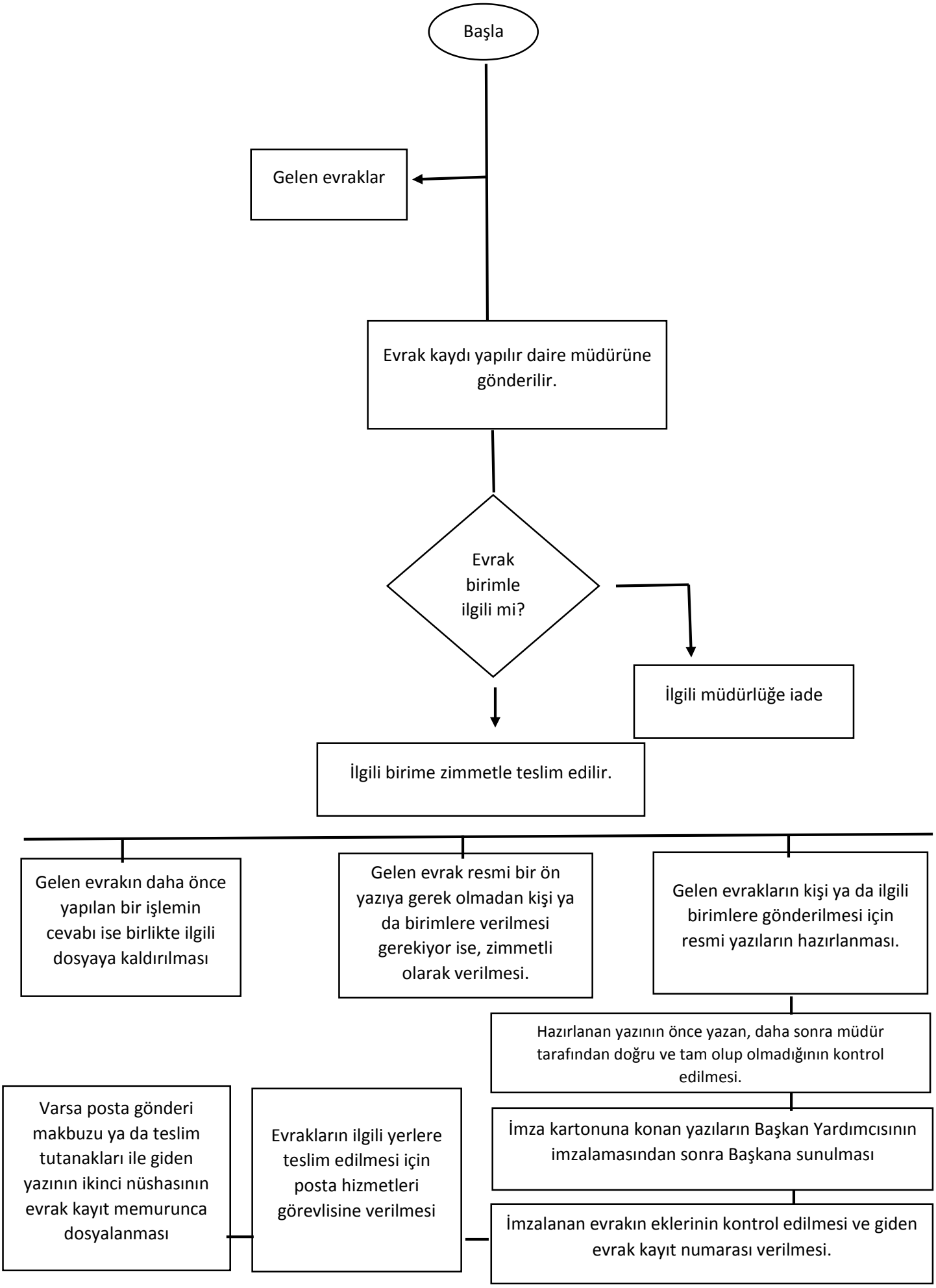GELEN VE GİDEN EVRAK İŞ AKIŞ ŞEMASI