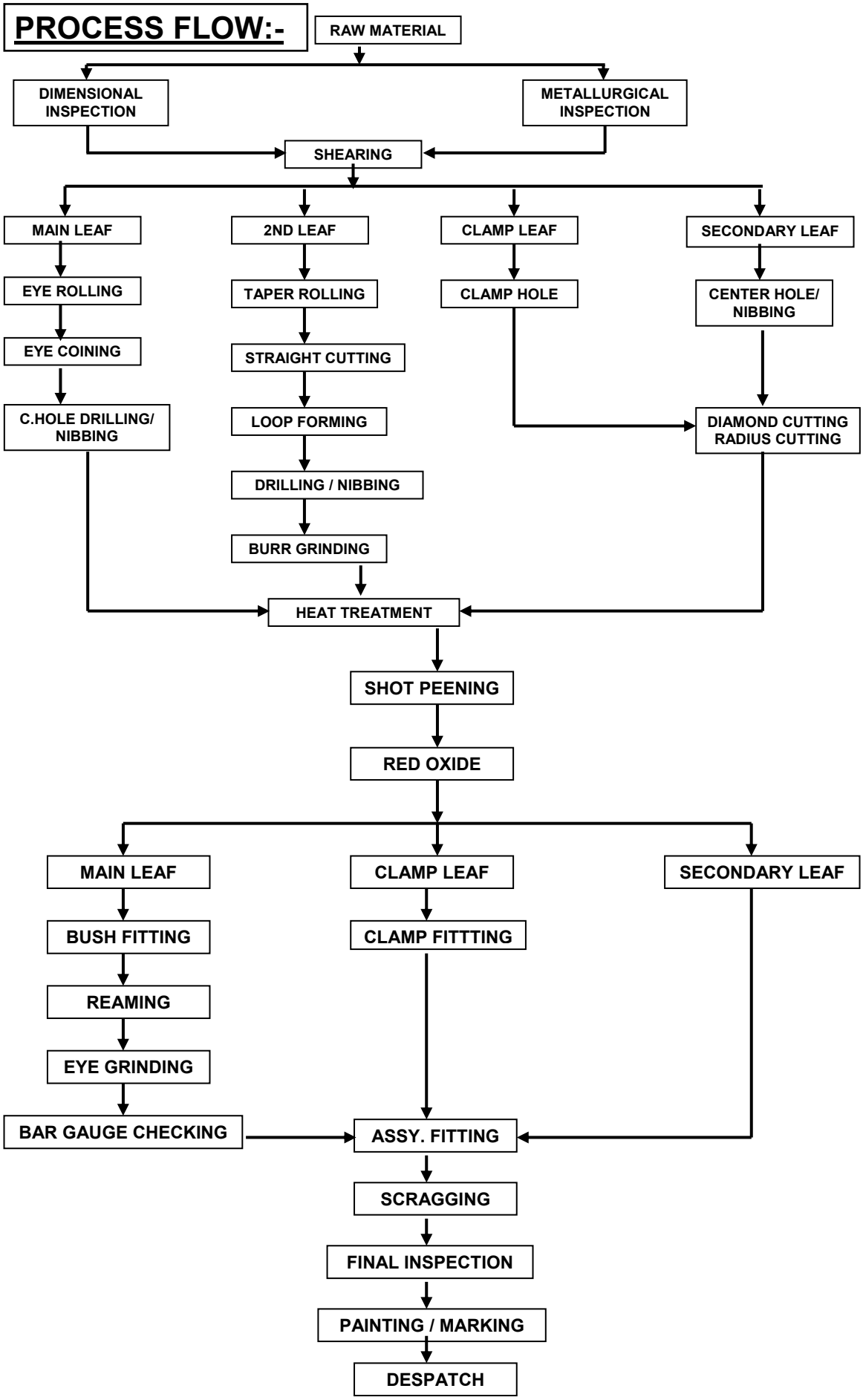PROCESS FLOW:-