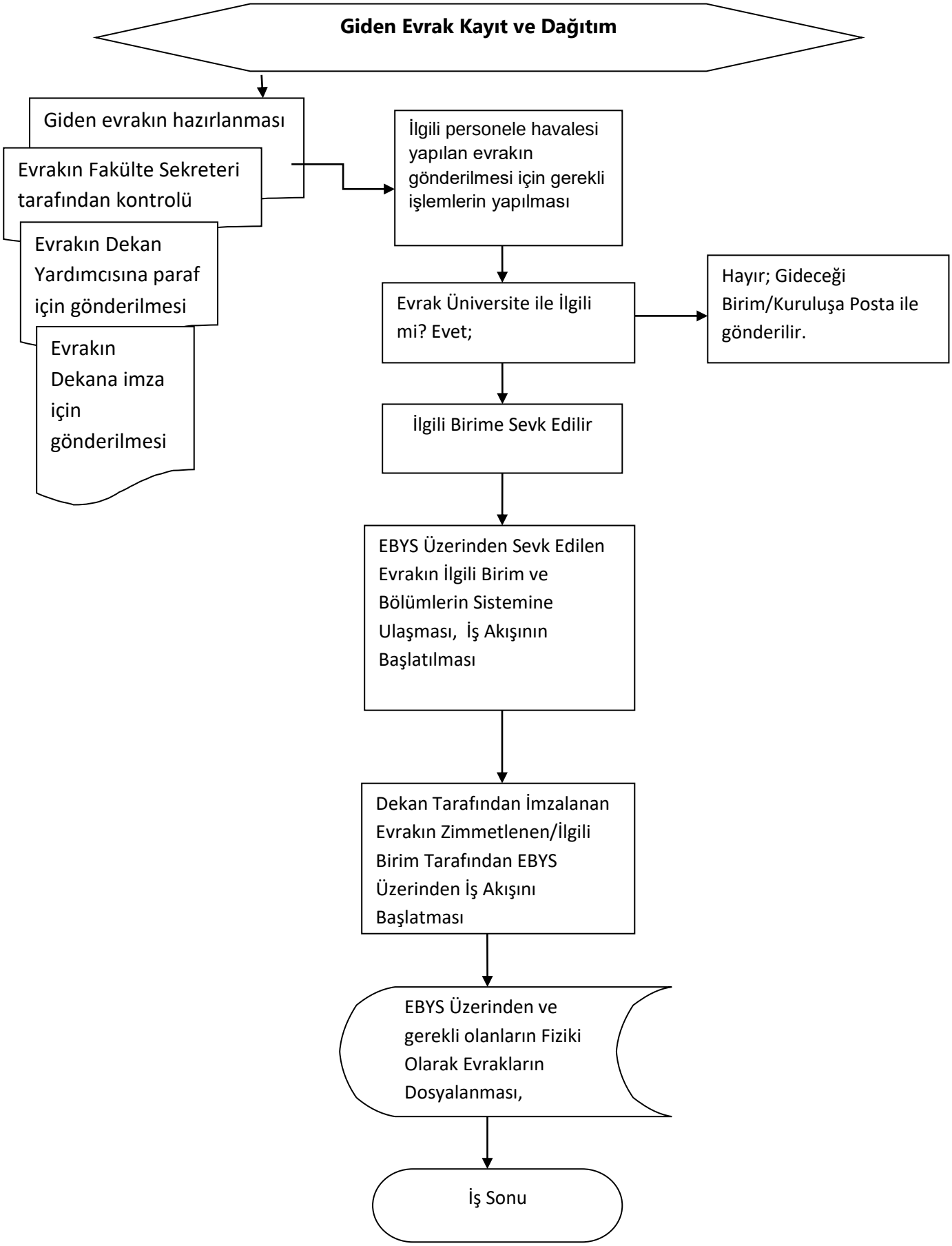GİDEN EVRAK KAYIT VE DAĞITIM İŞLEMLERİ İŞ AKIŞ SÜRECİ