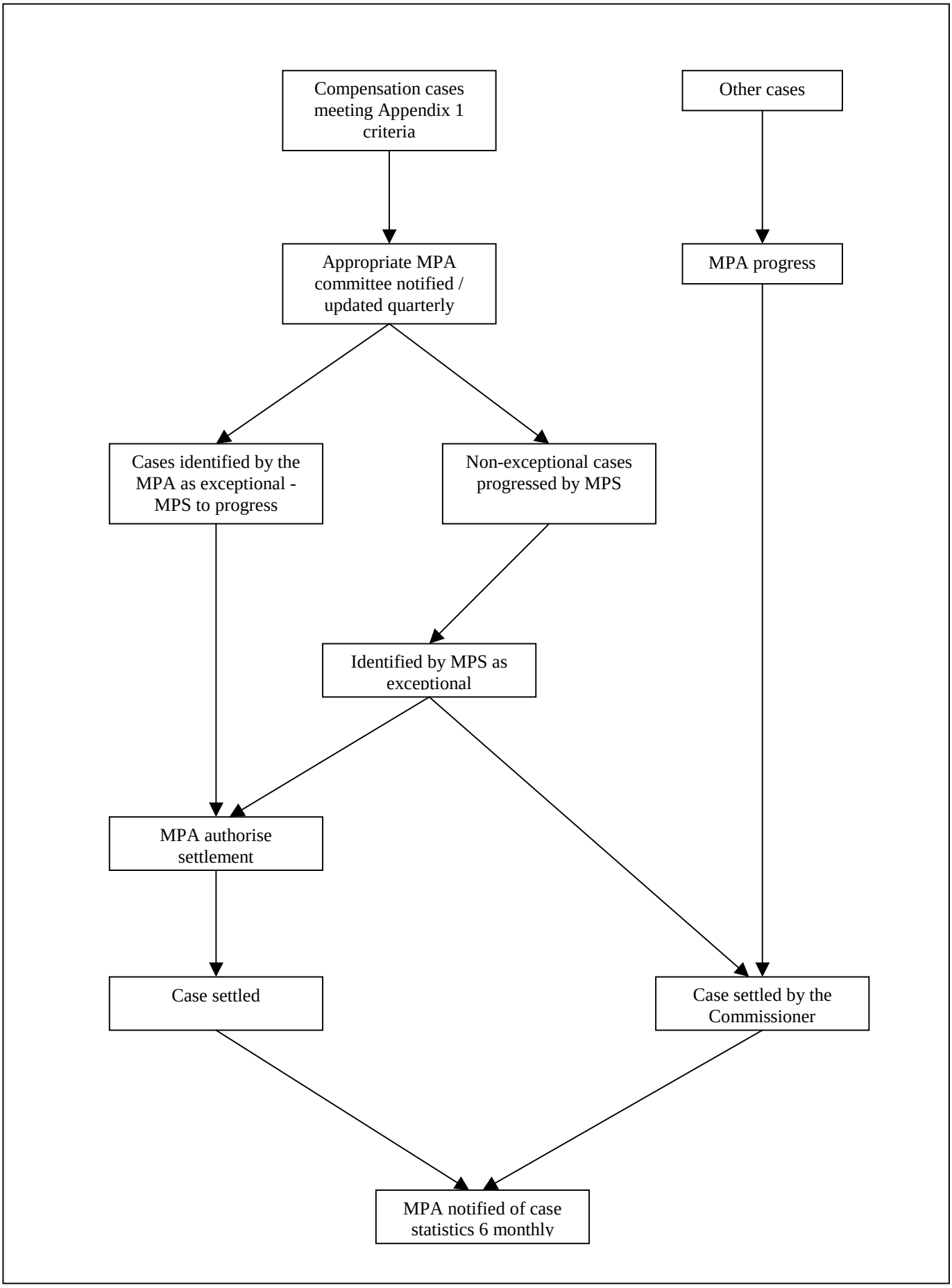This process is set out in a simple flowchart below: