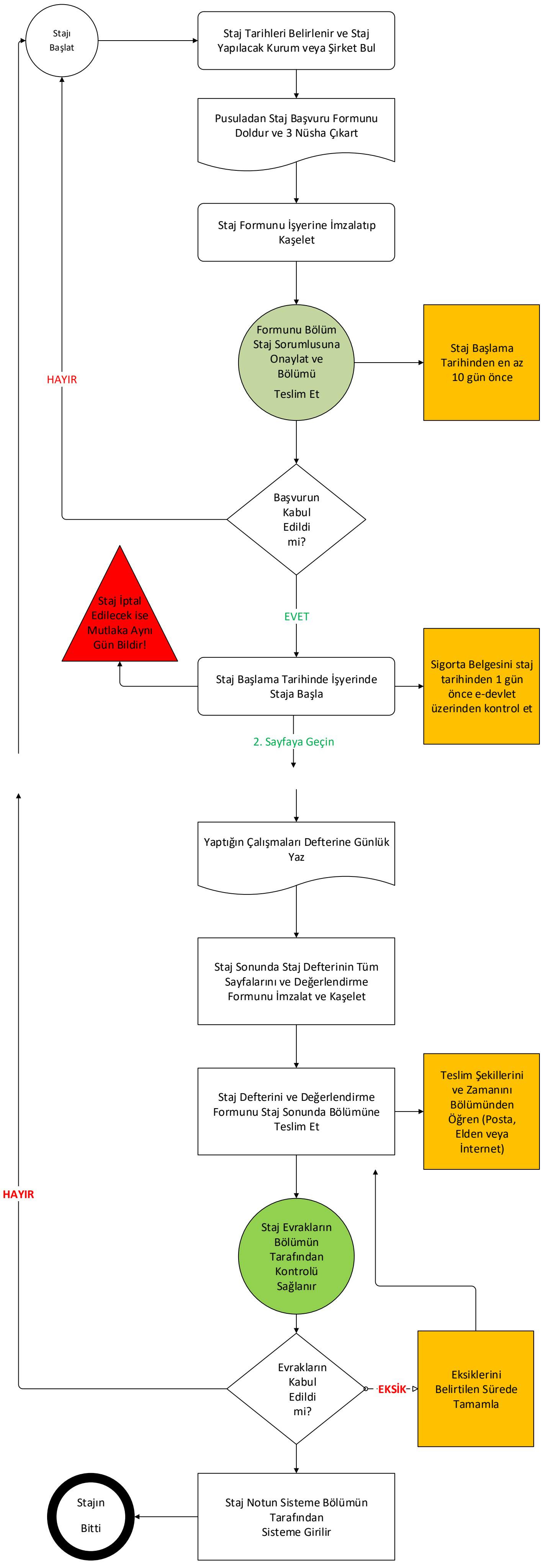STAJ İŞLEM SÜRECİ