



# The mEMA Apps

Participants user guide for Apple devices

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## Introduction

Welcome to mEMA! We are glad you are using the mEMA app for this research study. We created this manual to answer any questions you might have about using the app while participating in the study.

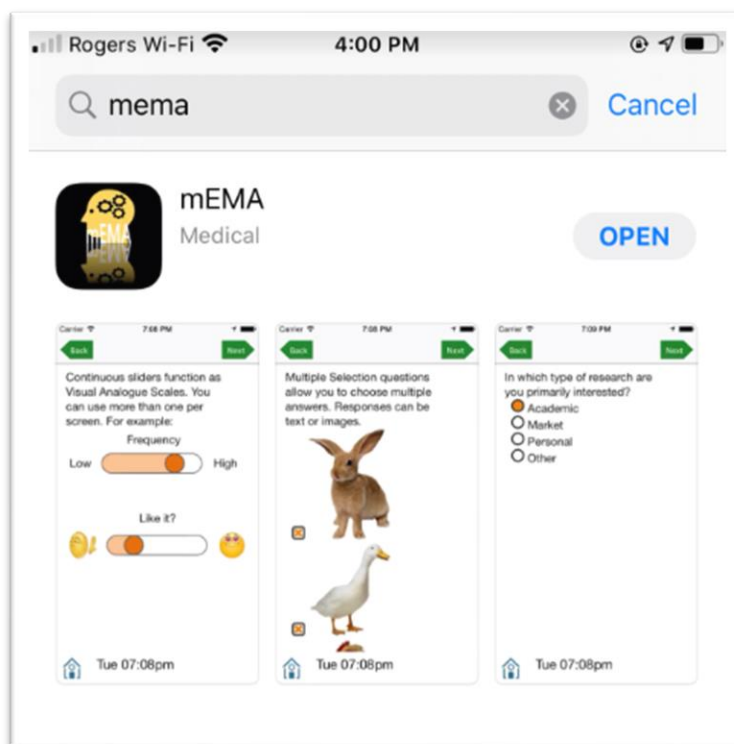
If you have further questions, please reach out to your research study coordinator.

## Downloading to Apple Devices

The mEMA App is available for Apple smartphones and tablets running currently supported versions of iOS. Please go here for a list of currently supported versions <http://mema.ilumivu.com/index.php?section=5&chapter=52>

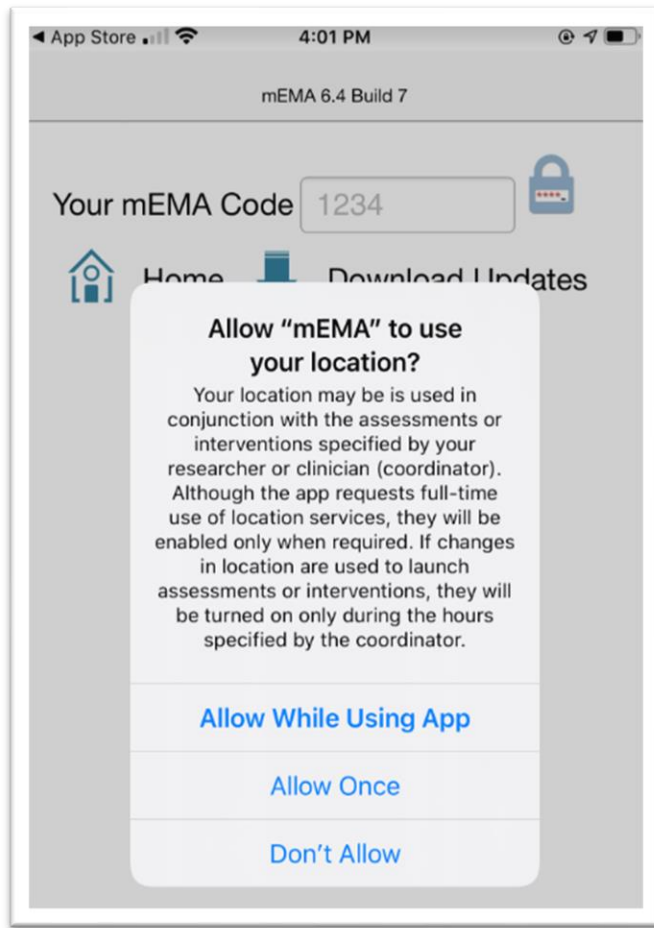
To download the mEMA App to your device, do one of the following:

1. Visit the **App Store** and search for **mema**.
2. Click the [mEMA](#) link.



## Location Permission

On iOS devices, the first thing you will see when you install the mEMA App is this Apple required permission notification.



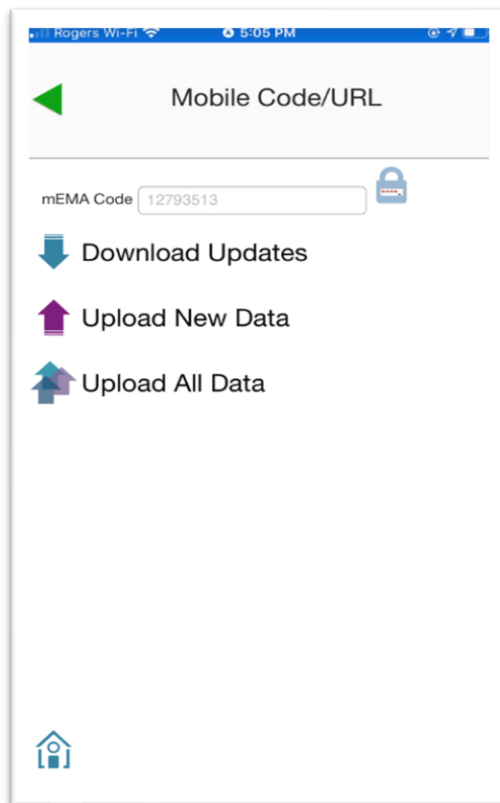
Please select **Allow While Using App** even if you know your study is not collecting GPS data. If you choose any of the other options, Apple will continue to notify you for your full permission, which can be very distracting.

If you have not consented to the study you are involved in to capture GPS data, then these data WILL NOT BE STORED, and no one will ever have access to them.

## The Code Screen

This screen allows you to:

- Synchronize your phone with the individual account your research coordinator has created for you without providing any Personally-Identifying Information
- Download Updates
- Upload New Data
- Upload All Data

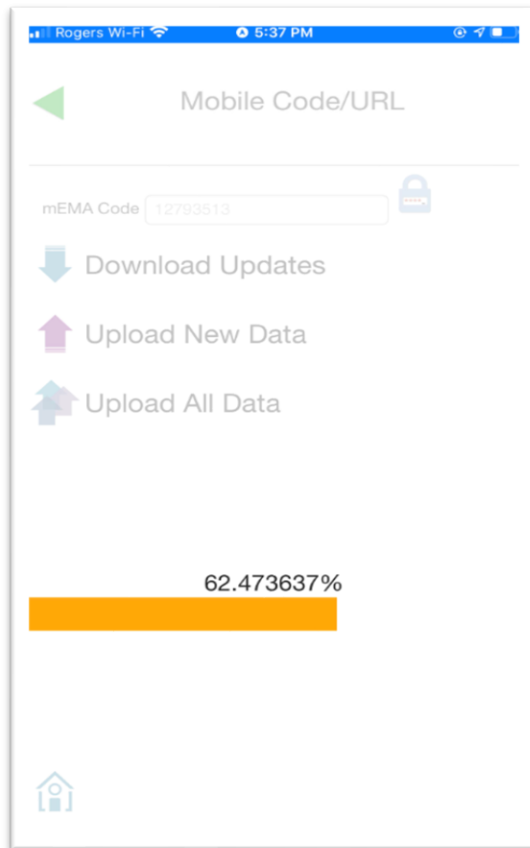


1. To participate in the study, in the **mEMA Code** field, type the **8-digit code** provided to you by the study coordinator.
2. Tap the **Download Updates** arrow.
3. Tap the **Upload New Data** arrow.

## Synchronizing

After tapping the **Download Updates** arrow, the mEMA App will pull down any surveys and alert schedules that have been assigned to you.

**Note:** Your device must be connected to the internet either via WiFi or cell service.



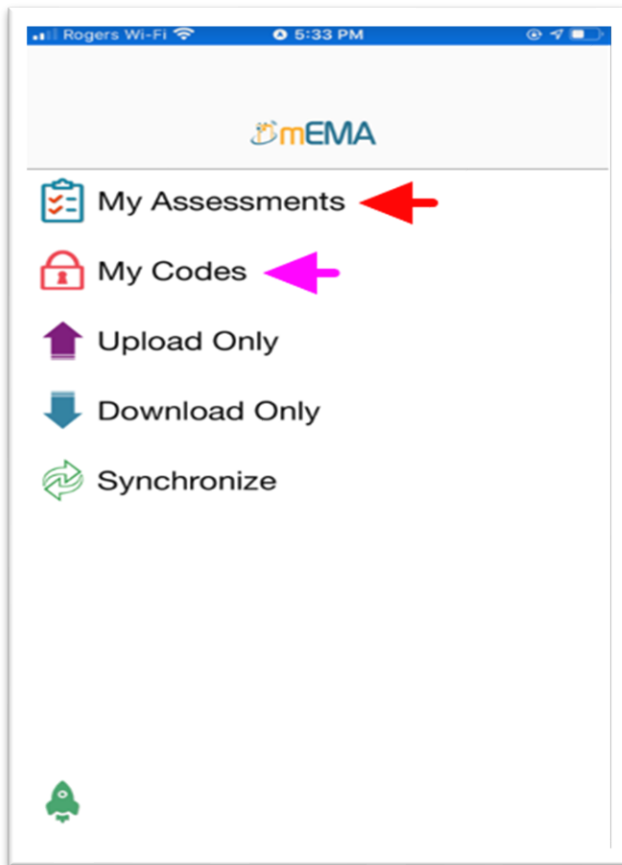
The orange bar shows the progress of the download.

**Note:** Do not leave this screen until the download is complete.

When the download is complete, the **Home** screen will automatically appear.

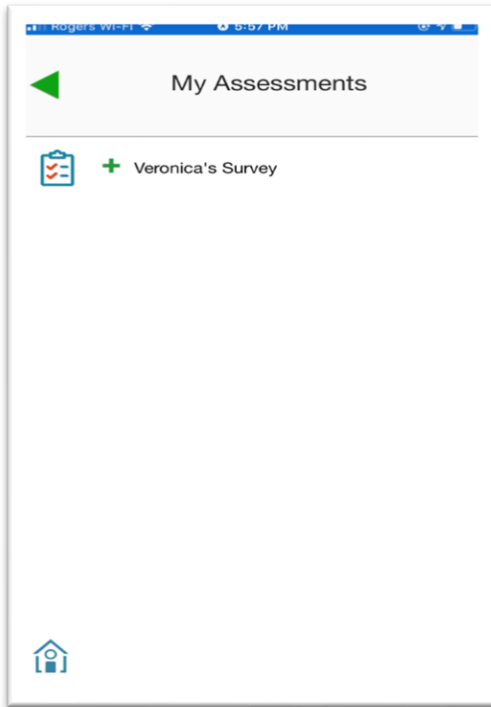
## The App Home Screen

1. To return to the **Codes** screen from the App screen, tap the **My Codes** icon.
2. Tap the **My Assessments** icon to see surveys assigned to you.



## The My Assessments Screen

All assessments assigned to you are listed on the **My Assessments** screen.



## How to Access Assessments

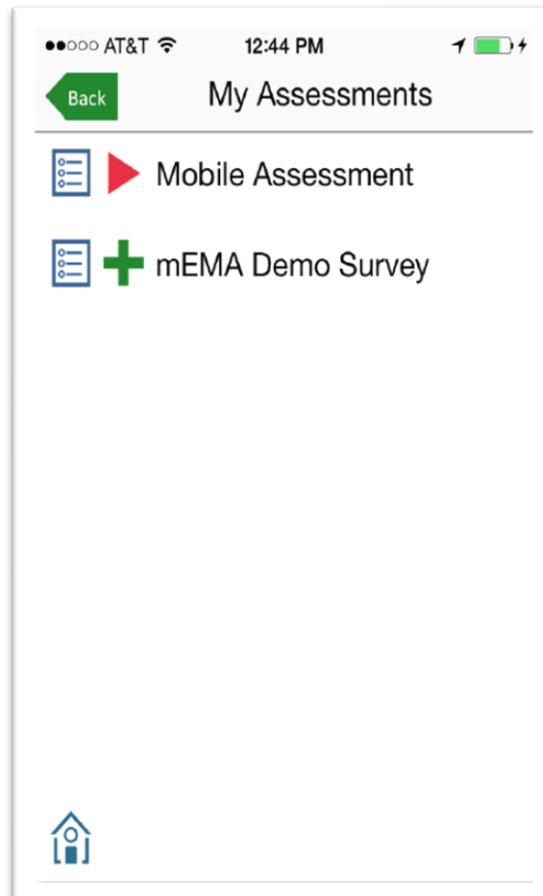
The red arrow next to **Mobile Assessment** indicates that this survey is available for you to complete. Red arrows only appear once a notification is sent to let you know it is time to take a survey.

**Note:** The survey will be open for a limited time.

1. Tap the **red arrow** to start the survey.

**Note:** The green plus sign next to the **mEMA Demo Survey** indicates that this survey is available for you to complete whenever you want.

2. Tap the **green plus sign** to start the survey.





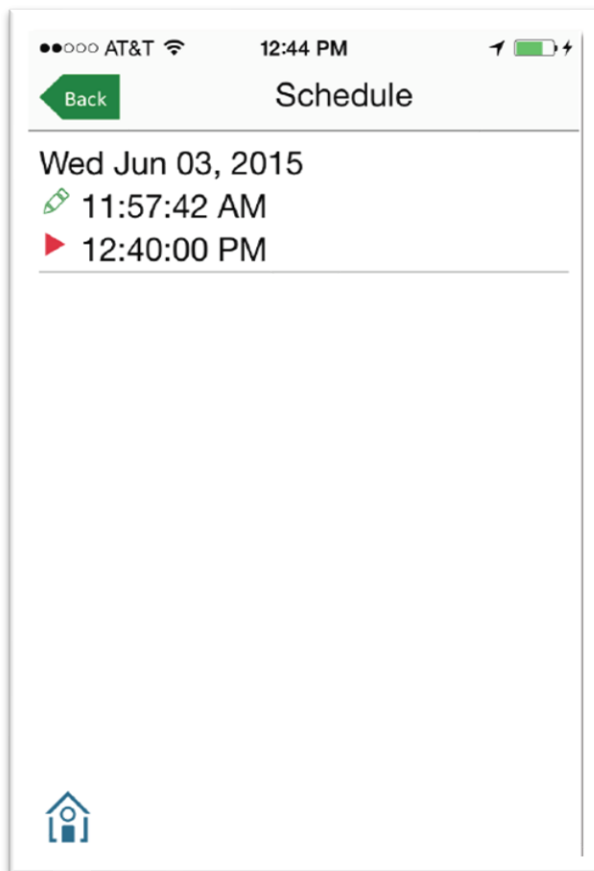
## Current Instances

If you tap on the title of the survey, rather than the red arrow/green plus sign, then you will see the currently available instances of that survey,

In the image, you can see that an instance started at **11:57 AM** and is still available for editing.

1. Tap the pencil icon to edit that instance of the survey.

**Note:** The **12:40 PM** instance is also available for you to start.



2. Press the red arrow to start this instance of the survey.

**Note:** How long each instance remains available for editing depends on the settings chosen by your study coordinator.

## Syncing Your Data

Synchronization occurs on the **My Codes** page. Syncing your mobile devices to mEMA allows for ease of use and no data loss.

1. After completing a survey, tap the **purple upload arrow** to send your completed survey to the mEMA platform for secure access by the study coordinators.
2. When you press the upload arrow, you will see the **orange progress bar** appear. If the orange progress bar does not appear, tap the purple upload arrow again.

### Note:

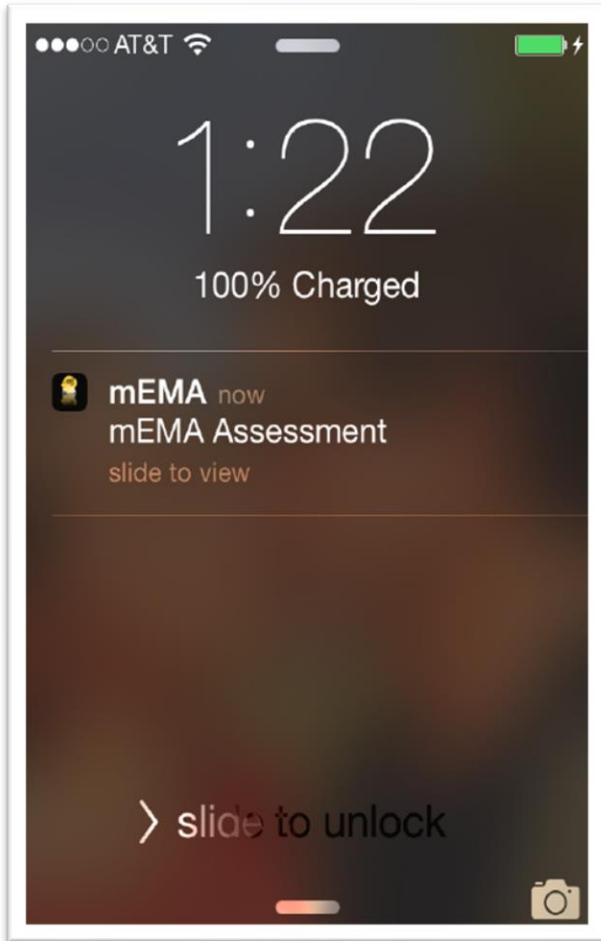
- Your device must be connected to the internet
- When the upload starts, do not leave the screen until the upload is complete



3. Tap the **green arrows** to upload all completed surveys stored on your mobile device, even those that have already been uploaded. You shouldn't need to do this unless your study coordinator asks you to.

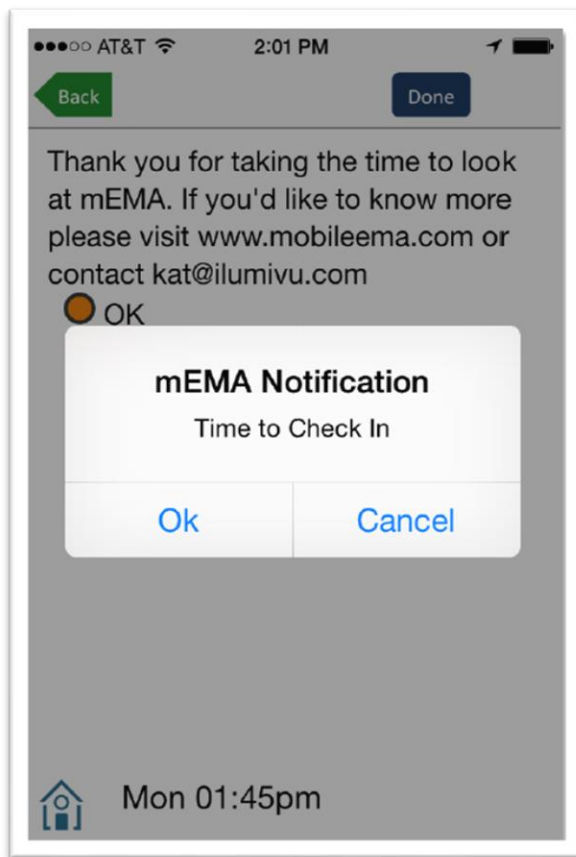
## Receiving Notifications

If your Apple device is asleep and the screen is locked, a notification will appear on the screen and you will hear a sound when the mEMA App is alerting you to take a survey.



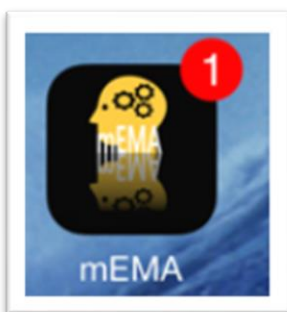
You may receive multiple reminders for each survey depending on the settings chosen by your study coordinator.

If your Apple device is in use when a survey alert is sent, you will receive a banner notification like this image.



1. Tap the **OK** button to go to the survey.
2. Tap **Cancel** to continue working on the currently open screen.

Whenever there is a notification to which you have not yet responded, you will see a number above the mEMA badge. The number indicates how many notifications you have missed.



As soon as you respond to the alert by opening the survey, the notification will disappear.

## Data Privacy

- The mEMA system does not know who you are.
- Your name, email, phone number, or any other personally-identifying information has not been entered into mEMA.
- You are identified for this study by the 8-digit code provided to you by the study coordinator.
- The survey answers you enter into the mEMA App are stored on your mobile device and on the secure mEMA web server where only the study team can access them.