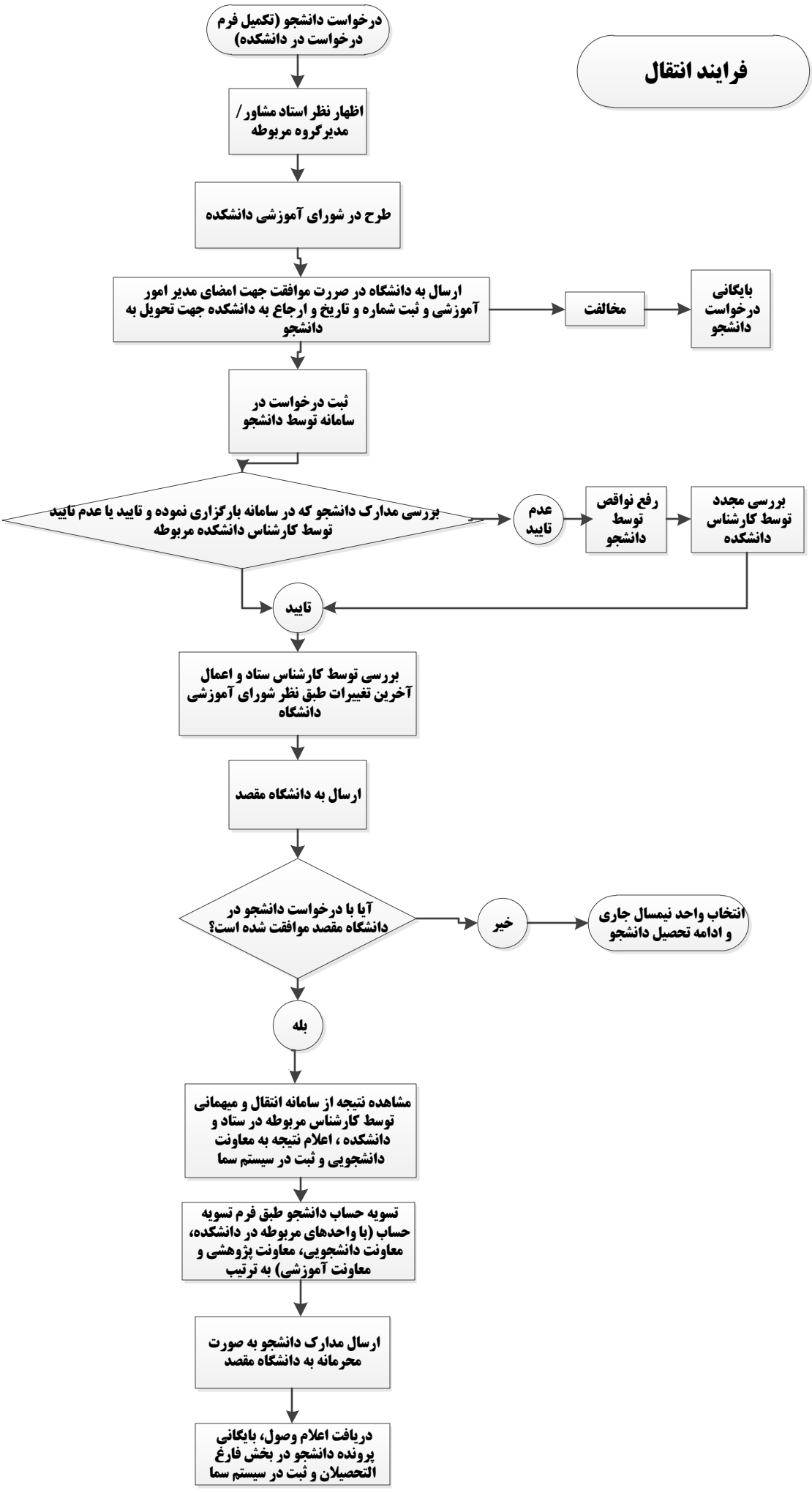فرایند انتقال