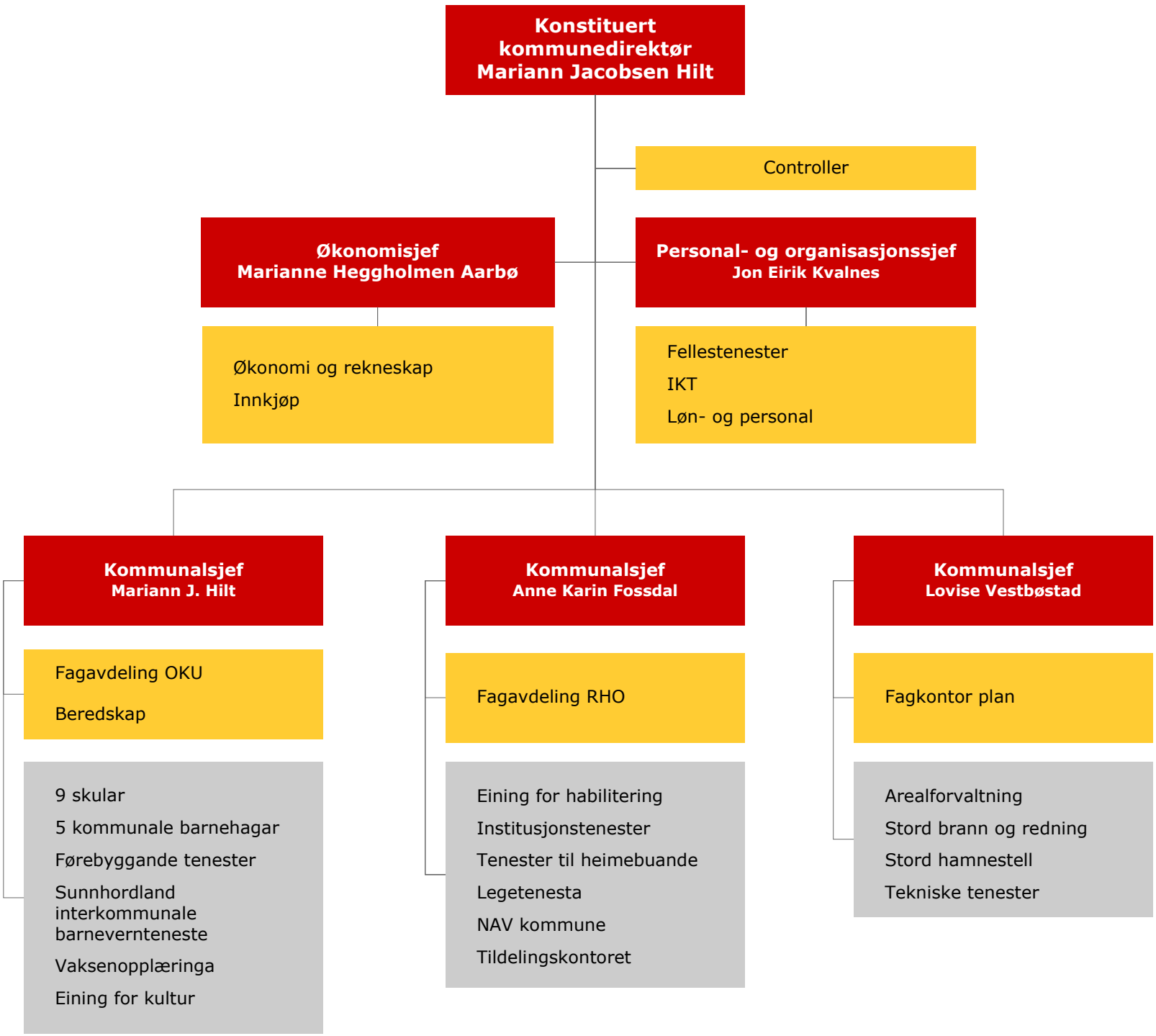Administrasjon