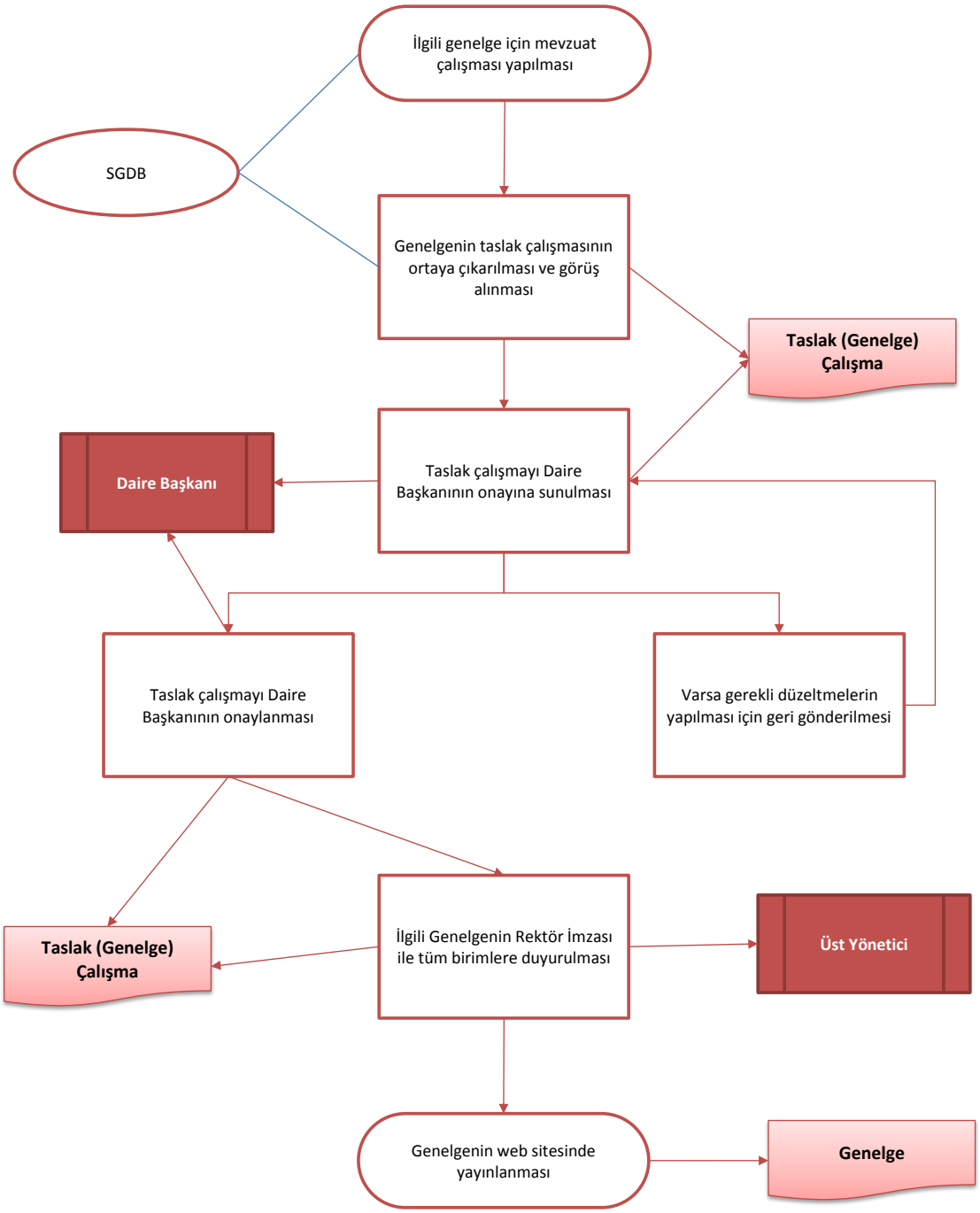Genelge Hazırlama İş Süreci