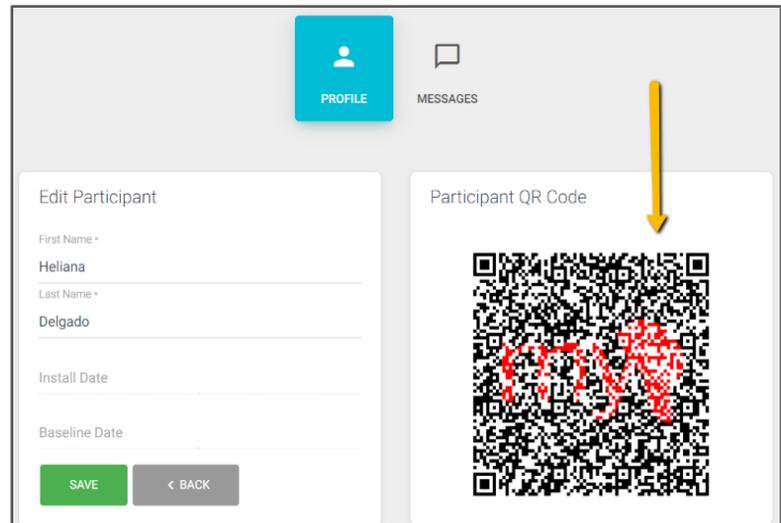


# MyCap QR Code Quick Guide

## What is a QR code and why is it significant?

Each participant needs a unique QR code to join a project or study. The QR code contains three data elements: the participant ID, REDCap project ID, and an institution ID.

Researcher teams can view each participant's unique QR code in their MyCap online interface on each **Participant's Profile**.

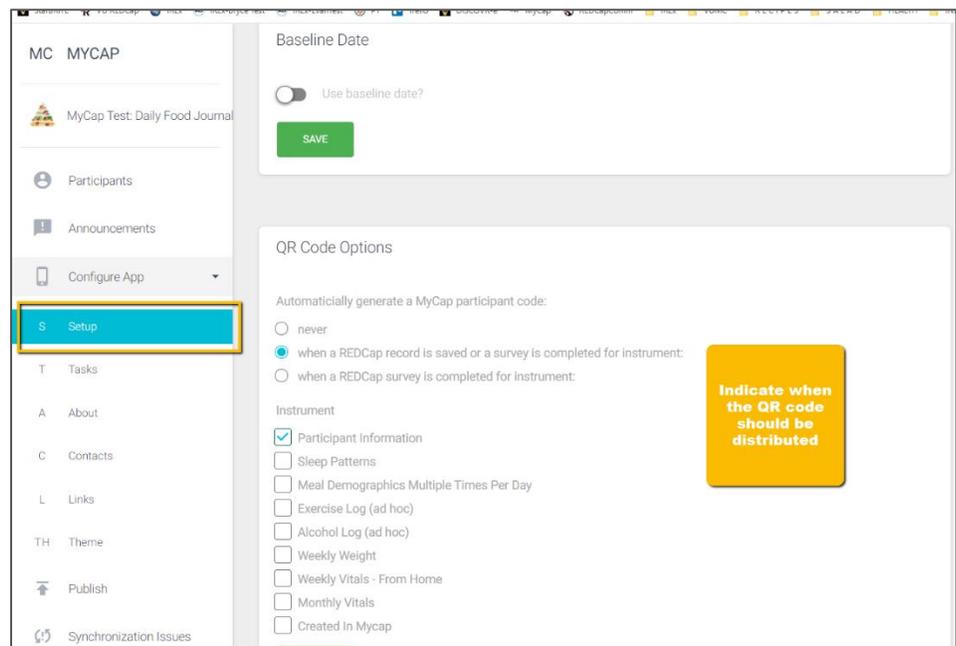


## Can I automatically email the QR code to participants?

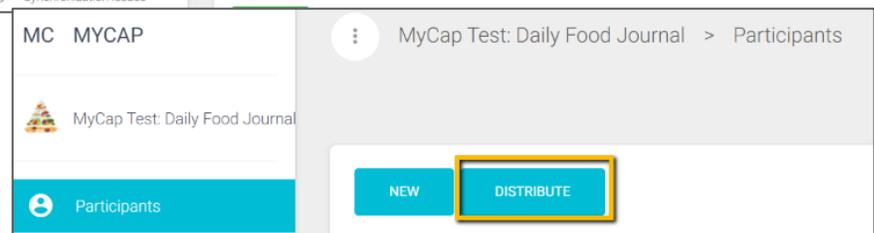
Yes! Use REDCap Alerts and notifications to automatically email QR codes to participants. **IMPORTANT: In your REDCap project, be sure you have (1) a text field with validation set to "email" to capture an email address from participants who complete your initial/intake survey.**

After setting up your REDCap projects and instruments complete the steps below:

1. From the MyCap interface, go to the **Configure App** section and click on **Setup**.
2. Indicate when the QR code should be automatically generated under **QR Code Options**.



3. Next, go to the **Participants** step.
4. Click **Distribute** on the Participants page.



5. A dialog titled **Embed HTML** will appear. At the bottom of the dialog click **COPY TO CLIPBOARD**.
6. Return to your project in REDCap and go to **Alerts & Notifications**.
7. Select **Add New Alert** and setup your alert.
8. Draft your message and paste the copied HTML directly into the **Message**.
9. Below are a few additional setup tips for **STEP 3: Message Settings**

- a. You will need to select the field you created to capture emails in the **Email To:** section. See screenshot.
- b. Consider adding the email address of someone on the research team as an **Email BCC:** so you receive a copy of all QR codes that are distributed.

**STEP 3: Message Settings**

Alert Type:  Email  SMS Text Message  Voice Call

NOTE: If you wish to send alerts as SMS Messages or Voice Calls, read about enabling the Twilio Telephony Services on the Project Setup page or ask an administrator.

Email From:

Email To:

Subject:

Message:

Prevent piping of data for Identifier Fields

## How do I disseminate QR codes if Participants don't have an email?

If you are unable to email the QR code to participants, you can have participants scan it directly from your screen (e.g., when you're in person) or screenshot and print the QR code to distribute to participants. QR codes can be generated multiple ways:

- A. QR codes are automatically generated for participants when you add them directly in the MyCap interface.

1. From your project in REDCap, navigate to the MyCap interface.
2. Click **New** on the Participants page.
3. Enter the participants first and last name and press **Create**.
4. From the participant list, click on the newly added participant to view the QR code.

MyCap Test: Daily Food Journal

Participants **NEW** **DISTRIBUTE**

Existing participants are listed below, along with their install and baseline dates (if applicable)

First	Last	Install Date	Baseline Date
Emily	Serdoz	2021-02-12	2021-01-01
Newbie	Suebie		2021-04-01
Boris	Welcome		2021-04-02
Jonathan	Swafford	2021-04-06	

- B. QR codes must be manually generated for participant records that were saved to REDCap. That is, if participants complete a REDCap survey to sign up or they imported to REDCap, you will need to generate a QR code for each participant.

1. From the MyCap interface, select the participant for which you want to generate a QR code.
2. From the participant's profile, press Generate in the QR Code box.
3. The QR code will be displayed and can be disseminated to the participant.

MC MYCAP

Angelo Diaz

MyCap Test: Daily Food Journal

Participants **PROFILE** **MESSAGES**

Edit Participant

First Name: Angelo  
Last Name: Diaz

Install Date: \_\_\_\_\_  
Baseline Date: \_\_\_\_\_

**SAVE** **BACK** **GENERATE**

## How do participants use QR codes?

1. Participants will need to download the MyCap App from the Google Play Store or Apple App Store onto their phone.
2. To join a project, participants can:
  - a. Open the QR code on a computer or another mobile device (e.g., if you emailed it to them) and scan the QR code using the device where the MyCap App is installed.
  - b. Open the MyCap App on their mobile device and scan a printout of the QR code.

NOTE: By default, participants will have to setup a 6-digit passcode.