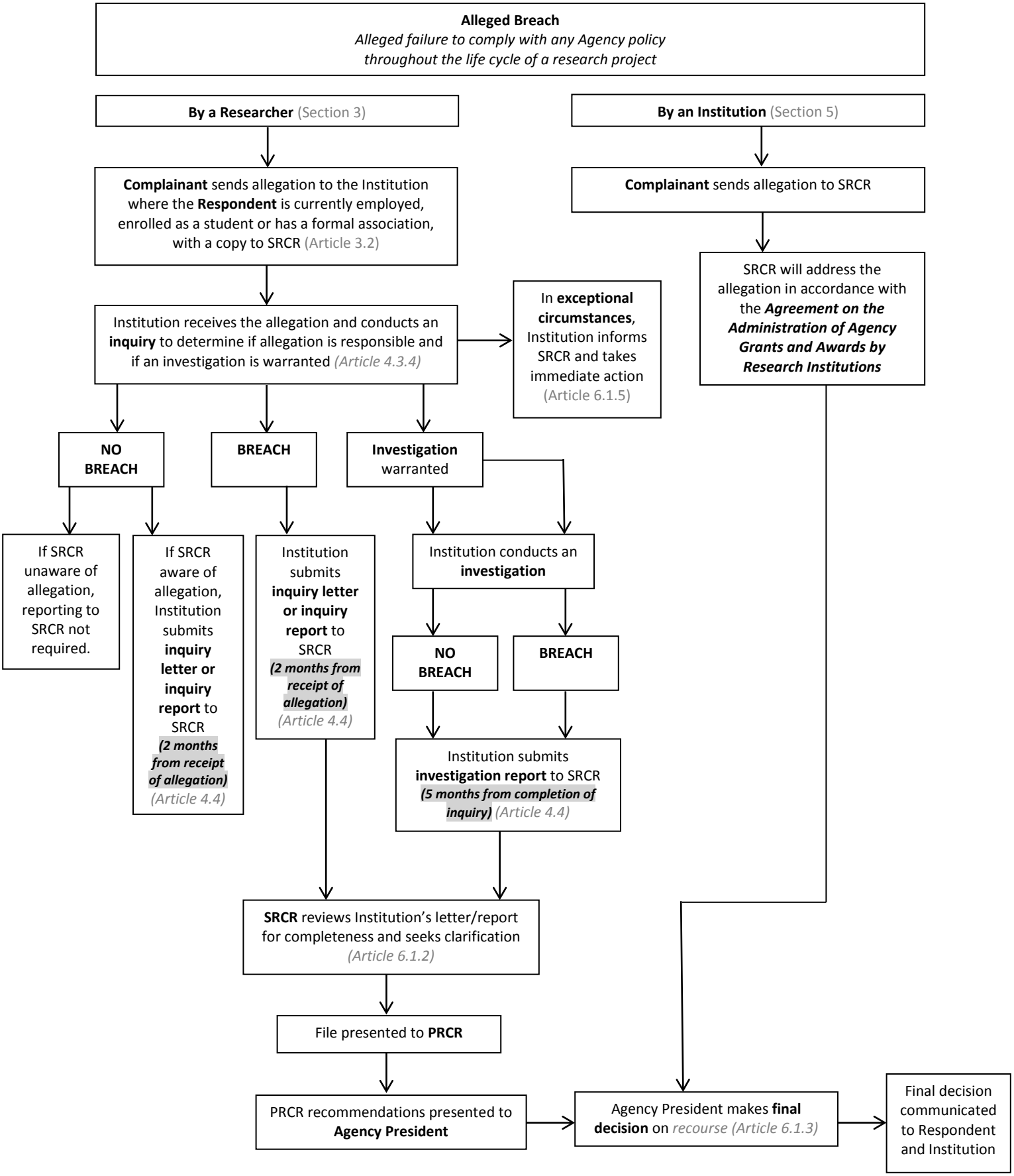A. SUMMARY OF PROCESS