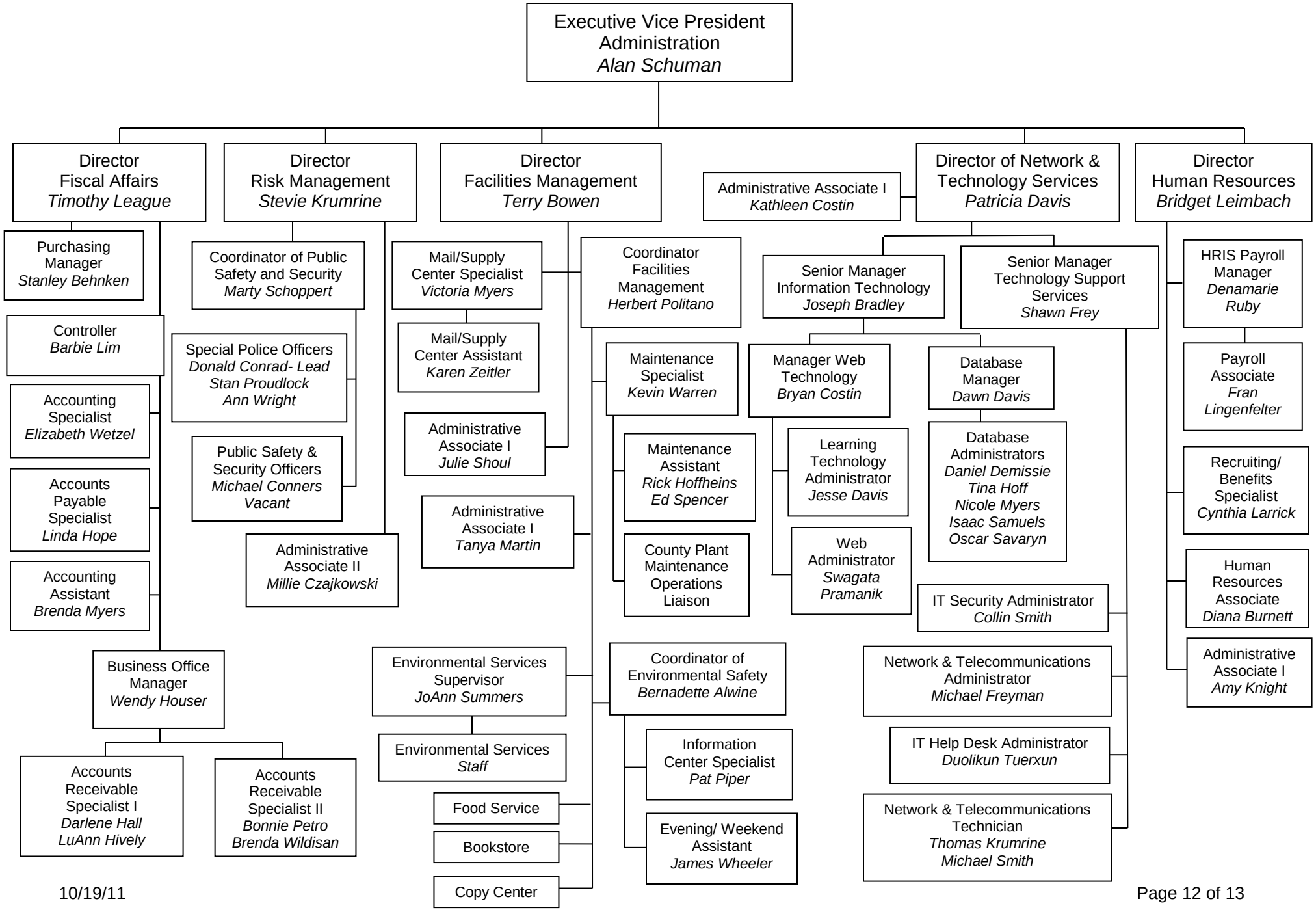ADMINISTRATION