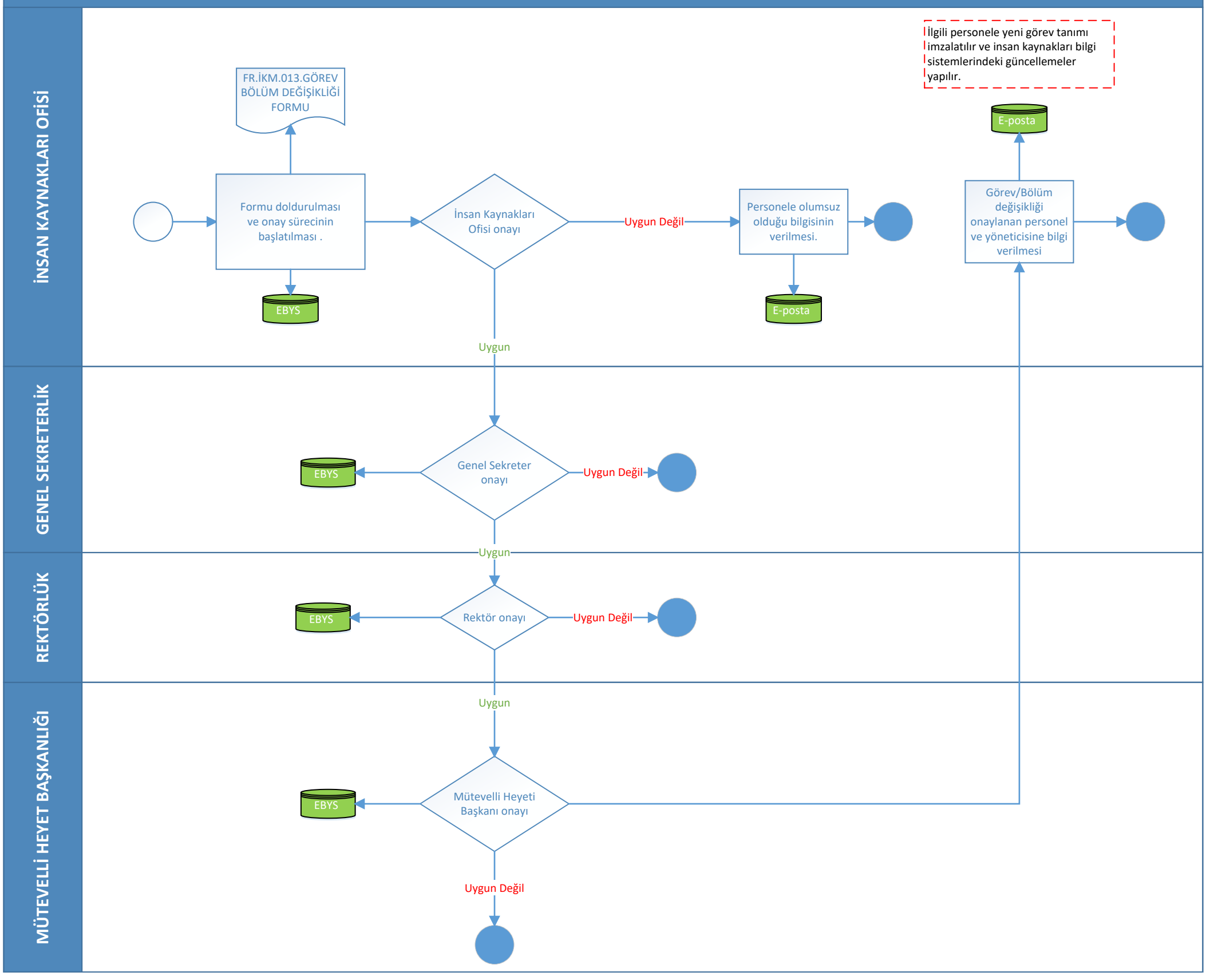İA.İKM.010.GÖREV, BİRİM DEĞİŞİKLİĞİ İŞ AKIŞI