Overview

CentrePoint Study Admin System

ActiGraph’s CentrePoint Study Admin system is a secure cloud-based logistics tool that can be used in conjunction with ActiLife to simplify site set-up, device deployments, subject compliance monitoring, and inventory management for multi-site research studies. Clients using the CentrePoint system with ActiLife will benefit from a streamlined workflow and the ability to monitor subjects in real-time, while also having access to raw actigraphy data and ActiLife’s robust processing and analysis functionality.
What You’ll Need

ActiGraph activity monitor(s) with compatible charging and wear accessories
The CentrePoint system can be used with the following ActiGraph devices:

- **ActiGraph Link** (Serial number beginning with TAS)
- **wGT3X-BT, wGT3X+, and GT3X+** (Serial numbers beginning with MOS2, NEO, CLE1, and CLE2)

Note: A Bluetooth enabled device (ActiGraph Link (TAS), wGT3X-BT (MOS2) is required to perform mobile data uploads to CentrePoint using a companion mobile application.

Note: The CentrePoint system is also compatible with the discontinued ActiSleep product line, which includes wActiSleep-BT, wActiSleep+, and ActiSleep+ devices (MOS4, MRA3, MRA1, and MRA2).

ActiLife Software

- **ActiGraph Link (TAS)**
  - ActiLife 6.11.5 or higher
- **wGT3X-BT(MOS2), wActiSleep-BT(MOS4)**
  - ActiLife 6.8.1 or higher
- **wGT3X+(CLE2), wActiSleep+(MRA3)**
  - ActiLife 6.2 or higher
- **GT3X+(NEO or CLE1), ActiSleep+(MRA1 or MRA2)**
  - ActiLife 6.0 or higher

CentrePoint Sync app for iOS or Android
(Optional - to be installed on subject’s mobile device if mobile uploads are enabled)

PC + ActiSync Software

CentrePoint Study Admin Account

actigraphcorp.com
Getting Started

1 Open PC firewall access
The CentrePoint system requires firewall access for the URLs listed below. Please contact your IT provider to configure your PC accordingly.

- **Main Web Portal**
  - [https://studyadmin.actigraphcorp.com](https://studyadmin.actigraphcorp.com)
- **Amazon S3**
  - [https://s3.amazonaws.com/](https://s3.amazonaws.com/)
- **ActiSync service**
  - [https://studyadmin-actisync-service.actigraphcorp.com](https://studyadmin-actisync-service.actigraphcorp.com)
- **Update Service**
  - [https://actilifeversion.theactigraph.com](https://actilifeversion.theactigraph.com)

2 CentrePoint Account Setup
Your CentrePoint account will be created and customized by ActiGraph based on the specific data capture and communication objectives of your project. Contact ActiGraph at [sales@actigraphcorp.com](mailto:sales@actigraphcorp.com) to set up your study.

Once the study has been set up, you will receive an email from ActiGraph inviting you the CentrePoint system. Click the link in this email to confirm your email (username) and create a password.

3 Charge activity monitors
ActiGraph activity monitors must be fully charged prior to assignment and deployment.

1. Connect the activity monitor(s) to a PC or wall outlet using the compatible charging accessories (USB cable or Link dock).
2. Devices are fully charged once the green LED light on the device (GT/ActiSleep series) or on the Link dock (ActiGraph Link) stays on steady.

*Note: ActiGraph software is not required for device charging.*
Getting Started (Continued)

3 Install ActiSync software

1. Download the ActiSync software from:
   http://www.actigraphcorp.com/support/software/actisync

2. Double click the file to open and follow prompts to complete installation.

Minimum System Requirements

<table>
<thead>
<tr>
<th>OS</th>
<th>Windows XP or newer</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Dual core processor</td>
</tr>
<tr>
<td>HDD</td>
<td>20MB, USB 2.0</td>
</tr>
</tbody>
</table>

Note: When an activity monitor is plugged in for charging after ActiSync has been installed, a dialog box will appear asking the user if they want to assign the device. Disregard this message and allow the activity monitor to charge.

5 Setup Study Milestones (Optional)

Study milestones can be created to predefine events of interest that can be tracked for the subject. These may include specific visits, the beginning or end of a screening period or intervention, etc.

1. Login to the CentrePoint Study Admin web portal.

2. Verify that the correct study is displayed. If you have more than one study, select “Choose a Study” from the left hand menu bar and then select the appropriate study.

3. Select the “Milestones” tab from the left hand menu bar.

4. Enter the name of the new milestone into the text box under “Add a new Milestone” and select “Add Milestone.”

5. Milestones will be listed under “Existing Milestones” and can be created or edited as needed throughout the duration of the study.
Assigning an Activity Monitor to a Subject

Assigning an activity monitor to a new subject

1. Verify that ActiSync is running on the PC by checking for small icon in the taskbar.

2. Connect the fully charged activity monitor to the PC using the USB cable or Link dock.

3. Once connected, the ActiSync icon will turn yellow and a dialog box will open.

4. Select “Assign the subject now.”

5. Enter login information if prompted.

6. The CentrePoint Study Admin web portal will open in your web browser.
Assigning an Activity Monitor to a Subject (Continued)

7. Complete the form by entering the information below. Entry formats will be designated during the study setup process.
   - Study: select the study from the dropdown menu.
   - Subject Identifier
   - DOB: Date of Birth
   - Gender
   - Weight
   - Wear Position

8. If mobile data uploads are to be used for the study, select the “Mobile Data Uploads” checkbox option.

9. Select “Assign Device to a New Subject”. Wait for progress bar to indicate that assignment is complete.

10. Disconnect activity monitor and verify that device LED light is flashing (GT/ActiSleep series). If using an ActiGraph Link, a 10 second calibration countdown will begin. Wait for the countdown to complete and for the device to go from halt mode into activity mode, as indicated by the running man icon in the upper left corner of the device. This takes approximately 90 seconds.

11. To set up mobile data uploads for this subject, see next section, Mobile Data Uploads.
Assigning an Activity Monitor to a Subject (Continued)

12. Perform activity monitor test procedure:
   - Reconnect the activity monitor to the PC and allow upload to complete.
   - A new CentrePoint window will open. Verify that activity monitor is collecting data (see figure below). If activity monitor is not collecting data, disconnect device and repeat steps 2 - 10.

13. Add Subject Milestone by selecting the corresponding milestone from the drop down list and clicking “Mark Milestone Complete”. (this step is optional)

14. Disconnect activity monitor from PC.

15. If you are using an ActiGraph Link worn at the wrist, immediately insert device into watch band and lay it on a flat surface until the 10 second calibration countdown is complete. This calibration procedure is not required for GT/ActiSleep series or Link devices worn at the waist, which do not provide valid wear sensor data.

16. The activity monitor is now collecting data and can be given to the subject along with appropriate wear accessories and instructions.
Assigning an Activity Monitor to a Subject (Continued)

Reassigning a monitor to an existing subject

1. If a subject has already been entered into the system, complete steps 1-6 above.

2. Scroll to the bottom of the page and select “Assign the device to an existing subject” to reveal a list of all subject identifiers associated with the study.

3. Select the desired subject and click the “Assign device to existing subject” button. Wait for the progress bar to indicate that the assignment is complete.

4. Complete steps 10-16 above.

   Note: When reassigning a device to an existing subject, it is not necessary to give the subject the same activity monitor that was previously used.
Mobile Data Uploads & Messaging

This section describes how to set up the CentrePoint Sync mobile application, perform mobile data uploads, and communicate with subjects through mobile messaging. Note that mobile data uploads must be activated by ActiGraph during the study setup process. If you will not be using the mobile data upload feature, skip to next section, Uploading and Viewing Data in the CentrePoint.

Setup a mobile device

1. After completing the device assignment, select “Setup a mobile device for subject.”

2. Follow the instructions to download the CentrePoint Sync app onto the subject’s mobile device.

3. Select “Generate Pin” to reveal a 5 digit activation code.
4. Open the mobile app on the subject’s mobile device and enter a 5 digit pin number to associate the activity monitor with the subject’s mobile device.

5. Once the pin is entered, the mobile app will automatically detect the activity monitor and display a green checkmark to verify communication and data collection status.
Mobile Data Uploads & Messaging (Continued)

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Uploading mobile data

Provide subjects with the following instructions on how to upload data using the CentrePoint Sync app. Uploads can be performed at predetermined times or intervals during data collection.

1. Open the CentrePoint Sync app. Wait for the app to locate the activity monitor and then select “Upload.”

2. A progress indicator will appear. Once the upload is complete, the indicator will be replaced with a green check mark, confirming that data have been successfully transferred to the CentrePoint system.

3. Click “OK.” The application can now be shut down.

3

Viewing data on a mobile device

If enabled, subjects have the ability to view daily activity information on the CentrePoint Sync app.

1. Open CentrePoint Sync and allow the application to sync with the device.

2. Select the menu icon in the upper left corner and then select “Activity Data.”

3. Daily totals for counts, steps taken, and calories will be displayed.
Mobile Data Uploads & Messaging (Continued)

Mobile messaging

Send mobile messages and confirm their receipt using CentrePoint.

1. Login to the CentrePoint web portal and select the desired study.
2. Select “Messaging” from the left hand menu and then “Create New Message.”
3. Enter the title and body of the message.
4. Select message recipients from list and click “Send Message.”
5. To see if a subject has read a specific message, select “Messaging” and choose the message from the list.
6. Message details will appear, showing a list of all recipients and the message status for each.

CentrePoint Sync mobile application system requirements

<table>
<thead>
<tr>
<th>Android Compatible Platforms (ie. Nexus, HTC)</th>
<th>iOS Compatible Platforms (ie. iPhones, iPad)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android OS 4.3 or newer (Android OS 5 is currently not supported)</td>
<td>iOS 7 or newer</td>
</tr>
<tr>
<td>Bluetooth 4.0 or newer hardware</td>
<td>Bluetooth 4.0 or newer hardware</td>
</tr>
</tbody>
</table>

Note: Bluetooth must be enabled on the mobile device to use the CentrePoint Sync mobile app.

Note: Only 60 second epoch data can be uploaded and viewed using the CentrePoint Sync app. Raw data is stored on the activity monitor and can be downloaded at a later time.

Note: Epoch data uploaded into the CentrePoint Study Admin system via mobile application is immediately available for viewing. See “Viewing subject details and epoch data” below.
Uploading & Viewing Data in CentrePoint

1. Uploading data

   1. Verify that ActiSync is running on the PC by checking for small icon in the taskbar.
   2. Connect the activity monitor to the PC.
   3. Once connected, the ActiSync icon will turn yellow and the data will begin to automatically upload to the system.
   4. If prompted, enter login information. A browser window will open to display the Subject Details. Review data (see “Viewing subject details and epoch data” below).

![Subject Details](image)

5. Add milestone (optional) by choosing the appropriate selection from the drop down list and clicking “Mark Milestone Complete.”

![Subject Milestones](image)

6. Once the data have been uploaded, the device can either be returned to the subject for continued monitoring or disassociated with the subject and returned to inventory.

   *Note: If the device will be given back to the subject after upload, allow it to fully charge before redeployment.*

7. To disassociate a device, select “Stop Collecting Data.”
Viewing subject details and epoch data

1. Subject Timeline
The subject timeline displays a chronological list of timestamped events, including device assignments, uploads, milestones, and unassignments.

2. Subject Metrics

   - Daily Details
   Displays daily totals and minute-by-minute details on steps, kcals, and activity counts.

   - MVPA Details
   Provides information about the amount of time spent within different physical activity intensity categories, including MVPA (moderate to vigorous physical activity).
Uploading & Viewing Data in CentrePoint (Continued)

- **Wear Details**
  Displays daily percentage and minute-by-minute details on subject wear time and compliance.

- **Bout Details**
  Provides information on bouts of sustained physical activity.

- **Sleep Details**
  Provides detailed sleep score information, including total sleep time and sleep efficiency.
Creating Reports in CentrePoint

The CentrePoint reporting tool allows you to export your subject data in customizable configurations, including data types at different levels of aggregation and filtered to all or selected sites.

- Select the “Reporting” tab from the left hand menu and select “Create Report.”
- Enter report name and select sites, data types, and file format from the list.
- Click “Create.” When the status bar indicator is complete, select “Download Report” to view and save the report.
Accessing Raw Data with ActiLife

If raw data collection was enabled during study setup, all raw accelerometry data will be uploaded to the ActiGraph cloud. These raw data files can be retrieved, downloaded, viewed, and analyzed using the ActiLife desktop software.

1. Install ActiLife software

   1. Make sure the ActiSync software is closed. Go to actigraphcorp.com/getactilife and enter the ActiLife license key that was provided at the time of purchase.

   2. Follow the prompts to install ActiLife on your PC.

View ActiLife System Requirements

Note: ActiLife and ActiSync do not need to be installed on the same PC.

Note: If ActiLife and ActiSync are installed on the same PC, be sure to shut down one application before opening the other to prevent communication problems.

Note: The ActiLife full version and ActiLife Lite can both be used to download raw data from the activity monitor. However, the ActiLife full version is required to view and/or process the collected data.
Accessing CentrePoint data files from within ActiLife

Subject data collection status, monitoring details, 60 sec epoch AGD, and downloaded raw data files can be accessed in real time from within ActiLife.

1. Open ActiLife and click the “Studies” tab.
2. Enter CentrePoint login information when prompted.
3. A list of subjects and data collection status will appear in the grid.
4. Click on any subject to reveal a direct link to their “Subject Details” page in the CentrePoint web portal.
5. If data has been downloaded, a “Download subject data” button will appear in the lower left corner. Follow prompts to download the data file on your PC.
6. The data file(s) can now be accessed for cleaning and analysis by selecting “Add Dataset” under the Wear Time Validation and Scoring tabs in ActiLife.