

Getting Started with MyCap



Mobilizing the Participant Voice

Preparing your REDCap Project for Using MyCap

1. Create Your REDCap Project

- Click **New Project** in REDCap.
- Fill in the project title, purpose, and any project-related notes you want to include.
- Enable the “Use surveys in this project?” question on the next screen.

Note: Do not enable longitudinal data collection with defined events as MyCap is not compatible with this setting. Instead, the schedule of events or tasks is set up in the MyCap interface.

2. Design your instruments within REDCap

- Create the first instrument to capture participant information/demographics, like an intake or enrollment form. This must be the first instrument in your REDCap Project. **This is NOT completed in MyCap by the participant.** Instead participants can complete the form as a survey; the data can be imported into your project; or the project staff can complete the form on behalf of a participant (e.g., during an intake interview).
- Create your other project instruments. *Note: the options below are not supported in MyCap:*
 - Calculated fields
 - Piping
 - Matrix fields
 - Descriptive texts
 - Dynamic query (SQL) fields.
 - Signatures

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions
Intake Survey	13			Choose action ▾
Sleep Patterns	13			Choose action ▾
Meal Demographics Multiple Times Per Day				Choose action ▾
Exercise Log (ad hoc)				Choose action ▾
Alcohol Log (ad hoc)				Choose action ▾
Weekly Weight				Choose action ▾
Weekly Vitals - From Home				Choose action ▾
Monthly Vitals				Choose action ▾

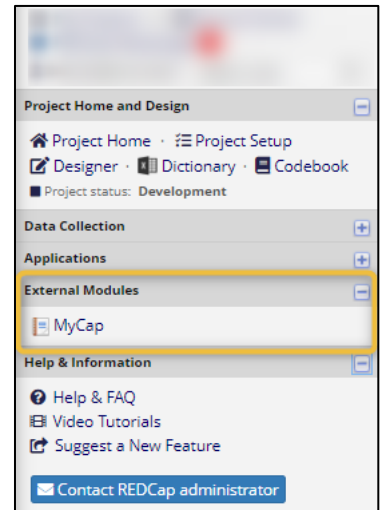
Your first instrument should only capture basic participant information/demographics. This is NOT completed in MyCap by the participant.

3. Request to enable the MyCap module on your project

From the REDCap Console, select “External Modules” under the Applications section. Click “View available modules”. Scroll through the A-Z listing of modules and select “Request Activation” for MyCap.

Verify MyCap is enabled

- From the REDCap interface, go to the Designer and confirm MyCap action tags (below) are added to the first instrument in the project. These variables ensure participant data are appropriately synced for the life of the project. If your project does not contain these fields, the fields will be added.
 - First Name (*@MC-PARTICIPANT-FIRSTNAME*)
 - Last Name (*@MC-PARTICIPANT-LASTNAME*)
 - Baseline date (*@MC-PARTICIPANT-ZERODATE*)
 - Install date (*@MC-PARTICIPANT-JOINDATE @HIDDEN*)
 - Code (*@MC-PARTICIPANT-CODE @HIDDEN*)
 - Push Notification IDs (*@MC-PARTICIPANT-PUSHNOTIFICATIONIDS @HIDDEN*)
- In the **MyCap** interface, the project instruments will be listed under **Configure App – Tasks**. The first instrument will have a status of, “cannot enable” because it is not completed in the MyCap App by participants.



Instrument	Enabled	Title	Format	Schedule	Actions
Participant Information	Cannot enable				
Test	No				
Sleep Patterns	Yes	Sleepytime Summary	Questionnaire	Repeats daily	
Meal Demographics Multiple Times Per Day	Yes	Meal Diary	Questionnaire	Infinite	
Exercise Log (ad hoc)	Yes	Workouts	Form	Infinite	

Tailoring MyCap to Your Project

Use the steps listed under **Configure App** to set custom schedules and messaging for your instruments.

1. Setup

- **Baseline Date:** Indicate whether you want to use a baseline date for participants. This is important when participants’ tasks need to be based off of a specific date (e.g., two weeks from enrollment, three days after a procedure). *Note: participants cannot complete any other tasks until the baseline task is completed in MyCap.*

To set up the baseline date as a task,

- Turn on the toggle.
- Indicate if you want to provide instructions, such as when the task should be completed.
- Enter a title for the task (e.g., “Shoulder Surgery”)
- Enter a Yes/No question (e.g., “have you had your shoulder surgery?”)
- Enter your question about the baseline date, (e.g., “When did you have your surgery?”)

Baseline Date

Use baseline date?

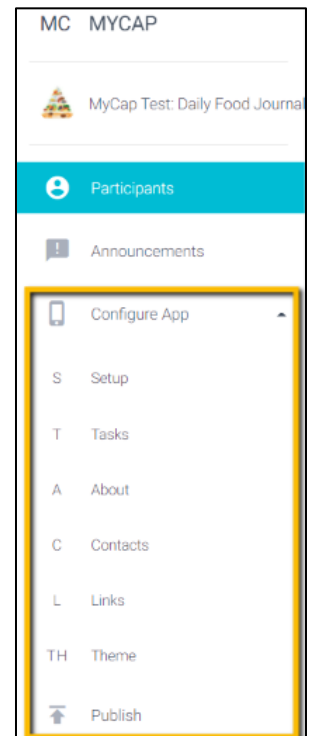
Include instruction step?

Task

Title *

Yes/No Question *

Date Question *



- **QR Code Options:** If you want to automatically disseminate QR codes via the MyCap Alerts and Notifications, indicate when the QR code should be generated and the triggering instrument. Read more about how to automate QR code distribution in our [MyCap QR Code Quick Guide](#) here.

QR Code Options

Automatically generate a MyCap participant code:

never

when a REDCap record is saved or a survey is completed for instrument:

when a REDCap survey is completed for instrument:

Instrument

Participant Information

Sleep Patterns

Meal Demographics Multiple Times Per Day

Exercise Log (ad hoc)

Alcohol Log (ad hoc)

Weekly Weight

Weekly Vitals - From Home

Monthly Vitals

Created In Mycap

2. Tasks – instrument scheduling and question display options

- Select an instrument/task to get started. *Note: you may have to press “FIX” the instrument so that the MyCap variables are appropriately appended. You can review the variables added in the REDCap interface. The fields are visible within REDCap, but there is an @HIDDEN annotation that is automatically added to the fields that will hide them in MyCap.*
- Move the toggle to indicate you will collect data for the instrument.
- Add a **Title**.
- Select the **format** for questions: *Questionnaire* (questions displayed on one screen at a time) or *form* (all questions are displayed on one single screen).
- Indicate the *card display format*: *Percent complete* (percent of task complete) or *chart* (values over time)
- Determine whether you want to turn on these additional features:
 - Allow retroactive completion to allow participants to complete tasks after the day they are scheduled. You cannot limit how far back participants can complete measures; however, the data export will tell you the date the task was scheduled and when it was completed, which would allow you to discard data that might not be valid due to the time that passed between when it was due and completed.
 - Allow save and complete later (helpful for long forms)
 - Include instruction step (appears before REDCap questions are presented)
 - Include completion step (dialogue that appears after all questions have been completed)

Collect data for this REDCap instrument?

Title *

Format

Questionnaire

Form


Card Display

Percent Complete

Chart

Card Display Example

Example Percent Card



Options

Allow retroactive completion?

Allow save and complete later?

Include instruction step?

Include completion step?

v9/30/2021

- Set the schedule for the selected instrument/task:
 - **one-time** task with the option to delay the onset relative to the install date or baseline date (if turned on in Configure App / Setup). **Please note that one-time tasks do not have notifications.**
 - **infinite** repeating task with the option to delay the start and set the task to end after a certain date or number of occurrences or days. Infinite tasks can be completed multiple times per day, but, for this reason, infinitely repeating tasks do not have automated reminders.
 - **repeating** daily, weekly, or monthly tasks with the ability to set a delay and/or specify when to end the task
 - Weekly repeating tasks can be set to occur after a certain number of weeks and on a certain day(s)
 - Monthly repeating tasks can be set to occur in specified months and on a set day(s) of those months
 - **fixed** tasks can be set to occur on any number of days after the install or baseline date (if turned on in Configure App / Setup) with or without a delay.

Schedule

Type

- One Time
- Infinite
- Repeating
- Fixed

Repeats

- Daily
- Weekly
- Monthly

Every

2 WEEKS

On

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Delay
of Days *

0

Ends

- Never
- After Number of Occurrences
- After Number of Days
- On Date

When
of occurrences *

20

SAVE

3. About – Create screens to display to participants once they unlock the MyCap app

As a quick reference for participants, it may be helpful to add “About” pages that describe the project or study. You can create multiple pages to display to participants. To create your “About” page:

- Click **New** under “About this Project”.
- Add a title that will appear on the screen.
- Include a brief description under “Content” that will also appear to participants.
- Add a custom image or use the system defaults.

4. Contacts – Centralize study contact information for participants

Specify project contacts or websites that will appear if participants click “Get Support” from within their MyCap App.

- Click **New** under “Modify Contacts”.
- Add a section header to describe the contact (Study Lead, IT, etc.) and the respective name and information.
- Add a hyperlink to a website, if needed.

v9/30/2021

5. Links – Share custom URLs with participants

Projects can include custom URLs to be displayed in the MyCap app for participants. For example, projects can share links to custom webpages displaying participant results. To add custom links or specific web resources for all participants:

- Click **New** under **Links**.
- Give the link a name and add the URL.
- Choose an icon and press save.

New Link

Name *
MyCap Support

URL *
https://projectmycap.org/

Append Project Code? Yes No

Append Participant Code? Yes No

Icon *

Accessibility Assessment Assignment **Bookmark**

Getting MyCap Setup for Participants

Each participant will download the MyCap App to their mobile device of choice from the Apple or Google Play store. It's encouraged to only use the QR code on one device rather than multiple. While participants can technically scan the QR code on multiple devices, the devices can't communicate so tasks that are completed on one device may not appear as complete on another.

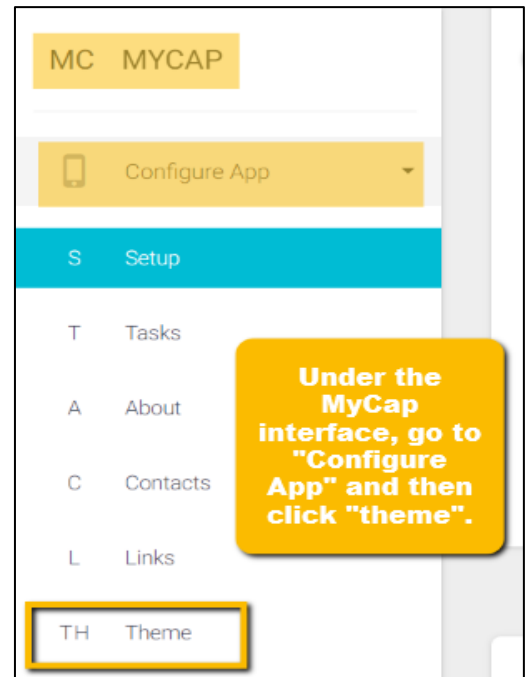
Once the app is downloaded, follow these steps to get the participants connected with your project.

- Create a participant record using one of the methods below:
 - Complete instrument 1
 - Add participants directly to MyCap
 - Import a list of participants into your REDCap project
- Generate and share the QR code with participants. *Note: if you have REDCap Alerts & Notifications set up to email participants the QR code, or display it after instrument 1 is completed, you will not need to complete the step.*
 - If you added participants directly in MyCap, the QR code is auto-generated. You can have participants scan the code from your screen or, if they are remote, take a screenshot and email it to participants.
 - If you added participants to REDCap, or imported them:
 - Go to the MyCap interface
 - From the menu on the left, click **Participants**.
 - Select the participant.
 - Press **Generate**.
 - You can have participants scan the code from your screen or, if they are remote, take a screenshot and email it to participants.
- For additional information, reference the ["MyCap QR Code Quick Guide"](#) here.

Using Additional MyCap Features

1. Theme- Choose your color preferences

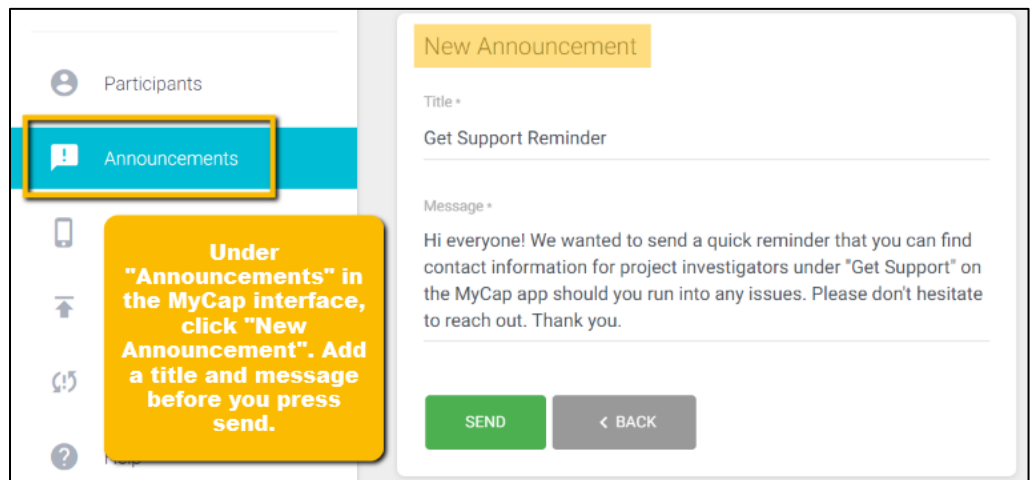
- ❑ Select the color theme that you would like to use for your project. *Note: themes are only currently displayed on iOS devices. Android defaults to the blue scheme.*
- ❑ For additional information, reference the ["How to Customize MyCap for Your Project"](#) Quick Guide.



2. Announcements - Send a message to all participants

- ❑ Click **New** under Announcements.
- ❑ Customize the title and body of the message.
- ❑ Press **send**. This will go to all participants in your project.

Note: All announcements appear as an app notification on participants' phones titled "You have a secure message waiting" to ensure all information is secure and private.



3. Messages – Send individual messages to participants

- ❑ Go to **Participants** under the MyCap interface, click on the participant you want to message, and enter the body of the message.
- ❑ Participants will be notified in the "Message Center" of the app. They also have the ability to respond there.

v9/30/2021

Note: for now, project owners will not be notified if participants send you a message. You will need to go to the MyCap app and click on the participant with whom you are expecting a message.

First	Last	Install Date	Baseline Date	Actions
Emily	Serdoz	2021-02-12	2021-01-01	[Icon] [Icon]
Newbie	Suebie		2021-04-01	[Icon] [Icon]
Boris	Welcome		2021-04-02	[Icon] [Icon]
Jonathan	Swafford	2021-04-06		[Icon] [Icon]
Andre	Kloss		2021-05-06	[Icon] [Icon]
Katrina	Petrov			[Icon] [Icon]

Publishing Changes to MyCap and Project Instruments/Tasks

Project teams should “publish” any changes made to REDCap instruments and after making changes to the MyCap Configure App section. Changes made to your project’s instruments in REDCap or in the MyCap interface will not show up in MyCap until they have been published. This allows researchers to make modifications in their project without impacting participants immediately. Once a researcher has made all intended changes, they can publish the changes for participants. MyCap versioning is automatic, and you will see the version referenced on which a participant completed an instrument in the REDCap exports.

Go to “Publish” under “Configure App” in the MyCap interface. You will see a green button on the right that says, “Publish New Version”.

↑ Publish

🔄 Synchronization Issues