

Getting Started Quick Guide: Using MyCap on Longitudinallyenabled REDCap Projects REDCap v14.3.0 or greater

Table of Contents

Complete all steps in each section to ensure comprehensive and successful setup of your project. We recommend co steps in the order shown below.	ompleting these
Preparing Your REDCap Project for Using MyCap	3
ENABLE PROJECT SETTINGS	
DESIGNING INSTRUMENTS: A FEW TIPS	4
SET A BASELINE DATE (OPTIONAL)	4
SET FORM COMPLETION STATUS	5
APPEND EVENT ID OR LABEL TO TASK NAME (FOR SCHEDULE TESTING ONLY)	5
DEFINE EVENTS AND SCHEDLUES	5
ENABLE INSTRUMENTS FOR MYCAP IN THE ONLINE DESIGNER	6
MYCAP ACTIVE TASKS	8
PUBLISH YOUR MYCAP SETTINGS	8
	8
MyCap App Settings: About Pages, Contacts, Links, App Themes, and Notification Settings	9
ABOUT – CREATE INFORMATION SCREENS FOR PARTICIPANTS	9
CONTACTS – CENTRALIZE STUDY CONTACT INFORMATION	9
LINKS – SHARE CUSTOM URLs WITH PARTICIPANTS	9
THEME – CHOOSE YOUR COLOR PREFERENCES	10
NOTIFICATIONS SETTINGS – Choose a Custom Notification Time	10
MyCap Participant Management: MyCap Participant List, Messages, and App Sync Issues	11
CUSTOMIZE THE MYCAP PARTICIPANT LIST	11
INVITE PARTICIPANTS TO JOIN YOUR MYCAP PROJECT	12
SET PARTICIPANT DISPLAY LOGIC (OPTIONAL)	12
Getting MyCap Set Up for Participants	12
TEST THE PROJECT THOROUGHLY	12
HELP PARTICIPANTS JOIN YOUR PROJECT	13
Using Additional MyCap Features	13

MESSAGES – SEND INDIVIDUAL MESSAGES TO PARTICIPANTS	14
Publishing Changes to the MyCap Configuration and Project Instruments/Tasks	14

SECTION 1	Preparing Your REDCap Project for Using MyCap
STEP A	ENABLE PROJECT SETTINGS From the Project Setup page, MyCap can be enabled on existing or new longitudinal projects.
	Press Enable next to "Use longitudinal data collection with defined events".
	Project Home Image: Project Setup Image: Other Functionality Image: Other Project Revision History Image: Other Setup Project status: Image: Other Project Setup Image: Other Project Revision History Image: Other Setup Image: Other Project Setup Project status: Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Project status: Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Project status: Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other Project Setup Image: Other
	Not started Main project settings Im donel Use surveys in this project? Im donel Use longitudinal data collection with defined events? Im donel Use the MyCap participant-facing mobile app? Im donel Modify project title, purpose, etc.
	Press Enable next to "Use the MyCap Participant-facing Mobile App?".
	♠ Project Home ﷺ Project Setup ✿ Other Functionality ④ Project Revision History ☑ Edit project settings Project Home ♣ Other Functionality ④ Project Revision History ☑ Edit project settings
	Project status:
	Main project settings Not started I'm donel Modify project title, purpose, etc.
	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
	 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. • Get a public survey link or build a participant list for inviting respondents
	 Settings and Configure the MyCap App is a new step in the Project Setup checklist now that MyCap is enabled on your project. It contains a link to the MyCap App Settings page where you can design custom About pages including project descriptions, add contacts, hyperlink resources, and select a color theme.
	my Design and Configure the MyCap App
	Not 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, define a color scheme to theme the look of the MyCap mobile app, and customize when participants should receive a MyCap notification on days tasks are due. I'm done! Go to MyCap App Settings or View MyCap Initial Instructions

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: 1. First, go into the Online Designer and 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). 2. Next click Additional Settings
	 2. Next, click Additional Settings. 2. Next, click Additional Settings. 2. Next, click Additional Settings. 2. Survey Collection Instruments 2. Create a new instrument from scratch 2. Or Display Logic 2. Survey Notifications 2. Survey Notifications 2. Create a new instrument from scratch 2. Or Display Logic 2. Survey Notifications 2. Survey Notifications 2. Survey Notifications 2. Survey Notifications 2. Or Display Logic 2. Survey Notifications 2. Additional Settings 3. Check the box to indicate you will be using a baseline date. 4. Select the baseline date field from the dropdown of available fields with date validation for at least one arm. Note: The baseline date settings for the survey low baseline date field is selected for the arm. 3. Enter a title for the task as it should appear in MyCap. 5. Enter a Yes/No question that will appear for participants (e.g., "Did you have surgery today "?). 4. The available for the task as it should appear in MyCap.

7. Enter a question that prompts the user to insert the date of surgery if it was not "today".

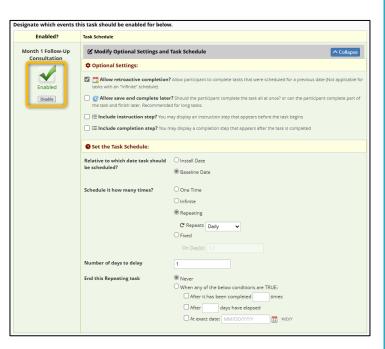
	 Indicate if you want to provide an instruction step before the participant completes the baseline date (e.g., "Do not complete the baseline until AFTER you have had your procedure.")
	Enter a Task Title: Surgery Date e.g., Baseline Date, Discharge Date Surgery Date
	Enter a Yes/No question about whether the baseline date was "TODAY": Did you have surgery today? e.g., Were you discharged from the hospital today?
	Enter a question that asks for the desired date if the date was in the past: On what day was your surgery? e.g., When were you discharged?
STEP D	SET FORM COMPLETION STATUS You may select the completion status to be displayed on the Record Status Dashboard MyCap Tasks (REDCap v14.7.1+). To do this, navigate to Online Designer > Additional Settings > Form Completion Status. Here, you can choose a form completion status of "Incomplete" [Image: Image: I
	Index Additional Settings You may use the options below to make customizations to the project. When done, click Save to save your changes. Index Image: Set Status as: Complete Set Status as: Complete Image: Set Status as: Set S
STEP E	APPEND EVENT ID OR LABEL TO TASK NAME (FOR SCHEDULE TESTING ONLY) 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> App Settings. We recommend removing this label before adding participants.
STEP F	DEFINE EVENTS AND SCHEDLUES In the Project Setup tab, click on Define My Events. 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.

							1		
	🔇 Project Setup 🔹 Define My Events 💩 Designate Instruments for My Events								
	Since you have defined multiple events on the <u>Define My Events</u> to utilize for each event by using the table below. This allows you project record. Any and all data collection instruments can thus l	to enter data	on any data	collection form					
	Click the Begin Editing button to change the relationships below b		which forms	you wish to u	tilize for whic	ch events. When you			
	are finished making changes, click the Save button to finalize you	ir changes.	2	Upload or c	lownload inst	trument mappings 🗢			
	Arm 1: Group 1 Arm 2: Group 2								
	Arm 1: Group 1 Arm 2: Group 2								
	Arm name: Group 1								
	Begin Editing Save								
	Data Collection Instrument Visit 1 Visit 2 Visit 3								
	(1) (2)	Arm nar	me: Arm 1				Renar	me Arm 1 Delete Arm	1
							Custom		Event ID
			Event # [event- number]	Days Offset	Offset Range Min / Max	Event Lab [event-labe	el Event	Unique event name 😡 (auto-generated) [event-name]	Event ID (auto- generated, unchangeable) [event-id]
		0 ×	1	0	-0/+0	Month 1	(optional)	month_1_arm_1	507886
		0 ×	2	30	-0/+0	Month 2		month_2_arm_1	507887
		<i>I</i> ×	3	60	-0/+0	Month 3		month_3_arm_1	507888
		<i>o</i> ×	4	90	-0/+0	Month 4		month_4_arm_1	507889
		Add ne	ew event	Days	- 0 + 0				
				Convert from other units		Descriptive name for this even	t Custom Event Label		
							(optional) Example:		
							[visit_date], [weight] kg		
STEP G	ENABLE INSTRUMENTS FOR M	ИҮСАР		HE ON	LINE	DESIGNER			
	After creating your project's inst	rument	ts fror	n the 🕻	Dnline	Designer, se	lect an instru	ment to <mark>En</mark>	able as
	a MyCap task.								
	Data Collection Instruments		Form op	Snapshots	Survey o		• Auto Invitation options •		
	+ Create a new instrument from scratch a import a new instrument from the official <u>BEDCap Instrument</u>	ent Library		m Display Logic		ey Login 🛛 🗿 Survey Notificati	ons		
	2 Upload instrument ZIP file from another project/user or g		() PDF	(all instruments	- mycap c	Options: Settings Q. View Task Details (
	+ Import Active Task for MyCap from a library of Active Tasks			-	-	and a contract of the second s	(where a second s)		
	Instrument name	Fiel	ds PDF E	nabled as En survey My	abled as Cap task	trument actions Survey and	MyCap related options		
	Intake	5	C.	Enable		hoose action 🤝			
	Daily Medication Use				Enable	hoose action 🧐			
	After enabling an instrument to	be a My	/Cap T	ask a	notice	appears at t	he top of the	MyCan Tas	k Settings
	(below) noting that new, hidde								
	•								
	scheduled, started, completed, a	•		• •					•
	task. These fields are not visible	to part	icipan	ts but	can be	e pulled into I	REDCap repor	ts and data	exports.
	ONOTICE: MyCap requires 7 fields (with specific an	notations) te	o be inclu	ded on inst	ruments e	nabled for MyCap. Th	ese fields capture deta	ils	
	such as when tasks are scheduled, started, and comp								
	data from the app to the REDCap server. Note: These								
	This instrument is missing the fields with these a @MC-TASK-STATUS, @MC-TASK-SUPPLEMENTALDATA, @MC-TAS			-OUID, @MC-	TASK-START	IDATE, @MC-TASK-ENDDA	TE, @MC-TASK-SCHEDULED	ATE,	
	To complete the Tack Setur								
	To complete the Task Setup								
	1. Change Task Status to Activ								
	2. Confirm or revise the Title, v	vhich ca	an diff	er fror	n the I	Instrument n	ame.		
	3. Select the Format for ques	tions: (Questi	onnair	e (one	e question d	isplayed per	screen) or	Form (all
	questions displayed on one s				(3.14	1	, , p	- /	(
			-						

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

📎 Task Title	Daily Medication Use
* must provide value	This is Card Title to be displayed to participants at the top of the task page
📑 Format	Questionnaire - Each question appears on its own screen. Recommended. Branching logic is supported.
	O Form - All questions appear on a single screen. Participant may need to scroll if the form is long. Branching logic is not
	supported.
🗠 Card Display	Percent Complete ?
	Chart 7

- 5. Designate for which event(s) the task should be enabled.
- 6. 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).
- 7. 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: onetime 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 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 task after is completed 1x or 5x).

See information on timing of notifications in Section 2E.

STEP H	MYCAP ACTIVE TASKS	Active	Tasks		×
	Active Tasks are designed to utilize	Click on	e of the add b	buttons to create a predefined active task. All required REDCap fields are created automaticially. DO NOT	
	mobile device sensors,	MODIF	/ the fields in	i the instrument using Online Designer. • developed by 3rd party programmers and researchers. MyCap developers have added these active tasks l	but do
	microphones, and/or speakers to	not hav		the returned results. It is up to you to ensure you understand the returned results. MyCap developers will	
	capture data from participants.	6	r do possibiler		
		Res	earchKit	Mobile Toolbox	
	MyCap offers device-sensing			(MTB) is a research platform that includes a library of cognitive and other tests that can be administered re	motely v
	Active Tasks that leverage device	Cognitiv	e Ability Reso	ie MTB's measures include smartphone versions of assessments from the NIH Toolbox, the International ource, and the Patient Reported Outcomes Measurement Information System. The MTB also includes short	
	sensors (microphone, speaker,			tests for research that uses burst design. The items listed below are the MTB tasks that are available for us op. Note: Participants using an iOS device will need to be on iOS version 13+.	se in
	gyroscope) and Mobile Toolbox	a a chill	e Toolbox Tas	my Ar	
	(MTB)* tasks (<u>read more</u> – NOTE:	r		SKS (MyCap)	o
	MTB tasks available on REDCap		nging Picture		Add
	v14.3.8 or greater) More	Arro	ws ME Learning		Add
	information about these Active		ne Test		Add
		cignor	S a line		
	Tasks can be found on the Online Des	signer	> +im	роп аснуе тазк.	
	The stable stability of the stability of	• • • •			
	To enable an Active Task on your pro	-			
	•			also learn more about the available Active Tasks.	
	2. To enable an active task, pres	ss <mark>+Ac</mark>	ld besi	ide the task.	
	Data Collection Instruments		Form options:	: Survey options:	
	+ Create a new instrument from scratch		PDF Snapsh		
	Import a new instrument from the official <u>REDCap Instrument Libr</u> Upload instrument ZIP file from another project/user or <u>external</u> i		PDF (all inst	struments) MyCap Options:	
	+ Import Active Task for MyCap from a library of Active Tasks			App Settings Q. View Task Details (all) Additional settings	
	Instrument name	Fields	PDF Enabled survey	d as Enabled as Instrument actions Survey and MyCap related options	
	Participant Intake	9	D. 🔮	Choose action 🗢 Survey settings + Automated Invitations	
	Next you will be asked to des	signate	e the a	active task for an event. Click Designate Instrument	:S
	for My Events.				
	4. After designating the active t	ask fo	r an ev	vent, you can return to the online designer to name	е
	the task and the task setup.				
	① Task Setup is not accessible!				
	This instrument has not been designated for any eve Online Designer.	nts. Use the	e link below t	to include this instrument in an event(s), and then return to finalize the MyCap Task Settings in the	:
	Designate Instruments for My Events				
STEP I	PUBLISH YOUR MYCAP SETTINGS				
	Once you have finalized initial MyCap	o Task	s settir	ngs, you MUST press Publish new MyCap version in	ก
	order to test your settings and for pa	rticipa	ants to	see tasks. You will want to press Publish new MyC	Сар
	version after making any change to N	ИуСар	task s	schedules or MyCap App settings.	
			_		
	A Project Home 🗄 Project Setup 🕑 Online Designer	Data Dictio	onary 🗏 Co	Codebook Publish new MyCap version 2 Current version: Version 10	
	VIDEO: How to use this page Create snapshot of instrument	ts Last sna	pshot: never ?]	
	The Online Designer will allow you to make project modifications to field			truments very easily using only your web browser.	
	NOTE: While in development status, all field changes will take effect imm	rediately in r	eal time.		
	Data Collection Instruments		n options: PDF Snapshots	Survey options:	
	+ Create a new instrument from scratch		Form Display L		
	 Import a new instrument from the official <u>REDCap Instrument Library</u> Upload instrument ZIP file from another project/user or <u>external libraries</u> 		PDF (all instrun	mycap Options:	
	+ Import Active Task for MyCap from a library of Active Tasks			App Settings Q. View Task Details (all) Additional settings	
	Instrument name F	Fields PDF	Enabled as survey	Enabled as MyCap task Instrument actions Survey and MyCap related options	
	Participant Intake	9 📭	1	Choose action 🗢 Survey settings + Automated Invitations	

SECTION	MyCap App Settings: About Pages, Contacts, Links, App Themes, and Notification Settings 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 them for the project.
2	 Project Home In Project Setup Imply MyCap App Settings Imply MyCap App Settings 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, define a color scheme to theme the look of the MyCap mobile app, and customize when participants should receive a MyCap notification on days tasks are due. You will need to publish a new configuration when changes are made to any App Settings. If you would prefer to read detailed instructions for designing the MyCap app, see the MyCap Helo document. About IC Contacts Contacts Links Theme Notification Settings
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 Settings 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. 1. Click the Contacts tab on the MyCap App Settings screen. 2. Click Create New Contact. 3. Add a title for the contact (Study Lead, IT, etc.) and the respective name, phone, email, website, and/or additional information. 4. 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 Settings 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.

THEME - CHOOSE YOUR COLOR PREFERENCES Stelea the color theme that you would like to use for your project. To additional information, reference the Customize MyCap for Your Project Quick Guide. The customize the project of theme that you would like to use for your project. To additional information, reference the Customize MyCap for Your Project Quick Guide.	TEP I THEME - CHOOSE YOUR COLOR PREFECTS Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project. Image: Select the color theme that you would like to use for your project Quick Guick Guide. Image: Select the color theme that you would like to use for your project Quick Guide. Image: Select the color theme that you would like to use for your project Quick Guide. Image: Select the color theme that you would like to use for your project Quick Guide. Image: Select the color th
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	MyCap App Settings Modify Project Title in App 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, define a color scheme to theme the look of the MyCap mobile app, and dustomize when
	participants should receive a M/Cap notification on days tasks are due to built and not not new configuration when changes are made to any App Settings. If you would prefer to read detailed instructions for designing the M/Cap app, see the 👫 M/Cap Help document.
	About 🖾 Contacts 🖉 Links 🏶 Theme 🔺 Notification Settings
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	Send notification at time: • must provide value 08:00 Image: HH:MM 24-br format
	Save Changes
	MyCan Participant Management, MyCan Participant List Messages
	MyCap Participant Management: MyCap Participant List, Messages,
	and App Sync Issues
SECTION	MyCap Participant Management is used to manage and invite participants to use MyCap; manage bi- directional communications with participants and troubleshoot synchronization issues.
3	
	ጠያት MyCap Participant Management
	😤 Participants 🔍 Messages 🖉 App Sync Issues
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.
	[™] Participants [®] Messages [®] App Sync Issues [®] Help
	The MyCap Participant List allows you 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 Install Date Begin time: Install Date End time: (M/D)Y H:M) (in ascending order by record) Install Date Display Logic Display All participants > Display All records > Display Logic Apply filters Reset
	Displaying v of 0 Custom Participant Label Record Install Date Baseline Date Detticipant Action
	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.
1	i articipant List.

STEP B	INVITE PARTICIPANTS TO JOIN YOUR MYCAP PROJECT
	 Participants can join projects by scanning a QR code or clicking on a hyperlink (app 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.
	Add / Edit Records Displaying 1.7 v of 7 - Create new records or edit/Wew existing ones Custom Participant Label Enable Record Install Date Invite Participant Action
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. If you opted to append the event ID or label to tasks in MyCap to help with testing, be sure to turn this feature off from the Online Designer> App Settings after testing, before inviting participants.

	A Project Home 🛛 🖅 Project Setup 🗭 Online Designer 📲 Data Diction	ry Codebook Publish new MyCap version ? Current version: Version 3				
	B VIDEO: How to use this page					
	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.					
	L Create a survivation of the survey of	Snapshots e-Consent ESurvey Queue - Auto Invitation options -				
	Import a new instrument from the official <u>REDCap Instrument Library</u>	rm Display Logic • P Survey Login Survey Notifications •(all instruments) MyCap Options:				
	Upload instrument ZIP file from another project/user or <u>external libraries</u> Himport Active Task for MyCap from a library of Active Tasks	App Settings Q View Task Details (all) Additional settings				
	<u>Multiple Devices and Operating Systems</u> : We	recommend testing on iOS and Android devices.				
	• <u>Publishing a Final Version after Testing</u> : 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 Settings 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.					
		project to Production before you begin data collection.				
STEP B	HELP PARTICIPANTS JOIN YOUR PROJECT	n to their mehile device from the Arabe or Coorde				
	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					
		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:	ndraid Nataa				
		 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					
	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 dovice. However, Android does not allow					
	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	Using Additional MyCap Features					
5	Using Additional WyCap reatures					
	EMENTS – TO ALL PARTICIPANTS	my MyCap Participant Management				
Click the "Messages" tab on the MyCap Participant Anapagement serves Secret text restage the participant on his or her device a puch notification on his or her device a puch notifi						
IVIAITAGETTIETU SCIEEET.						
	Customize the body of the message.					
Press Save. Action Action Action						

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.

my MyCap Participant Management

□ Inbox 🗿 🖪 Outbox 📢 Announcements

Inhox

Inbox Messages

Displaying 1.1 V of 1

11/03/2022 9:32am Emily

😫 Participants 🗣 Messages 🚺 🕫 App Sync Issues 🛛 Help

Received On Begin time: From All participants V Apply filters Reset

pant. When you send a message the participant w

2022-08-30 08:54:04

2022-08-30 08:55:13

my MyCap Participant Managem	ent				
📽 Participants 🗣 Messages 🖉 App	Sync Issues 🛛 🔞	Help			oh hi! good to know!
The MyCap Participant List allows you invite, list once a record has been created in the pro- limit the records that appear in the participan display a more recognizable identifier to sea	ject. Each participa it list by using the ' h participant.	nt may be sent a u Participant Displa	nique hyperlink or QR code to jo	in the project. If you wish, you can	() 3 WEEKS AGO Action Needed?
Install Date: The date a participant scanned the Baseline Date: Some projects schedule tasks rel	ative to a baseline da	ite. For example, the	baseline date in a physical therapy	project might indicate the date the	
participant began physical therapy. See Online D task schedules based on a specific event (e.g., dis	charge date, clinic vi	sit).	there you may turn baseline date :	settings on/off if you wish to trigger	
MyCap Participant List (in ascending order by record)	Display Logic	tall Date Begin time: play All participants	Install Date End t	ime: (M/D/Y H:M)	
2* Invite Partic	ipant (HTML)	pply filters Reset			did you get my message?
Displaying 1 - 2 V of 2				Invite	() 3 WEEKS AGO
Custom Participant Label Senable Senable	Record	Install Date	Baseline Date	Participant Action	
Emily	1	-	•	🖹 💭 🗯 Messages 🍵 Delete	Action Needed?
VICTR iPad	2	-		🗱 🗭 Messages 🍵 Delete	

 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:

- 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.
- 2. The rich text editor can be used to format message text and include clickable links within messages and announcements.
- 3. For now, project owners are not notified if participants send a message via MyCap.
- 4. Members of a data access group can only review and send messages and announcements to records within their DAG.

SECTION 6	Publishing Changes to the MyCap Configuration and Project Instruments/Tasks						
Project teams should "publish" any changes made to MyCap task schedules and after making changes to the MyCap Mobile App settings.							
 To publish ch Go to the Designer MyCap A 	Online	Project Home FE Project Setup C Online Designer D Data Dictionary C Codebook Publish new MyCap version 2 Current version: Version 1 UDEO: How to use this page Create snapshot of instruments Last snapshot: 10/31/2022 9:58am 3 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.					
 screen. Click Pub MyCap v 		Data Collection Instruments Form options: Survey options: + Crease a new instrument from scratch Survey Queue) Survey Queue) Survey Queue) - Import a new instrument from the official <u>BEDCap Instrument Library</u> Survey Notifications Survey Notifications					

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