



Configuring Tasks & Scheduling in MyCap – Longitudinal

Requires REDCap v13.10.0 or greater

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 should any Tasks should recur based on a "baseline date" (e.g., date of discharge, surgery date). The baseline date is turned on under **Online Designer > Baseline Date Settings**, and if enabled, each Task in your project can be schedule based on the participant's install or baseline date.

MyCap Task Appearance and Availability

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

- From the Online Designer, for each instrument you would like participants to complete in MyCap, click **Enable** in the **Enabled as MyCap Task** column.
- Enter a **Title** for the task as it should appear to participants.
- 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 MyC
Demographics	31		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Choose action	<input checked="" type="checkbox"/> Survey setting
Month 1 Data	19		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose action	

Basic Task Info:

Task Title
* 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.

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

Meal Demographics Multiple Times Per Day

Question: 1 of 6

Meal Type

Breakfast

Morning Snack

Lunch

Afternoon Snack

Dinner

Evening Snack

Dessert

Question: 2 of 6

Meal Time

No Time Selected

Tap to Set

Question: 3 of 6

Meal Participants

DONE

Meal Demographics Multiple Times Per Day

Question: 1 of 6

Meal Type

Breakfast

Morning Snack

Lunch

Afternoon Snack

Dinner

Evening Snack

Dessert

NEXT

- 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.
- Choose any additional desired **Options**.
 - Allow retroactive completion?** – Participants can complete tasks after the date it was scheduled.
 - Allow save and complete later?** – Participants can complete part of the task and return to finish later.
 - Include instruction step?** – Participants will see an instruction step before the task begins.
 - Include completion step?** – Participants will see a completion step after the task is completed.

MyCap Task Schedules

The second step in configuring a MyCap Task for participants is to determine when the task appears for participants. After completing the appearance settings, complete the “Schedule” section:

- Indicate whether the task should appear **relative to** the:
 - Install Date* – Task should be scheduled relative to the date the participant scanned the QR code.
 - Baseline Date* – Task should be scheduled relative to the participant’s baseline date.
- 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.
 - “Days Offset” set in the “Define My Events” section determine the days delayed for MyCap enabled tasks.
 - Repeating forms are not allowed with longitudinal projects; therefore, infinite scheduling is not possible.

Set the Task Schedule:

Designate which events this task should be enabled for below.

Enabled?	Event Label	Task Schedule
<input checked="" type="checkbox"/>	Visit 1 (Arm 1: Group 1)	This task will be scheduled Once, 0 days after Install Date

Save Changes

-- Cancel--

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. Any task setup completed prior to designating the active task to an event will be overridden once the task is designated to an event.

To set up an Active Task ([view all here](#)), from the Online Designer:

- Select **Import Active Task**.
- Under “Action”, select **+Add** to add a desired Active Task.
- Name the new instrument and select **Import Active Task**.
- Navigate to “Designate

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 Queue, Auto Invitation options, Survey Login

Survey options: 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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Choose action	Survey settings, Automated Invitations

Instruments for My Events” to designate the Active Task to an event.

- After designating the Active Task to an event, return to the Online Designer
- Click **Enable** in the **Enabled as MyCap Task** column.
- Configure the appearance and schedule, and press **Save**.

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](#)

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 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, participants automatically see the updated configuration when they open their App.

To publish task settings:

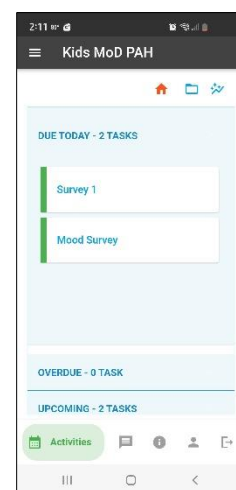
- Go to the Online Designer OR the MyCap App Design screen.
- Click **Publish new MyCap version**.

Note: MyCap versioning is automatic. When participants completed a Task, the MyCap version is logged and can be viewed in the REDCap exports.

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

Frequently Asked Questions:

- When do push notifications go out and can I change task schedules?** MyCap sends in-app notifications when tasks are due (note: notifications are not sent for one-time or infinite tasks). Any day that a task(s) is due, participants receive a notification at 8 AM in their time zone with the message “[Profile Name] has a task due today.”
- 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.
- 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.
- Can participants complete data that was due before their install date?** Yes, if 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.
- 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). Participants can join both projects at the same time to simplify set up.
- Can MyCap notify participants about a one-time task until it is completed?** No. Because one-time tasks do not have a set schedule, there is no way to trigger a notification that a task is due “today”. Alternatively, you can set a task to



repeat for 3 days, for example, and participants will be notified each day for three days. Please note, however, that there is no way to turn off the notification if the participant completes the task on Day 1. They will still get a reminder on Days 2 and 3.

- 7. Can I schedule a task to occur for a certain number of days and then stop?** Yes. For longitudinal projects, create the appropriate number of events in the “Define My Events” section and designate the instrument for each event.