

RISE

Texting through REDCap using MOSIO SOP

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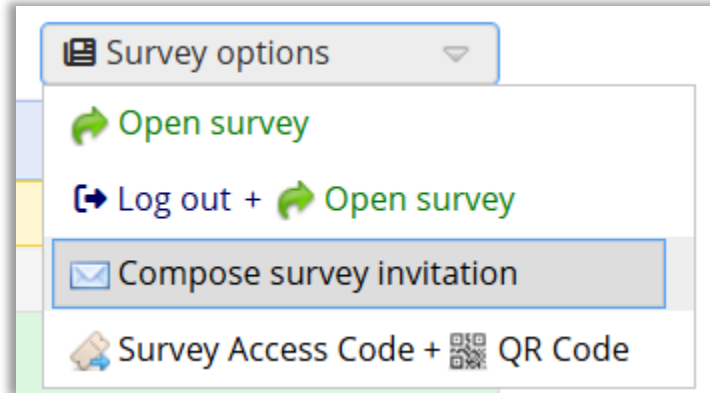
Version RISE Date: 2026-04-27

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:

- Open the PPT ID on REDCap and go to “Text Invitation Form”, under the Phone Screen column
- 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](#)

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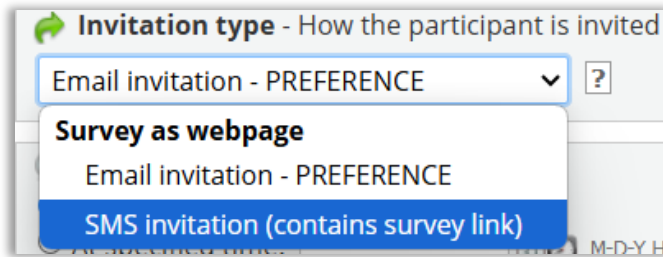
Please take this survey.

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**
- Open the dropdown menu and select the PPT’s phone number from the drop-down list
 - 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 form titled "Compose message" with an envelope icon. It contains 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”
- A popup window will appear
 - Click “Leave as is with no survey link” for the message to send
 - Then a page with a green check mark will appear and you will click ‘leave page’.