



Configuring Tasks & Scheduling in MyCap – Longitudinal

REDCap v14.3.0 or greater

After following all steps from the [Getting Started Quick Guide-Longitudinal Projects](#) resource 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.

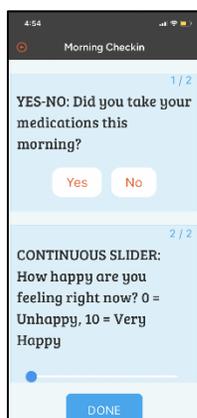
MyCap Task Appearance and Availability

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).

- From the Online Designer, click **Enable** in the **Enabled as MyCap Task** column for an instrument.
- Enter a **Title** for the task as it should appear to participants in the app, which can be different from the Instrument name.
- Indicate the **Format** you prefer to display questions:
 - Questionnaire** – Participants will see one question per screen.
 - Form** – Participants will see all questions on a single screen. **Note: branching logic is not supported in the "form" format at this time.**

Instrument name	Fields	View PDF	Enabled as Survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Participant Intake	9				Choose action	Survey settings Automated Invitations
Welcome	18				Choose action	MyCap settings Survey settings Automated Invitations
Morning Checkin	9		Enable	Enable	Choose action	MyCap settings
Weekend Plans	9		Enable	Enable	Choose action	
Peak Flow Rate	10		Enable	Enable	Choose action	



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 “Enable” under the task name. 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.

Designate which events this task should be enabled for below.

Enabled?	Task Schedule
Month 1 Follow-Up Consultation  Disabled <input type="button" value="Enable"/>	<input type="button" value="Modify Optional Settings and Task Schedule"/> <input type="button" value="Expand"/>

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. Note: This option will appear if the baseline date settings are enabled, and a baseline date field has been designated for the arm.
4. If the task 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.

Designate which events this task should be enabled for below.

Enabled?	Task Schedule
Month 1 Follow-Up Consultation  Enabled <input type="button" value="Disable"/>	<input type="button" value="Modify Optional Settings and Task Schedule"/> <input type="button" value="Collapse"/>

Optional Settings:

Allow retroactive completion? Allow participant to complete tasks that were scheduled for a previous date (Not applicable for tasks with an “Infinite” schedule)

Allow save and complete later? Should the participant complete the task all at once? or can the participant complete part of the task and finish later. Recommended for long tasks.

Include instruction step? You may display an instruction step that appears before the task begins

Include completion step? You may display a completion step that appears after the task is completed

Set the Task Schedule:

Relative to which date task should be scheduled? Install Date Baseline Date

Schedule it how many times? One Time Infinite Repeating

Repeats:

Fixed

On Day(s):

Number of days to delay:

End this Repeating task Never When any of the below conditions are TRUE:

After it has been completed times

After days have elapsed

At exact date: M/D/Y

Month 2 Follow-Up Consultation

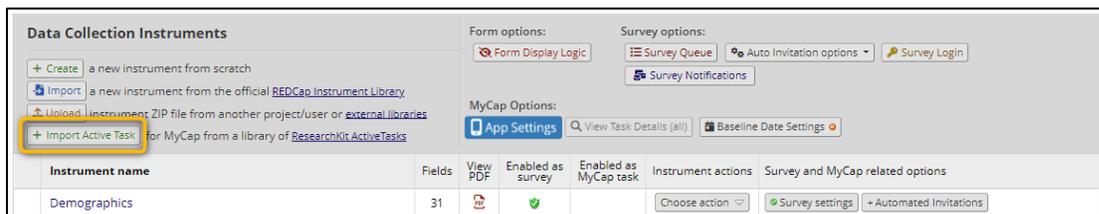
Month 3 Follow-Up Consultation

Adding Active Tasks to a Project

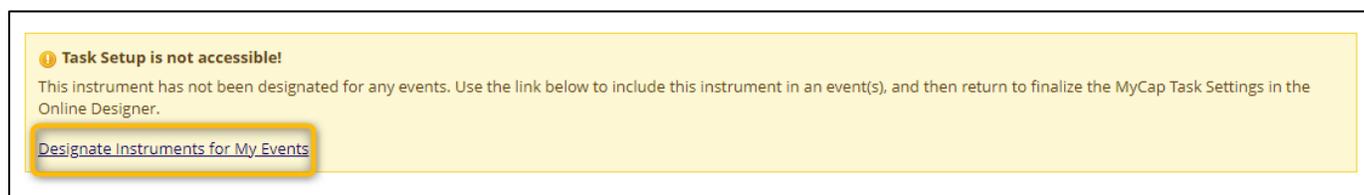
Active tasks are designed to measure sensory information from participants. Amongst many other capabilities, active tasks can measure a participant’s range of motion, spatial memory, reaction time, speech recognition abilities, and tapping speed. We recommend adding active tasks after defining events 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**.

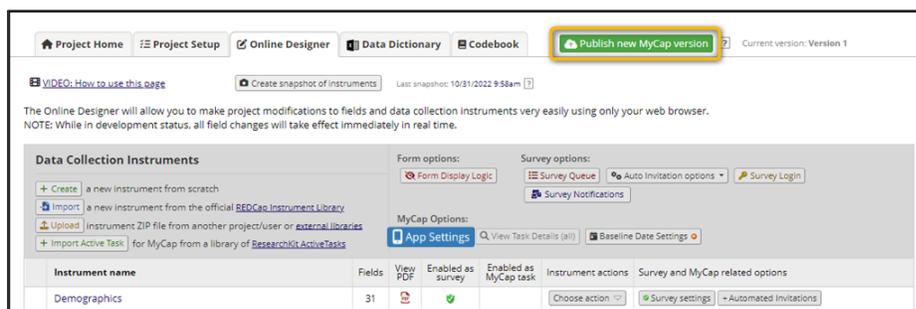
Publishing Changes to MyCap Tasks & Schedules

Once the 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 Settings 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?** 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 via MyCap App Settings. 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. Note that notifications are not sent for infinite tasks because they do not have a scheduled due date.
2. **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.
3. **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.

4. **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).
5. **Can MyCap notify participants about a one-time task until it is completed?** If a one-time task has a "days delay" parameter set, 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 that 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.

Set the Task Schedule: Copy below settings To: ▾

Relative to which date task should be scheduled? Install Date Baseline Date

Schedule it how many times? One Time Infinite Repeating Fixed

Repeats: Daily ▾

On Day(s): 1,7

Number of days to delay: 0

End this Repeating task Never When any of the below conditions are TRUE:

After it has been completed 1 times

After 21 days have elapsed

At exact date: MM/DD/YYYY M/D/Y

6. **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 fill out 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.