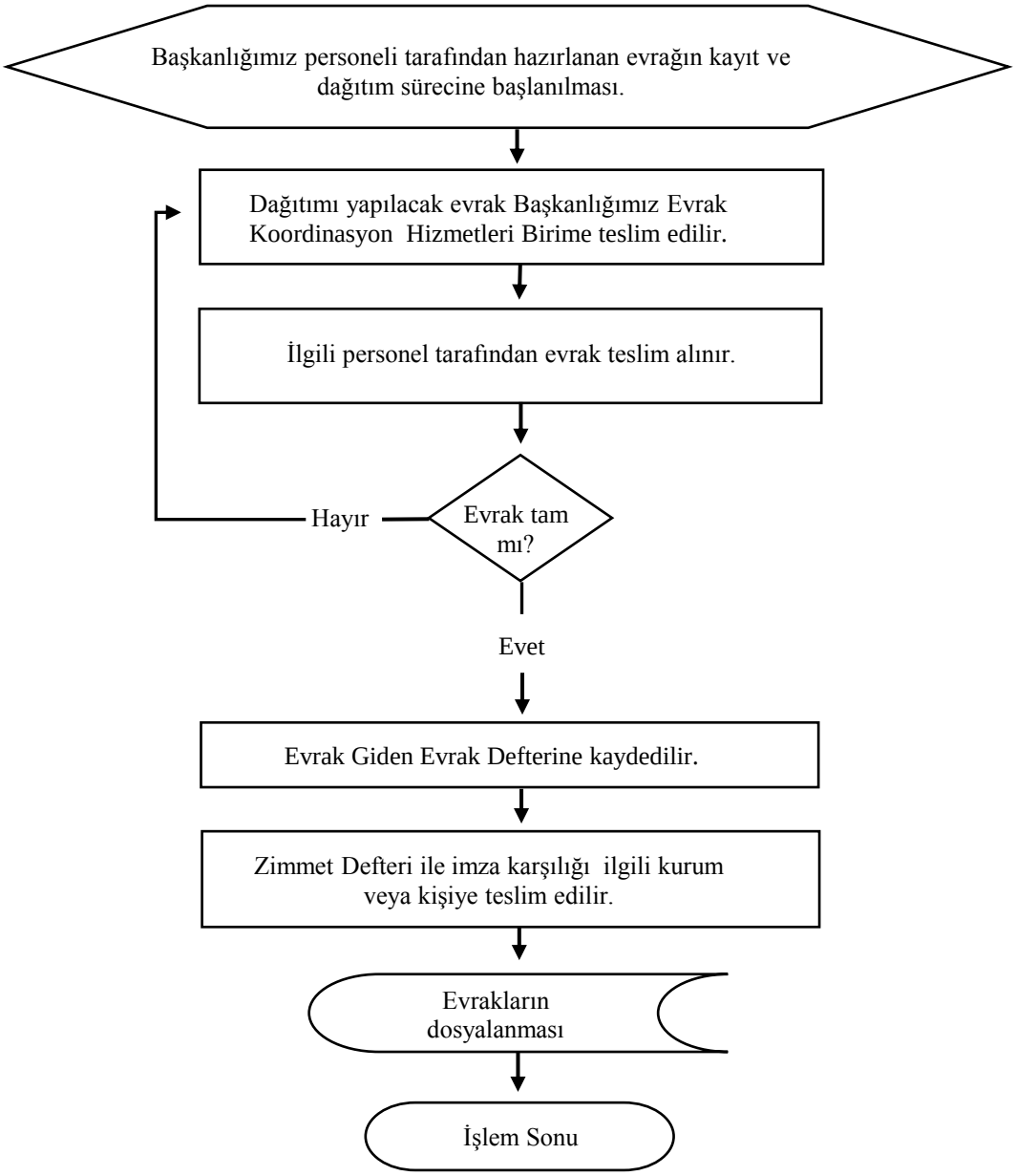GİDEN EVRAK HAZIRLAMA, KAYIT VE DAĞITIM SÜRECİ