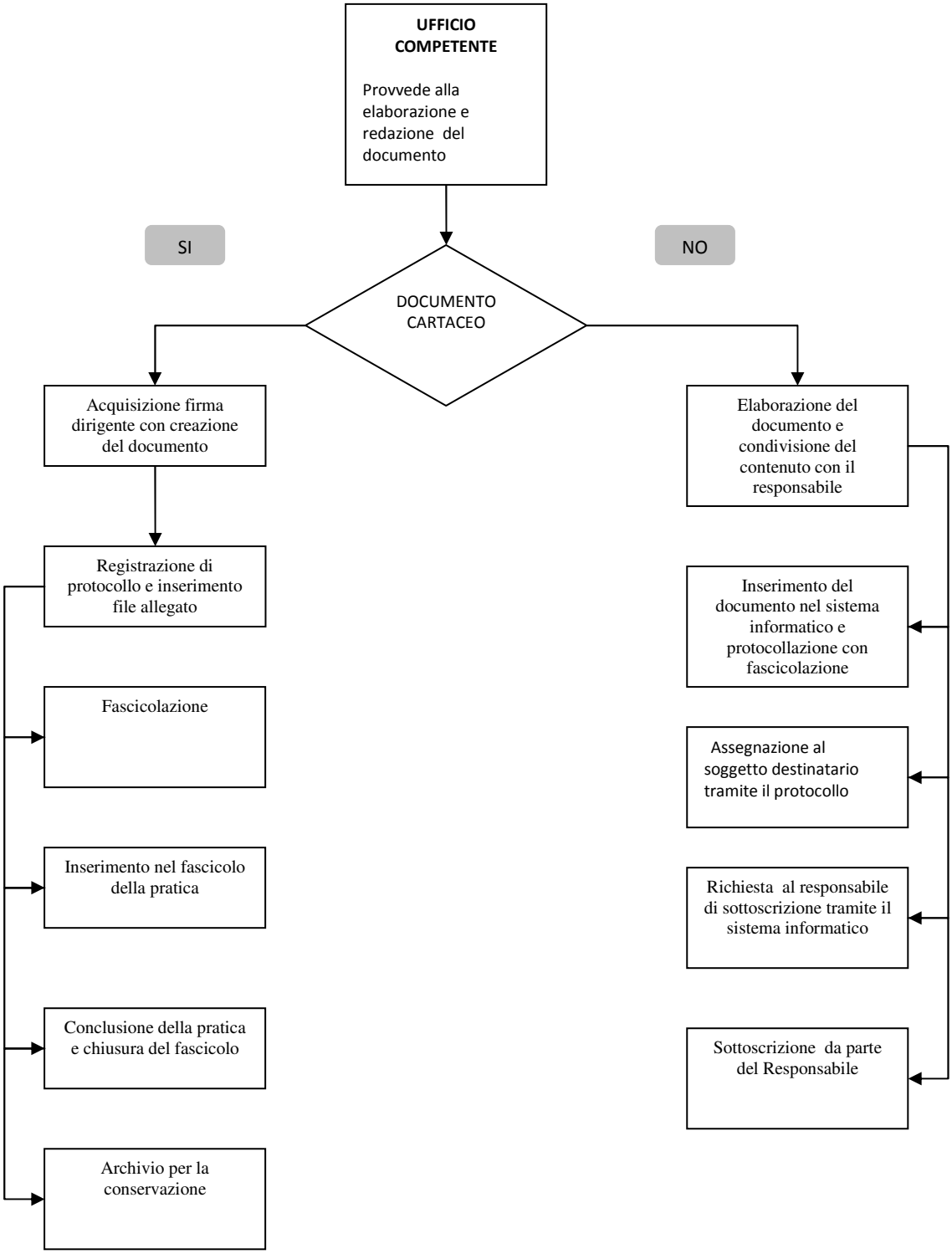GESTIONE DEI DOCUMENTI INTERNI