

ASA24-2016 Participant Quick Start Guide for Food Records

You have been asked to complete a food record (also known as a food diary) by using the Automated Self-Administered 24-Hour Dietary Assessment Tool (ASA24). A food record captures detailed information about all foods, drinks, and supplements (including vitamins, minerals, herbals, and other dietary supplements) you consumed.

You may be asked to complete the record for a single day or for multiple consecutive days.

- For a **single-day food record**: On the day you are asked to report, log in every time you eat or drink, and enter all of the foods, drinks, and dietary supplements you had. On the following day, you can still log in to add items and make changes to the previous day.
- For a **consecutive-day food record**: For each day you are asked to report, log in every time you eat or drink, and enter all of the foods, drinks, and dietary supplements you had. On the day following your last reporting day, you can still log in to add items and make changes to any of the previous days.

This guide describes the steps to follow to complete your food record, along with tips and screen shots to help you if you have questions. You can always use the **Help** button at the bottom of the screen if you can't find the answers to your questions here.

A few tips:

- It should take about 30 minutes overall to report all your meals and everything you ate and drank for a single day.
- For each login, you will be logged off after 30 minutes of inactivity. Your information will be saved.
- If you have ever tracked your diet or counted calories using a smartphone or web application (“app”), you will find that ASA24 is quite different. ASA24 captures your total nutrient and food group (such as fruits, dairy) intake. Therefore, it is important that you report all the foods, drinks, and dietary supplements you consumed.
- Also, compared to a web or smartphone app, you might notice that ASA24 has a smaller selection of brand name or restaurant-specific items. If you can't find the exact item you had, **select the closest match** you can find.
- We know that what you eat from one day to the next can be quite different. Please enter only the foods, drinks, and dietary supplements you actually consumed, even if they do not reflect your usual diet.

How the ASA24 system flows for Food Records:



Detailed steps in completing ASA24:



Step 1: Report a meal or snack and provide information about it (such as time and location).

- If you only had a drink, choose **Just a drink**.
- If you only had a dietary supplement, choose **Just a supplement**.



Step 2: Search for and select foods, drinks, and dietary supplements you had during the meal or snack.



Step 3: Answer detailed questions about the foods and drinks you had, including how they were prepared, the amount you ate or drank, and anything added (such as butter on potatoes, milk to cereal). For dietary supplements, you will be asked about dosage.

Repeat Steps 1–3 throughout the day until all your meals and snacks for the day are entered. Check the time gaps between your reported meals and snacks to be sure you did not forget any other meals or snacks. If you did, follow **Step 1** to add the forgotten meal or snack and then **Steps 2 and 3** to add the items you ate or drank.



Step 4: After you've reported the last meal for the day you are reporting, review the day to be sure all foods, drinks, and dietary supplements have been included and that the detailed questions were answered correctly. You can make changes as necessary.

Step 5: Answer questions about items that tend to be forgotten (such as water or dietary supplements).

Step 6: Answer one final question about whether what you ate and drank for that day was less than, more than, or about usual for you.

Finally: If you are completing a consecutive-day food record, please log in each day to report all your meals and snacks, completing **Steps 1–6** until you have finished.

Note: If you are completing a consecutive-day food record, you can log in to make changes to any day of your food record by selecting **Change Day** on the top right of the page, and choosing which day you'd like to view or edit. You can report or make changes up until midnight of the day following your last reporting day. After that, you will not be allowed to log in.

YOU ARE DONE!

Tips and screen shots for steps 1, 2, 3, and 5:

Step 1. Report a meal or snack

First, you will be prompted to report a meal or snack and to provide information about it.

ASA24[®] Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

Report a Meal or Snack

All fields are required

Select a meal or snack:
Supper

Day of the Supper:
Friday, June 16th

Time of the Supper:
(Select a time between Friday, June 16th - 12:00am and Friday, June 16th - 11:59pm)
04 : 35 PM

Location:
Please select one

TV and computer use while eating and drinking (Select all that apply):

- Watching TV
- Using a computer or laptop
- Using a mobile phone or tablet
- None of these

Did you eat with anyone?

Yes
 No

Help Cancel Find Foods and Drinks

These questions may not appear depending on the study in which you are participating.

Tip: Reporting vitamins, minerals, herbals, or other dietary supplements

Do I report dietary supplements as part of a meal or a snack, or some other way?

In the **Select a meal or snack** drop-down menu, select the meal or snack at which you took your dietary supplement. If you did not take the dietary supplement as part of a meal or snack, choose **Just a supplement** to report vitamins, minerals, herbals or other supplements.

Step 2. Find foods, drinks, and dietary supplements

Next, search for the foods, drinks, and dietary supplements that you had during your meal or snack. Your search results can be filtered by food category to narrow the results. Refer to the next page for search tips.

The screenshot shows the ASA24 'Find Foods & Drinks' interface. At the top, there is a navigation bar with 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review' buttons. Below this, the page title is 'Find Foods & Drinks' for 'Supper, Friday, June 16th'. A search bar contains the text 'Bagel' and a 'Search' button. To the right of the search bar is a box titled 'What I ate and drank for Supper, Friday 4:35pm'. Below the search bar, there are 30 search results, with 'Bagel' highlighted. On the left side, there are filter categories such as 'Breads, Cereals, Bakery products & Salty snacks', 'Dairy Products', 'Fast Food', 'Food Groups', 'Fruit', 'Main dishes & Entrees', 'Meat, Poultry, Fish, Eggs & Nuts', 'Snack foods', and 'Vegetables, Beans & Salad'. Three callout boxes provide instructions: one pointing to the search bar, one pointing to the filter categories, and one pointing to the 'Bagel' result.

Type your food, drink, or dietary supplement and select **Search**.

Filter your search results (for example, Bagel: Search filtered by Bread, Muffin, Roll, Tortilla), if desired.

Select the item to add it to your meal or snack.



The screenshot shows the 'Find Foods & Drinks' interface for 'Breakfast, Tuesday, August 23rd'. It features a search bar with a placeholder 'Type a food or drink' and a 'Search' button. Below the search bar is a 'Results' box containing a single item: 'Bagel'. To the right of the 'Bagel' item are a star icon and a trash can icon. At the bottom right of the interface is a blue button labeled 'Finish with This Meal'. Three callout boxes with arrows point to specific elements: the first points to the search bar, the second points to the 'Bagel' item, and the third points to the 'Finish with This Meal' button.

Repeat search to add another food, drink, or dietary supplement to the meal or snack. ¶

When all items for a meal have been added and appear here, select **Finish with This Meal**. ¶

Tips: Searching for an item

How specific should I be when searching for foods, drinks, and dietary supplements?

If you are too specific when searching for a food, you may not be able to find it. If you cannot find what you are looking for, try a less detailed search term. For example, if you want to report “barbequed chicken sandwich,” try searching for “chicken sandwich.”

Many brand names are not included in ASA24. If you can’t find the specific item (such as Domino’s Pizza) use a more general description (such as pizza) and select the closest match.

Is there a way to narrow my search results?

Select among categories in the left panel to narrow the search results.

How do I enter foods with multiple ingredients?

When reporting a food that contains multiple items, such as a sandwich, salad, or ice cream sundae, search for “turkey (or ham, roast beef, etc.) sandwich,” “green salad,” or “ice cream sundae.” Later, you will be asked about the items that made up that food. You do not need to report each ingredient separately. For example, if you report a turkey sandwich, you will be asked in **Step 3** to report the turkey, along with other items in your sandwich (such as cheese, lettuce).

What if I made an item myself? Can I report the ingredients in the recipe?

ASA24 does not have a way for you to add recipes. Please select the food or drink item that best matches what you had.

What if I want to search for a specific brand name (such as Lay’s Potato Chips)?

You can try to search for a food, drink, or dietary supplement using the brand name. If you do not get the desired results, search using a more general description (such as potato chips vs. Lay’s Potato Chips) and select the closest match.

What if I cannot find an item or even a close match?

If none of the choices shown in the Results box are close to the item you had, select **I can’t find what I’m looking for** at the bottom of the Results box to report your item.

Step 3. Add details

You will be asked for details about the type of food, drink, or dietary supplement you had; how much you had; and any items (such as spreads, dressings, or cheeses) you may have added.

Food type:

Bagel: What kind was it?

Wheat

Help

Back Next

How much you ate or drank:

Bagel: How much did you actually eat? 🟡

Don't know Less than 1/4 bagel 1/4 bagel 1/2 bagel 3/4 bagel 1 bagel More than 1 bagel

AMOUNT: 3/4 bagel

Help

Back Next

Additions:

If you added anything to your food or drink that you did not already report, use the search box to find and report the item.

Bagel: Did you add anything to your Bagel that you haven't already reported?

Yes
 Nothing Added
 Don't know

Search for additions:

Cream Cheese Search Additions to your Bagel

Step 5. Answer questions about frequently forgotten foods

Finally, before you complete a day of your food record, you will be asked about items that people often forget to report. Answer “yes” or “no” to each question. If you answer “yes” to any question, you will be guided back to the **Find Foods & Drinks** page to report the forgotten items in a new or existing meal.

Once you are done with the **Forgotten Foods** page, you’ll be reminded one more time to report everything you ate and drank and then about whether the amount of food and drink you had was similar to what you usually eat.

Tip: Editing Your Food Record

How can I add foods, drinks, or dietary supplements to a food record if I forgot to add something when I originally entered items on my food record or had to close the food record before I could finish entering all of my items?

It is best to report your foods, drinks, and supplements as close as possible to the time that you consumed them so that you do not have to try to remember them later. If you forgot to add something or if you did not finish the record, you can log back in to add or edit foods, drinks, and supplements until midnight of the day following your single-day food record, or until midnight of the day following the last day of your consecutive-day food record. Your information is saved as you complete each step.

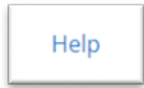
If you are supposed to complete a food record for several days in a row, and the food record for any of the previous days seems like it may be incomplete, when you log back in to the ASA24 system, you will receive a message at the beginning asking if you want to complete the previous day or continue to the current day. If more than one day appears to have incomplete food records, you will see a list of dates to select from so you can go back to that food record to add more items that you may have forgotten or not had time to enter.

You can also log in on the day following your last reporting day to make changes to your food records. You will automatically see the last day of your food record, but if you want to view a different day, there is a **Change Day** button in the upper right corner of the computer screen that you can use to view a food record from an earlier day (see screen shot below).

The screenshot shows the ASA24 web application interface. At the top, there is a navigation bar with the ASA24 logo on the left and 'Show Tips', 'A A', and 'Finish Later' on the right. Below the navigation bar is a horizontal menu with four items: 'Report Meals and Snacks' (with a plus icon), 'Find Food and Drinks' (with a magnifying glass icon), 'Add Details' (with a plus icon), and 'Review' (with a checkmark icon). Below this menu is the title 'My Foods & Drinks' and a red arrow pointing to a 'Change Day »' button. The main content area is titled 'WELCOME' and contains several sections of text and icons. The first section has a house icon and text: 'Use this icon, at any time, to return home and see what you have already reported.' The second section has a 'Help' icon and text: 'For assistance, select HELP on the bottom left of each screen or select any icon.' The third section has text: 'You may show or hide tips any time by clicking "Show Tips" or "Hide Tips" on the top right of the page.' The fourth section has text: 'Remember, we want to know all the foods and drinks you had from Tuesday, July 18th - 12:00am through Tuesday, July 18th - 11:59pm.' At the bottom left, there is a 'Help' button, and at the bottom right, there is a 'Report a Meal' button with a plus icon.

Getting help

There are three different buttons in ASA24 that offer additional help or guide you back to the home page: The **Help** button, the yellow **Question Mark** button, and orange **Home** button.



Select the **Help** button in the bottom left hand corner of the page to access the Help Center, which includes frequently asked questions (FAQs).



Select the yellow **Question Mark** button to get help specific to a question you are answering.



Select this **Home** button at any time to return to the home screen where you can view all the foods, drinks, and supplements you already reported.

Contact the person who asked you to complete ASA24 if you have any further questions.