Scheduling Tasks in MyCap

MyCap tasks can be configured with their own custom appearance and schedule.

Configure Tasks: Using the Baseline Date

By default, MyCap tasks are scheduled based on participant's install date. However, check out this Quick Guide if any tasks should recur based on a "baseline date" (e.g., date of discharge, surgery date). The baseline date is turned on under Configure App > Setup, and if enabled, each task in your project can be configured to schedule based on the participant's install or baseline date.

Configure Tasks: Appearance and Availability

The first step in configuring a MyCap task is to determine how the task appears on participants' app and how it can be completed (e.g., retrospectively, save & return later). This information must be entered and saved before you can set up the task's schedule.

1. Go to **Configure App** in the left-hand menu of the MyCap interface.
2. Click on **Tasks** and click on the task (i.e., **REDCap Instrument** or Active Task) that you want to configure from the list.
3. Turn the toggle on for "**Collect data for this REDCap instrument**".
4. Enter a **Title** for the task as it should appear to participants. The REDCap Instrument or Active Task title appears at the top and can be copied as the task's title or it can be customized to be more participant-friendly.

5. Indicate the **Format** you prefer to display questions:
   a. *Questionnaire* – Participants will see <u>one question</u> per screen.
   b. *Form* – Participants will see <u>all questions</u> on a single screen. **Note**: **branching logic is not supported in the form format at this time.**

6. Choose the preferred **Card Display** to let participants know how much of the task is compelte:
    -   *Percent Complete* – Displays task progress using a circular progress indicator and is most frequently used.
    -   *Chart* – Displays task results in a chart view for tasks that have an integer and date field.
7. Choose any additonal desired **Options**.
    -   **Allow retroactive completion**? – Participants can complete tasks after the date it was scheduled.
    -   **Allow save and complete later**? – Participants can complete part of the task and return to finish later.
    -   **Include instruction step**? – Participants will see an instruction step before the task begins.
    -   **Include completion step**? – Participants will see a completion step after the task is completed.
8. Press **Save**.

Configure Tasks: Setting Schedules

The second step in configuring a MyCap task for participants is to determine when and how often the task appears for participants. After saving the appearance settings, complete the "Schedule" section:
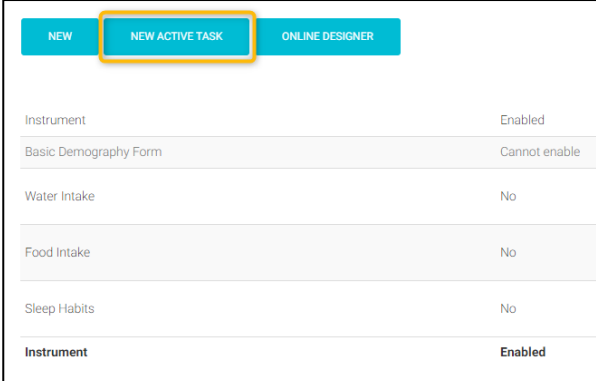
1. Indicate whether the task should appear **relative to** the:
    -   *Install Date* – Task should be scheduled relative to the date the participant scanned the QR code.
    -   *Baseline Date* – Task should be scheduled relative to the participant's baseline date.
2. Indicate when the task is scheduled by selecting one of the **type** options.
    -   **One Time** – Participants can complete a task only once. The task will always appear on "today's" list of tasks until the task is completed. **Note: Because this task does not have a specific date for completion, a notification that the task is "due" is not generated.**
    -   **Infinite** – Participants can complete the task multiple times per day. **Note: Similar to one-time tasks, infinite tasks do not have automated notifications that a task is due.**
    -   **Repeating** – Partcipants can complete these tasks either daily, weekly, or monthly.
        -   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** – Participants complete the task on specified days (e.g., a fixed schedule of "30, 60" relative to the install date would be completed 30 and 60 days after the install date).
3. To **Delay** the onset of a task, enter the number of days to delay the task's start). Otherwise, enter 0.
4. Indicate when a recurring task should **End**.

Setting up Active Tasks for a Project

Active tasks are designed to measure sensory information. Amongst many other capabilities, active tasks can measure a participant's range of motion, spatial memory, reaction time, speech recognition abilities, and tapping speed.

To set up an Active Task (view all here), from the **Task** page:

1. Select **New Active Task**. **Note: not all Active Tasks are available in iOS and Android. Refer to the device icons to determine on which operating systems the task can be enabled.**
2. Under "Actions", select **+** to add a desired Active Task.
3. A new REDCap instrument with all fields necessary to capture data will be created. Name the new instrument and select **Yes, Create!**
4. From the task list, click on the Active Task to configure the appearance and schedule.

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.

1. Go to the left-hand menu in the MyCap interface and hit **Publish**.
2. Click **Publish New Version** when prompted on the next screen.
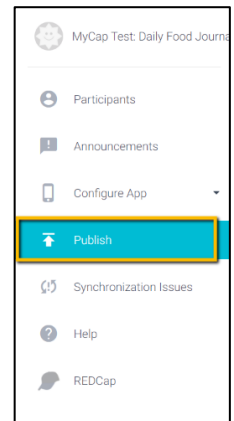
Note: MyCap versioning is automatic. When participants completed an instrument, the MyCap version is logged and can be viewed in the REDCap exports.

Frequently Asked Questions:

1. **When do push notifications go out and can I change task schedules?** MyCap sends in-app notifications when tasks are due (note: notifications are not sent for one-time or infinite tasks). Any day that a task(s) is due, participants receive a notification at 8AM in their time zone with the message "You have an activity to complete today."
2. **Can I customize the schedule for notifications or send reminders?** No. MyCap currently sends notifications for tasks that are due at 8 AM.
3. **What do participants see on their app when a task is due?** Participants will see any task(s) due for the day on the landing screen upon opening their app. See screenshot.
4. **Can participants complete data that was due before their install date?** Yes, if the task is configured to allow 'retrospective data entry'. Participants will not have a list of 'overdue' tasks, but they can scroll back to previously scheduled dates.
5. **Can I use multiple baseline dates?** No, not in a single project. If tasks need to be based on multiple baseline dates, not just a single baseline date or the install date, you could create separate MyCap projects for each trigger date. For example, you could have one project to capture tasks that are to occur while a participant is in the hospital after a surgery (baseline = surgery date), and another project to capture data from tasks based on the participant's discharge from the hospital (baseline = discharge date). Participants can join both projects at the same time to simplify set up.
6. **Can MyCap notify participants about a one-time task until it is completed?** No. Because one-time tasks do not have a set schedule, there is no way to trigger a notification that a task is due "today". Alternatively, you can set a task to repeat for 3 days, for example, and participants will be notified each day for three days; however, there is no way to turn off the notification if the participant completes the task on Day 1. They will still get a reminder on Days 2 and 3.
7. **Can I schedule a task to occur for a certain number of days and then stop?** Yes. Select a Repeating schedule; select when it should repeat; and then enter when the task should End. daily schedule is an example of a task that is Notifications are sent each day the task is due and cease after the task is scheduled to end**.**