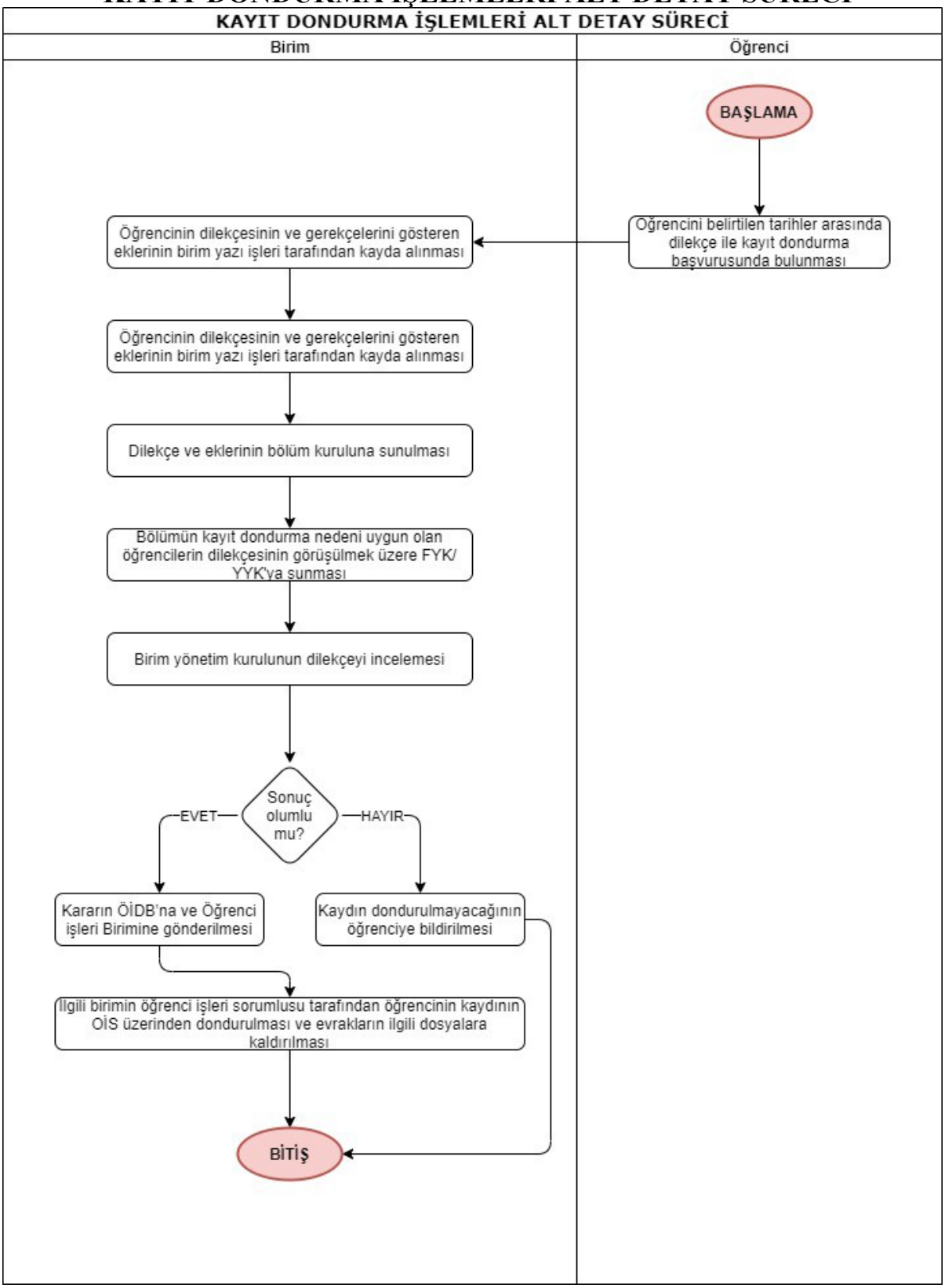KAYIT DONDURMA İŞLEMLERİ ALT DETAY SÜRECİ