

TTO-CAPI Installation on Local REDCap™ Server

(Manual)

Uploading TTO Tool on REDCap™ Server

1. In the local REDCap™ installation, click **Create New Project**, then enter the project title and the purpose of the project.
2. Select **Upload a REDCap project XML file (CDISC ODM format)**, and then click **Choose file**.
3. Upload the **CAPITTO.REDCap.xml** file [Additional file 2].
4. Click the **Create Project** button.

Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:

Title to be displayed on project webpage

Purpose of this project:

How will it be used?

Name of P.I. (if applicable):

First name MI Last name

Email of P.I. (if applicable)

Name of P.I. as cited in publications (if applicable):

 (e.g., Harris PA)

IRB number (if applicable):

Please specify:

- Basic or bench research
- Clinical research study or trial
- Translational research 1 (applying discoveries to the development of trials and studies in humans)
- Translational research 2 (enhancing adoption of research findings and best practices into the community)
- Behavioral or psychosocial research study
- Epidemiology
- Repository (developing a data or specimen repository for future use by investigators)
- Other

Project notes (optional):

Comments describing the project's use or purpose for documentation purposes only.

Start project from scratch or begin with a template?

- Create an empty project (blank slate)
- Upload a REDCap project XML file (CDISC ODM format)
 - CAPITTO.REDCap.xml
- Use a template (choose one below)

<input type="radio"/>	Multiple Surveys (classic)	Contains three surveys and a data entry form. Includes a pre-screening survey followed by two follow-up surveys to capture information from the participant, and then a data entry form for final data to be entered by the study... Show more
<input type="radio"/>	Multiple Surveys (longitudinal)	Contains three surveys and a data entry form. Includes a pre-screening survey followed by two follow-up surveys, one of which is a questionnaire taken weekly to capture participant information longitudinally over a period of... Show more
<input type="radio"/>	Piping Example Project	Contains a single data collection instrument enabled as a survey, which contains questions to demonstrate the Piping feature.
<input type="radio"/>	Project Tracking Database	Contains fifteen data entry forms dedicated to recording the attributes of and tracking and progress of projects/studies.
<input type="radio"/>	Randomized Clinical Trial	Contains seven data entry forms for collecting data for a randomized clinical trial. Includes a short demographics form followed by a form where randomization is performed. An example randomization model has already been set up... Show more

Figure 1 Uploading TTO Tool on REDCap™ Server

Survey Configurations

1. Under **Main project settings**, click the **Enable** button to activate **Use surveys in this project**.
2. Under **Design your data collection instruments**, Click the **Online Designer** button.
3. For all instruments:
 - 3.1. Under **Enabled as survey**, click the **Enable** button.
 - 3.2. In the new page, under **Basic Survey Options**, make sure that **Survey Title** and **Survey Instructions** sections are empty.
 - 3.3. Under **Survey Customizations**, select **Custom numbered** for **Question numbering** and select **One section per page (multiple pages)** for **Question Display Format**.
 - 3.4. Under **Survey Termination Options**, make sure that **Survey Completion Text** box is empty and then click **Save Changes**.
4. After enabling all surveys, click on the **Survey Queue** button and configure the randomization according to the figure 3S, then enter the conditions in table 1S in the white text box for corresponding instrument.

☰ **Set up Survey Queue** ✕

The Survey Queue displays a list of your surveys to a participant all on a single page, in which the queue comprises all surveys that are to be completed (like a 'to-do' list) as well as the surveys that the participant has already completed. [Tell me more](#)

NOTE: The first instrument survey is not displayed below because it does not have a survey that comes before it for which to set conditions.

+ [Add custom text to display at top of survey queue](#)




Activated?	Survey Title	Display survey in the Survey Queue when...	Auto start?
 Activated <input type="button" value="Deactivate"/>	"Part1"	<input checked="" type="checkbox"/> When the following survey is completed: <div style="border: 1px solid #ccc; padding: 2px;">"PreliminaryInformation" ▼</div> AND ▼ <input checked="" type="checkbox"/> When the following logic becomes true: How to use this <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <small>(e.g., [age] > 30 and [gender] = "1")</small>	<input checked="" type="checkbox"/>
 Activated <input type="button" value="Deactivate"/>	"Part2"	<input checked="" type="checkbox"/> When the following survey is completed: <div style="border: 1px solid #ccc; padding: 2px;">"PreliminaryInformation" ▼</div> AND ▼ <input checked="" type="checkbox"/> When the following logic becomes true: How to use this <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <small>(e.g., [age] > 30 and [gender] = "1")</small>	<input checked="" type="checkbox"/>
 Activated <input type="button" value="Deactivate"/>	"Part3"	<input checked="" type="checkbox"/> When the following survey is completed: <div style="border: 1px solid #ccc; padding: 2px;">"PreliminaryInformation" ▼</div> AND ▼ <input checked="" type="checkbox"/> When the following logic becomes true: How to use this <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <small>(e.g., [age] > 30 and [gender] = "1")</small>	<input checked="" type="checkbox"/>

Figure 2 Survey Configurations

Table 1

Conditions in Survey Queue section

Survey	Conditions
Part 1	$([\text{mod}6] < "3") \text{ or } ([\text{mod}6] = "3" \text{ and } ([\text{part}2_complete] + [\text{part}3_complete] = "2")) \text{ or } (([\text{mod}6] = "4" \text{ or } [\text{mod}6] = "6") \text{ and } ([\text{part}2_complete] + [\text{part}3_complete] = "4")) \text{ or } ([\text{mod}6] = "5" \text{ and } ([\text{part}2_complete] + [\text{part}3_complete] = "2"))$
Part 2	$([\text{mod}6] = "3") \text{ or } ([\text{mod}6] = "4") \text{ or } ([\text{mod}6] = "1" \text{ and } ([\text{part}1_complete] + [\text{part}3_complete] = "2")) \text{ or } (([\text{mod}6] = "2" \text{ or } [\text{mod}6] = "5") \text{ and } ([\text{part}3_complete] + [\text{part}1_complete] = "4")) \text{ or } ([\text{mod}6] = "6" \text{ and } ([\text{part}1_complete] + [\text{part}3_complete] = "2"))$
Part 3	$([\text{mod}6] = "5") \text{ or } ([\text{mod}6] = "6") \text{ or } ([\text{mod}6] = "2" \text{ and } ([\text{part}1_complete] + [\text{part}2_complete] = "2")) \text{ or } (([\text{mod}6] = "1" \text{ or } [\text{mod}6] = "3") \text{ and } ([\text{part}2_complete] + [\text{part}1_complete] = "4")) \text{ or } ([\text{mod}6] = "4" \text{ and } ([\text{part}1_complete] + [\text{part}2_complete] = "2"))$