

# Navigation Sheet – MyCap

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## Introduction

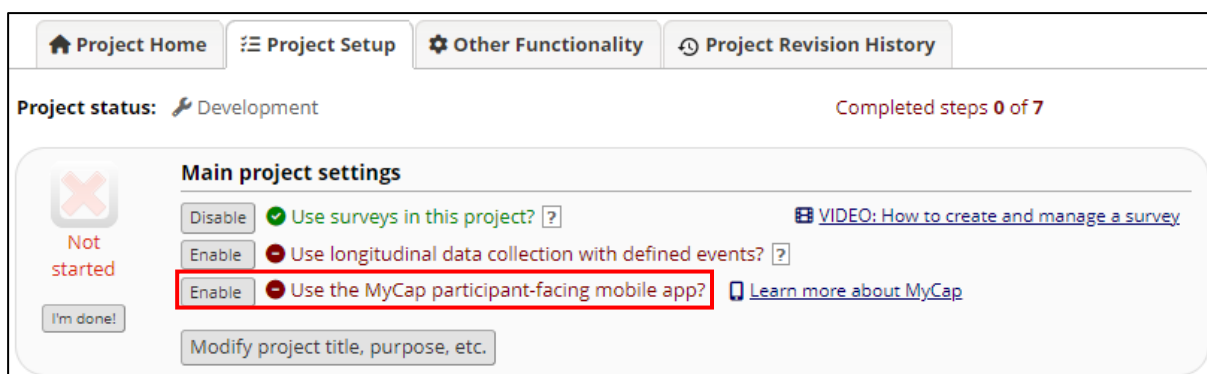
MyCap is a participant-facing mobile application (on iOS and Android) used for data collection and the automated administration of active tasks (activities performed by participants using the mobile device). All data collected in the MyCap app is automatically sent back to the REDCap server as soon as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



The screenshot shows the REDCap Project Setup interface. At the top, there are navigation tabs: Project Home, Project Setup, Other Functionality, and Project Revision History. Below the tabs, the project status is 'Development' and 'Completed steps 0 of 7'. The 'Main project settings' section is visible, containing several options:

- Use surveys in this project? [?]
- Use longitudinal data collection with defined events? [?]
- Use the MyCap participant-facing mobile app? [?]

The 'Use the MyCap participant-facing mobile app?' option is highlighted with a red box. There are also links for 'VIDEO: How to create and manage a survey' and 'Learn more about MyCap'. A 'Not started' indicator is visible on the left, and an 'I'm done!' button is at the bottom left of the settings section.

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.

The screenshot displays the 'Data Collection Instruments' management interface. It includes a sidebar with actions like '+ Create', '+ Import', '+ Upload', and '+ Import Active Task'. The main area features a table of instruments and various configuration options.

Instrument name	Fields	View PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Test	2				Choose action ▾	Survey settings + Automated Invitations
Mående - Repeatable Instrument	3			Enable	Choose action ▾	Survey settings + Automated Invitations

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.

**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** ?

**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

Fixed

On Day(s):

**Number of days to delay**

**End this Repeating task**

Never

After it has been completed  times

After  days have elapsed

At exact date:   D/M/Y

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.

The screenshot shows the MyCap Online Designer interface. At the top, there are navigation tabs: Project Home, Project Setup, Online Designer, Data Dictionary, and Codebook. A red box highlights the 'Publish new MyCap version' button. Below the navigation, there is a section for 'Data Collection Instruments' with options to create, import, or upload instruments. A 'MyCap Options' section is highlighted in red, containing 'App Design', 'View Task Details (all)', and 'Baseline Date Settings'. Below this is a table of instruments:

Instrument name	Fields	View PDF	Enabled as survey	Enabled as MyCap task	Instrument actions	Survey and MyCap related options
Datum	2				Choose action	Survey settings + Automated Invitations
Instrument 1 - Repeatable Instrument	10			my	Choose action	MyCap settings Survey settings + Automated Invitations

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.

**Baseline Date Settings**

MyCap tasks can be scheduled relative to an Install Date or Baseline Date. If any tasks should be triggered based on a baseline date, check Use Baseline Date below.

Use baseline date? [?](#)

**Designate a Baseline Date Field**  
Select an existing field from your instruments to be the baseline date for the project.

startdatum "Startdatum"

**Note:** The baseline date cannot be a field on an instrument that is enabled as a MyCap task.

**Baseline Date Task Setup:**  
NOTE: All of the below fields are mandatory. However,  
1. If the baseline date is entered into REDCap **before participants join your project** (e.g., via hyperlink or QR code) they will NOT complete these questions on the MyCap App.  
2. If the baseline date is **not entered in REDCap when a participant joins your project**, they must complete these questions below and provide a baseline date before they can complete any tasks in MyCap.

Enter a Task Title:   
e.g., Baseline Date, Discharge Date

Enter a Yes/No question about whether the baseline date was "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:    
e.g., When were you discharged?

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.

**my MyCap Participant Management**

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** Invite Participants

(in ascending order by record) Participant Display Logic

Install Date Begin time:  Install Date End time:  (D/M/Y H:M)

Baseline Date Begin time:  Baseline Date End time:  (D/M/Y H:M)

Display  Display

Displaying  of 3 Apply filters Reset

Custom Participant Label	Record	Install Date	Baseline Date	Invite Participant	Action
	1	30/03/2023 15:55	03/30/2023		Messages Delete
	2	-	-		Messages Delete
	3	-	04/19/2023		Messages Delete

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.