

## Via a token

Tokens can be used for distributing a questionnaire by own means (a letter, an e-mail etc.). GemsTracker creates a token which can be used as a key by anyone to answer the questionnaire. Both the token and the web address of GemsTracker will have to be sent or given to each respondent.

### Getting the tokens

- Go to 'patients' in the navigation bar on the left
- Open the patient by clicking on his/her row
- Go to the 'To do' tab
- The token is the 8 characters long code at the end of the row

### Using a token to open a questionnaire

- Go to 'Token' in the navigation bar on the left
- This is the URL (web address) that you should give to respondents
- Enter the token
- Press '**OK**'

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