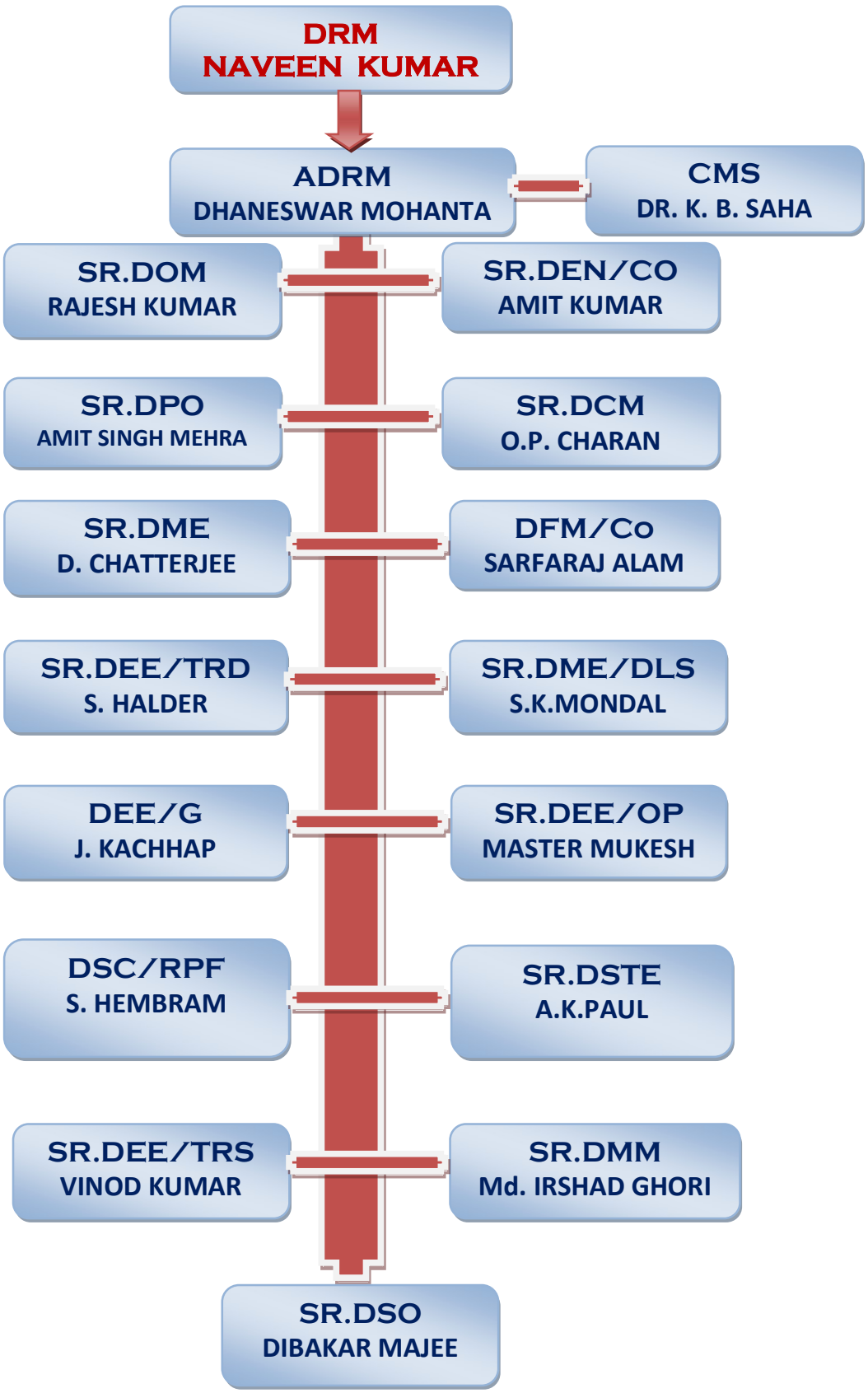ADMINISTRATIVE SETUP