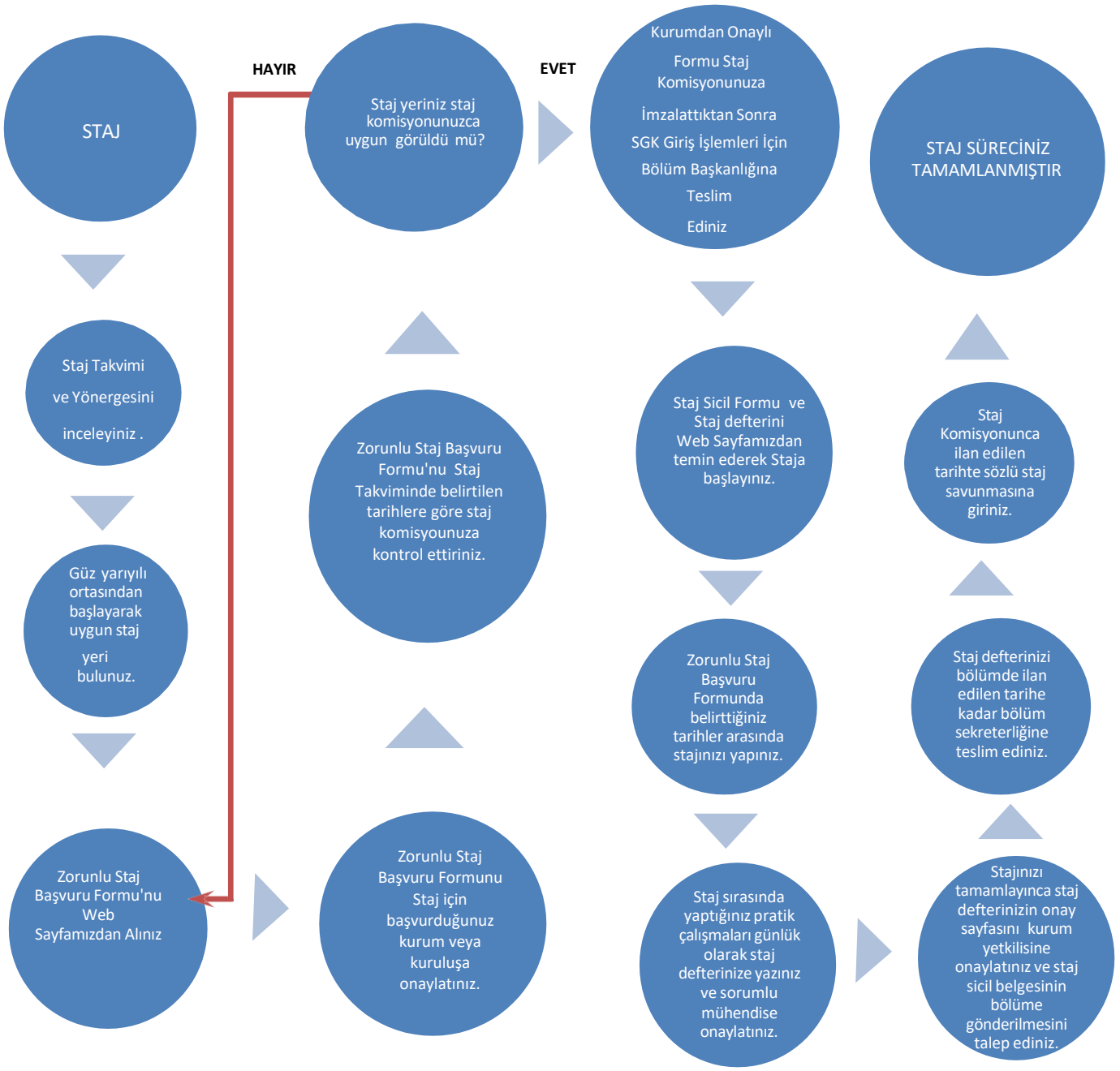Stajda İzlenmesi Gereken Adımlar