

# MTN-042B REDCap Mobile App Administrator's Guide

## The REDCap Mobile App

REDCap is a mature, secure web application for building and managing online surveys and databases. The REDCap Mobile App (the App) is used to collect data in places where internet connections are unreliable or non-existent. The App provides for full security and accountability for such data. In addition to safe offline data collection by study personnel, provision is made to allow the device to be locked to a specific form, so that it can be safely handed over to individuals who are not study personnel to enter their own data. On a regular basis, the App must be taken to a place with internet access for synchronization with the server.

During synchronization, new or updated data can be uploaded from the mobile device to the REDCap server. After uploading, data can optionally be deleted from the device, depending on study requirements. Also as part of synchronization, study updates can be downloaded to the mobile device. Another option is to download existing data on the REDCap server to the device.

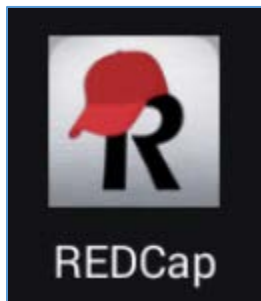
## Downloading and Installing the REDCap App on a Device (Do this once per device)

The first step toward using REDCap for offline data collection is to download the mobile app onto each mobile device you will be using, usually a recent Apple device (iPad, iPhone) or Android device (tablet or phone). In general, using a tablet device will give you a better experience than a phone with a small screen.

For Apple devices, use the device to access the Apple App Store and search for **“REDCap Mobile App”** and download & install the app (alternately, you can enter the following URL in the Safari browser: <https://itunes.apple.com/us/app/redcap-mobile-app/id972760478> to locate the app).

For Android devices, use the device to the Google Play Store and search for **“REDCap Mobile App”** or enter the following URL in a browser and download & install the app: <https://play.google.com/store/apps/details?id=edu.vanderbilt.redcap>.

## Initializing the REDCap App on the Device (Do this once per device)



When installing the app, you will then need to confirm that the App should have access to several features on the device; please answer Yes or OK to each of the questions. When installation is complete, you will click on “Open” to start the App or chose the REDCap Mobile App icon from the desktop:

The first time the program runs it will prompt you to agree to the End-User License Terms. You will then be prompted to create two accounts: a device Admin account and a device Data Collector account. Choose a PIN for the Admin

account and choose a name and PIN for the Data Collector account. Enter the requested information and press “Add Admin & User.”

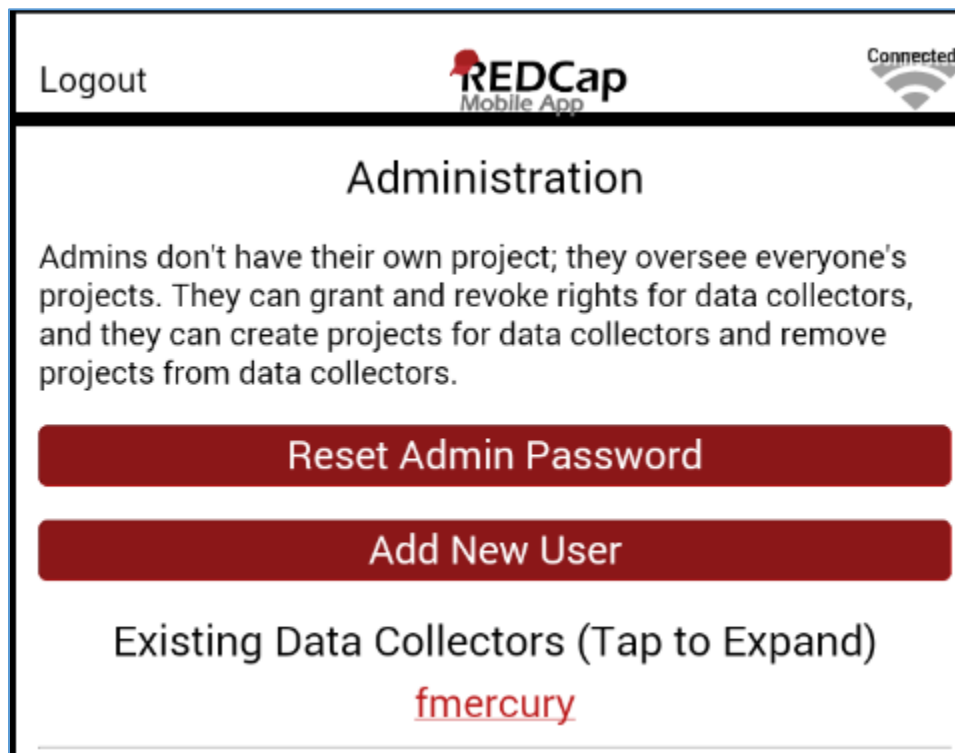
The screenshot shows the REDCap Mobile App interface. At the top is the REDCap logo with a red cap icon. Below it is the text "Mobile App". The main heading is "Who is REDCap Mobile App's Audience?" with a "View" button below it. The next heading is "Create New App User" with the subtext "Why create two users?" and another "View" button. The screen is divided into two columns: "Create Admin" and "Create Data Collector". Under "Create Admin", there are three input fields: "Admin Username:" with the value "admin", "6-digit Admin PIN:" with a masked field "\*\*\*\*\*", and "Re-enter 6-digit Admin PIN:" with a masked field "\*\*\*\*\*". Under "Create Data Collector", there are three input fields: "First Username:" with the value "fmercury", "6-digit PIN:" with a masked field "\*\*\*\*\*", and "Re-enter 6-digit PIN:" with a masked field "\*\*\*\*\*". At the bottom of the screen is a large red button labeled "Add Admin & User".

The application will then log you into the Data Collector account that you just created (look in the upper right corner of the screen to see the “Connected” status and the user id. In order to create additional data collector logins, see the next section.

## Creating Additional Data Collector User Accounts on the Device

*(Do this once per device user)*

If you want to set up more data collector user accounts on the device, log into the Admin account on the device, and click “Add New User.”



## Connecting a Data Collector User to the REDCap Project

*(Do this once per user per project)*

Before collecting any data on the mobile device, you must first set up the project. This must be done for each project for which you wish to collect data. The project you will be using is:

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Setting up a project consists of creating a connection between the REDCap server and the Data Collector user on the mobile device. **Please note that you must have internet connectivity to set up a project on the mobile device.**

Follow these steps to authorize the user for a project:

1. From the REDCap Mobile app on the device: If not already created, create the user (see the prior section) using the Admin user and logout.
2. Log in to the REDCap Mobile App as the Admin.
3. Tap the name of the existing data collector user who you wish to authorize.

4. Scroll down. Under Functions for User xxx, you will see a button “Set Up New Mobile Project”.
5. Press the “Set Up New Mobile Project” button. The system brings up the “Initialize a Project” screen and offers two different methods:
  - Scan QR code
  - Initialization code
6. *From the computer:* For either of these methods, the next step is to log into REDCap using a browser on a PC or laptop computer that is connected to the Internet. There, you must log in as one of the following users:
  - **Blantyre\_User**
  - **MUJHU\_User**
  - **WRHI\_User**
  - **Zengeza\_User**
7. *From the computer:* The password will be communicated to you securely. (*Do not write it down in this guide.*)
8. *From the computer:* At the REDCap Home screen, click on the **My Projects** tab.
9. *From the computer:* Click on the project you wish to setup under My Projects to open that project.
10. *From the computer:* Click on “**REDCap Mobile App**” in the left panel of the screen.
11. *From the computer:* The Set Up Project in Mobile App tab should be displayed. If not, click on the tab.
12. *From the computer:* Under Step 2, REDCap will display a square pattern called a QR code. At this point you can press “**Scan QR Code**” *on the mobile device* and use the camera to capture the image. Once the QR code is captured, you will be prompted to “**Approve QR Results**” by clicking on a button with the intended project name.
13. Note: if your device doesn’t have a camera or you can’t get it to scan the code, click “**Can’t get the QR code to work?**” to use the alternative method which will provide you will an Initialization code which you can type into the REDCap Mobile App instead.
14. Repeat steps 1-14 for each data collector user.

## Data Collector User Management

In order to manage users on the device, you will need to login as the Admin user. From here, you can:

- Add users (see earlier section)
- View a list of existing users
- Reset the Admin Password (PIN)
- Reset a user’s password
- Remove users

Most of the operations are easy to do. It is important to keep the Admin PIN secure and remove users from the device if they no longer work at the project. It is also important to securely communicate PINs to users and instruct them in staying secure. See the section “Security Best Practices” in the User Guide.