After following all steps from the Getting Started Quick Guide-Longitudinal Projects Guide to set up your Longitudinally enabled project, any project instrument designated to an event 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).

Using the Baseline Date

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 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, Tasks in your project can be schedule based on the participant’s install or baseline date.

MyCap Task Appearance and Availability

After defining your events and designating instruments for the events, the next step is to enable the tasks for MyCap and set the schedule.

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 or save & return later).

1. From the Online Designer, click Enable in the Enabled as MyCap Task column for an instrument.
2. Enter a Title for the task as it should appear to participants in the app, which can be different from the Instrument name.
3. Indicate the Format you prefer to display questions:
   a. Questionnaire – Participants will see one question per screen.
   b. Form – Participants will see all questions 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.

MyCap Task Schedules
After completing the appearance settings, Set the Task Schedule:

1. Designate which events the task should be enabled for by clicking the “X” under “Enabled?”. Tasks should first be designated to an event in the “Define My Events” section of REDCap prior to enabling as a MyCap task.
2. 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.
3. Indicate whether the task should appear relative to the:
   a. Install Date – Task should be scheduled relative to the date the participant scanned the QR code.
   b. Baseline Date – Task should be scheduled relative to the participant’s baseline date.
4. If the tasks is part of multiple events, you can use the Copy below settings To: drop down to apply the same settings to all or other events. After copying the settings, you can also make tweaks to the schedule within that event.
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. We recommend adding active tasks after defining events for your project. MyCap also supports the Mobile Toolbox (MTB) (https://mobiletoolbox.org/) tasks on REDCap v 14.3.8 or greater.

To set up an Active Task, 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. Before you can complete the MyCap Task settings, you have to designate the event(s) in which to include this task. Follow the REDCap prompt to Navigate to Designate Instruments for My Events to designate the Active Task to an event.
5. After designating the Active Task to an event, you are redirected to the MyCap Task Settings to finalize the setup.
6. Configure the appearance and schedule, and press Save.

Publishing Changes to MyCap Tasks & Schedules

Once the MyCap Tasks settings have been finalized, Users MUST press Publish new MyCap version to assess the settings and to make Tasks visible to participants. User must 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. Once an updated version is published, the updates will load for participants when they open their 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 completed 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 on the day(s) tasks are due. The message is sent at 8 AM in the participants time zone with the message “[Profile Name]
has a task due today.” Any day that a task(s) is due, participants receive a notification. Notifications are not sent for infinite tasks because they do not have a scheduled date.

2. **Can I customize the schedule for notifications or send reminders?** Not at this time; MyCap sends a notification at 8 AM each day a participant has a task that is scheduled to be completed.

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, as long as the task is configured to allow ‘retrospective data entry’. There is an “Overdue” tab in MyCap where participants can see a list of ‘overdue’ tasks.

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).

6. **Can MyCap notify participants about a one-time task until it is completed?** If a one-time task has a days delay, a notification will be sent the day the task becomes available, but it does not recur each day until it is completed. Only one notification is sent. Alternatively, if you’d like to limit how long the task is available AND send notifications, you can set a task to repeat (e.g., daily) and end after # days or when it is completed 1x, for example. In the case, participants will be notified when the task is set to repeat (e.g., daily) until ONE of the end by parameters have been met.

7. **Can I schedule a task to occur for a certain number of days and then stop?** Yes. if you’d like to limit how long the task is available, you can set a task to repeat (e.g., daily) and complete the **End this Repeating task** parameters. Multiple parameters can be set. For example, it can be set to end after it has been completed # times, after # days, or on exact date. Participants will be notified to complete the task until ONE of the end by parameters have been met.