Configuring Tasks & Scheduling in MyCap

After creating a project's instruments from the **Online Designer** and enabling MyCap for the project, any project instrument can be enabled as a MyCap Task from the **Online Designer** (exceptions to this include a project's first instrument or an instrument capturing the field selected as the baseline date). MyCap Tasks can be configured to have a unique schedule, occurring and ending as needed for the project.

By default, MyCap Tasks are scheduled based on participant's install date. However, check out the Using MyCap's Baseline Setting 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 **Online Designer** > **Baseline Date Settings**, and if enabled, each Task in your project can be scheduled based on the participant's install or baseline date.

MyCap Task Appearance and Availability

The first step in configuring a MyCap Task is to determine how it will appear on participants' MyCap App and how it can be completed (e.g., retrospectively, save & return later).

1. From the Online Designer, for each instrument you would like participants to complete in MyCap, click **Enable** in the **Enabled as MyCap Task** column.
2. Enter a **Title** for the task as it should appear to participants.
3. 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.**

4. Choose the preferred **Card Display** to let participants know how much of the task is complete:
   - *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.
5. Choose any additional 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.

MyCap Task Schedules

The second step in configuring a MyCap Task for participants is to determine when and how often the task appears for participants. After completing 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: Like one-time tasks, infinite tasks do not have automated notifications that a task is due.**
   - **Repeating –** Participants 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**.

Adding Active Tasks to a Project

Active tasks are designed to measure sensory information from participants. 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 Online Designer:
1. Select, "**Import Active Task**".
2. Under "Action", select **+Add** to add a desired Active Task.

3. Name the new instrument and select **Import Active Task.**
4. Configure the appearance and schedule, and press **Save**.

Publishing Changes to MyCap Tasks & Schedules

Once the initial MyCap Tasks settings have been finalized, users MUST press **Publish new MyCap version** to assess the settings and before participants are able to see Tasks. User should press **Publish new MyCap version** after making any changes to MyCap task schedules or MyCap App Settings. The Publish button will appear green if there are any changes made that need to be published. Once an updated version is published, participants automatically see the updated configuration when they open their App. Changes made to instruments enabled as MyCap Tasks (e.g., new questions, deleted questions, new response options) will automatically appear in the app.


To publish task settings:
1. Go to the Online Designer OR the MyCap App Design screen.
2. Click **Publish new MyCap version**.

Note: MyCap versioning is automatic. When participants complete a Task, 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 the time you choose with the message "[Profile Name] has a task due today."
2. **Can I customize the schedule for notifications or send reminders?** Yes, you can customize the timing of the daily notification sent to participants from **Online Designer > App Settings > Notification Settings.** Unless the time is changed, the default notification time is 8 AM in the participant's time zone.
3. **What do participants see on their app when a task is due?** Participants will see any task(s) due for the day in the "Due Today" tab on the 'Activities' screen in the 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 see a list of 'overdue' tasks under the "Overdue" tab in the app.
5. **Can I use multiple baseline dates?** No, not in a single project. If tasks need to be based on multiple baseline dates, (rather than 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 surgery (baseline = surgery date), and another project to capture data from tasks based on the participant's discharge date (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.
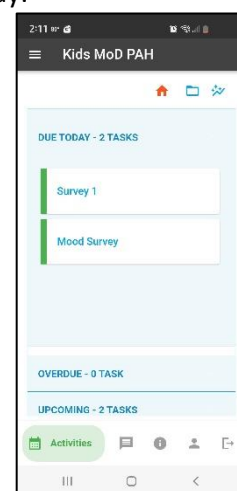
7. **Can I schedule a task to occur for a certain number of days and then stop?** Yes. Select a Repeating schedule; select when it should repeat; and then enter when the task should End. Daily schedule is an example of a task that is Notifications are sent each day the task is due and cease after the task is scheduled to end.