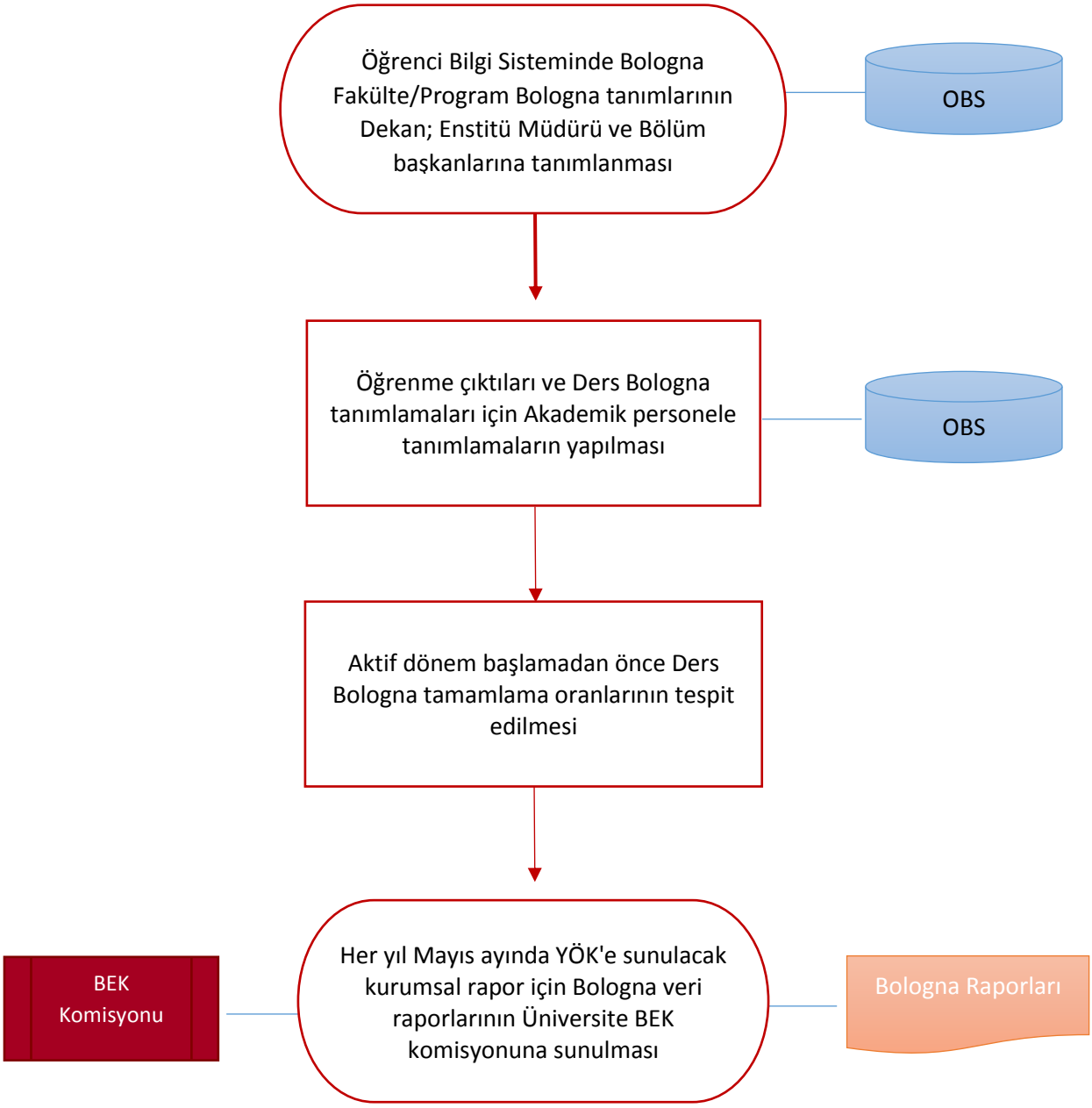OBS BOLOGNA İŞLEMLERİ SÜRECİ