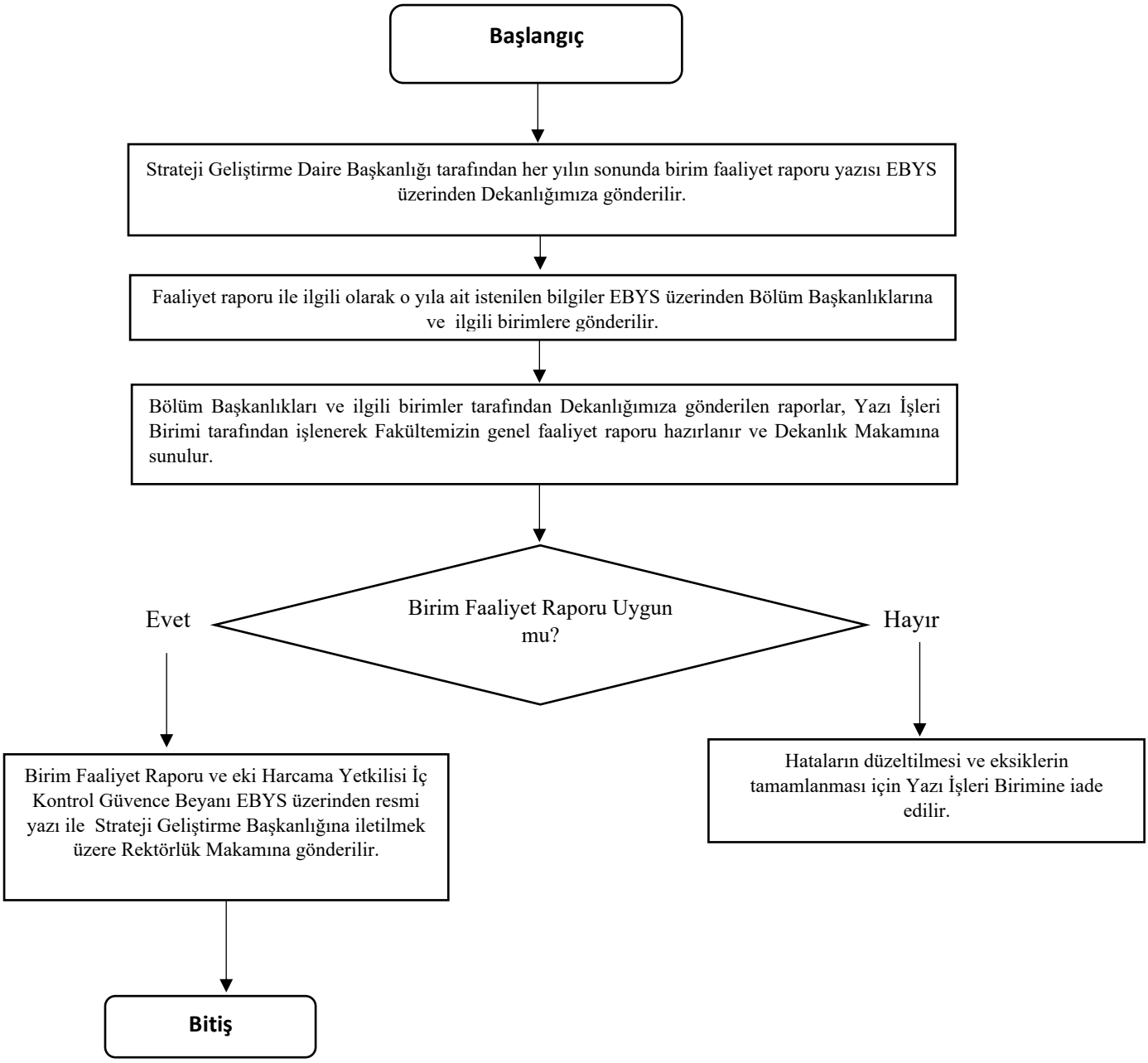BİRİM FAALİYET RAPORU HAZIRLAMA İŞLEMLERİ İŞ AKIŞ ŞEMASI