

# Working with GemsTracker

The most common tasks when working with Gemstracker:

## Patient / respondent management

- [Adding and searching a patient or respondent](#)
- [Changing patient data](#)
- [Informed consent](#)
- [Sharing patient or respondent data](#)

## Access management

- [Changing access rights](#)
- [Adding and removing users](#)
- [Maintenance mode](#)

## Questionnaires

- [Creating a survey](#)
- [Loading questionnaires into GemsTracker](#)
- [What is a token](#)
- [Adding a survey](#)
- [Removing or modifying a survey](#)
- [Distributing surveys](#)
  - [Via a token](#)
  - [E-mail](#)
    - [how to make a template](#)
  - [Sending the survey on paper](#)
- [Importing answers](#)
- [Setting the informed consent using a survey](#)

## Tracks

- [Creating a track](#)
- [Modifying a track](#)
- [Track events](#)
- [Appointments and tracks](#)
- [Dates & Tracks](#)
- [Track import & export](#)
- [Adding a track to a patient](#)

## Overviews

- [Creating an overview](#)

## Updating

- [Upgrade instructions](#)

this is just a start.....

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