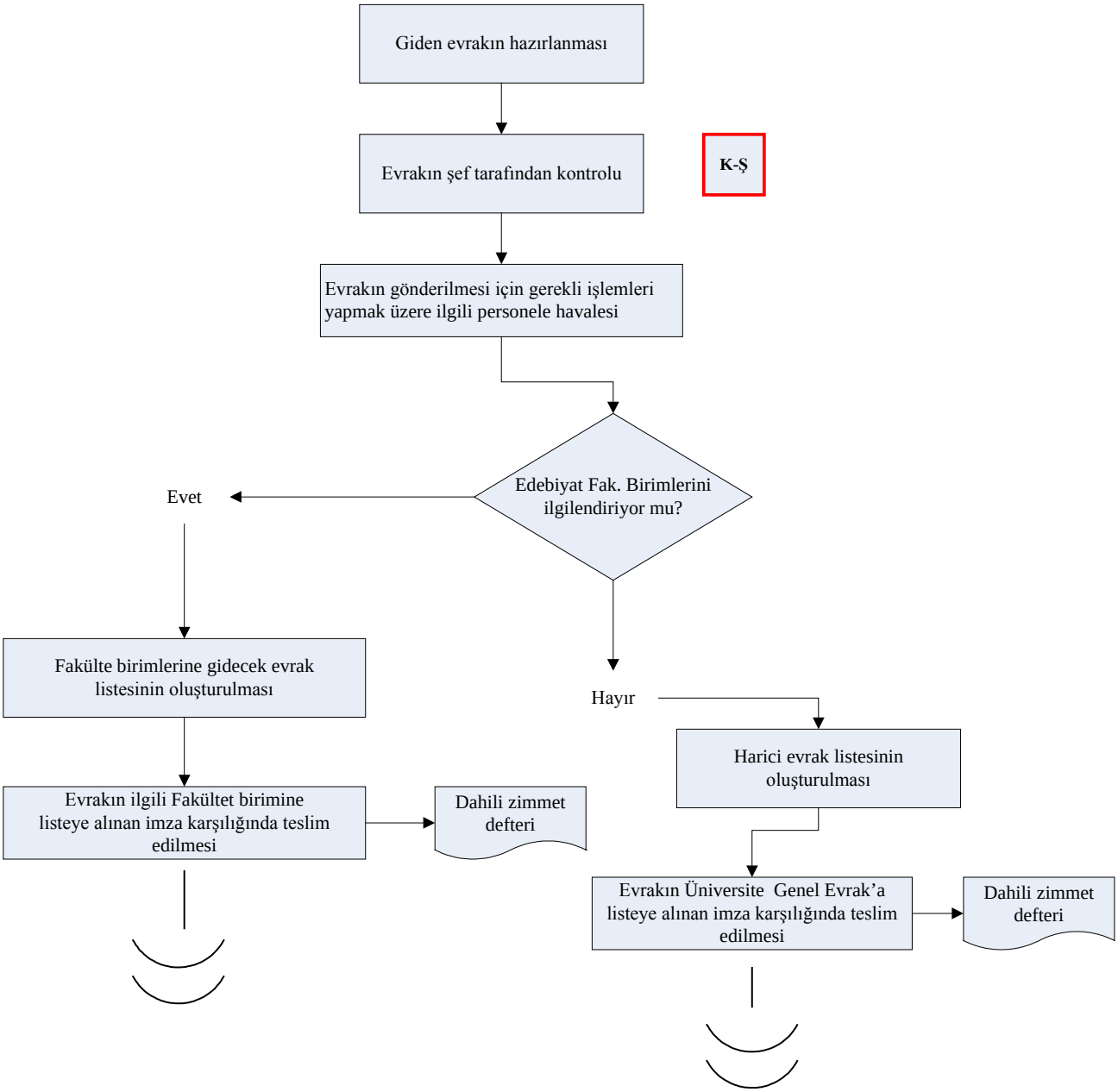Giden Evrak İş Akış Şeması