



# App User Guide

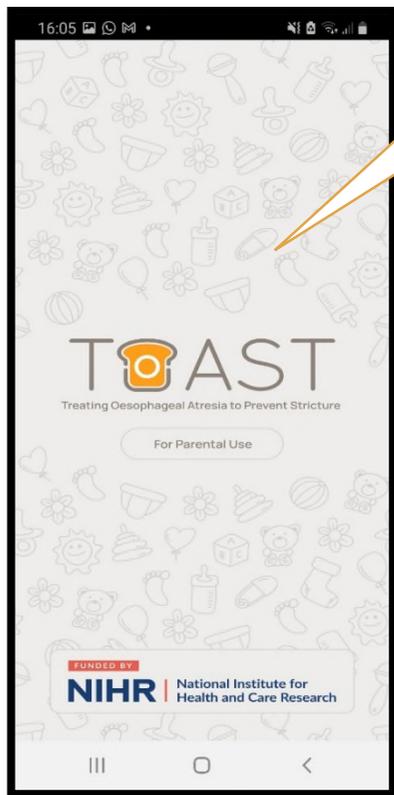
## Key points

- The TOAST app makes it easy for you to log TOAST medication given to your baby, and to let us know if your baby has missed a dose of TOAST medication (which will inevitably happen from time to time)
- To set up your account on the app, you need (1) Your baby's study ID (2) The email address you gave to your local research team as part of your contact details
- You will receive training on the app from your local research team. Make sure you receive this training before your baby is discharged home from hospital. You need to have been trained before you can start recording medication
- For the first 28 days after you have been trained on the app, please record every day whether you have given TOAST medication to your baby
- After 28 days from when you were trained, the app will stop asking you to log medication daily and start asking you to do this weekly. The first weekly questionnaire will appear at the end of the week (35 days after you were trained)
- Keep completing medication records until your baby is one year old. Please complete a record even if you did not give your baby a dose of the medication
- Please also record on the app each date that you reconstituted (made up) a bottle of TOAST medication
- Please allow notifications from the app on your phone so that it will remind you if you have not completed a medication record, or if a bottle of TOAST medication has expired
- You can record other information about your baby in the "My Baby" diary, if you would like to. This information will not be used in the TOAST Study and the TOAST Study team will not review it
- You can download the data you have entered into the app at any time. If you would like to keep the data, make sure that you download it before the TOAST Study ends
- Problems using the app? See the Troubleshooting section or contact [toast@npeu.ox.ac.uk](mailto:toast@npeu.ox.ac.uk)

<b>KEY POINTS.....</b>	<b>1</b>
<b>WELCOME AND SETTING UP YOUR ACCOUNT.....</b>	<b>2</b>
<b>LOGGING IN AND THE DASHBOARD</b>	<b>3</b>
<b>NOTIFICATIONS.....</b>	<b>4</b>
<b>LOGGING MEDICATION (DAILY).....</b>	<b>6</b>
<b>LOGGING MEDICATION (WEEKLY) ...</b>	<b>8</b>
<b>RECONSTITUTION.....</b>	<b>9</b>
<b>CONTACTS.....</b>	<b>10</b>
<b>THE DOSAGE CHART .....</b>	<b>11</b>
<b>THE "MY BABY" DIARY .....</b>	<b>12</b>
<b>DOWNLOADING YOUR DATA.....</b>	<b>14</b>
<b>TROUBLESHOOTING .....</b>	<b>15</b>
<b>CONTACT INFORMATION.....</b>	<b>16</b>

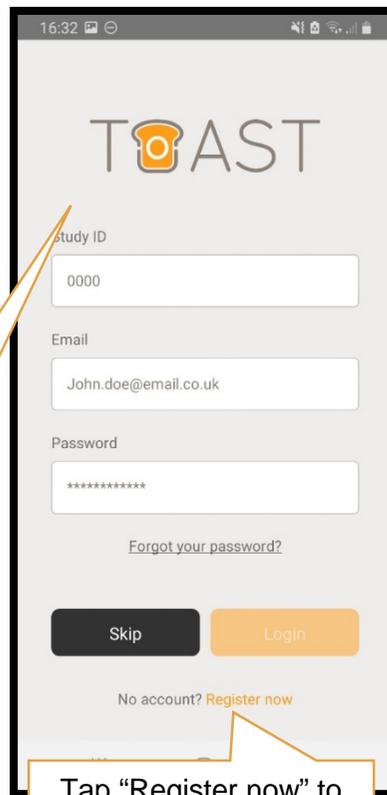
## Welcome and setting up your account

Download the app from the Apple store or Google Play store (search for “TOAST”). It is produced by NPEU CTU, University of Oxford.

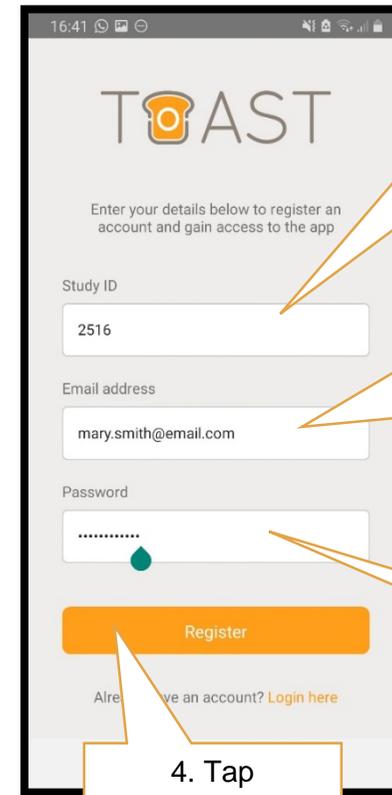


This is the screen you see whenever you open the app

When you first open the app, or if you previously logged out, you will then see the login screen



Tap “Register now” to set up your account



1. Enter your baby’s study ID (four-digit number written on the top of their consent form and their TOAST medication packaging)

2. Enter your email address (this must be the one that you gave to your local research team, as part of your contact details)

3. Set a password (this must be 10 or more characters)

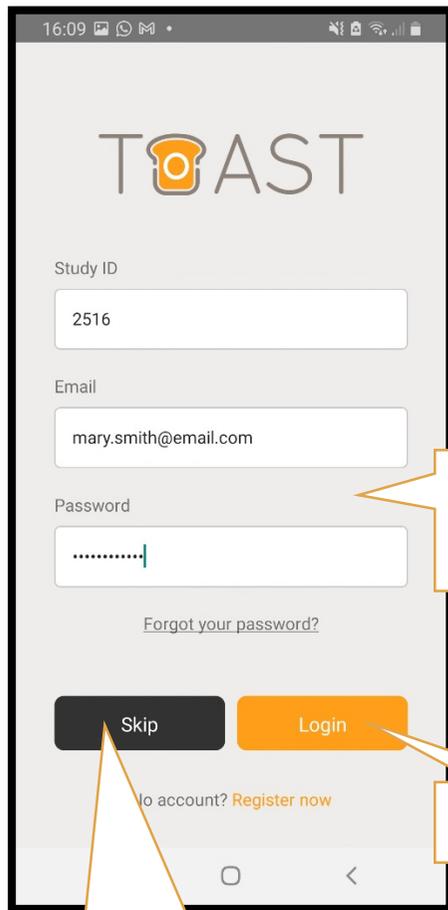
4. Tap “Register”

After you have tapped “Register”, you should receive an email to the email address you entered. Tap on the link in the email to verify your account. You can then return to the app and log in.

**We recommend that you check for updates to the app regularly on the app store you downloaded it from. If your phone prompts you to update the app, please follow instructions to do this.**



## Logging in and the dashboard



1. Enter the details you registered with

2. Tap Login

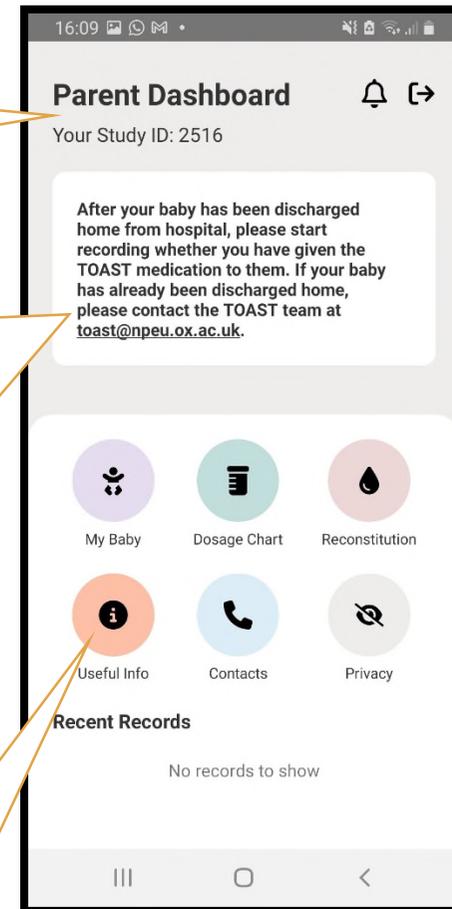
“Skip” takes you to information about OA-TOF and TOAST without needing to log in

When you log in you will see the dashboard

If you have not yet had training on using the app and recording medication, you will see this message.

You cannot log medication until you have had the training and the local clinical team have let the TOAST Study team know.

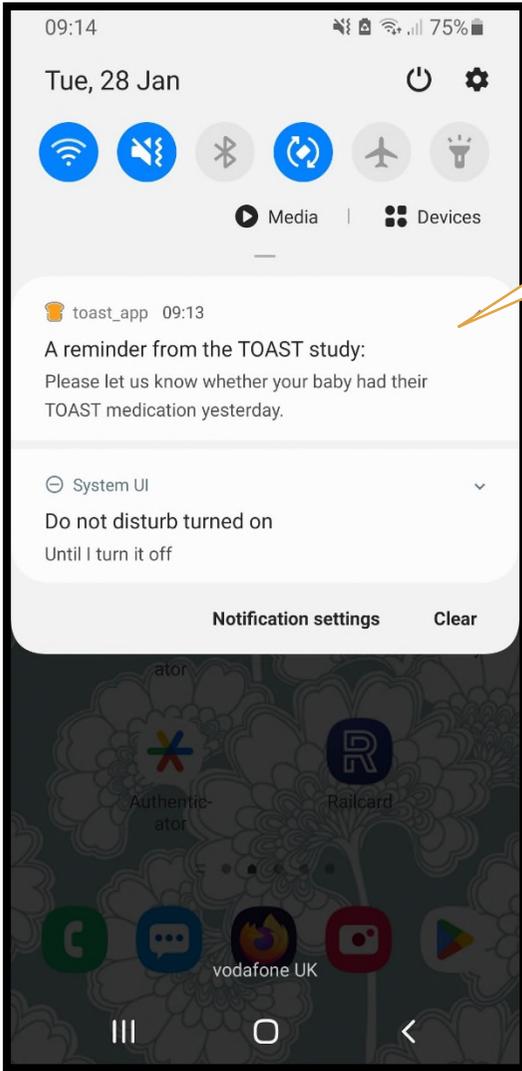
If you have received training and are still seeing this message, please contact the TOAST Study team ([toast@npeu.ox.ac.uk](mailto:toast@npeu.ox.ac.uk))



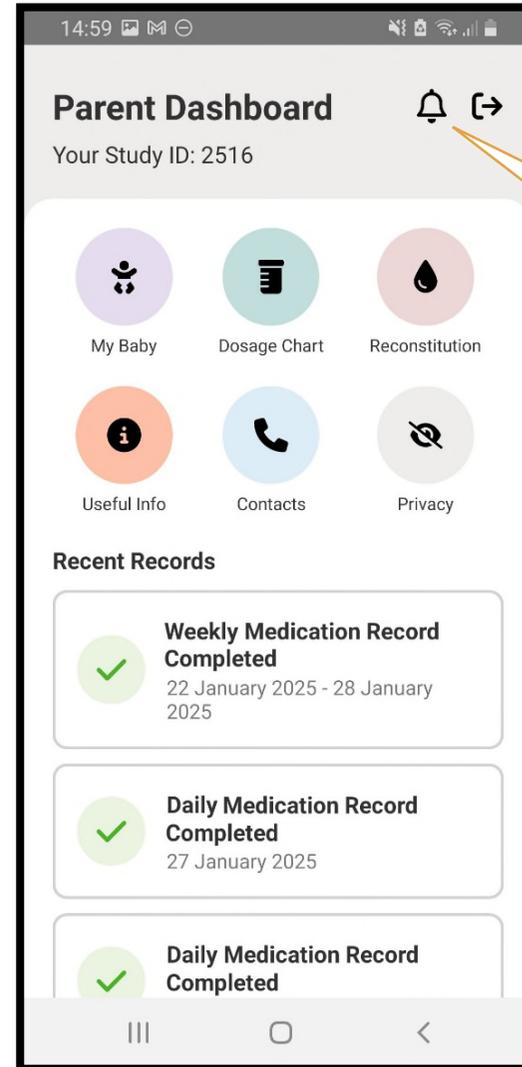
You can also access the information about OA-TOF and TOAST by tapping this button

# TOAST

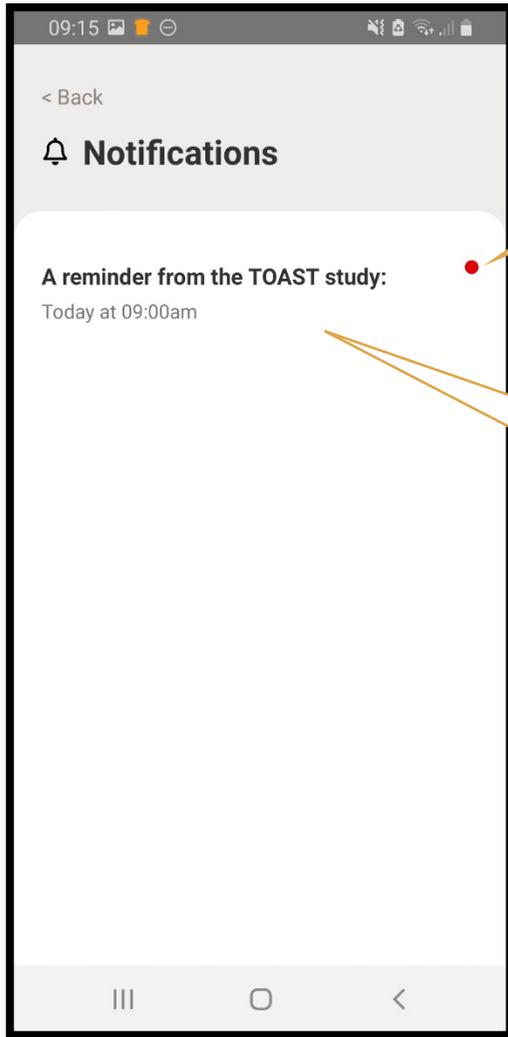
## Notifications



The app will send you reminders to record medication doses (if you have allowed this in your phone settings)

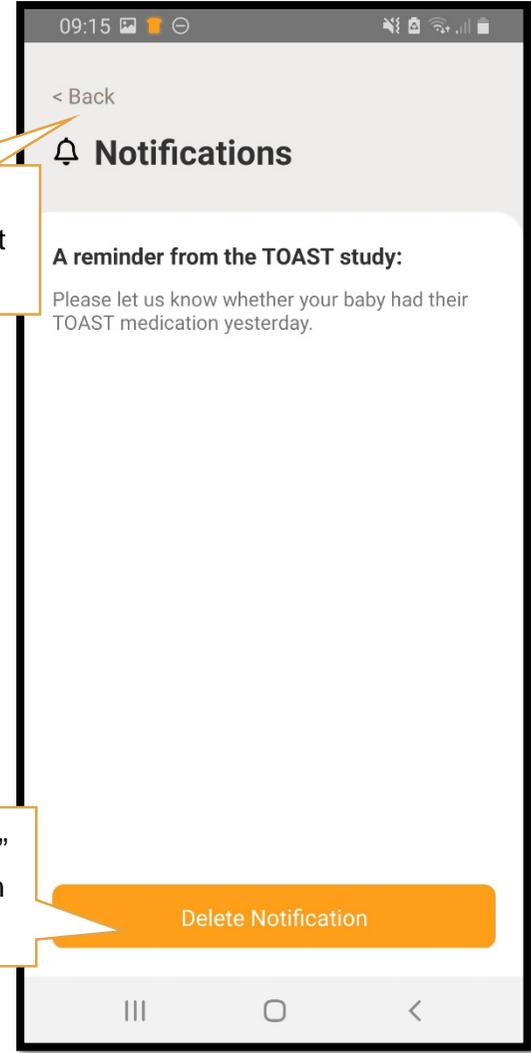


Tap the bell icon to see all notifications that the app has sent



Unread notifications are marked with a red dot

Tap a notification to see its contents

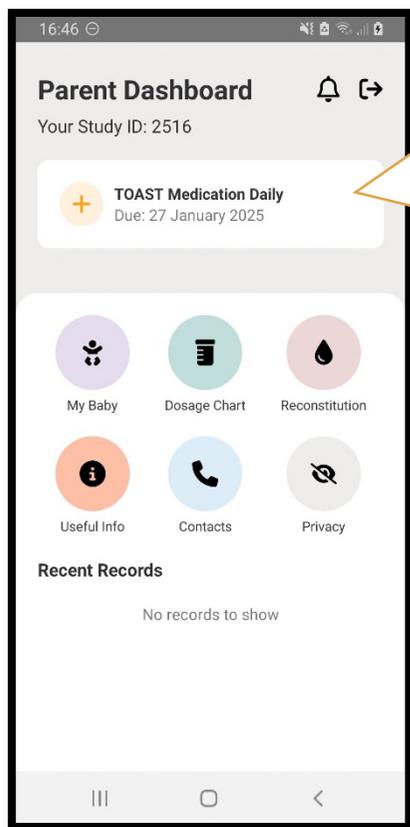


Use "Back" to return to the list of notifications

Tap "Delete Notification" to delete the notification from the list

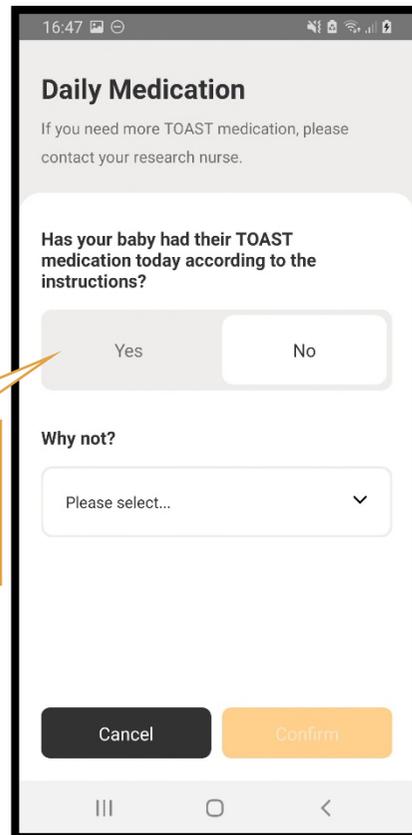
## Logging medication (daily)

For the first 28 days after you have been trained on using the app (starting the day after you were trained) the app will ask you to report each day whether you have given your baby the TOAST medication.



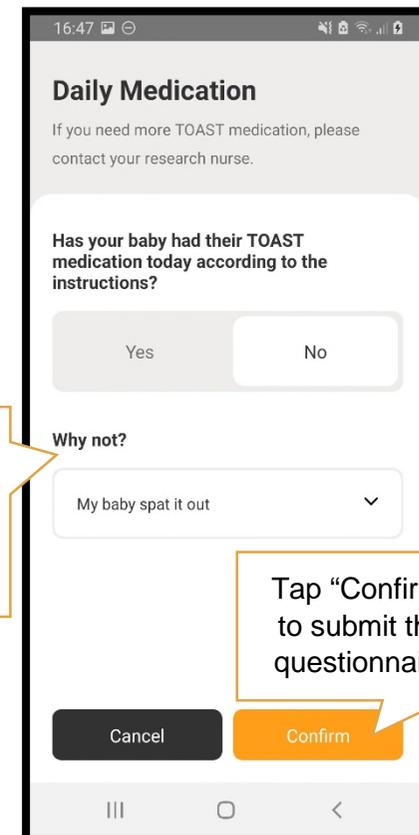
Tap the (+) tile at the top of the screen to report whether you have given the medication

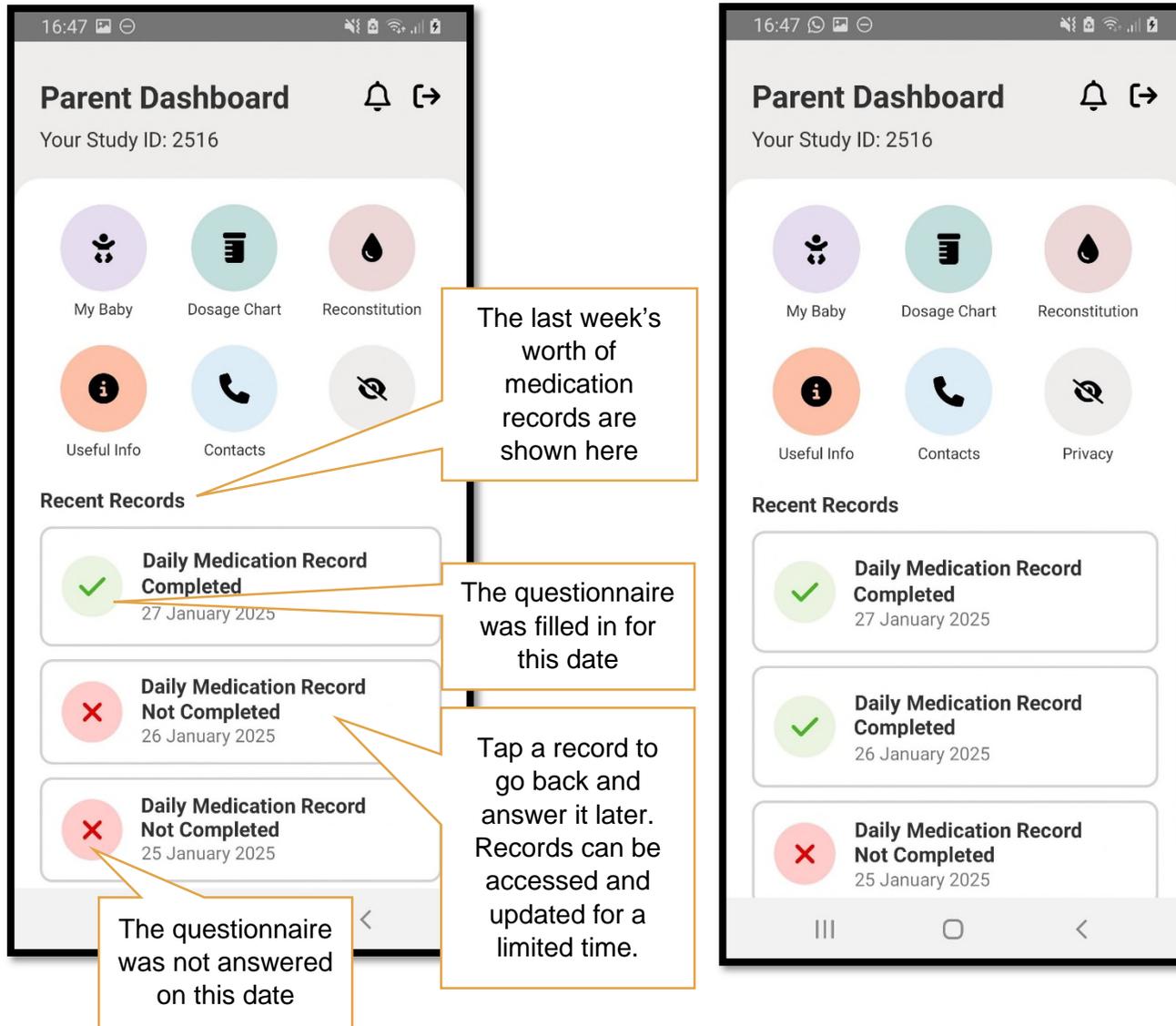
Fill in the questionnaire on the next screen



If you were not able to give the medication, we will ask you why this was

Tap "Confirm" to submit the questionnaire





### Why do you want to know if my baby has missed a dose of their TOAST medication?

We would like you to fill in the questionnaire even if you have not been able to give your baby their TOAST medication that day. This is because it is very useful for us to know how many doses of medication babies are actually getting, and if parents are having any problems giving it. We will use this information to interpret the results of the study properly.

## Logging medication (weekly)

After 28 days from when you were trained, the app will stop asking you to log medication daily and start asking you to do this weekly. The first weekly questionnaire will appear at the end of the week, that is, 35 days after you were trained

**Weekly Medication**  
If you need more TOAST medication, please contact your research nurse.

How many days did your baby have their TOAST medication in the last week? 22-Jan-2025 - 28-Jan-2025

5 days ✓

Were there any problems giving the TOAST medication according to the instructions?

Yes No

Cancel Confirm

Fill out how many days of the last week your baby had their TOAST medication

**Parent Dashboard** 🔔 ↗

Your Study ID: 2516

My Baby Dosage Chart Reconstitution

Useful Info Contacts Privacy

**Recent Records**

- Weekly Medication Record Completed  
22 January 2025 - 28 January 2025
- Daily Medication Record Completed  
27 January 2025
- Daily Medication Record Completed

Weekly records are shown in the Recent Records list (you can fill in weekly records you have missed from here for a limited time)

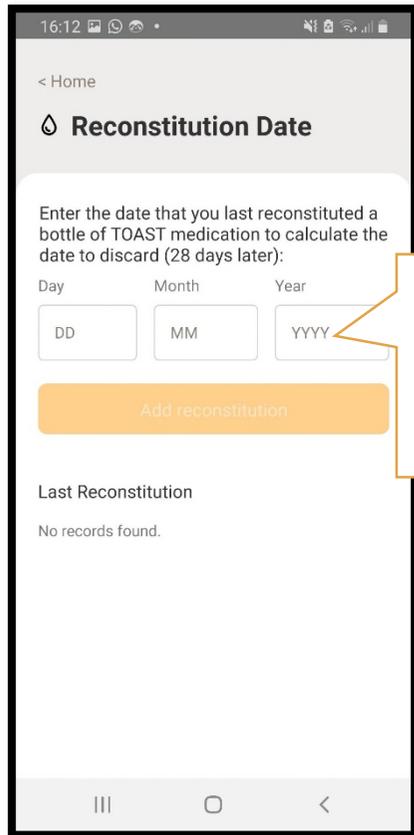


## Reconstitution

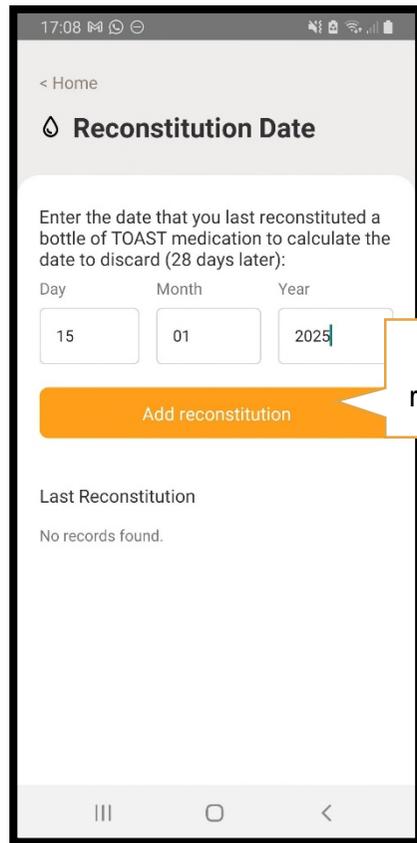


Use this section to record the date you reconstituted a bottle of TOAST medication.

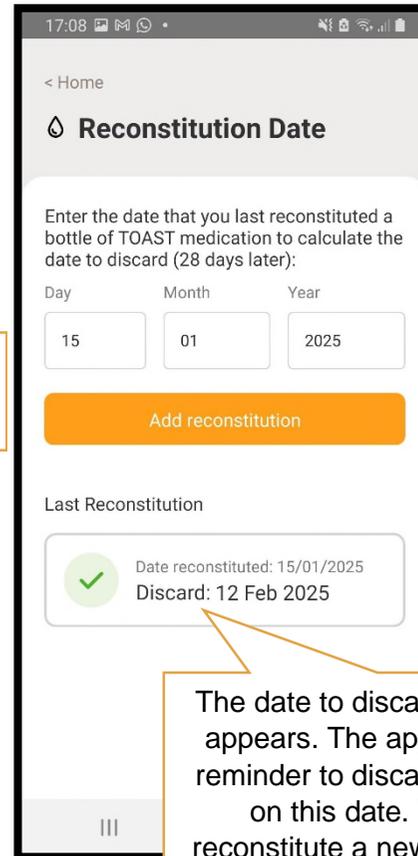
Reconstitution



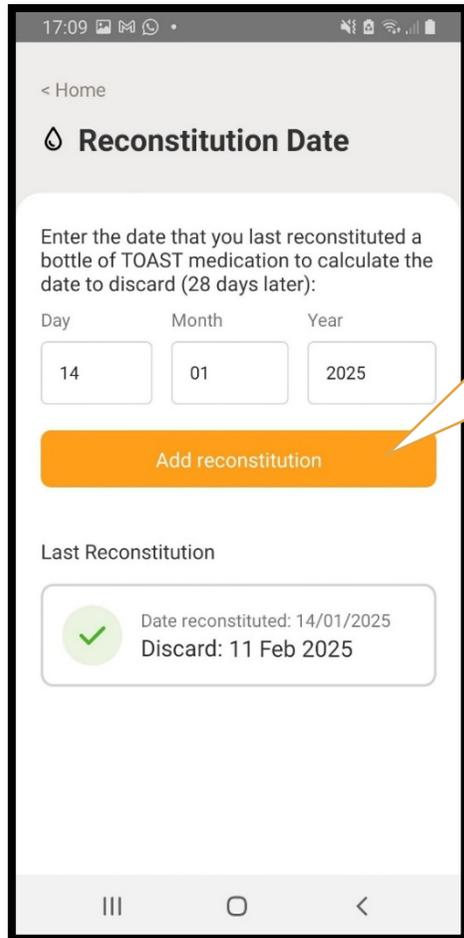
Enter the date you reconstituted the medication



Tap "Add reconstitution"



The date to discard the medication appears. The app will send you a reminder to discard the medication on this date. You can then reconstitute a new bottle of TOAST medication from your pack.



When you reconstitute a new bottle of medication, it will overwrite the previous date and calculate a new date to discard.

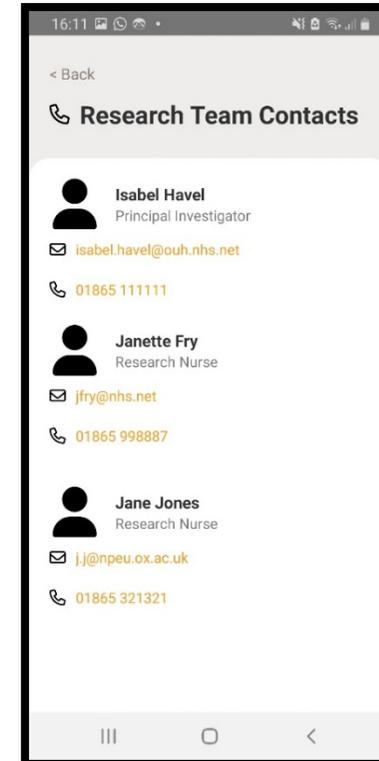
Or, if you enter the wrong date of reconstitution, just enter the correct one to update the date to discard.

Please keep giving the medication and logging medication records until your baby is **12 months (1 year) old**. The app will send you a message when it is the last week to give your baby their medication.

## Contacts



The Contacts section lists the contact details of the staff at the hospital where your baby was enrolled in TOAST.



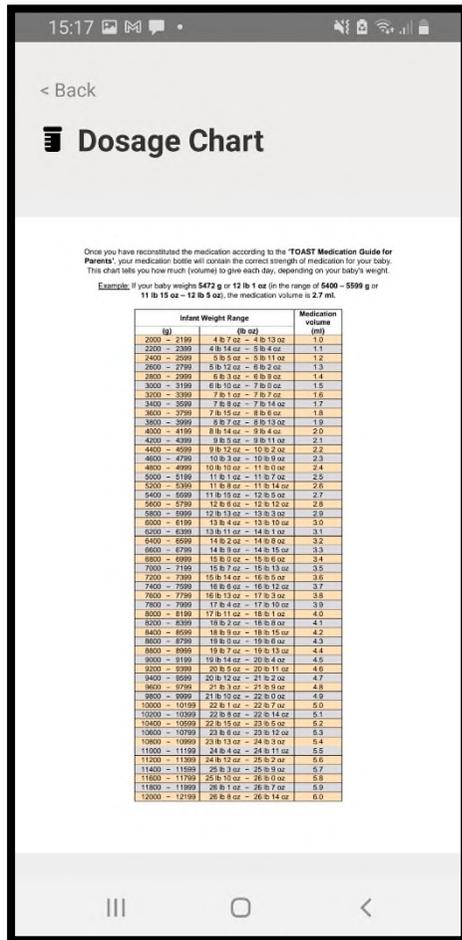


# The dosage chart

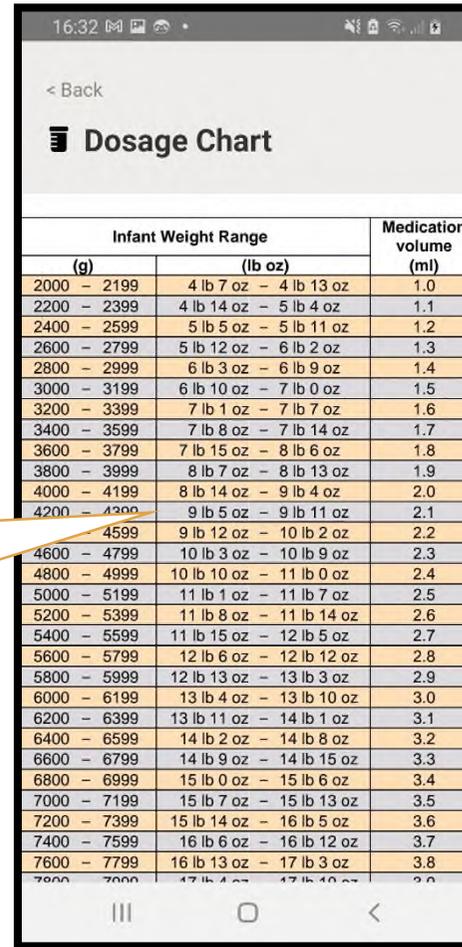


Dosage Chart

Use the dosage chart to check you are giving the right dose of medication to your baby, based on their weight.



Zoom in using two fingers to see the chart



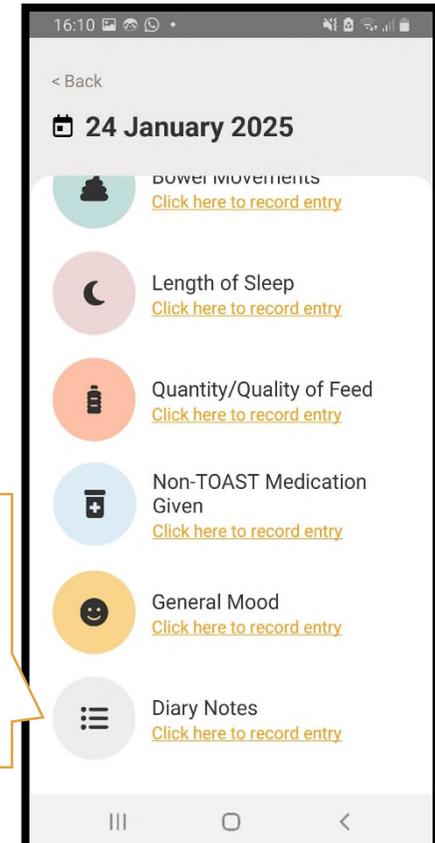
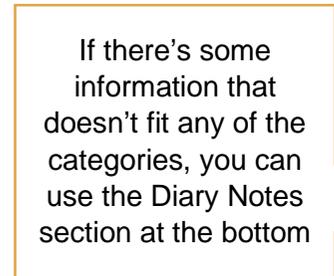
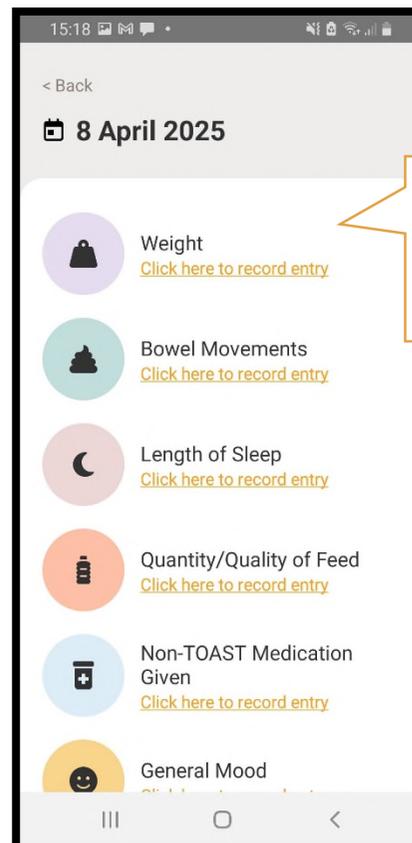
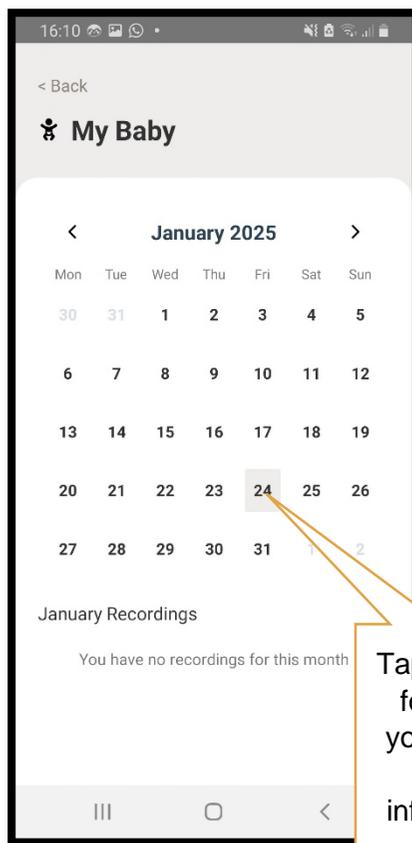
# TOAST

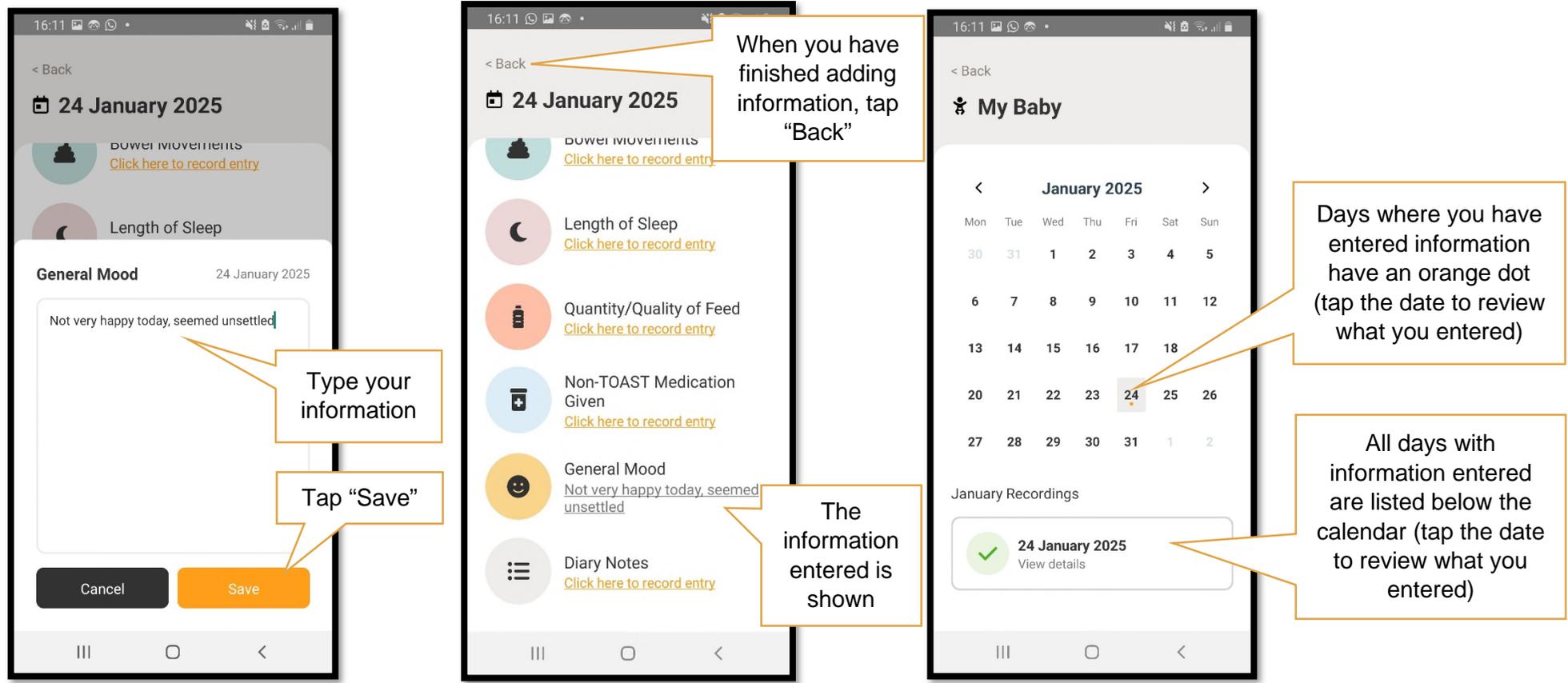
## The “My Baby” diary



My Baby

You can use this diary to record information about your baby, if you would like. **This information will not be used in the TOAST Study.** We thought this would be a useful resource to allow parents to look back on their baby's first year.





**Do I have to use the “My Baby” diary? Do I have to fill in something every day?**

Definitely not! How much you use the “My Baby” diary, and whether you use it at all, is entirely up to you. This information will not be used in the study and you do not have to use the diary as part of the study.

**Will you review any of the information I put in the diary? Do I need to write about my baby’s TOAST medication here?**

We will not review any of the information that you put in the diary, so please use the Medication Records on the dashboard to tell us about your baby’s TOAST medication. You do not need to include it in the “My Baby” diary.

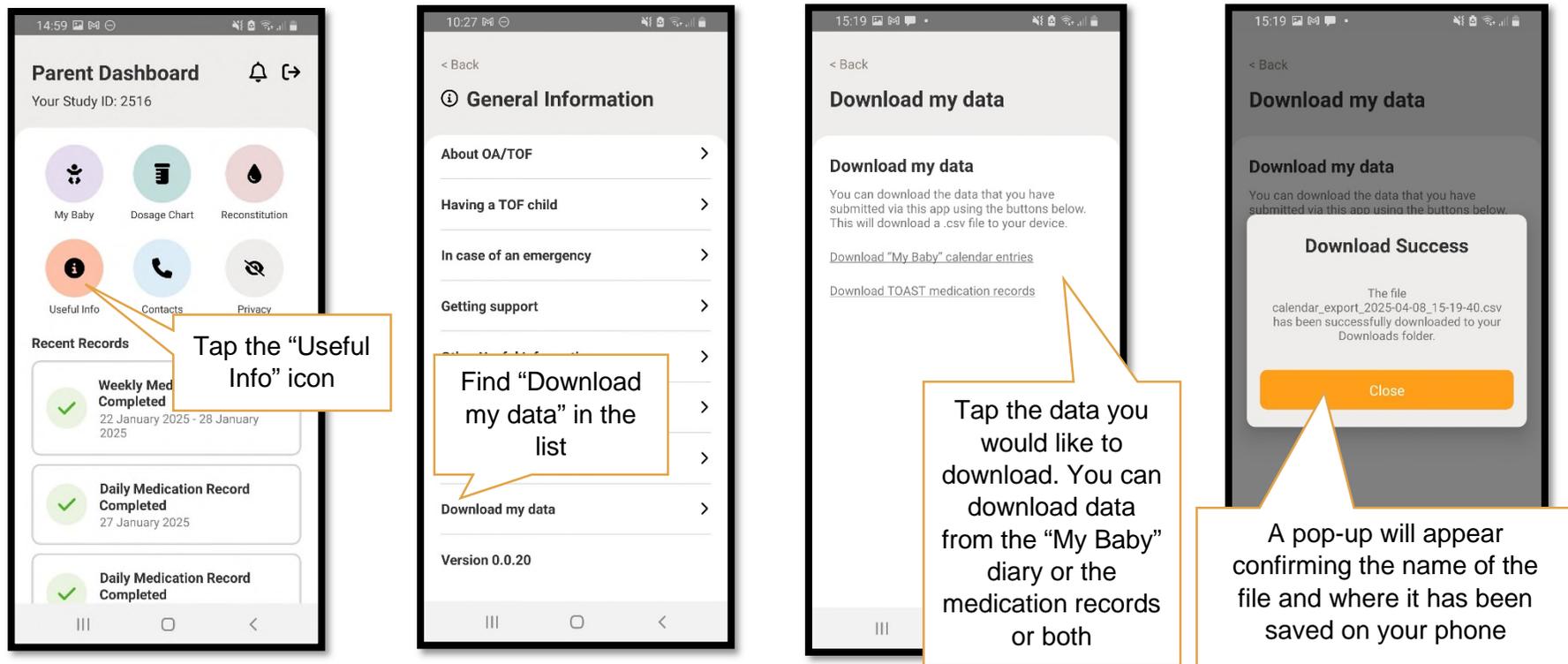


## Downloading your data

At any time, you can download the data that you have entered into the app.

You will be able to use the TOAST app until the TOAST Study ends. After that date, we will be closing TOAST app accounts and deleting the data submitted via the app from our servers. Closer to the end of the study, we will send you reminders that we are going to do this, and remind you to download the data if you would like to keep it.

Data will be downloaded in a spreadsheet format and saved as a file on your device.





## Troubleshooting

### **I've forgotten my password**

Use the “Forgot your password?” link on the login screen. This will send a password reset email to the email address linked to your account.

### **Can the app be installed on two different mobiles at once?**

Yes, the app can be installed on more than one device (with both devices logged in under the same account) but only the device that logged in most recently will receive notifications. For this reason, we recommend that it is installed on one device only, if possible.

It is not possible to have two different accounts (under different email addresses) linked to the same baby.

### **I no longer use the email address that I registered with. Can I change which email my account is linked to?**

Yes, if you no longer use the original email address and don't have access to it, please contact the TOAST study team at [toast@npeu.ox.ac.uk](mailto:toast@npeu.ox.ac.uk) to let us know. We can change the email address that the account is linked to.

### **I've entered the wrong date of reconstitution**

Just enter the correct date of reconstitution and this will overwrite the incorrect date.

### **I can't find the downloaded data from the app on my phone**

Depending on a user's device and operating system, the downloaded data file may not be visible. Connect your phone to a laptop or desktop using the charging cable and access your phone's storage / Downloads folder via the laptop / desktop. The downloaded data files (which will be .csv files) should be visible.

### **The Back button doesn't work when I use the app**

The Android Back button (at the bottom of an Android phone screen) does not work within the TOAST app (tapping it minimises the app). Use the “< Back” link at the top of the screens within the app instead.

### **Something else has gone wrong**

Contact the TOAST Study team at [toast@npeu.ox.ac.uk](mailto:toast@npeu.ox.ac.uk) – please give us much information as possible:

- What device you are using
- Whether the problem happens all the time or only some of the time; if something specific causes it to happen
- What exactly is happening: an error message? The app crashing or shutting down? Data not saving? Describing in detail will help us fix the problem



## Contact information

### TOAST Study Team

NPEU Clinical Trials Unit,  
National Perinatal Epidemiology Unit, University of Oxford,  
Old Road Campus, OXFORD, OX3 7LF

[toast@npeu.ox.ac.uk](mailto:toast@npeu.ox.ac.uk)



Scan to visit [www.npeu.ox.ac.uk/toast](http://www.npeu.ox.ac.uk/toast)