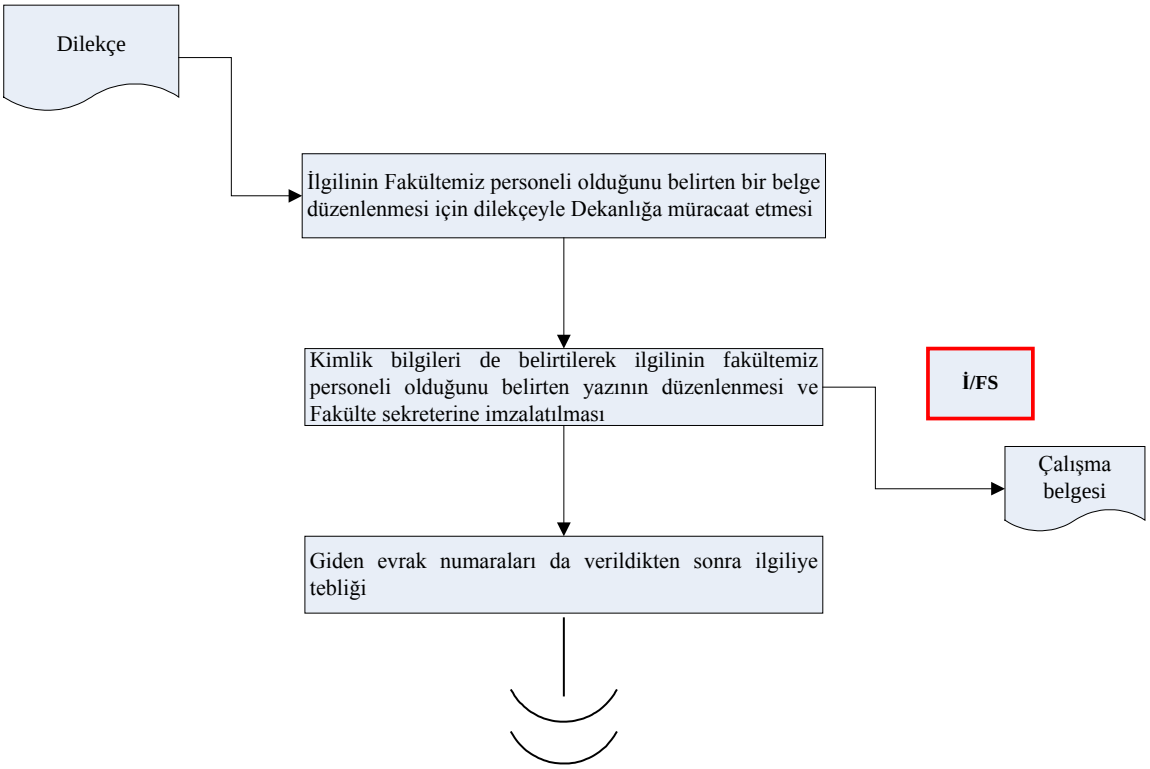Çalışma Belgesi Düzenleme Alt Süreç İş Akış Şeması