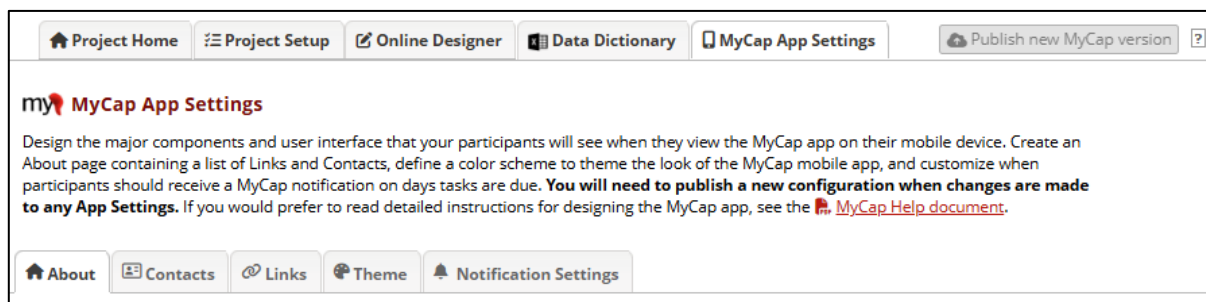




How to Customize MyCap for Your Project

The **MyCap App Settings** section allows users to create custom pages within the App to display project descriptions and important information as About pages; add project Contacts; insert hyperlinks to project-related resources or information; and select a color theme for the project.

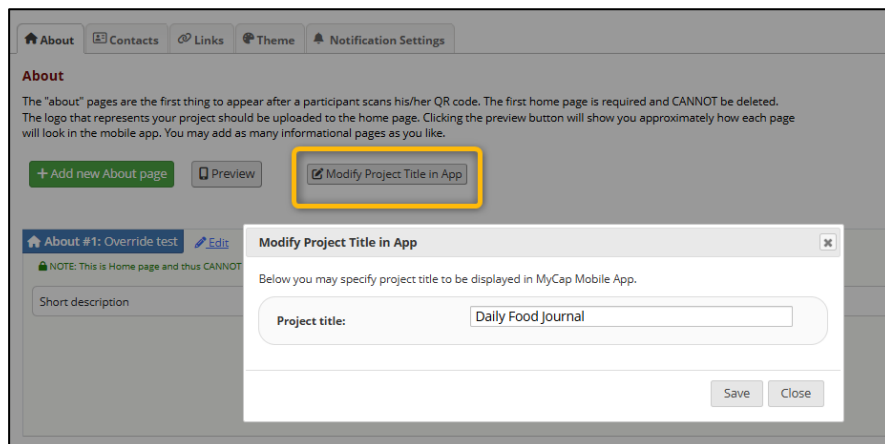


Customizing About Pages for Your Project

As a quick reference for participants, add custom “About” pages describing the project. At least one About page is required, as the landing page when participants join a project. Multiple pages can be created to display to participants and include images or logos.

1. From the Online Designer, navigate to **App Design**
2. screen and click **About**.
3. Click + Add New About. Enter a project-specific and page content/short description to display for participants.
4. Select a System image or upload a Custom image. The image should be in PNG format. Ideal size is 1024x1024.
5. Click save.
6. You can add additional About pages by clicking + Add New About.
7. Use Preview to view how the About pages will look on a participant’s phone.

Note: The project title can also be modified from this screen. Changing the project title here will only affect how it appears to participants in MyCap.



Including Contacts for Users

Specify project contacts and contact information that will appear if participants click the “Project” from within their MyCap App. Multiple contacts can be listed, as well as descriptions of when to reach out to specific contacts (e.g., IT help, education questions, study questions, appointments). It is recommended that projects have at least one contact.

From the Online Designer, navigate to the

1. **App Settings** screen and click **Contacts**.
2. Click **+Create New Contact** and add all appropriate information.

Create New Contact

You may define the contacts for MyCap mobile app below. After clicking the Save button at the bottom, your contact will be saved and after clicking "Publish", it will immediately become visible in App. You may modify or remove an existing contact at any time.

Title:

Name:

Phone:

Email:

URL of website:

Additional Info:

Save Cancel

Including Links to General Resources for Users

Projects can include custom URLs to be displayed in the MyCap App for all participants. For example, projects can share links to resources, study websites, and/or custom webpages displaying participant results. Participants access these materials via the “Project” tab in the MyCap App's navigation menu at the bottom of the phone screen.

1. From the Online Designer, navigate to the **App Settings** screen and click **Links**.
2. Click **Create New Link**. Add a name and URL for the resource.
3. Select an **Icon** to associate with the resource.

Create New Link

You may define the links for MyCap mobile app below. After clicking the Save button at the bottom, your link will be saved and after clicking "Publish", it will immediately become visible in App. You may modify or remove an existing link at any time.

STEP 1: Enter Link Information

Link Name:

Link URL:

Optional Settings:

☐ **Append Project Code?**
Should "&projectCode={P-EXAMPLEPROJECTCODE}" be appended to the URL? You may want to append the project code if you are building a custom website to display results for multiple projects using MyCap.

☐ **Append Participant Code?**
Should "&participantCode={U-EXAMPLEPARTICIPANTCODE}" be appended to the URL? You may want to append the participant code if you are building a custom website to display information specific to a participant.

STEP 2: Select Icon

Link Icon:

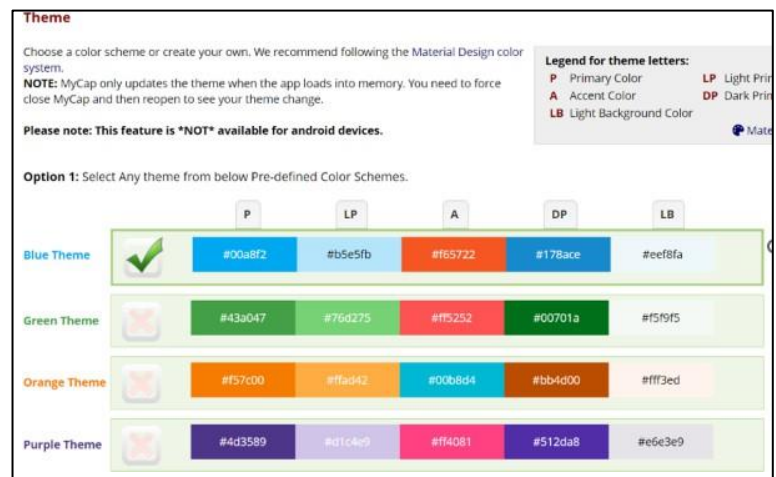
Accessibility Assessment Assignment Bookmark Bubble Chart Dashboard Date Range Donut Large

Note: you can now choose to append the project or participant code with your resources. You may want to append the project code if you are building a custom website to display results for multiple projects using MyCap.

Choosing a Custom Theme

Select a color theme for your project.

1. From the REDCap interface, navigate to the Online Designer and click **App Settings**.
2. Click **Theme**.
3. Select a preset **Color Scheme** that you would like to use for your project OR create your own custom theme by entering the hexadecimal (HEX) number for the colors.
4. Click **Publish new MyCap version** when you are done designing your theme.



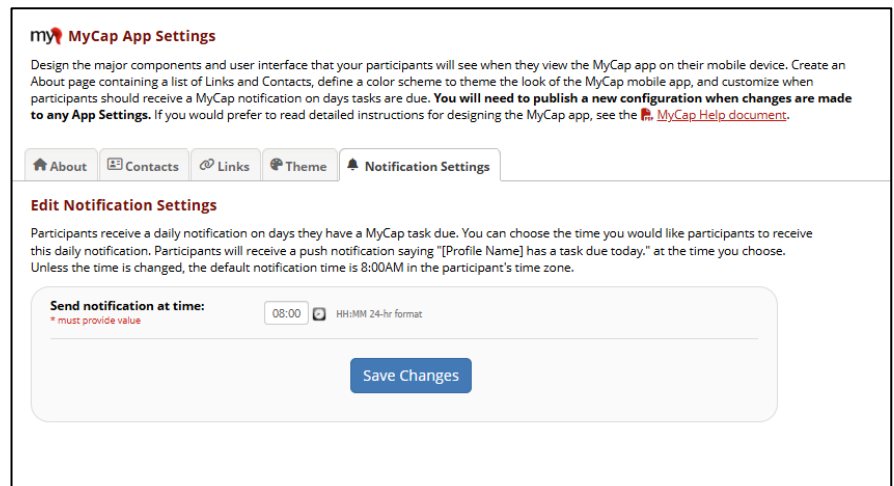
Tips:

- P: Primary; LP: Light Primary; A: Accent; DP: Dark Primary; LB: Light Background
- Create your own, complementary color theme using this website: <https://www.sessions.edu/color-calculator/>

Choose a Custom Notification Time

Participants receive a daily notification on days they have a MyCap task due. You can choose the time you would like participants to receive this daily notification. Participants will receive a push notification saying "[Profile Name] has a task due today." at the time you choose. Unless the time is changed, the default notification time is 8:00AM in the participant's time zone.

1. From the REDCap interface, navigate to the Online Designer and click **App Settings**.
2. Click **Notification Settings**.
3. Input what time you would like participants to receive notifications.
4. Click **Save Changes**.



Publishing Changes to MyCap

Project teams need to “publish” any changes made to the MyCap App Settings.

To publish changes:

- 1) Go to the Online Designer or the MyCap App Design screen.
- 2) Click Publish new MyCap version.

Note: The version on which a participant completed an instrument is included in REDCap exports.

⚠ MyCap app configuration is out of date. Consider publishing a new version.

[Project Home](#) [Project Setup](#) [Online Designer](#) [Data Dictionary](#) [Codebook](#) [Publish new MyCap version](#) [?](#) Current version: Version 37

[VIDEO: How to use this page](#) [Create snapshot of instruments](#) Last snapshot: never [?](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser.
NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

- [+ Create](#) a new instrument from scratch
- [Import](#) a new instrument from the official [REDCap Instrument Library](#)
- [Upload](#) instrument ZIP file from another project/user or [external libraries](#)
- [+ Import Active Task](#) for MyCap from a library of Active Tasks

Form options:

[PDF Snapshots](#)
[Form Display Logic](#)
[PDF \(all instruments\)](#)
[Descriptive Popups](#)

Survey options:

[e-Consent](#) [Survey Queue](#) [Auto Invitation options](#)
[Survey Login](#) [Survey Notifications](#)

MyCap Options:

[App Settings](#) [View Task Details \(all\)](#) [Additional settings](#)

Instrument name	Fields	PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Form 1	5				Choose action	Survey settings + Automated Invitations
Phone Screening	23		Enable	Enable	Choose action	