



Getting Started Quick Guide: Using MyCap on Longitudinally- enabled REDCap Projects

REDCap v14.3.0 or greater

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Complete all steps in each section to ensure comprehensive and successful setup of your project. We recommend completing these steps in the order shown below.

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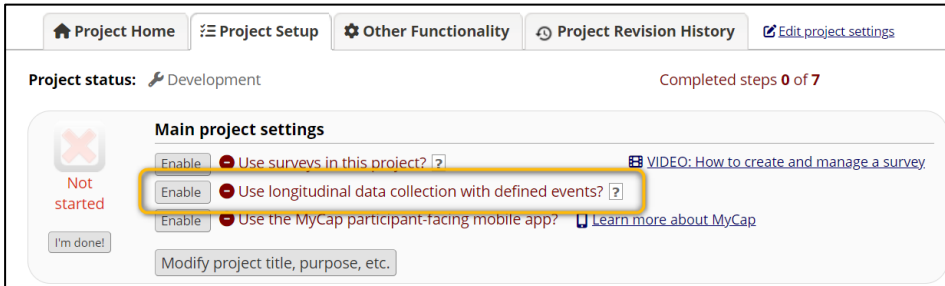
SECTION 1

Preparing Your REDCap Project for Using MyCap

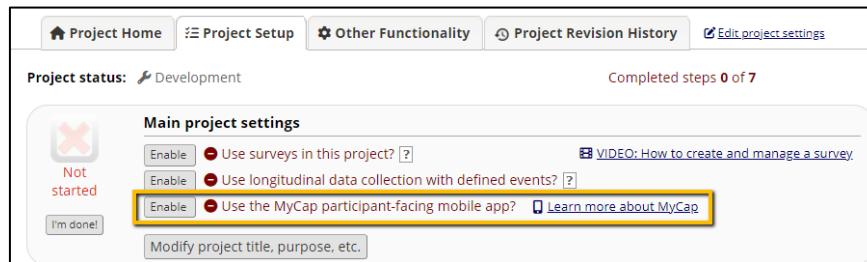
STEP A ENABLE PROJECT SETTINGS

From the **Project Setup** page under **Main project settings**, MyCap can be enabled on an existing project or a newly created project.

Press **Enable** next to “Use longitudinal data collection with defined events”.



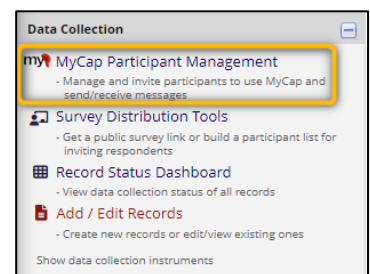
Press **Enable** next to “Use the MyCap Participant-facing Mobile App?”.



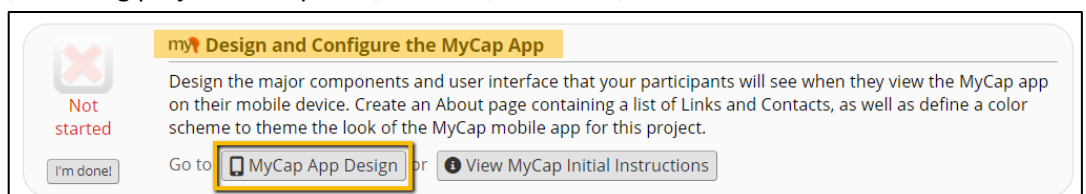
After enabling MyCap, two new fields will be added to the first instrument on your project to capture 1) the date a participant joins your project (field annotation @MC-PARTICIPANT-JOINDATE) and 2) the MyCap Participant Code (field annotation @MC-PARTICIPANT-CODE), which is how MyCap syncs data submitted via the app to the participant’s REDCap record. These fields can be leveraged in reports and exported from REDCap. **PLEASE DO NOT DELETE OR EDIT THESE FIELDS.**

Additionally, after enabling MyCap, two new MyCap sections are available in REDCap that are described in detail later in this guide.

- **MyCap Participant Management** will appear in the REDCap menu under **Data Collection**. Use this page to manage participant access to your project and bi-directional communications with participants.



- **Design and Configure the MyCap App** is a new step in the Project Setup checklist. It contains a link to the **MyCap App Design** page where you can design pages of your app, including project descriptions, contacts, resources, and the color theme.



STEP B

DESIGNING INSTRUMENTS: A FEW TIPS

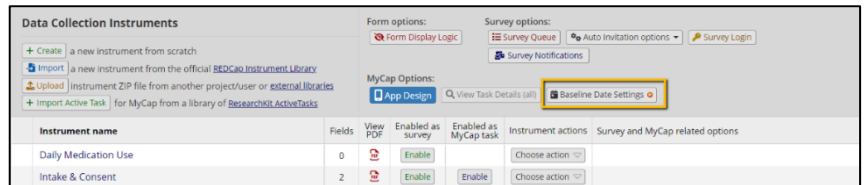
After enabling MyCap, create the instruments for the project. You can enable some of your instruments for MyCap and have others that are not completed by participants in MyCap. **Any REDCap instrument enabled for MyCap is called a MyCap Task.** Please note:

- **The first instrument in a project cannot be enabled for MyCap** because participants cannot join a project on MyCap unless they have a record in REDCap. The first instrument is where the participants record is created.
- Some REDCap features are NOT supported in MyCap including Calculated Fields, Piping, Matrix fields, Dynamic query (SQL) fields, and Signatures.
- Branching logic works WITHIN a single instrument, but not across instruments.
- Form display logic set up in REDCap does not impact what instruments are displayed in MyCap. If a task is enabled for MyCap, it will appear in the app for participants. If participants need to have different study activities and MyCap tasks, multiple arms can be created in the longitudinal project tasks designated for each arm.

STEP C

SET A BASELINE DATE (OPTIONAL)

By default, all MyCap Tasks are scheduled based on the date the participant joins your project on their MyCap App. This is known as the participant's **install date**. If you need to trigger some or all MyCap Tasks to be based on a participant-specific event or date, such as a surgery date, clinic visit, or discharge date, you can configure **Baseline Date Settings** from the **Online Designer**.



Click [here](#) to learn more about using a Baseline Date on your project.

To configure the baseline date settings:

- First, create a text field with date validation to represent your baseline date in an instrument that is not captured in MyCap (e.g., the first instrument).
- Use baseline date?** **Designate a Baseline Date Field**
Select an existing field from your instruments to be the baseline date for the project.

Note: The baseline date cannot be a field on an instrument that is enabled as a MyCap task.
- Next, click **Baseline Date Settings**.
- Check the box to indicate you will be using a baseline date.
- Select the baseline date field from the dropdown of available fields with date validation.
- Enter a title for the task as it should appear in MyCap.
- Enter a Yes/No question that will appear for participants (e.g., "Did you have surgery today?").
- Enter a question that prompts the user to insert the date of surgery if it was not "today".
- Indicate if you want to provide an instruction step before the participant completes the baseline date (e.g., "Do not complete the baseline until AFTER you have had your procedure.")

Enter a Task Title: e.g., Baseline Date, Discharge Date	<input type="text" value="Surgery Date"/>
Enter a Yes/No question about whether the baseline date was "TODAY": e.g., Were you discharged from the hospital today?	<input type="text" value="Did you have surgery today?"/>
Enter a question that asks for the desired date if the date was in the past: e.g., When were you discharged?	<input type="text" value="On what day was your surgery?"/>

STEP D DEFINE EVENTS AND SCHEDULES

Use the instructions provided in REDCap to define the events for your project. Note: The “Days Offset” column **will not** affect MyCap task schedules.

Define your events and designate instruments for them
Create events for re-using data collection instruments and/or set up scheduling.
Go to [Define My Events](#) or [Designate Instruments for My Events](#)

After defining events, follow the instructions provided in REDCap to designate instruments for your events. Instruments cannot be enabled for MyCap until they have been designated for an event.

Event # <small>(event number)</small>	Days Offset	Offset Range Min / Max	Event <small>(event name)</small>
1	0	-0/+0	Month 1
2	30	-0/+0	Month 2
3	60	-0/+0	Month 3
4	90	-0/+0	Month 4

Project Setup **Define My Events** Designate Instruments for My Events

Since you have defined multiple events on the [Define My Events](#) page, you may now select which data collection instruments that you wish to utilize for each event by using the table below. This allows you to enter data on any data collection form multiple times for any given project record. Any and all data collection instruments can thus be used for any event defined.

Click the [Begin Editing](#) button to change the relationships below by designating which forms you wish to utilize for which events. When you are finished making changes, click the [Save](#) button to finalize your changes.

Upload or download instrument mappings

Arm 1: Group 1 Arm 2: Group 2

Arm name: **Group 1**

Begin Editing Save

Data Collection Instrument	Visit 1 (1)	Visit 2 (2)	Visit 3 (3)

STEP E ENABLE INSTRUMENTS FOR MYCAP IN THE ONLINE DESIGNER

After creating your project’s instruments from the [Online Designer](#), select an instrument to **Enable** as a MyCap task.

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 ResearchKit ActiveTasks

Form options: Form Display Logic
Survey options: Survey Queue, Auto Invitation options, Survey Login
Survey Notifications

MyCap Options: App Design, View Task Details (all), Baseline Date Settings

Instrument name	Fields	View PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Intake & Consent	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose action	Survey settings + Automated Invitations
Daily Medication Use			<input type="checkbox"/>	<input type="checkbox"/>	Choose action	

Enable

After enabling an instrument to be a MyCap Task, a notice appears at the top of the MyCap Task Settings (below) noting that new, hidden fields will be added to the instrument to capture when tasks are scheduled, started, completed, and provide ‘supplemental data’ about the device used to complete the task. These fields are not visible to participants but can be pulled into REDCap reports and data exports.

NOTICE: MyCap requires 7 fields (with specific annotations) to be included on instruments enabled for MyCap. These fields capture details such as when tasks are scheduled, started, and completed, as well as stores supplemental data that can be helpful if errors occur while saving data from the app to the REDCap server. Note: These fields are hidden from participants.
This instrument is missing the fields with these annotations: @MC-TASK-UUID, @MC-TASK-STARTDATE, @MC-TASK-ENDDATE, @MC-TASK-SCHEDULEDATE, @MC-TASK-STATUS, @MC-TASK-SUPPLEMENTALDATA, @MC-TASK-SERIALIZEDRESULT

To complete the Task Setup

- Confirm or revise the **Title**, which can differ from the Instrument name.
- Select the **Format** for questions: *Questionnaire* (one question displayed per screen) or *Form* (all questions displayed on one screen).

- Indicate the **Card Display** format: *Percent complete* (percent of task complete) or *Chart* (values over time).

- Designate for which event(s) the task should be enabled.
- Consider **Optional Settings**:
 - Allow retroactive completion* (if participants can complete tasks after they are scheduled. While tasks cannot have an expiration date, the data export includes the date the task was scheduled and when it was completed, which allows you to discard data completed later than desired.)
 - Allow save and complete later* (helpful for long forms).
 - Include instruction step* (appears before instrument is presented).
 - Include completion step* (dialogue that appears after all questions have been completed).
- Set the Task Schedule:

- Indicate whether a task's schedule will be relative to the install date or baseline date (if enabled).
- One-time** tasks appear on the app until the participant completes them, but you can set a "number of days to delay" the task. *Note: one-time tasks send a reminder notification on the day the task is scheduled only.*
- Infinite** tasks can be completed multiple times per day with a delayed onset and/or specific stopping logic (end). *Note: because they do not have a specified schedule, infinite tasks do not send reminder notifications.*
- Repeating** daily, weekly, or monthly tasks can be set to begin with a delay and/or an end.
- Fixed** tasks can be set to occur on specified dates with or without a delayed onset.
- Indicate **Number of days to delay**. This will delay the task start date a set number of days after the install or baseline date.
- Indicate when to **End this repeating task**. Unless "Never" is selected, multiple conditions can be selected (e.g., end after a task is completed 1x or .

STEP F

MYCAP ACTIVE TASKS

Active Tasks are designed to utilize mobile device sensors, microphones, and/or speakers to capture data from participants. MyCap offers Active Tasks from **ResearchKit** ([read more](#)) and **Mobile Toolbox (MTB)*** ([read more](#)) – NOTE: MTB tasks available on REDCap v14.3.8 or greater) More information about these Active Tasks can be found on the Online Designer > **+Import Active Task**.

Active Tasks

Click one of the add buttons to create a predefined active task. All required REDCap fields are created automatically. **DO NOT MODIFY** the fields in the instrument using Online Designer.
Most active tasks are developed by 3rd party programmers and researchers. MyCap developers have added these active tasks but do not have expertise in the returned results. It is up to you to ensure you understand the returned results. MyCap developers will help as much as possible.

ResearchKit Mobile Toolbox

The Mobile Toolbox (MTB) is a research platform that includes a library of cognitive and other tests that can be administered remotely on a smartphone. The MTB's measures include smartphone versions of assessments from the NIH Toolbox, the International Cognitive Ability Resource, and the Patient Reported Outcomes Measurement Information System. The MTB also includes short versions of cognitive tests for research that uses burst design. The items listed below are the MTB tasks that are available for use in the MyCap mobile app. **Note:** Participants using an iOS device will need to be on iOS version 13+.

Mobile Toolbox Tasks	My (MyCap)	Action
Arranging Pictures		+ Add
Arrows		+ Add
FNAME Learning		+ Add
Fname Test		+ Add

To enable an Active Task on your project:

- Click **Import Active Task**, where you can also learn more about the available Active Tasks.
- To enable an active task, press **+Add** beside the task.

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 ResearchKit ActiveTasks

Form options: Form Display Logic
Survey options: Survey Queue, Auto Invitation options, Survey Login, Survey Notifications

MyCap Options: App Design, View Task Details (all), Baseline Date Settings

Instrument name	Fields	View PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Intake & Consent	3				Choose action	Survey settings + Automated Invitations
Daily Medication Use	1		Enable	Enable	Choose action	

- Next you will be asked to designate the active task for an event. Click **Designate Instruments for My Events**.
- After designating the active task for an event, you can return to the online designer to name the task and the task setup.

Task Setup is not accessible!

This instrument has not been designated for any events. Use the link below to include this instrument in an event(s), and then return to finalize the MyCap Task Settings in the Online Designer.

[Designate Instruments for My Events](#)

STEP G

PUBLISH YOUR MYCAP SETTINGS

Once you have finalized initial MyCap Tasks settings, you MUST press **Publish new MyCap version** in order to test your settings and for participants to see tasks. You will want to press **Publish new MyCap version** after making any change to instruments enabled as MyCap Tasks (e.g., new questions, deleted questions, new response options, new instruments/tasks) or task schedules.

Project Home Project Setup Online Designer Data Dictionary Codebook **Publish new MyCap version** Current version: Version 1

VIDEO: How to use this page Create snapshot of instruments Last snapshot: 10/31/2022 9:58am

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 ResearchKit ActiveTasks

Form options: Form Display Logic
Survey options: Survey Queue, Auto Invitation options, Survey Login, Survey Notifications

MyCap Options: App Design, View Task Details (all), Baseline Date Settings

Instrument name	Fields	View PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Demographics	31				Choose action	Survey settings + Automated Invitations

SECTION 2

MyCap App Design: About Pages, Contacts, Links, and App Themes

The MyCap App Design 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.

my MyCap App Design

Design the major components and user interface that your participants will see when they view the MyCap app on their mobile device. Create an About page containing a list of Links and Contacts, as well as define a color scheme to theme the look of the MyCap mobile app for this project.



STEP A ABOUT – CREATE INFORMATION SCREENS FOR PARTICIPANTS

The “About” page(s) serve as a quick reference about your project for participants. You can create multiple pages to display to participants. To create your “About” page:

- Click the “About” tab on the MyCap App Design screen.
- Click **Add New About Page**.
- Add a **Title** (e.g., study name) that will appear when participants join your project.
- Include a brief description under **Page Content**.
- Add a **Custom Image** or use the system defaults.
- Press **Save**.

STEP B CONTACTS – CENTRALIZE STUDY CONTACT INFORMATION

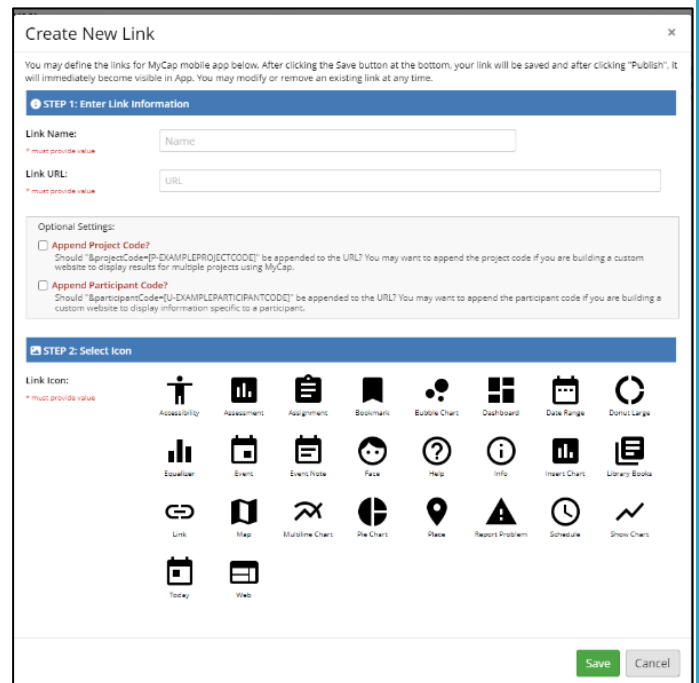
Specify project contacts to appear under the project’s About menu for participants.

- Click the **Contacts** tab on the MyCap App Design screen.
- Click **Create New Contact**.
- Add a title for the contact (Study Lead, IT, etc.) and the respective name, phone, email, website, and/or additional information.
- Press **Save**.

STEP C LINKS – SHARE CUSTOM URLS WITH PARTICIPANTS

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. To add links for all participants:

- Click the **Links** tab on the MyCap App Design screen.
- Click **Create New Link**.
- Give the link a **name** and add the **URL**.
- Select **optional settings**, as needed.
- Choose a **Link Icon**.
- Press **Save**.



The screenshot shows the 'Create New Link' form with the following sections:

- STEP 1: Enter Link Information**
 - Link Name:
 - Link URL:
 - Optional Settings:
 - Append Project Code?** Should “{projectId=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:
 - A grid of 24 icons including Accessibility, Assessment, Assignment, Bookmark, Bubble Chart, Dashboard, Date Range, Donut Chart, Equalizer, Events, Events Note, Face, Help, Info, Insert Chart, Library Books, Link, Map, Multiline Chart, Pie Chart, Place, Report Problem, Schedule, and Show Chart.
- Buttons: **Save** and **Cancel**

STEP D

THEME – CHOOSE YOUR COLOR PREFERENCES

- Select the color theme that you would like to use for your project.
- For additional information, reference the [Customize MyCap for Your Project Quick Guide](#).

The screenshot shows the 'my MyCap App Design' interface. At the top, there are navigation tabs for 'About', 'Contacts', 'Links', and 'Theme'. The 'Theme' tab is selected. Below the tabs, there is a 'Theme' section with instructions: 'Choose a color scheme or create your own. We recommend following the Material Design color system. NOTE: MyCap only updates the theme when the app loads into memory. You need to force close MyCap and then reopen to see your theme change. Additionally, this feature is not available on Android devices.' A legend for theme letters is provided: P (Primary Color), A (Accent Color), LB (Light Background Color), LP (Light Primary Color), and DP (Dark Primary Color). Below the legend, there are four predefined color schemes: Blue Theme, Green Theme, Orange Theme, and Purple Theme. Each theme is represented by a row of five color swatches with their corresponding hex codes. The Blue Theme is selected, indicated by a green checkmark.

SECTION 3

MyCap Participant Management: MyCap Participant List, Messages, and App Sync Issues

MyCap Participant Management is used to manage and invite participants to use MyCap; manage bi-directional communications with participants and troubleshoot synchronization issues.

The screenshot shows the 'my MyCap Participant Management' interface. It features three main navigation buttons: 'Participants', 'Messages', and 'App Sync Issues'. The 'Participants' button is highlighted with a red border.

STEP A

CUSTOMIZE THE MYCAP PARTICIPANT LIST

From Data Collection>MyCap Participant Management, you can customize the MyCap Participant List by Enabling a **Custom Participant Label** and setting **Participant Display Logic**.

The screenshot shows the 'MyCap Participant List' configuration interface. At the top, there are navigation tabs for 'Participants', 'Messages', 'App Sync Issues', and 'Help'. The 'Participants' tab is selected. Below the tabs, there is a text block explaining the participant list and its customization options. Below the text, there are several configuration options: 'MyCap Participant List (in ascending order by record)', 'Invite Participants' button, 'Install Date Begin time' and 'Install Date End time' fields, 'Display' dropdowns for 'All participants' and 'All records', 'Apply filters' and 'Reset' buttons, and a 'Participant Display Logic' button. At the bottom, there is a table with columns for 'Custom Participant Label', 'Record', 'Install Date', 'Baseline Date', 'Invite Participant', and 'Action'. The 'Custom Participant Label' column has an 'Enable' button highlighted with a red box.

By default, the MyCap Participants List will display all records in your project.

- To Enable a **Custom Participant Label** for the records, select any text field in your project from the drop down (e.g., First Name, Last Name, Medical Record Number, Study ID) or pipe other fields or a combination of fields and click save.
- To set **Participant Display Logic** to only display specific records (e.g., if not all participants are using MyCap), use the logic editor provide to indicate the records that should appear in the MyCap Participant List.

STEP B

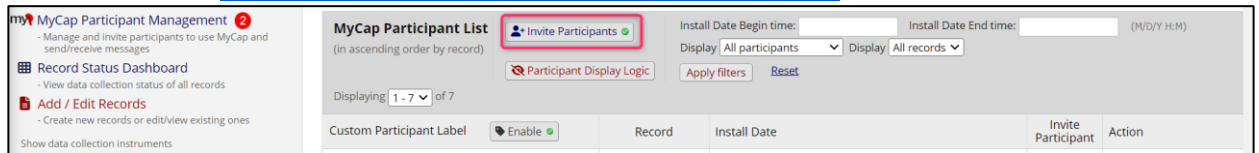
INVITE PARTICIPANTS TO JOIN YOUR MYCAP PROJECT

Participants can join projects by scanning a QR code or clicking on a hyperlink (dynamic link).

- When sending hyperlinks to participants, they can click the link from the mobile device and are then directed to download the app and then join your project.
- When sending QR codes, participants have to first download the MyCap App to their device and then scan the QR code with their device (i.e., it must be displayed on another device or printed).

MyCap provides pre-formatted instructions with the participant's unique QR code/hyperlink that can be automatically displayed or distributed to the participant after their record is saved. These instructions can be inserted into (1) **Online Designer > Survey Settings > Survey Completion Text** or (2) into REDCap **Alerts & Notifications** that send emails to participants.

- From the Participant List in the MyCap Participant Management screen, click **Invite Participant**.
- Choose which invitation format you prefer (QR Code, Hyperlink, or both) and press **Copy to Clipboard**.
- Check out our [“How Participants Join MyCap Projects Quick Guide”](#) for more detailed info.



STEP C

SET PARTICIPANT DISPLAY LOGIC (OPTIONAL)

By default, all records are displayed in the MyCap Participant List; however, you can use conditional logic to limit what records are displayed (e.g., if all participants/records in a project are not using MyCap):

- Click the “Participants” tab on the MyCap Participant Management screen.
- Click **Participant Display Logic**.
- Enter the conditional logic or leave it blank if all records are using MyCap.

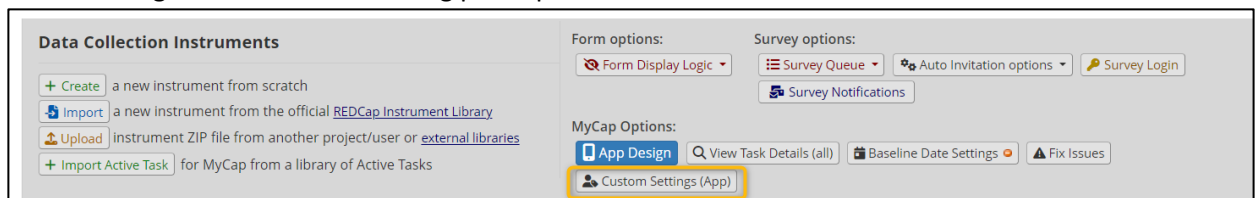
SECTION 4

Getting MyCap Set Up for Participants

STEP A

TEST THE PROJECT THOROUGHLY

- Task Appearance and Behavior:** Ensure all MyCap Tasks and information pages (About, Contacts, Links) display and behave as desired (e.g., branching logic, appearance of questions). Note: **we recommend initially setting all schedules to infinite so the Task's display and behavior (e.g., Active Task functionality, branching logic, slider response options) can be tested and reviewed before inviting participants to join the project.**
- Tasks Schedules:** After each Task has been thoroughly reviewed, set the schedule as it should be completed and publish an updated version. Tasks that are due on the date you open the app will be visible when viewing the Activities. Upcoming tasks are also displayed. Note: for longitudinal projects, you can include the event label or ID to help confirm the tasks are scheduled correctly. The event ID and label are listed on the **Define My Events** tab in REDCap, and you can indicate you wish to add the event label or ID from the Online Designer > **Custom Settings (App)**. We recommend removing this label before adding participants.



- Multiple Devices and Operating Systems:** We recommend testing on iOS and Android devices.

- Publishing a Final Version after Testing: After finalizing testing, remember to publish an updated version to capture any changes made to the project’s MyCap settings. Changes can of course be made at any time and immediately released by publishing an updated version. Participants’ apps will load the new changes the next time they open the app.
- Setting Project User Rights for MyCap: Tailor project’s user rights as needed under **User Rights** (left-hand menu under Applications). Any user with Project Design and Setup rights can add or modify MyCap Tasks and schedules. Any user with MyCap Participant Management rights can invite participants to join the project and message participants.
- Moving the Project to Production: Move the project to Production before you begin data collection.

STEP B HELP PARTICIPANTS JOIN YOUR PROJECT

- Each participant will download the MyCap App to their mobile device from the Apple or Google Play store. **Participants should only use one device.** If participants join your project on multiple devices, tasks completed on one device will not appear as completed on the other.
- Once the app is downloaded, participants join your project using the QR code or hyperlink provided.
- Upon joining your project, participants’ notifications are turned on by default, but they are allowed to turn off notifications. This would include task, message, and announcement notifications.

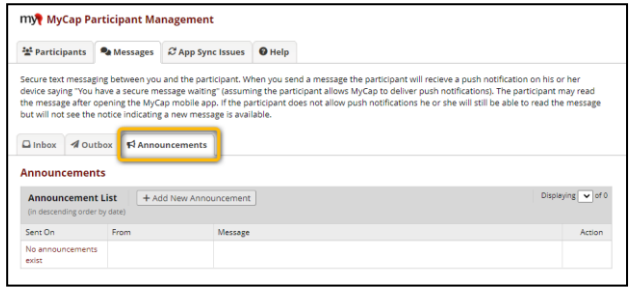
Android Notes:

- Some Android devices do not ‘wake’ participants’ phones when notifications are received. The notification will be visible when the participant opens their device, but a noise may not sound and a the phone may not light up.
- Regularly updates, bug fixes, and new features are released to for the MyCap App. The MyCap App will automatically update for participants using an iOS device. However, Android does not allow automatic updates for MyCap. You might consider making an announcement to participants occasionally to ensure they have the most up-to-date app.

SECTION 5 Using Additional MyCap Features

ANNOUNCEMENTS – TO ALL PARTICIPANTS

- Click the “Messages” tab on the MyCap Participant Management screen.
- Click the “Announcements” tab.
- Click **Add New Announcement**.
- Customize the body of the message.
- Press **Save**.



MESSAGES – SEND INDIVIDUAL MESSAGES TO PARTICIPANTS

- ❑ From the Participants List, locate the participant and click the “Message” icon under the **Action**.
- ❑ Compose your message and click **Send Message** or clicking the icon under **View/Respond** to reply to messages.

MyCap Participant Management

Participants Messages App Sync Issues Help

The MyCap Participant List allows you to invite, manage, and message participants that are using MyCap in this project. Participants will appear in this list once a record has been created in the project. Each participant may be sent a unique hyperlink or QR code to join the project. If you wish, you can limit the records that appear in the participant list by using the “Participant Display Logic” option. You may also set a Custom Participant Label to display a more recognizable identifier for each participant.

Install Date: The date a participant scanned the QR code to load your project.
Baseline Date: Some projects schedule tasks relative to a Baseline date. For example, the baseline date in a physical therapy project might indicate the date the participant began physical therapy. See **Online Designer > Baseline Date Settings**. From there you may turn baseline date settings **on/off** if you wish to trigger task schedules based on a specific event (e.g., discharge date, clinic visit).

MyCap Participant List
 (In ascending order by record)

Participant Display Logic: [X] Install Date Begin time: [] Install Date End time: [] (M/D/Y H:MM)
 Display: All participants | Display all records | Apply filters | Reset

Displaying 1-2 of 2

Custom Participant Label	Record	Install Date	Baseline Date	Invite Participant	Action
Emily	1	-	-	[Icon]	Messages Delete
VICTR iPad	2	-	-	[Icon]	Messages Delete

oh hi! good to know!

3 WEEKS AGO 2022-08-30 08:54:04

Action Needed?

did you get my message?

3 WEEKS AGO 2022-08-30 08:55:13

Action Needed?

- ❑ Toggle off **Action Needed?** to remove from the message count. If one REDCap project user toggles off **Action Needed?** it is off for all project users.

Notes:

1. For now, project owners are not notified if participants send a message via MyCap.
2. Members of a data access group can only review and send message and announcements to records within their DAG. When a message is sent, participants will receive a notification that says, “You have received a secure message”. Participants can click on the notification to open MyCap. Next, they click on “Messages” to view the message.

MyCap Participant Management

Participants Messages App Sync Issues Help

Secure text messaging between you and the participant. When you send a message the participant will receive a push notification on his or her device saying “You have a secure message waiting” (assuming the participant allows MyCap to deliver push notifications). The participant may read the message after opening the MyCap mobile app. If the participant does not allow push notifications he or she will still be able to read the message but will not see the notice indicating a new message is available.

Inbox 0 Outbox 1 Announcements

Inbox

Inbox Messages Received On Begin time: [] Received On End time: [] (M/D/Y H:MM)
 From: All participants | Apply filters | Reset

Displaying 1-1 of 1

Received On	From	Message	Action Needed?	View/Respond
11/03/2022 9:32am	Emily	Good to know. Thank you!	Yes	[Icon]

SECTION 6

Publishing Changes to the MyCap Configuration and Project Instruments/Tasks

Project teams should “publish” any changes made to REDCap instruments and after making changes to the MyCap Mobile App settings.

To publish changes:

- ❑ Go to the **Online Designer** OR the **MyCap App Design** screen.
- ❑ Click **Publish new MyCap version**.

Project Home Project Setup Online Designer Data Dictionary Codebook **Publish new MyCap version** Current version: Version 1

VIDEO: How to use this page Create snapshot of instruments Last snapshot: 10/31/2022 9:58am

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 ResearchKit ActiveTasks

Form options: Form Display Logic
Survey options: Survey Queue Auto Invitation options Survey Login Survey Notifications

MyCap Options: App Design View Task Details (all) Baseline Date Settings

Instrument name	Fields	View PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Demographics	31	[Icon]	[Green Check]	[Green Check]	Choose action	Survey settings Automated Invitations

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