Navigation Sheet – MyCap

Compliance & Data Office

Research Support Office

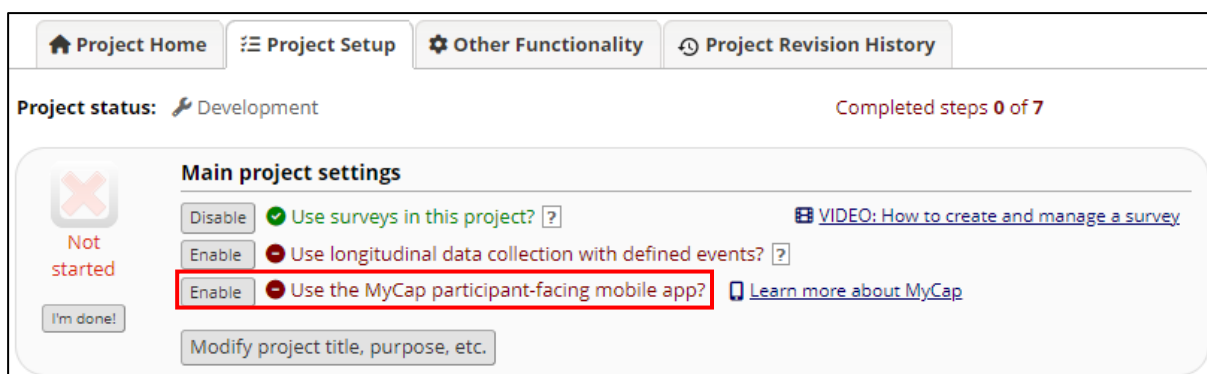Karolinska Institutet – Navigation Sheet – MyCap

Introduction

MyCap is a participant–facing mobile application (on iOS and Android) used for data collection and the automated administration of active tasks (activities performed by participants using the mobile device). All data collected in the MyCap app is automatically sent back to the REDCap server as soon as internet connection is available (the app can also be used for offline participant data collection).

MyCap is a function that can be used in projects with frequent participant engagement. The app also offers the possibility for participants to easily contact project staff by using the messaging function in the app.

NOTE: MyCap can only be used in classic REDCap–projects, the function is not supported in longitudinal projects. If you want to run a longitudinal study, you can instead use the function Repeating Instruments and Events which is compatible with MyCap.

Instructions

1. In order to **activate MyCap in your project**, you will need approval from your REDCap administrator. Click the Enable–button under Project Setup, then a request will be sent to your REDCap administrator.

2. Once the function is enabled, you can go to Online Designer and **enable MyCap for specific instruments**.
The first instrument will be used to create the participant record and cannot be enabled as a MyCap task because a record must exist before a participant can join your project in the MyCap App.
Instruments can be enabled as Surveys and MyCap Tasks, in case not all participants are using MyCap.

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3. When an instrument is enabled as a MyCap task, you can choose different settings for the instrument in **MyCap Settings**. This is also where you can set the time and dates for when the participants should complete the MyCap tasks.

ℹ Basic Task Info:

🏷 **Task Title** * must provide value	Instrument 1 - Repeatable Instrument *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 [?]

⚙ Optional Settings:

☑ 📅 **Allow retroactive completion?** Allow participant to complete tasks that were scheduled for a previous date

☐ 🔄 **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 - *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*

Schedule it how many times?
◯ One Time
◯ Infinite
⦿ Repeating
   🔄 Repeats [Daily ▾]
   ◯ Fixed
      On Day(s): [1,7]

Number of days to delay [0]

End this Repeating task
◯ Never
⦿ After it has been completed [2] times
◯ After [0] days have elapsed
◯ At exact date: [DD/MM/YYYY] 📅 D/M/Y

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4. Under **MyCap Options** you will have the possibility to change the design in the app for the participants, create and manage Tasks and set the Baseline settings.
Every time you make new changes in any of the MyCap settings you need to Publish your changes to make them visible in the app.

5. In the MyCap app, participants will find the different tasks in a calendar. By default, all MyCap Tasks are scheduled based on the participant's install date, which is the date they join your project on their MyCap App. If you wish to trigger any or all MyCap Tasks based on another date, such as a date of discharge or a clinic visit, you can configure "**Baseline Date Settings**" from the Online Designer – MyCap Options.

The baseline date is a text field with date validation that must be on an instrument that is not enabled for MyCap (e.g., in your first instrument that is not enabled in MyCap).

6. Under **MyCap Participant Management** (on the left-hand menu), you can manage the following settings:
   a. **Participants** – Here you can choose which participants to be invited to use the MyCap app. You can only invite participants whose Record ID has already been registered in REDCap through a previous instrument not enabled for MyCap. You will further find record specific QR codes to be used when the participant should join the project in the MyCap app.
   b. **Messages** – This tab allows you to view messages from participants, send messages to individual participants, or make announcements to all participants.
   Note: REDCap users do not receive an alert when participants send a message, so please check back often if you expect participants to contact you frequently.
   c. **App Synchronization Issues** – This tab allows you to view any data that was not properly synced from the participants' mobile device to the REDCap project.

7. We recommend you **test your project** on both an Android and iOS device prior to onboarding participants. If you make any new changes to your project or MyCap settings, please remember to publish the latest version either via MyCap App Design or the Online Designer.