CentrePoint® Platform

User Guide
Overview

CENTREPOINT® Platform

ActiGraph’s CentrePoint platform is a secure cloud-based logistics tool that can be used in conjunction with ActiLife to simplify site set-up, activity monitor deployments, subject compliance monitoring, and inventory management for multi-site research studies. Clients using the CentrePoint platform 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.
Study Package

ActiGraph activity monitor(s) with compatible charging and wear accessories

The CentrePoint® platform can be used with the following ActiGraph activity monitors:

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

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

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

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

**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
Getting Started

Allow firewall access to the following URLs

Contact your local IT department prior to assigning ActiGraph devices to ensure the following URLs are whitelisted for open and secure web communication and have access to the ActiGraph services. Please contact support@theactigraph.com for any additional questions or further assistance.

**ActiSync Service**
https://studyadmin-actisync-service.actigraphcorp.com

Connection point for the ActiSync client software order to determine the current assignment status of a device and instruct ActiSync how to proceed

**Main Web Portal**
https://studyadmin.actigraphcorp.com

Site personnel directly accesses this URL to create and monitor participants during the study

**Blob Azure Storage**
https://acticlouduploadsprod.blob.core.windows.net

Allows ActiSync to extract the data from the ActiGraph device and store it on our cloud storage server

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**Please note:** Clicking on the links above does not confirm open access. **URLs must be added to the IT whitelist.** If you are having trouble assigning an ActiGraph device and have not contacted your IT department yet, please do so.

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**CENTREPOINT® Platform Requirements**

The CentrePoint platform is only compatible with **TLS 1.2** or higher security protocols. Contact your local IT department to ensure your systems meet the latest security protocols and have access to the ActiGraph services.

**Internet Browsers**

- Microsoft Internet Explorer 11 or newer
- Microsoft Edge
- Mozilla Firefox
- Google Chrome

**API Integrations**

- Java 8(1.8) or higher
- .NET 4.6.2 or newer
- Python 2.7.9 or higher
- Ruby 2.0 or higher
- OpenSSL 1.0.1 or higher
- Mozilla NSS 3.15.1 or higher

**Operating Systems**

- Windows 10 or newer*

* Sites using operating systems older than Windows 10 (e.g. Windows 7), should contact ActiGraph support for further instructions.
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@theactigraph.com to set up your study.

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

Install ActiSync software

1. Download the ActiSync software from https://theactigraph.com/actisync

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

ActiSync System Requirements

OS  Windows 10 or later (ActiSync is not compatible with MacOS)
CPU  Dual core processor  |  HDD  20MB, USB 2.0
Getting Started | Continued

Charge the Activity Monitors

Activity monitors should be fully charged before assignment and deployment. It takes up to 2-3 hours to fully charge the activity monitor. Charging temperature range is 0°C to 45°C.

1. Connect the charging dock to a wall outlet using the supplied wall charger.

2. Connect the activity monitor to the charging dock by pulling the plastic tab on the dock to the right and inserting the activity monitor with the screen facing up and the button on the opposite side of the charger cable.

3. The activity monitor is fully charged once a solid battery icon appears on the screen.

Please note: An Internet connection is not required to charge the activity monitor(s).
Assignment

Assigning an activity monitor to a new participant

Assigning an activity monitor to a new participant will take approximately 3-5 minutes. Make sure the activity monitor is fully charged prior to assignment.

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

2. Connect the charging dock to the computer using the provided USB cable and insert the activity monitor into the charging dock.

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

4. Select “Assign the subject now.”

5. The CentrePoint web portal will open in your web browser.

6. Enter your CentrePoint login information.
Assignment | Continued

7. Complete Device Assignment by entering the following information:
   - Site: Select the appropriate site from the dropdown menu. Site coordinators will only have one option available (their site). If you have access to more than one study, select the correct study before you continue with Device Assignment.
   - Subject Identifier: This will be six characters long (XXX-XXX), where the first three characters will be prefilled with your site ID and the last three numeric digits are the participant number.
   - Date of Birth: (DD-MM-YYYY)
   - Weight: (kg or lbs)
   - Wear position: Left Non-Dominant Wrist or Right Non-Dominant Wrist.

8. Select “Assign Device to a New Subject.” Wait for progress bar to indicate that assignment is complete.
9. **Setup a Mobile Device for the Participant**

(If you’re not using the CentrePoint Connect mobile app, skip ahead to Step 11 for a Test Upload)

For this study, participants will be using the CentrePoint Connect mobile application to upload the activity monitor throughout the study. To pair the activity monitor with the mobile phone, complete the following steps:

- After completing the device assignment, select “**View or Add Mobile Devices**” from the Subject Details page.

  ![Subject Details](image)

- Download the **CentrePoint Connect** mobile application from the App Store or Google Play to the participant’s phone.
• Select “Generate Mobile Activation PIN” to reveal a 5 digit activation code.

• Open the CentrePoint Connect mobile application on the participant’s phone, and enter the 5 digit pin number into the mobile application to associate the activity monitor with the mobile device.
Once the pin is entered, activate wireless mode on the activity monitor by pressing and holding down the button on the right side for 5 to 7 seconds. A Bluetooth® icon will be displayed at the top right corner of the screen indicating wireless mode is active.

The CentrePoint Connect mobile application will automatically detect the activity monitor and display a green “Collecting Data” badge indicating the activity monitor has been assigned to the participant and is properly collecting data.

Please note: Make sure Bluetooth® is enabled to complete assignment of the activity monitor on iPhone and Android phones. For Android phones, do not enable “Battery Optimization” so the application will continue to collect and upload data. For iPhone users, make sure CentrePoint Connect is allowed to push notifications.
10. **Pair the activity monitor with CentrePoint® Data Hub**

   (If you’re not using a CentrePoint Data Hub, skip ahead to Step 11 for a Test Upload)

   - Connect the adapter end of the power cable into the back of the CP Data Hub and plug the other end into a wall outlet.

   - The blue LED status light on the back of the CP Data Hub will flash during startup. It may take up to 20 seconds for the light to begin to flash. Once the CP Data Hub connects to the cellular network, the blue LED light will stay on solid.

   - Connect the charger to the USB port on the CP Data Hub using the USB cable.

   - Place the activity monitor on the charger. Once connected, a progress wheel will appear on the screen indicating that an upload has begun. When the upload is complete, a check-mark will appear on the screen.

   **Please note:** If you see a warning sign on the screen of the activity monitor, pull it from the charger and place again. Make sure you see a check-mark on the screen before proceeding to the next step.
Perform test upload and mark milestone:

- Insert the activity monitor back into the charging dock and allow upload to complete.

- You will be directed to the “Subject Upload Compliance” page. Add Subject Milestone by selecting “Mark Milestone.”

- Scroll down and select “I acknowledge the upload is complete.”
12. Remove the activity monitor from the charging dock by pulling the plastic tab to the right and away from the activity monitor.

Assignment Completed

Give the activity monitor, charger, and all accessories to the participant.
Assigning an activity monitor to an existing participant

Follow these steps to assign an activity monitor to an existing participant (such as, in the case of a lost or broken device) or if the visit schedule requires collection and reassignment:

1. Login to the CentrePoint web portal. Select the “Subjects” tab from the left hand menu, and select the corresponding Subject ID from the list.

2. You will be directed to the “Subject Details” page. Select the “Edit Subject” button located next to the Subject ID.
Assignment  |  Continued

3. From the Activity Monitor drop down list, select the serial number of the activity monitor previously assigned to the participant. Once you select an activity monitor, select “Save Subject.”

4. Give the activity monitor, mobile phone and all accessories back to the participant.

Please note: We encourage the reuse of the previously assigned activity monitor that the participant used during the first monitoring period. Otherwise, a new activity monitor and watch band should be used.
Uploading

Upload activity monitors and mark milestones

Milestones are used to mark data in association with each visit. Participants are instructed to bring the activity monitor with them to every site visit, during which sites can upload activity data and mark milestones.

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

2. Connect the charging dock to the computer using the provided USB cable and insert the activity monitor into the charging dock. The ActiSync icon will turn yellow and the data will begin to upload automatically to the system.

3. Once the upload is complete, a browser window will open to display the “Subject Upload Compliance” page.

4. Enter your CentrePoint login information.

5. **Mark Milestone**

   Select “Mark Milestone” to add the recommended milestone. If you do not wish to mark a milestone at this time, select “I don’t want to mark a Milestone.”
6. **Subject Wear Compliance**

Following an ActiSync upload, you will be prompted to acknowledge wear compliance. Please note wear compliance results may take up to 1-2 hours to be processed by CentrePoint. If the wear compliance summary does not appear, we ask that you still select “I acknowledge the upload is complete” and proceed to the Subject Details page.

7. Remove the activity monitor from the charging dock, and return it to the participant for continued monitoring.
Go to the CentrePoint Main Portal at https://studyadmin.actigraphcorp.com and login using your username and password.

Once logged in, you will be directed to the “Study Home Dashboard” page. All uploads are instantly logged in the “Activity Feed” on the “Study Home Dashboard.”

To view detailed upload information for a participant, select the “Subjects” tab from the left hand menu, and select the desired subject ID from the list.
Viewing Participant Data | Continued

Go to the “Subject Details” page and select “Subject Timeline.” Each timestamped data upload is logged and the amount of new data, activity monitor battery level, and upload source are provided.

Reviewing wear compliance

To review a participant’s wear compliance, go to the “Subject Details” page and select “Wear Details” from the drop down menu labeled “Subject Detail Views.” The “Wear Details” section displays daily details on subject wear time compliance. For this study, a participant is considered wear compliant for the day if the activity monitor was worn for up to 95% of the time in a 24 hour period. You should review “Wear Details” regularly to verify that participants’ wear compliance meets minimum requirements for this study.
Viewing Participant Data | Continued

Viewing subject details and epoch data

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

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).
Viewing **Participant Data**

- **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.
Viewing Participant Data  |  Continued

Exporting Data from 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 "Exports" tab from the left hand menu and select "Create Data Transfer Exports."
- Enter export 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.

![Image of the CentrePoint reporting tool interface for exporting data]

- Select the "Exports" tab from the left hand menu and select "Create Data Transfer Exports."
- Enter export 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.
Unassignment

At the Final Visit, the activity monitor will be uploaded and unassigned from the participant. Sites will then collect the activity monitors, charging docks, and all accessories and return them to inventory.

Final data upload and activity monitor unassignment

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

2. Connect the charging dock to the computer using the provided USB cable and insert the activity monitor into the charging dock. The ActiSync icon will turn yellow and the data will upload automatically to the system.

3. Once the upload is complete, a browser window will open to display the “Subject Upload Compliance” page. Mark the corresponding milestone and select “I acknowledge the upload is complete.”
4. Remove the activity monitor from the charging dock by pulling the plastic tab to the right and away from the activity monitor.

5. From the “Subject Details” page, select “Stop Collecting Data” to remove the participant assignment from the activity monitor.

Please note: In the “Device Un-assignment Incomplete” window, “synced” refers to a complete upload of data from the activity monitor.
Unassignment | Continued

6. Insert the activity monitor back into the charging dock to perform the final upload and complete the unassignment.

7. Remove the activity monitor from the charging dock by pulling the plastic tab to the right and away from the activity monitor.

8. From the “Subject Details” page, select “Stop Collecting Data” to remove the participant assignment from the activity monitor.
Frequently Asked Questions

Q  How will I gain access to my CentrePoint account?
Your CentrePoint account will be created and customized by ActiGraph based on the specific data capture and communication objectives of your project. Once the study has been set up, you will receive an email from ActiGraph inviting you to the CentrePoint platform.

- Watch the training video included in the email.
- Click the link in this email to confirm your email (username) and create a password.
- Follow the link to download the ActiSync tool.

Q  What if I do not see an invite from ActiGraph?
Search your email box (and check your junk mail if necessary) for no-reply@studyadmin.actigraphcorp.com. If you are using Outlook, you might need to add no-reply@studyadmin.actigraphcorp.com to the “safe sender” list. If you are still unable to locate the email invite, please reach out to ActiGraph support. They will send you a direct link or will ask for an alternate email address to use.

Please note: To add a specific address or domain to the Safe Recipients List in Outlook, click a message from the sender. On the Home tab, in the Delete group, click Junk, and then click Never Block the Group or Mailing List.

Q  What are the system requirements for CentrePoint?
The CentrePoint platform is only compatible with TLS 1.2 or higher security protocols. Contact your local IT department to ensure your systems meet the latest security protocols and have access to the ActiGraph services.

Q  What are the minimum requirements for ActiSync?
ActiSync is compatible with the operating system Windows 10 or later (ActiSync is not compatible with MacOS). It requires a CPU Dual core processor and HDD 20MB, USB 2.0.

Q  How can I tell if ActiSync is running on my computer?
Verify that ActiSync is running on your computer by checking for the small ActiSync icon in the taskbar or in the systems tray (upward arrow in the bottom right hand corner of the screen).

Please note: To add a specific address or domain to the Safe Recipients List in Outlook, click a message from the sender. On the Home tab, in the Delete group, click Junk, and then click Never Block the Group or Mailing List.
What if ActiSync is installed but shows there is no Internet connection?
Check your Internet connection. If the issue persists, please contact your IT department to whitelist the following URL: [https://studyadmin-actisync-service.actigraphcorp.com](https://studyadmin-actisync-service.actigraphcorp.com) (your firewall might be preventing an Internet connection to the ActiSync application).

What happens if I connect the activity monitor to the computer through the USB port and the activity monitor is not being recognized?
- Try replacing your USB cable and charging station.
- Try a different USB port.
- Try uninstalling ActiSync and reinstall as a “System Administrator.” This allows for the device drivers to be installed successfully and allow for communication to occur.
- Try using a different device.
- Try using a different computer that also has ActiSync installed.
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