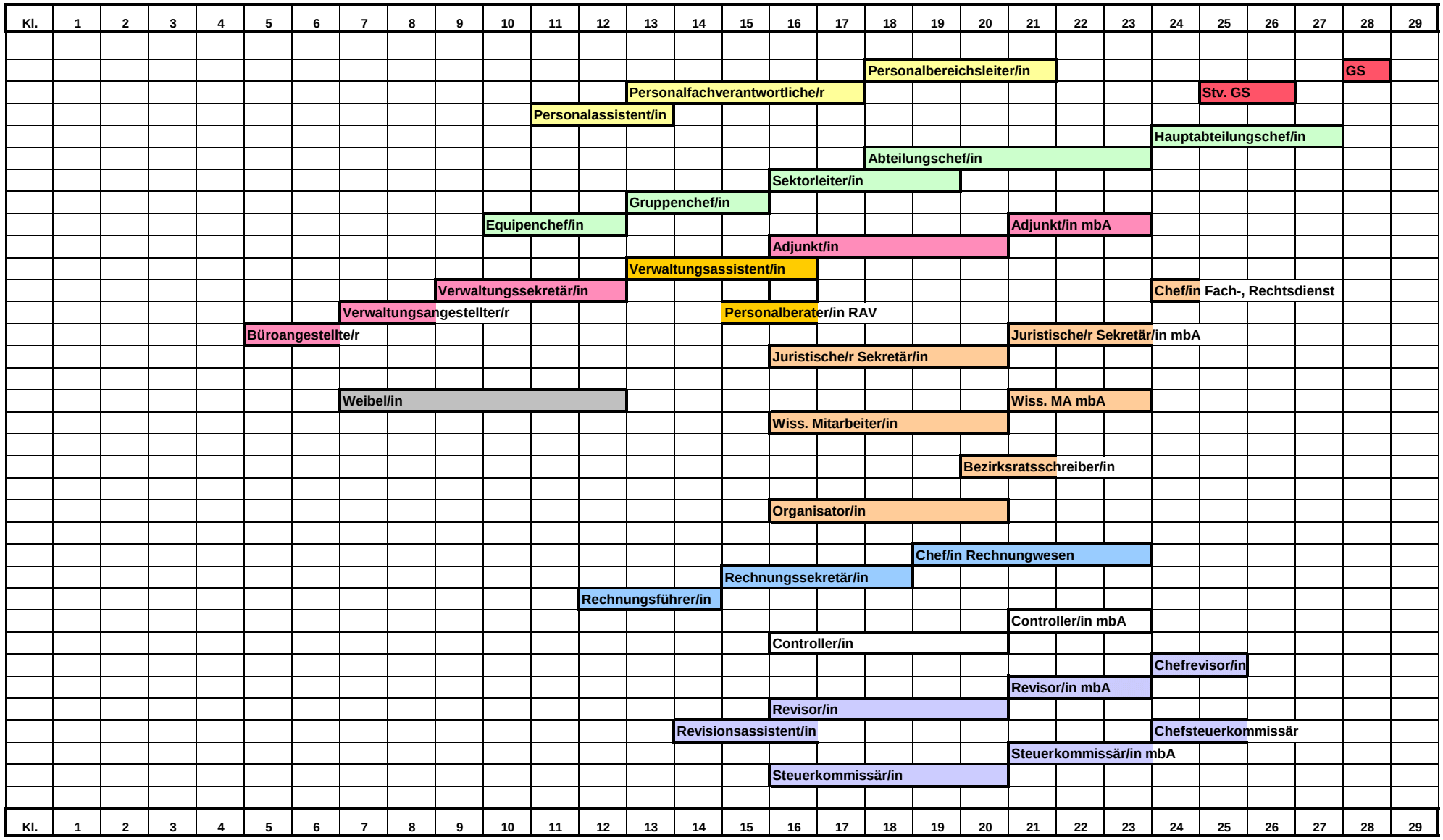Funktionsbereich 1 / administrative Funktionen