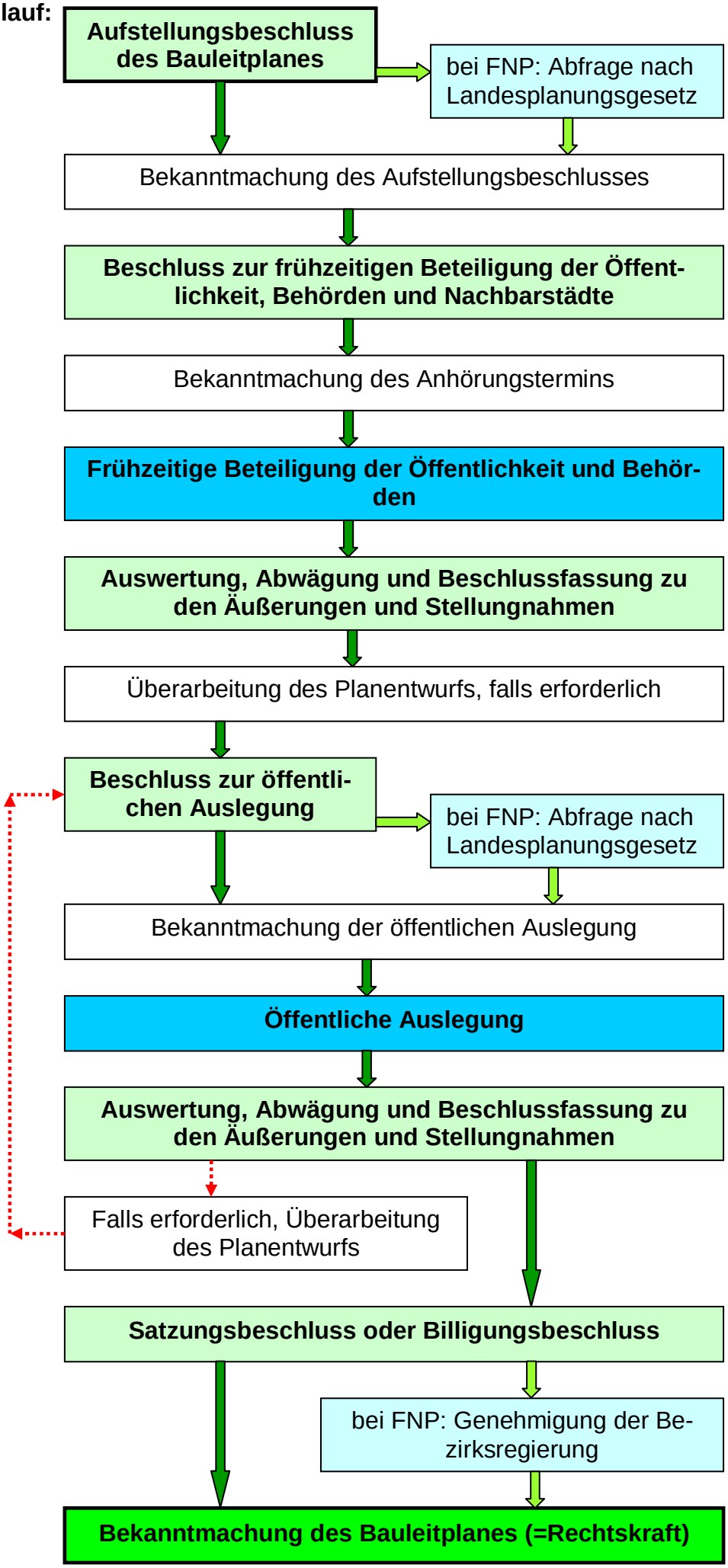Verfahrensablauf: