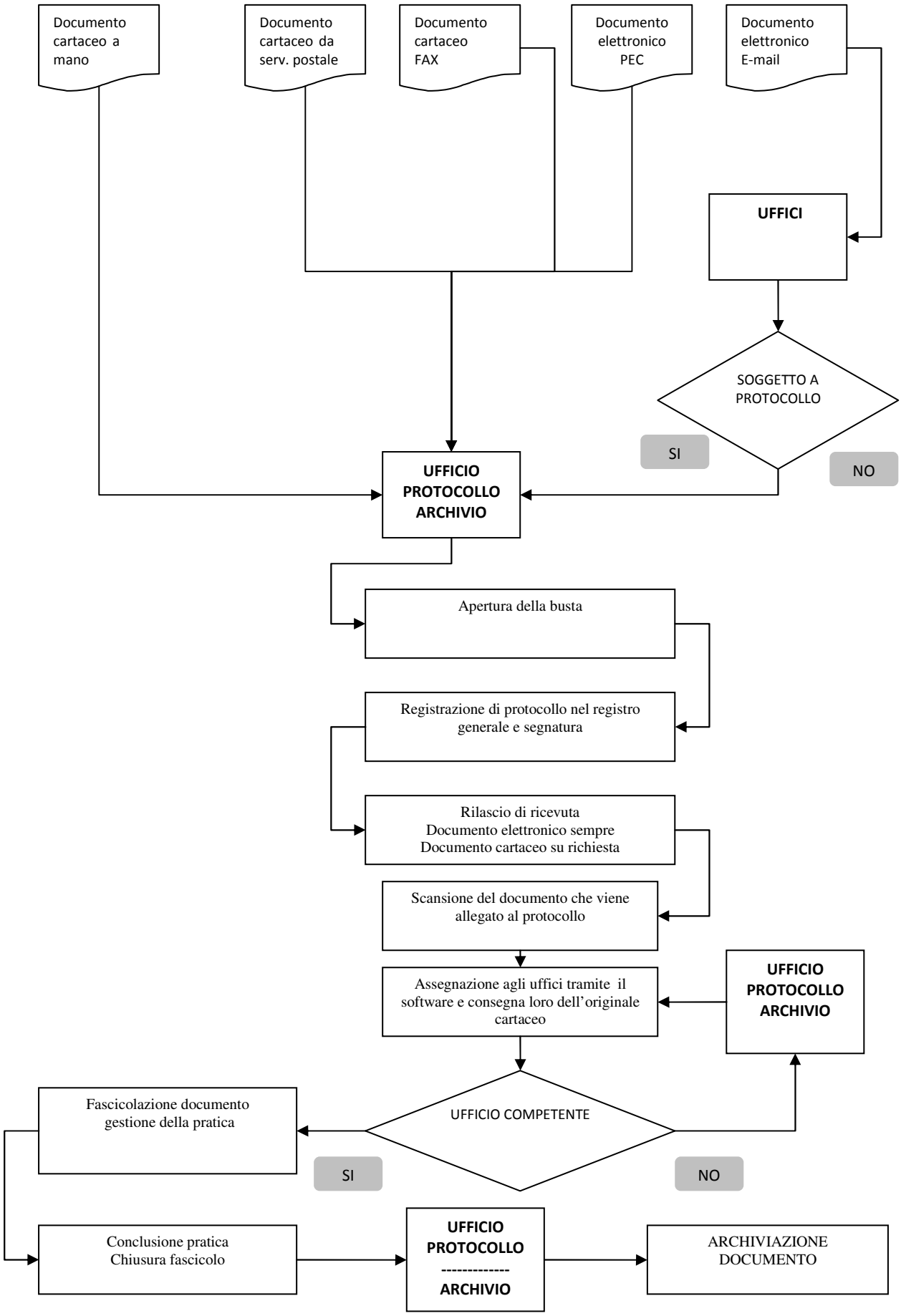GESTIONE DEI DOCUMENTI IN INGRESSO