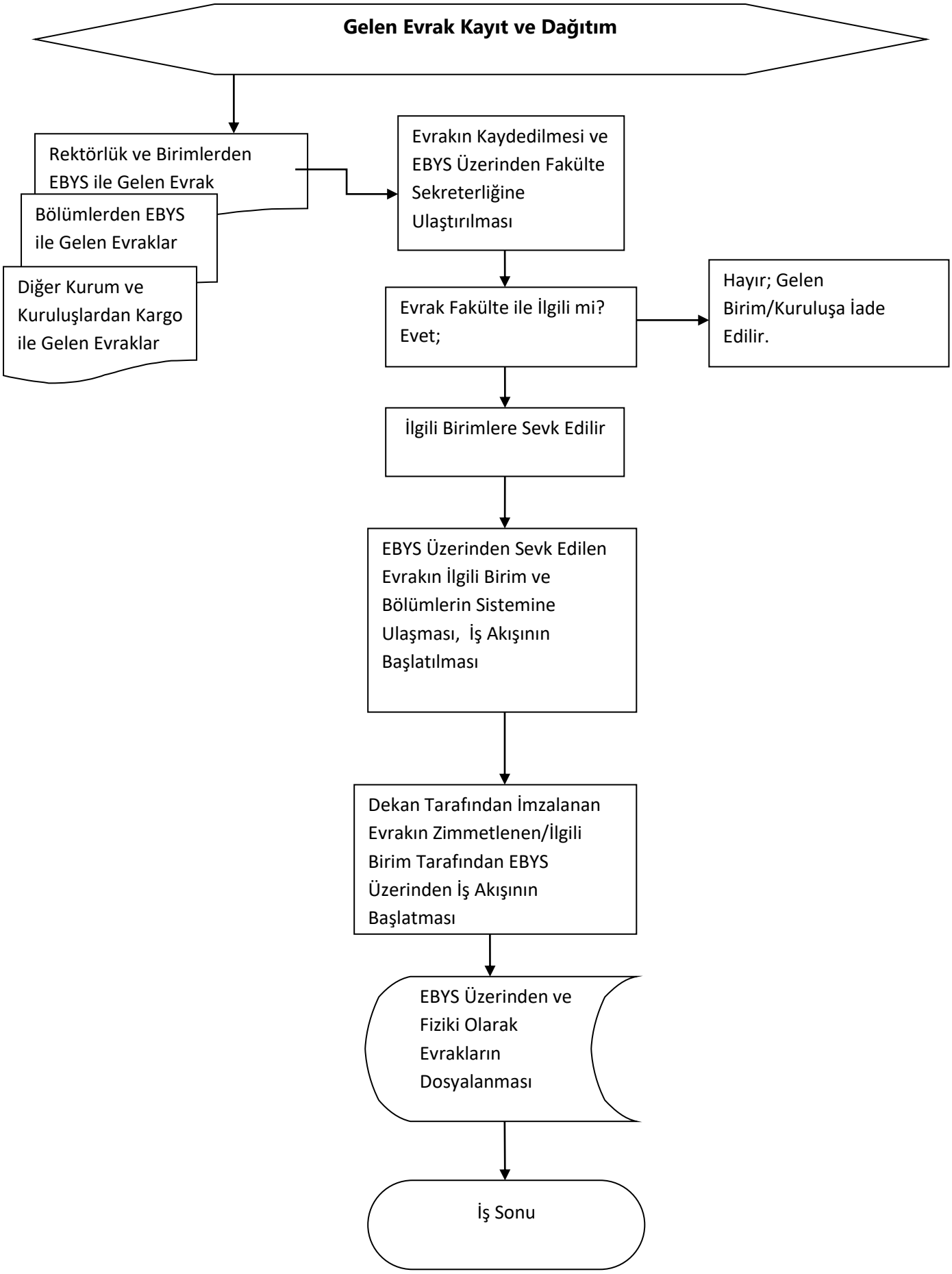GELEN EVRAK KAYIT VE DAĞITIM İŞLEMLERİ İŞ AKIŞ SÜRECİ