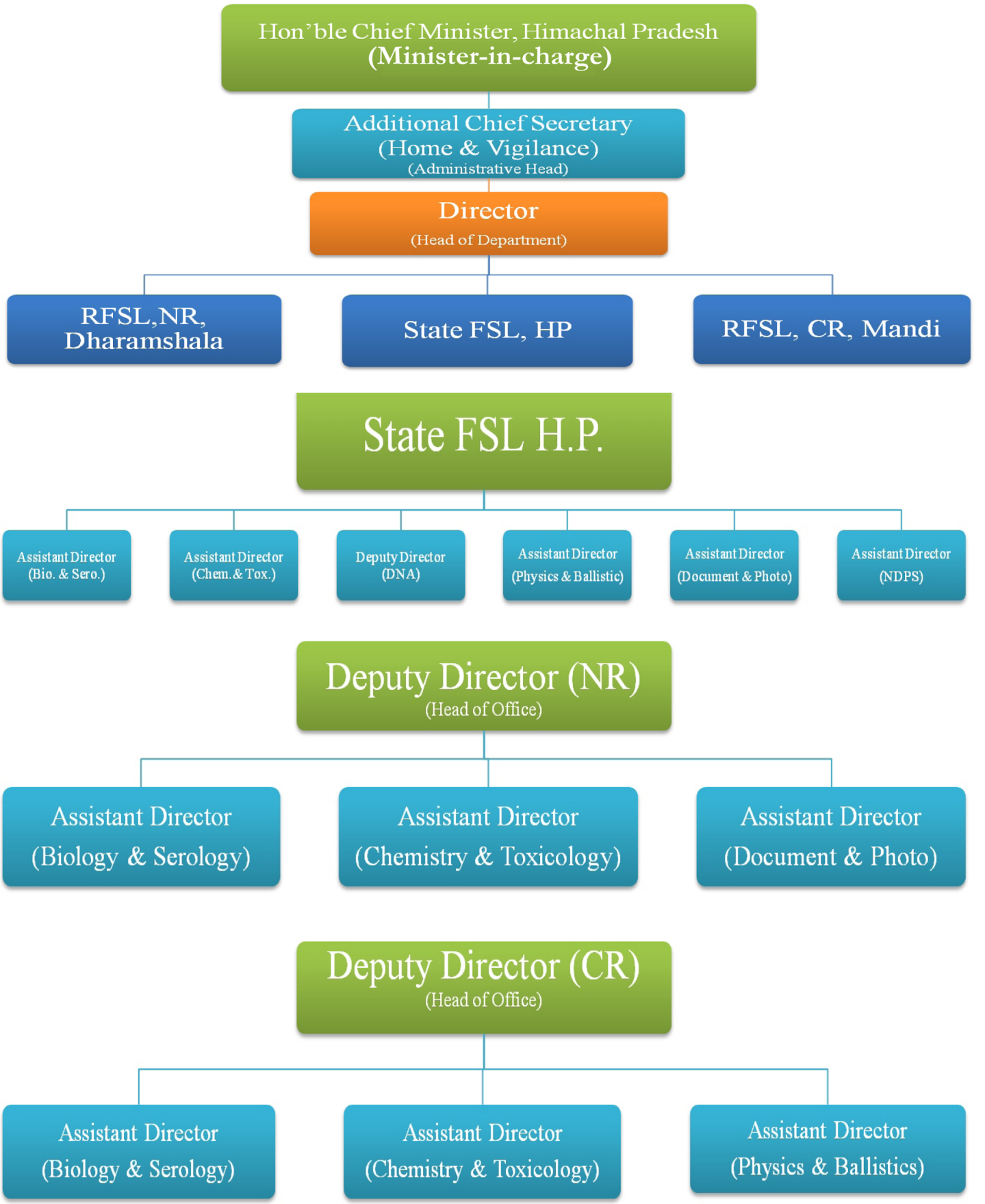ADMINISTRATIVE SET-UP