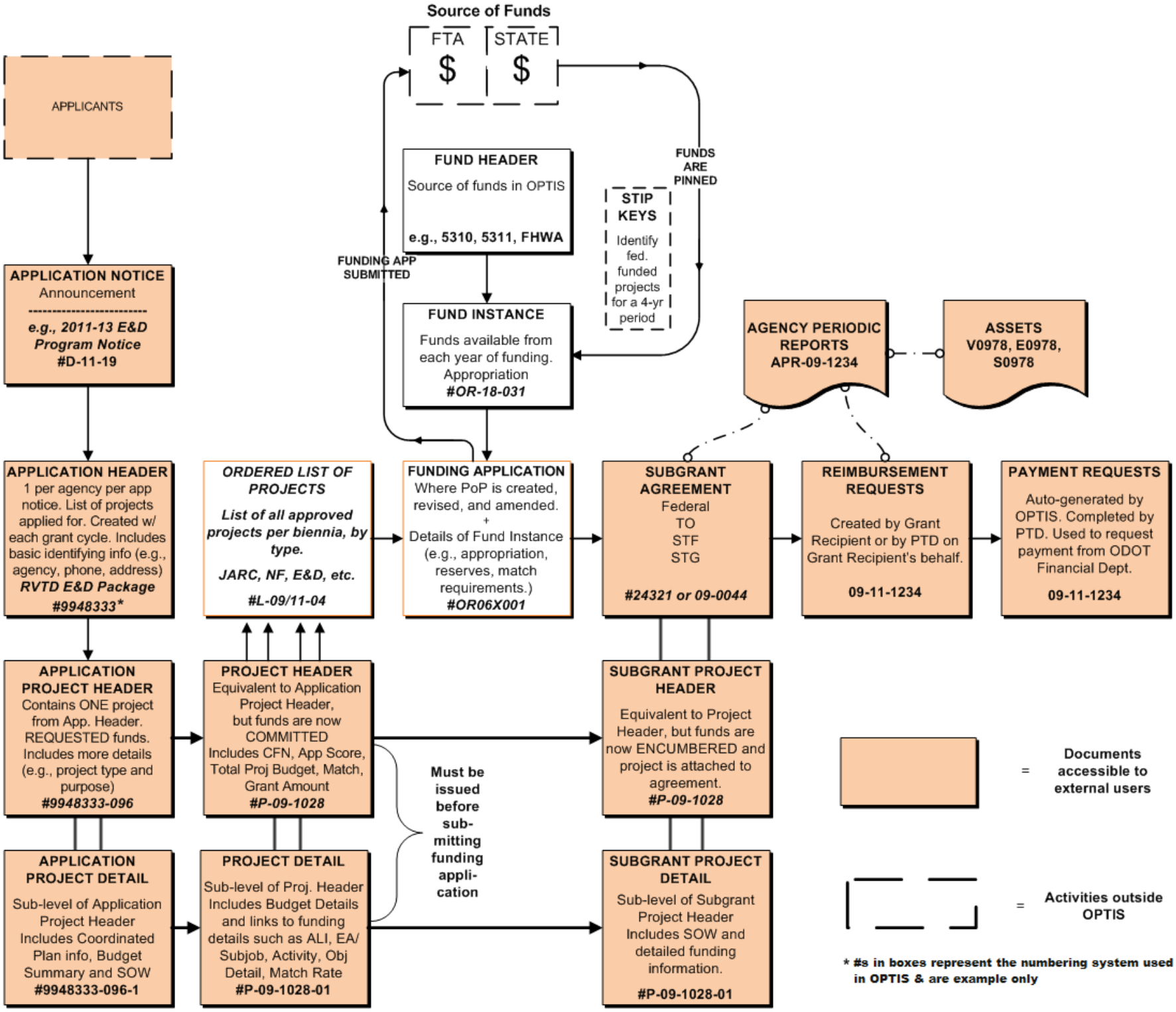OPTIS DOCUMENT PROCESS FLOW