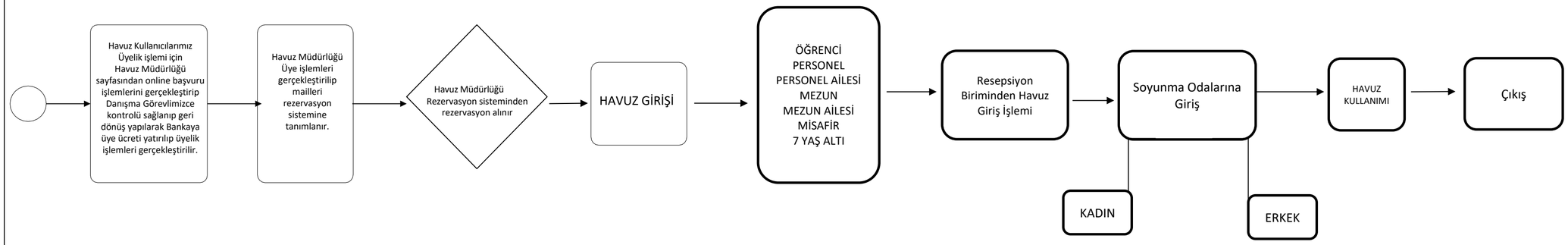HAVUZ MÜDÜRLÜĞÜ İŞ AKIŞI