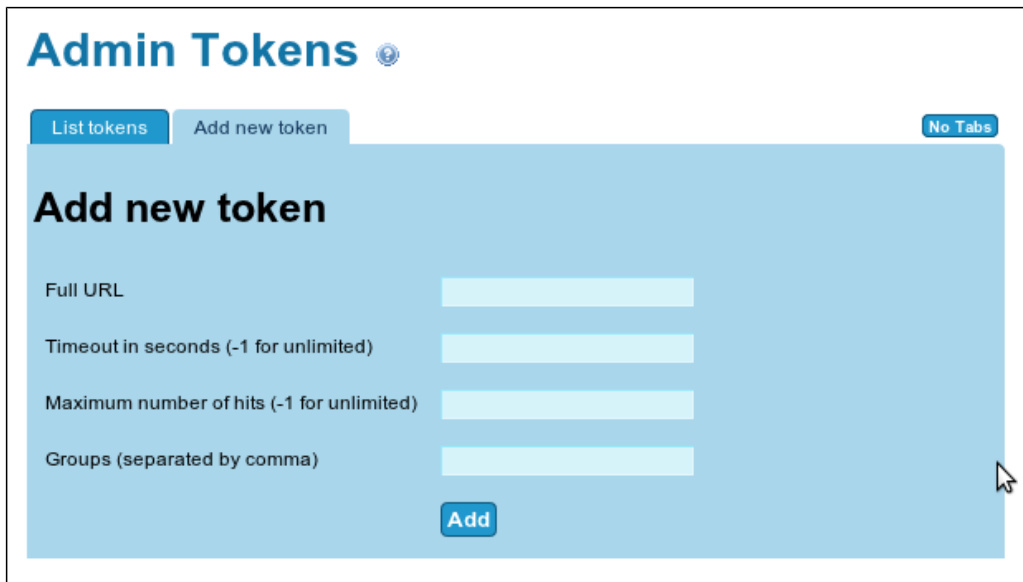


If you want to create new tokens by hand, you can do that with the tab "Add new token". In the "Full URL" field you need to copy paste the full URL of the page in the "tiki-" format. **It does not work with SEFURLs yet (as of Tiki 12.x)**. In the "Groups" field you insert the Groups you want to be "applied" on the user or a service accessing the page with the token as if they were a member of that group.

The screenshot shows a web interface titled 'Admin Tokens' with a sub-header 'Add new token'. At the top, there are two tabs: 'List tokens' and 'Add new token', and a 'No Tabs' button on the right. The form contains four input fields: 'Full URL', 'Timeout in seconds (-1 for unlimited)', 'Maximum number of hits (-1 for unlimited)', and 'Groups (separated by comma)'. Below these fields is an 'Add' button. A mouse cursor is pointing at the right side of the form area.

One use case for this manual setting of token access is to manage Batch actions, that can be run based on cron jobs set on external servers. See more information in [Batch](#)

Using a token

A token looks like this

```
http://demo.tiki.org/trunk/tiki-index.php?TOKEN=937d83bc9dc6ede58d247df505011t43
```

Limitations

You cannot edit already created tokens.

The token param requested in the URL must always be in uppercase letters: `TOKEN=...`.

The URL used to generate the new token should not contain any URL encoded values, like `%2C`, and any multivalue array field params with square brackets, like `listfields[]`. For example using URL like this will fail:

```
https://yoursite/tiki-ajax_services.php?controller=tracker&action=export_items&trackerId=3&encoding=UTF-8&separator=%2C&delimiterL="&delimiterR="&CR=%25%25%25&listfields[]=2&listfields[]=3&recordsMax=-1
```

You will get an error message "**Token Error:** Your access to this page has expired" when you try to access that page using the token.

Instead you need to use URL like this to create the token:

```
https://yoursite/tiki-ajax_services.php?controller=tracker&action=export_items&trackerId=3&encoding=UTF-8&separator=,&CR=%%&recordsMax=-1
```

Then accessing the URL using

```
https://yoursite/tiki-ajax_services.php?controller=tracker&action=export_items&trackerId=3&encoding=UTF-8&separator=,&CR=%%&recordsMax=-1&TOKEN=... will work.
```

Related

- [PluginGetAccessToken](#)
- [Batch](#)
- [Tokens](#)
- [PluginArchiveBuilder](#)

aliases

[Token](#) | [TokenAccess](#) | [Tokens](#) | [Security Token](#)