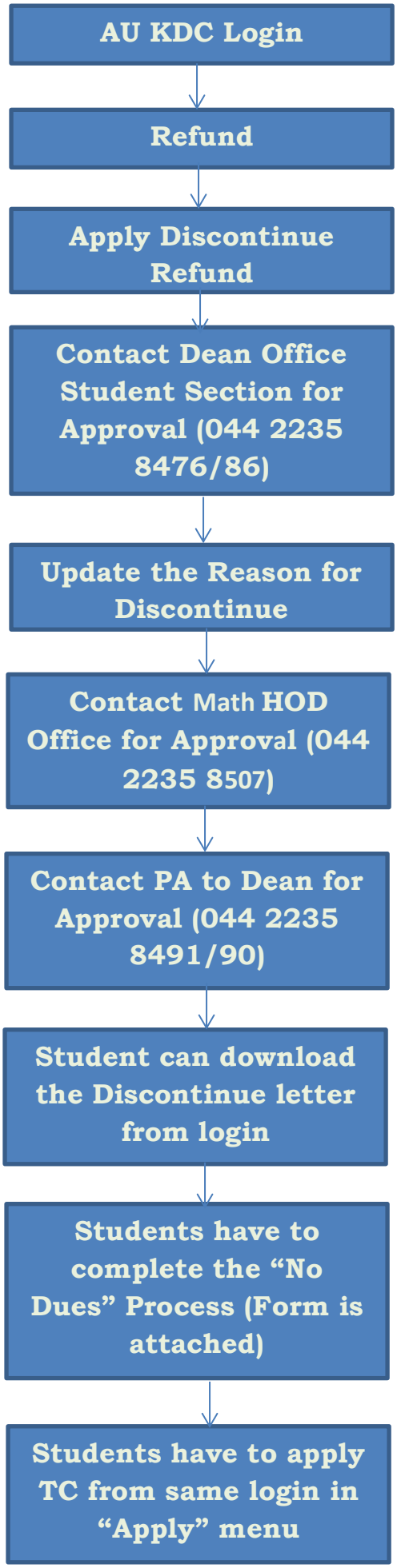
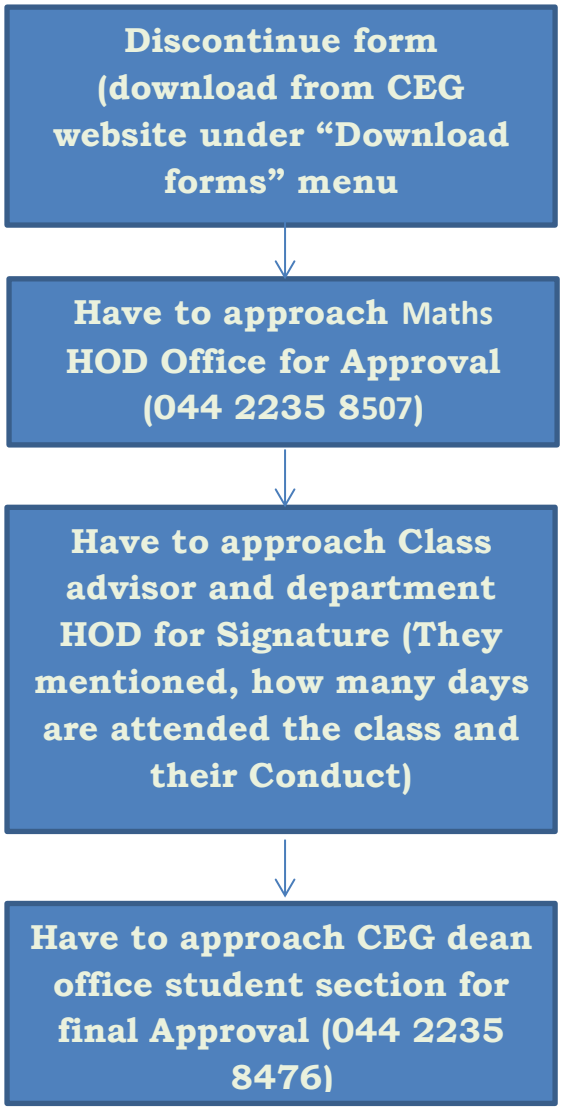
Online Process:



Offline Process: