

RISE

Texting through REDCap using MOSIO SOP

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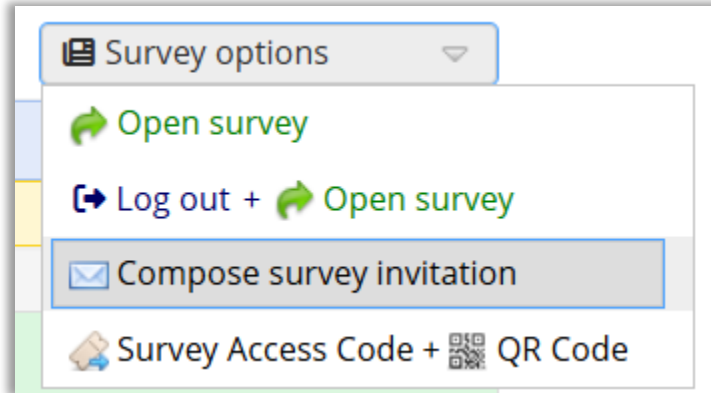
Version RISE Date: 2026-04-27

Purpose:

This SOP describes the procedures for texting study participants using MOSIO.

1. To send a text to a participant (PPT) through REDCap using MOSIO:

- a. Open the PPT ID on REDCap and go to “Text Invitation Form”, under the Phone Screen column
- b. Click the dropdown menu at the top right that says, “Survey Options” and select “Compose survey invitation”



- c. The “Send Survey Invitation to Participant ...” page comes up (see below)

Info
Survey title: Text Invitation Form
Event: Phone Screen

Invitation type - How the participant is invited
SMS invitation (contains survey link) - PREFER ?

When should this email be sent?
 Immediately
 At specified time: M-D-Y H:M
The time must be for the time zone **America/New_York**, in which the current time is **04-10-2026 15:27**.

Enable reminders
 Re-send invitation as a reminder if participant has not responded by a specified time?

Compose message

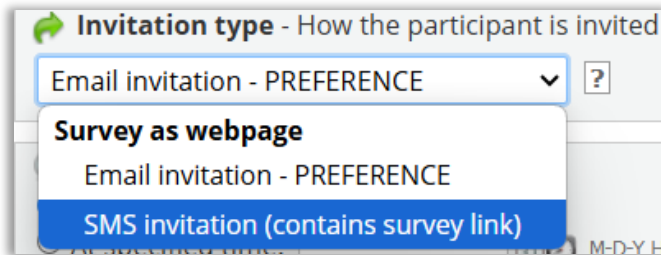
To: (email address)
Or provide another phone number:

[Send test email](#)

Open Sans Paragraph 10pt **B** *I* U ~~S~~ **A**

Please take this survey.
You may open the survey in your web browser by clicking the link below:
[survey-link]
If the link above does not work, try copying the link below into your web browser:
[survey-url]
This link is unique to you and should not be forwarded to others.

- d. **Invitation type:** open the dropdown menu and select “SMS Invitation (contains survey link)”



- e. **When should this email be sent?:** can select “Immediately” or you can schedule the text to go out on a specified date and time
- f. **Enable reminders:** do not check this box
- g. **Compose message**
- i. Open the dropdown menu and select the PPT’s phone number from the drop-down list
 - ii. If it’s the first time sending a text message to a participant, you will need to copy and paste the number from the “Contact Info” form

A screenshot of a "Compose message" form. It has a title "Compose message" with an envelope icon. Below the title is a "To:" label followed by a text input field containing the number "7168292323". To the right of the input field is the text "(phone number)".

- h. Remove the automated message that will appear in the text box and enter the message you wish to send to the participant
- i. Click “Send invitation”
- i. A popup window will appear
 - ii. Click “Leave as is with no survey link” for the message to send
 - iii. Then a page with a green check mark will appear and you will click ‘leave page’.