



ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

Participant Help Guide for Completing Food Records Using the Automated Self- Administered 24-Hour Dietary Assessment Tool (ASA24®)

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Automated Self-Administered 24-Hour Dietary Assessment Tool

Introduction

You have been asked to complete a food record 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.

It should take about 30 minutes overall to report all your meals and everything you ate and drank for a single day.

This help guide provides answers to frequently asked questions; however, if it does not address your specific question(s), please contact the person who asked you to complete the food record.



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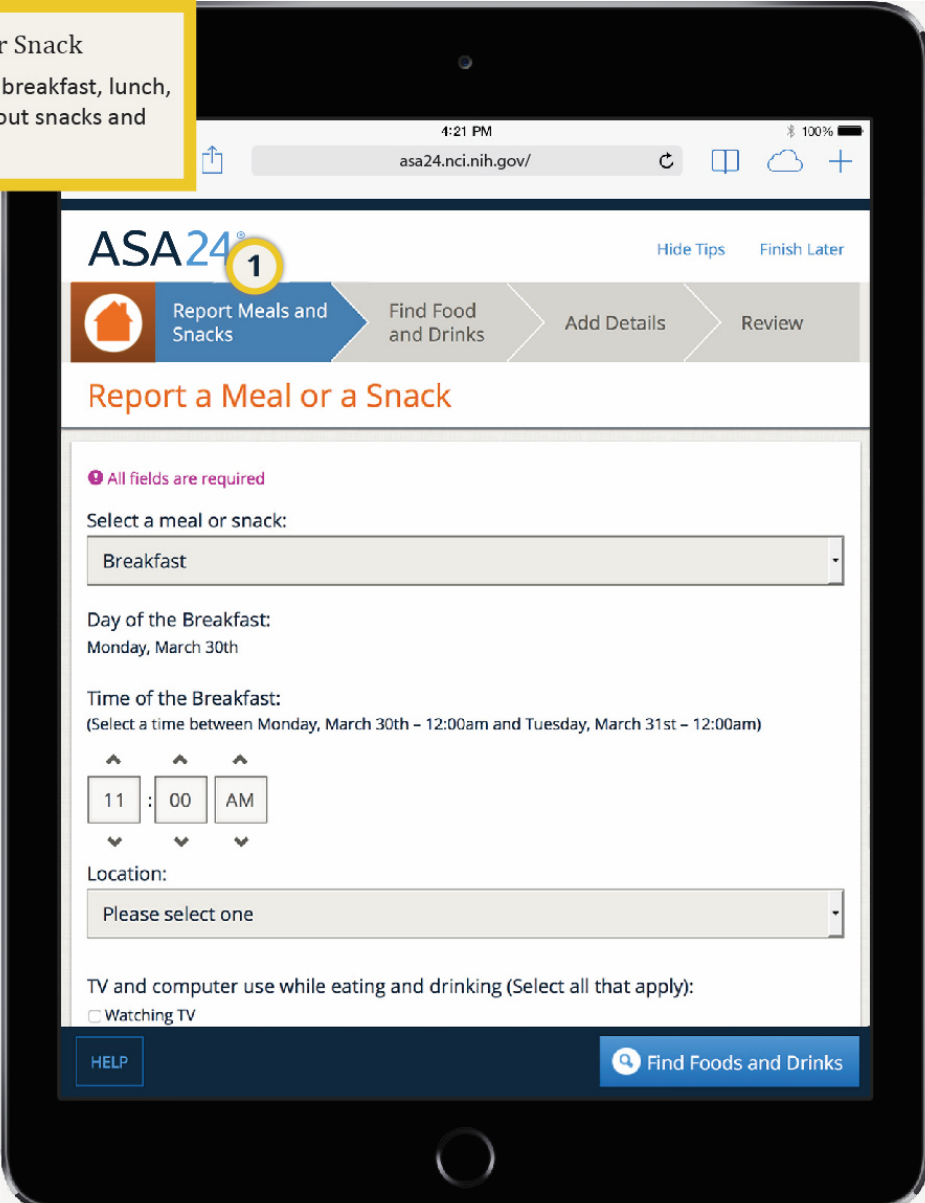
Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: How do I complete a food record using the ASA24 system?

Answer: To complete a food record, you will be asked to keep a record of everything you had to eat and drink for one or more days, depending on the instructions you were given. The first step is to report an eating occasion such as a meal, snack, just a drink, or just a supplement. You will then search for foods, drinks, and dietary supplements (vitamins, minerals, herbals, etc.) you consumed by adding to your meal or snack. Finally, you will add details about your foods, drinks, and dietary supplements, such as 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.

Image:

Step 1: Report a Meal or Snack
Examples of meals include breakfast, lunch, and dinner. Also, tell us about snacks and drinks between meals.



The screenshot shows the ASA24 mobile application interface. At the top, the ASA24 logo is displayed with a '1' in a yellow circle next to it. Below the logo is a navigation bar with four steps: 'Report Meals and Snacks' (highlighted in blue), 'Find Food and Drinks', 'Add Details', and 'Review'. The main heading is 'Report a Meal or a Snack'. Below this, there is a form with the following fields:

- Select a meal or snack:** A dropdown menu with 'Breakfast' selected.
- Day of the Breakfast:** 'Monday, March 30th'.
- Time of the Breakfast:** A time picker showing '11 : 00 AM'. Below the time picker is the instruction: '(Select a time between Monday, March 30th - 12:00am and Tuesday, March 31st - 12:00am)'. There are up and down arrows for each time component.
- Location:** A dropdown menu with 'Please select one'.
- TV and computer use while eating and drinking (Select all that apply):** A checkbox labeled 'Watching TV' which is currently unchecked.

At the bottom of the screen, there is a 'HELP' button on the left and a 'Find Foods and Drinks' button on the right.

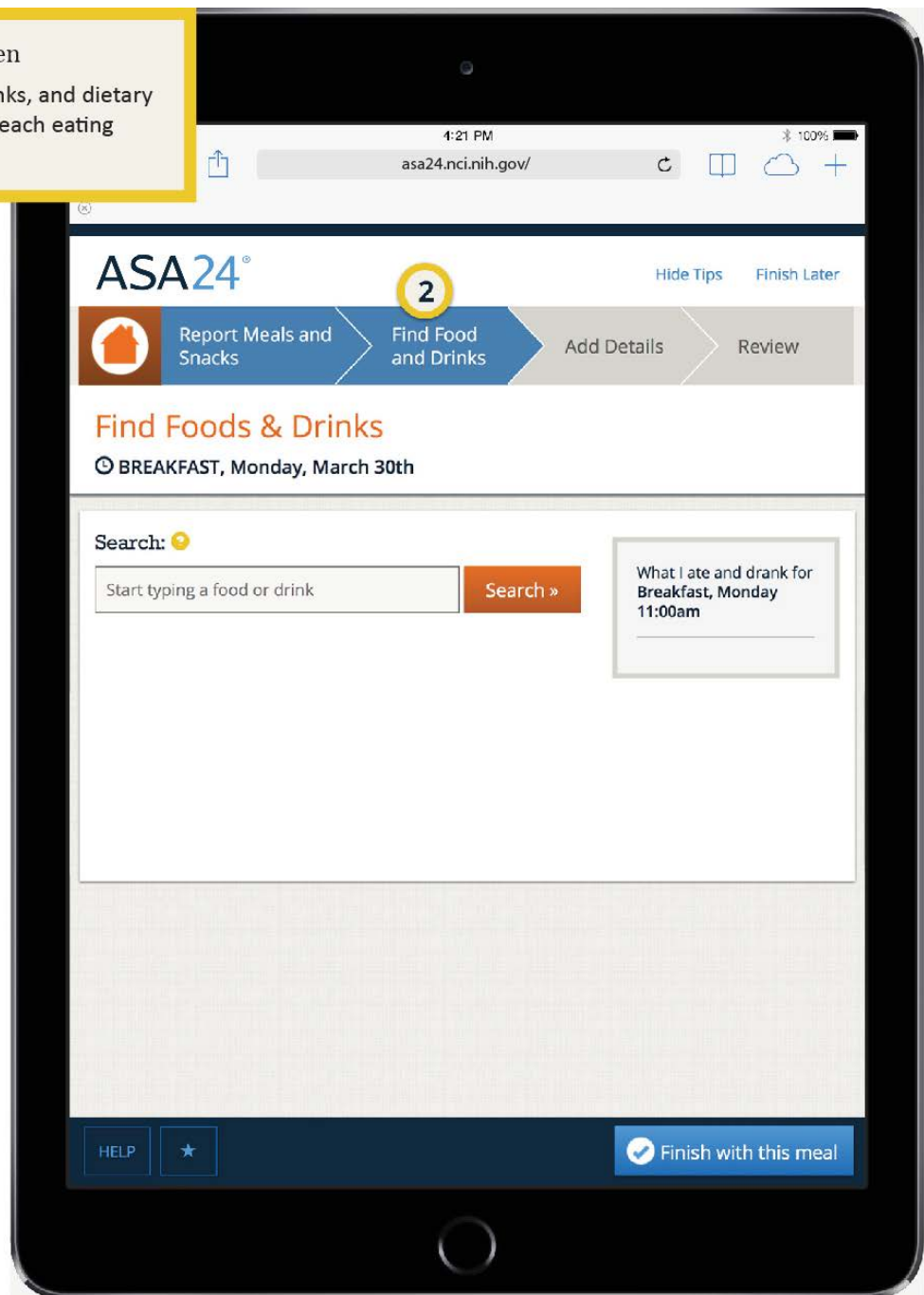


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Step 2: List Items Eaten

Search for the foods, drinks, and dietary supplements you had at each eating occasion.





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Step 3: Add Details

After you have reported all your foods, drinks, and dietary supplements, add details such as food preparation, portion, or additions (such as, milk in cereal).

The screenshot shows the ASA24 mobile application interface. At the top, the ASA24 logo is displayed. Below it, a progress bar indicates the current step: 'Add Details' (Step 3), with 'Report Meals and Snacks' and 'Find Food and Drinks' completed, and 'Review' remaining. The main heading is 'Add details to your Whole wheat pancakes'. Below this, the meal is identified as 'BREAKFAST, Monday, March 30th'. The primary question is 'Whole wheat pancakes: What kind were they?'. A dropdown menu is present with the text 'Select an option'. At the bottom of the screen, there are 'HELP' and 'Next' buttons. The browser's address bar at the top shows 'asa24.nci.nih.gov/'.

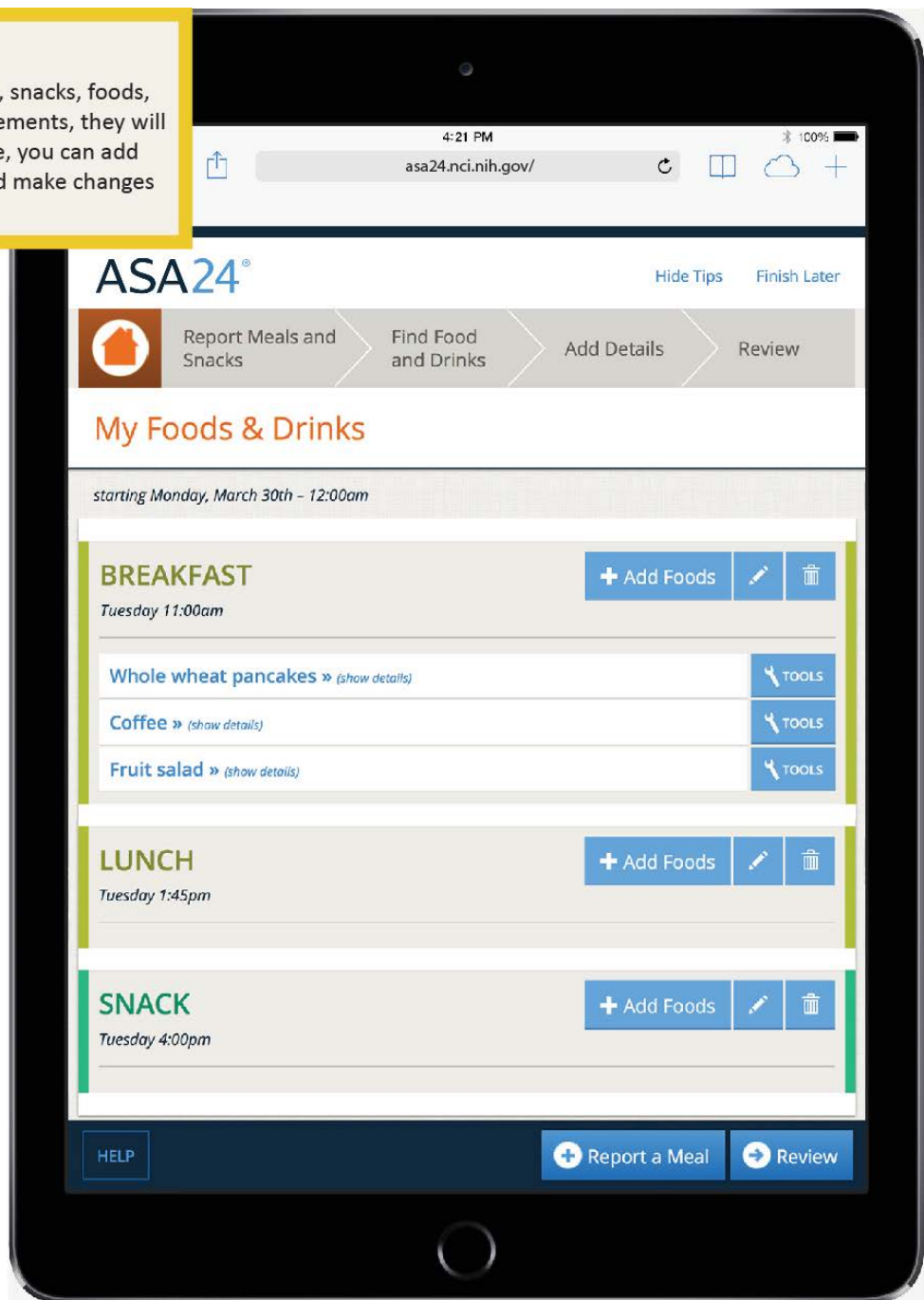


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My Foods & Drinks

As you report your meals, snacks, foods, drinks, and dietary supplements, they will appear on this page. Here, you can add more meals or snacks and make changes to what you reported.





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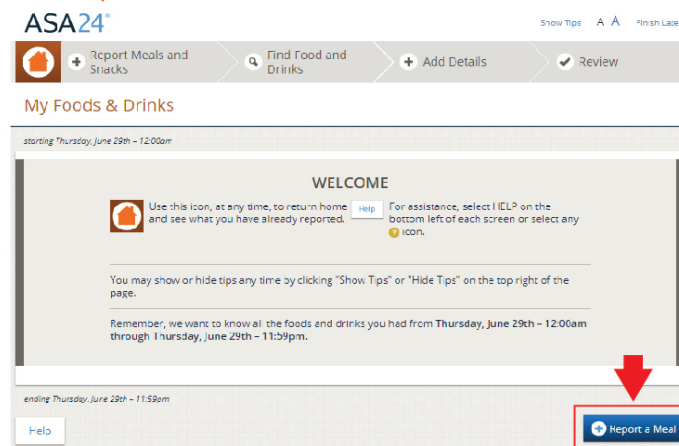
Report meals and snacks

Question: How do I add a meal or snack?

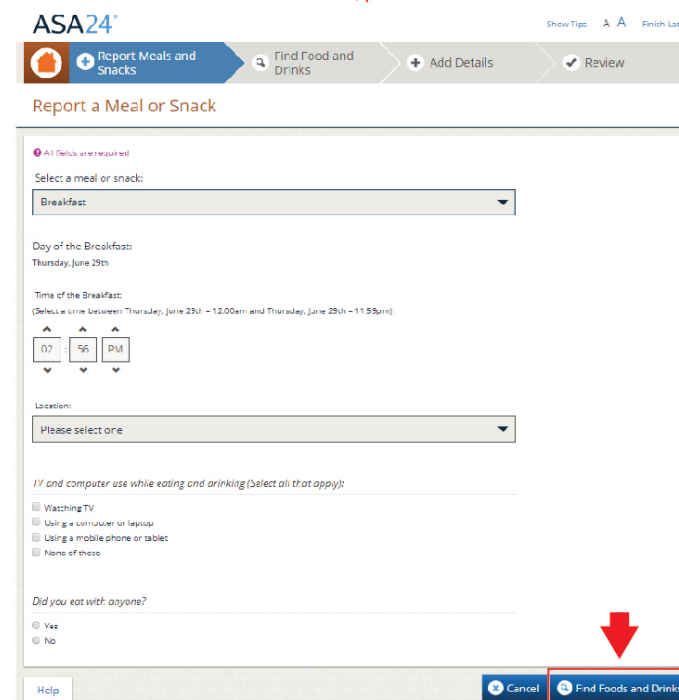
Answer: Select **Report a Meal** at the bottom of the **My Foods & Drinks** screen. Meals include breakfast, lunch, and dinner, as well as eating occasions such as when you have snacks, just a drink, or just a supplement. After you report your meal or snack, you will be asked for details, such as what meal it was and what time you had it. Once you enter meal details, select **Find Foods and Drinks** in the lower right to add foods, drinks, and dietary supplements you had at this meal.

Image:

1. Select Report a Meal.



2. Then answer meal details. When finished, press the Find Food and Drinks button.





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Find foods, drinks, and dietary supplements

Question: How do I add a food, drink, or dietary supplement (vitamins, minerals, herbals, or other dietary supplements)?

Answer: After you have added a meal, select **Find Foods and Drinks** in the lower right-hand corner to add foods, drinks, and dietary supplements. To add additional items to a meal you have already reported, select **+Add** within that meal on the **My Foods & Drinks** page.

Image:

Find foods, drinks, and dietary supplements to add to a meal:

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:
Breakfast

Day of the Breakfast:
Thursday, June 29th

Time of the Breakfast:
(Select a time between Thursday, June 29th - 12:00am and Thursday, June 29th - 11:59pm)

08 : 56 AM

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

Add items to a meal already reported:

ASA24[®] Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

My Foods & Drinks

starting Thursday, June 29th - 12:00am

BREAKFAST Thursday 8:56am + Add

Cheerios show details

Orange juice show details

LUNCH Thursday 12:02am + Add

Whole wheat bread show details

ending Thursday, June 29th - 11:59pm

Help Report a Meal Finish



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Question: Can I save foods, drinks, and dietary supplements as “favorites” so that I don’t have to search for them later?

Answer: Yes. Select the **Tools** button and then select the **Favorite** icon (a star) to add foods, drinks, and dietary supplements to your favorites list. Access your favorites list by selecting the star on the bottom left of the **Find Foods & Drinks** screen (next to the **Help** button).

Image:

The image displays two screenshots of the ASA24 web application interface. The top screenshot shows the 'My Foods & Drinks' screen for Thursday, June 29th. It lists meals: BREAKFAST (8:56am) with Cheerios and Orange juice; and LUNCH (12:03pm) with Whole wheat bread, Turkey luncheon meat, and Provolone cheese. A 'Tools' button is highlighted with a red arrow, and a 'Favorite icon' (star) is shown in a red box. The bottom screenshot shows the 'Find Foods & Drinks' screen for Lunch, Thursday, June 29th. It features a search bar and a 'List of Favorites' section with a star icon next to the 'Help' button. A red arrow points to the star icon. The two screenshots are separated by a large red '-OR-' text.



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Question: How do I enter restaurant foods and drinks?

Answer: Some foods from restaurants are identified by the restaurant name, but others are not. Try searching using the name of the restaurant. If you do not find what you are looking for, search or use the filter categories to find the food you ate or drank using a general description, like hamburger, soda, taco, or milkshake.

Question: Can I enter a recipe?

Answer: ASA24 does not allow you to add recipes. Please search for a food or drink similar to what you ate or drank. If you cannot find the food or drink, please see, “What do I do if I can't find a food, drink, or dietary supplement?” (p. 12 in this guide).



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Question: How do I filter my search results?

Answer: On the left side of the search results, there are filter categories that can be used to shorten the list of foods, drinks, and dietary supplements that appear. Check the box next to one of the categories—the search results will then include only those items within the category you chose.

Image:

The screenshot displays the ASA24 search interface. At the top, there is a navigation bar with icons for 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. Below this is the 'Find Foods & Drinks' section, indicating the current meal is 'Lunch, Thursday, June 29th'. A search bar contains the word 'Pizza' and a 'Search' button. To the right of the search bar is a box asking 'What I ate and drank for Lunch, Thursday 12:03pm'. Below the search bar, a red arrow points to the 'Filter your results:' section. This section lists various food categories with checkboxes: Beverages (Soft drink (1)), Breads, Cereals, Bakery products & Salty snacks (Bread, Muffin, Roll, Tortilla (8)), Condiments & Sauces (Sauce, Salsa (2)), Fast Food (Taco Bell (1)), Main dishes & Entrees (Main dish, Entrée, Frozen meal (10), Sandwich (1), Soup, Stew, Chili (1)), Meat, Poultry, Fish, Eggs & Nuts (Bacon, Sausage, Frankfurter (1), Chicken, Turkey, Poultry (2)), Pasta, Rice & Grains (Pasta, Noodles - with sauce (1)), Snack foods (Cracker, Chip, Popcorn (1)), and Vegetables, Beans & Salad (Vegetable (4)). To the right of the filters, a list of 30 search results is shown, including Pizzaburger, Pizza, Pizza Bites, Pizza Rolls, Pizza Hut breadsticks, Pizza sauce, Bagel Bites, Tomato Pie, Slice, Mixed vegetables, Taco pizza, Taco Bell Mexican Pizza, French bread, Bagel, Mushrooms, Syrian flat bread, Cheese sticks, Chicken fettuccini, Chicken sausage, French fries, Marinara sauce, Hot Pocket, Baguette, Buffalo chicken wing, Toast, Focaccia, Italian bread, Mexican casserole, Soft pretzel, and Spaghetti or pasta soup. At the bottom of the results list is a link: 'I can't find what I am looking for »'. At the bottom of the page, there are 'Help' and '★' buttons on the left, and a 'Finish with This Meal' button on the right.



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Question: What do I do if I can't find a food, drink, or dietary supplement?

Answer: First, search for something close. If you still can't find what you are looking for, scroll to the bottom of the search results and select **I can't find what I am looking for**. You can then add the unfound food, drink, or dietary supplement to your meal or snack.

Image:

The screenshot shows the ASA24 interface for finding foods and drinks. At the top, there's a navigation bar with steps: Report Meals and Snacks, Find Food and Drinks (active), Add Details, and Review. Below this is the title 'Find Foods & Drinks' and the date 'Lunch, Thursday, June 29th'. The search bar contains 'Pepperoni pizza' and a 'Search' button. To the right, a box says 'What I ate and drank for Lunch, Thursday 12:03pm'. On the left, there are filter categories like Beverages, Breads, Cereals, Bakery products & Salty snacks, Condiments & Sauces, Fast Food, Main dishes & Entrees, Meat, Poultry, Fish, Eggs & Nuts, Pasta, Rice & Grains, Snack foods, and Vegetables, Beans & Salad. The main area shows '33 Results:' with a list of food items. 'Pizza' is highlighted with a red box and labeled 'Close match'. At the bottom of the results list, 'I can't find what I am looking for =' is also highlighted with a red box and labeled 'Use this if you cannot find what you were looking for'. At the bottom right, there is a 'Finish with This Meal' button.



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Question: How do I delete a food, drink, or dietary supplement?

Answer: Select the **Delete** icon (a trash can) next to the food, drink, or dietary supplement you want to delete.

Image:

ASA24[®] Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

Find Foods & Drinks

Lunch, Thursday, June 29th

Search: +

Type a food, drink or supplement Search

What I ate and drank for Lunch, Thursday 12:03pm

Pizza ★ 🗑️

Help ★ Finish with This Meal



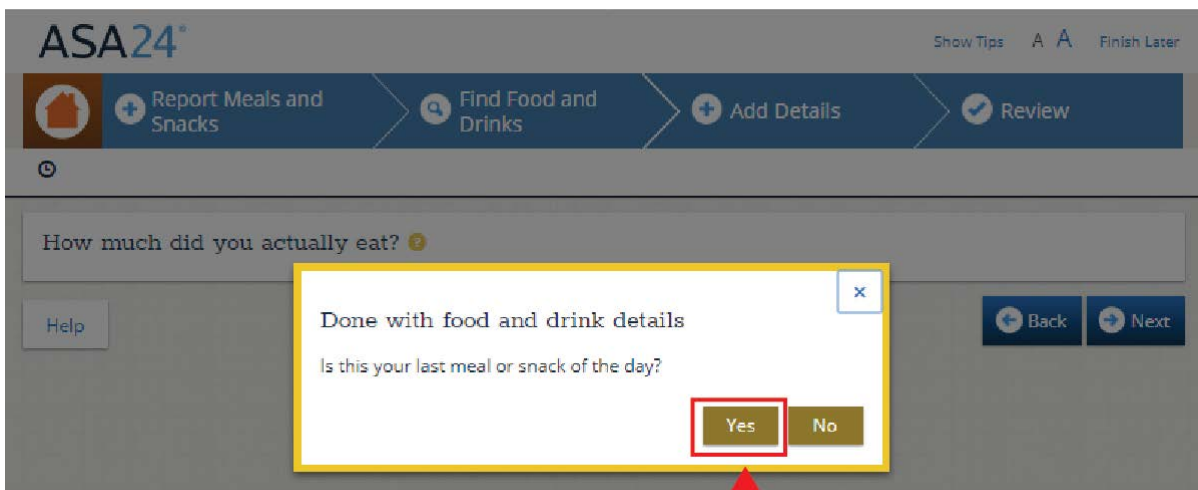
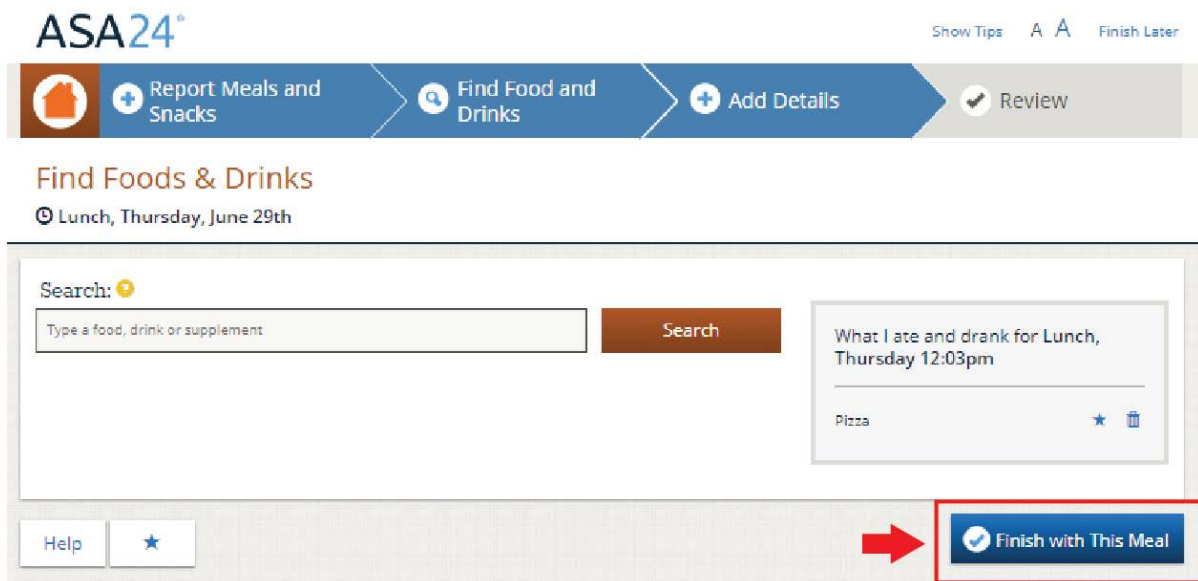
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Question: What do I do after I'm done adding all my foods, drinks, and dietary supplements to a meal or snack?

Answer: After you report everything you had to eat and drink at a meal or snack, select the **Finish with This Meal** button. You will then move on to report the details of each food and drink in that meal, such as how much you had and whether you added anything (for example, milk to cereal). After you finish entering details for each meal or snack, you will be asked if this was your last meal of the day. If it was your last meal, select **Yes**; otherwise select **No** and during the day, log in again to report each meal or snack you consume. From the home page, select **Report a Meal** to add more meals and snacks.

Image:





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Automated Self-Administered 24-Hour Dietary Assessment Tool

My foods and drinks

Question: What do I do after I've reported everything I ate and drank, and all my dietary supplements for a day?

Answer: After you have completed the details for your last meal of the day, you will be asked if you are done entering all meals for the day. When you select **Yes**, the **My Foods & Drinks** page will appear and you can review what you reported to ensure you did not forget anything. After reviewing, select **Finish**.

Image:

The image shows two screenshots of the ASA24 web application. The top screenshot displays a dialog box titled "Done with food and drink details" with the question "Is this your last meal or snack of the day?". The "Yes" button is highlighted with a red box and a red arrow points to it. The bottom screenshot shows the "My Foods & Drinks" review page for Thursday, June 29th. It lists three meals: BREAKFAST (Cheerios, Orange juice), LUNCH (Pizza, Coke), and DINNER (Green salad, Chicken breast, Seltzer water). At the bottom right, the "Finish" button is highlighted with a red box and a red arrow points to it.



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Question: How do I change the time, place, or other information about a meal or snack?

Answer: On the **My Foods & Drinks** screen, select the **Edit** icon (a pencil) to the right of each meal or snack listed. The details of your meal or snack will be displayed and you can make changes.

Image:

ASA24[®] Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

My Foods & Drinks

starting Thursday, June 29th - 12:00am

BREAKFAST + Add Edit icon Trash
Thursday 8:56am

Cheerios » (show details) Tools

Orange juice » (show details) Tools

LUNCH + Add Edit icon Trash
Thursday 12:03pm

Pizza » (show details) Tools

Coke » (show details) Tools

DINNER + Add Edit icon Trash
Thursday 5:03pm

Green salad » (show details) Tools

Chicken breast » (show details) Tools

Seltzer water, any flavor » (show details) Tools

ending Thursday, June 29th - 11:59pm

Help Report a Meal Finish



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Question: How can I move from one day to another in a consecutive-day food record?

Answer: From the **My Foods & Drinks** page, select the **Change Day** button at the top right to move from one day to another within a food record.

Image:

The screenshot shows the ASA24 interface. At the top left is the ASA24 logo. To the right are links for 'Show Tips', 'A A' (font size), and 'Finish Later'. Below this is a navigation bar with four steps: 'Report Meals and Snacks' (with a house icon), 'Find Food and Drinks' (with a magnifying glass icon), 'Add Details' (with a plus icon), and 'Review' (with a checkmark icon). The main heading is 'My Foods & Drinks'. To the right of this heading is a red arrow pointing to a 'Change Day »' button. Below the heading, it says 'starting Tuesday, July 18th - 12:00am'. The main content area is titled 'WELCOME' and contains instructions: 'Use this icon, at any time, to return home and see what you have already reported.' (with a house icon), 'For assistance, select HELP on the bottom left of each screen or select any icon.' (with a 'Help' button and a yellow circle icon), and '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 is a 'Help' button, and at the bottom right is a blue 'Report a Meal' button. The page ends with 'ending Tuesday, July 18th - 11:59pm'.



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Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: How do I delete a meal or snack?

Answer: Select the **Delete** icon (a trash can) on the right of side of the meal or snack you want to delete. All foods, drinks, and dietary supplements associated with the meal will be removed. If you want to delete just a single item from a meal or snack, select the **Tools** button next to the item you wish to delete and then select the **Delete** icon that appears.

Image:

The screenshot displays the ASA24 interface for reporting a meal. At the top, there is a navigation bar with the ASA24 logo and the text 'Automated Self-Administered 24-Hour Dietary Assessment Tool'. Below this, a progress bar shows the steps: 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. The main content area is titled 'My Foods & Drinks' and shows a list of meals for Thursday, June 29th. The first meal is 'BREAKFAST' starting at 8:56am, which includes 'Cheerios' and 'Orange juice'. The second meal is 'LUNCH' starting at 12:03pm, which includes 'Pizza' and 'Coke'. The third meal is 'DINNER' starting at 5:03pm, which includes 'Green salad', 'Chicken breast', and 'Seltzer water, any flavor'. Each meal entry has a '+ Add' button, an edit icon, and a trash can icon. A red arrow points to the trash can icon for the BREAKFAST meal. At the bottom of the interface, there are 'Help', 'Report a Meal', and 'Finish' buttons.



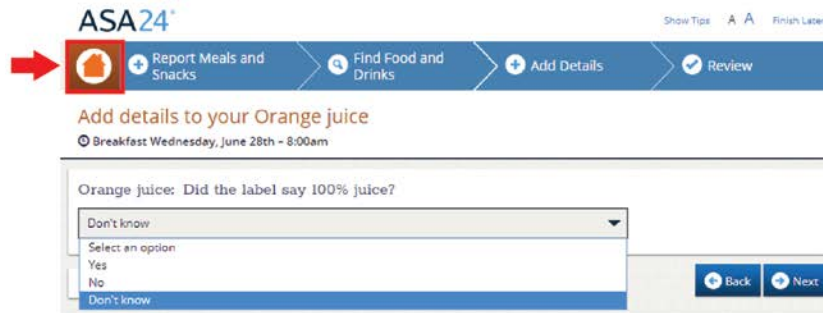
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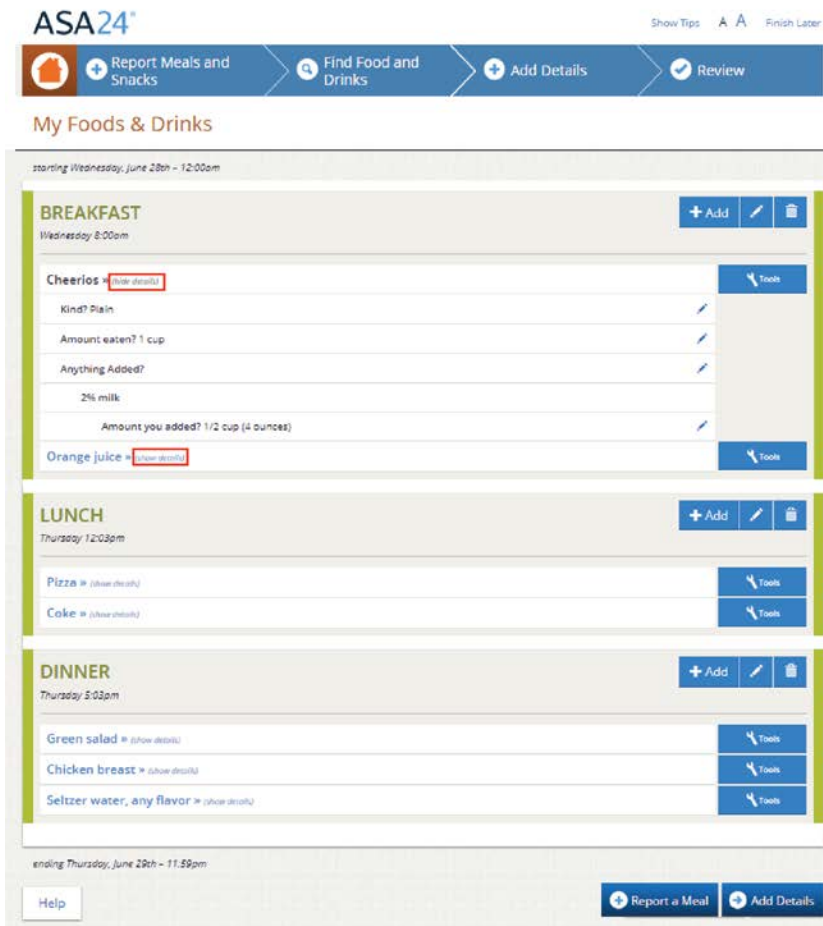
Question: What do I do if I selected **Next** but then want to add another food, drink, or dietary supplement, or to make changes?

Answer: To add a food, drink, or dietary supplement or make changes, select the orange **Home** icon in the upper left corner. This will bring you to the **My Foods & Drinks** page, where you can add foods, drinks, and dietary supplements and make changes.

Image: 1. Select the orange home icon



2. Use edit icons and tool buttons to make edits as needed



Click "show details" next to the item you'd like to edit.

Use the Tools on the right to make changes.

Click "hide details" when you've finished editing.



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Add details

Question: Why can't I add salt and pepper to my foods?

Answer: Salt and pepper aren't included in the ASA24 system so you don't need to add them.

Question: What if the portion size choices shown don't match what I had?

Answer: Choose the portion size that is the closest to what you ate or drank. If the amount you had was smaller or larger than the smallest or largest portion image shown, you can select **Less than** or **More than** to report your portion size. Remember that the portion size pictures show how much you ate, not what you started with or were served.

Image:

ASA24[®] Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

Add details to your Cheerios

⌚ Breakfast Wednesday, June 28th - 8:00am

Cheerios: How much did you actually eat? ?

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

AMOUNT: 1 cup

Help Back Next



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Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: How do I report something that I added to my food or drink?

Answer: When reporting details about your foods and drinks, you may be asked whether you added anything, like cream cheese to your bagel, lemon to your tea, or milk to your cereal. Cream cheese and lemon are examples of what are called additions. If you have already reported your addition(s) as a separate item, there is no need to report them again at this point. If you have not already reported the addition(s) to a food or drink, search for and add them when asked.

Image:

The screenshot shows the ASA24 interface. At the top, the ASA24 logo is on the left, and 'Show Tips', 'A A', and 'Finish Later' are on the right. Below this is a navigation bar with four steps: 'Report Meals and Snacks' (with a house icon), 'Find Food and Drinks' (with a magnifying glass icon), 'Add Details' (with a plus icon), and 'Review' (with a checkmark icon). The 'Add Details' step is currently active.

Below the navigation bar, the title 'Add details to your Cheerios' is displayed in orange, followed by the time 'Breakfast Wednesday, June 28th - 8:00am'.

The main content area contains the question: 'Cheerios: Did you add anything to your Cheerios that you haven't already reported?'. There are three radio button options: 'Yes' (selected), 'Nothing Added', and 'Don't know'.

Below the radio buttons is a 'Search for additions:' section. It includes a text input field with the placeholder 'Type a food or drink', a brown 'Search' button, and a box labeled 'Additions to your Cheerios' which is currently empty.

At the bottom of the interface, there is a 'Help' button on the left and 'Back' and 'Next' buttons on the right.



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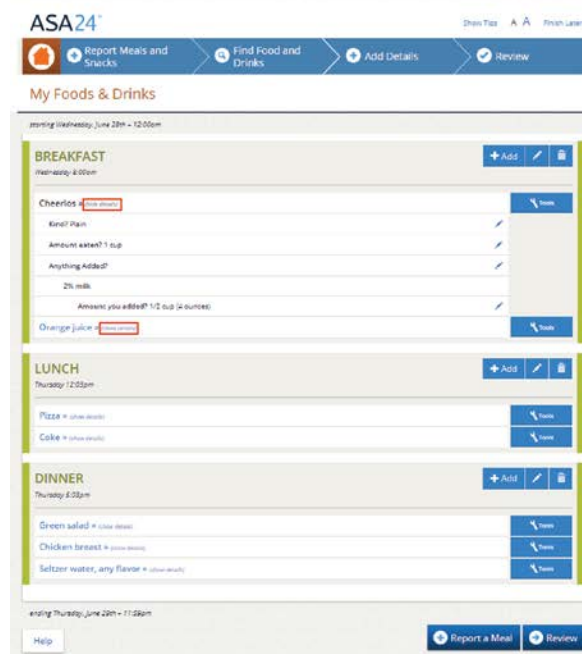
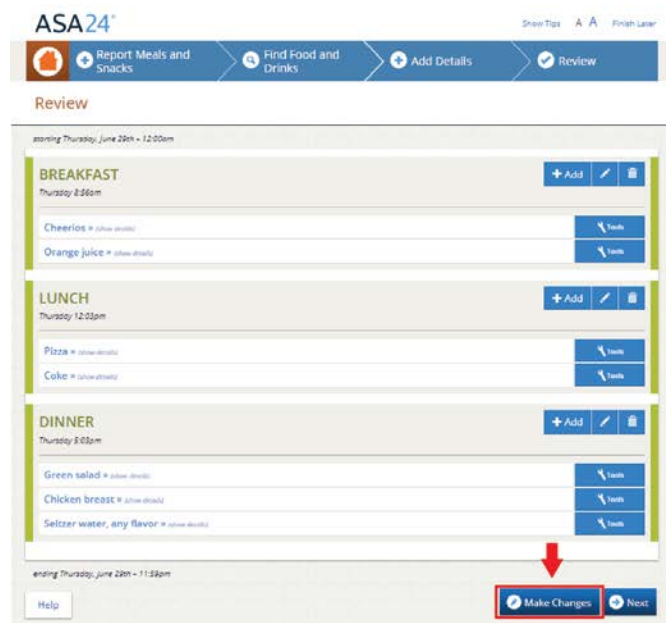
Automated Self-Administered 24-Hour Dietary Assessment Tool

Review and finish

Question: What do I do if I want to make changes during the final Review?

Answer: Select **Make Changes** at the bottom right of the **Review** screen to go back to **My Foods & Drinks**. **Edit** icons next to each meal, food, drink, and dietary supplement allow you to make changes. You may have to select the words **show details** to see the additions you entered and to access the **Edit** icon.

Image:



Click "show details" next to the item you'd like to edit.

Use the Tools on the right to make changes.

Click "hide details" when you've finished editing.



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Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: How do I copy a food, drink, or dietary supplement from one meal to another?

Answer: If you had the same food, drink, or dietary supplement at more than one meal or snack, after you've entered it once, you can copy it from one meal to another. Next to the item you would like to copy, select the **Tools** and then the **Copy** icon (a piece of paper with the corner folded). A drop-down list will appear with the meals and snacks you already reported. You will then be able to select which meal you want to copy an item to.

Image:

ASA24[®] Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

My Foods & Drinks

starting Thursday, June 29th - 12:00am

BREAKFAST
Thursday 8:56am

Cheerios [\(show details\)](#)
Orange juice [\(show details\)](#)

LUNCH
Thursday 12:03pm

Whole wheat bread [\(show details\)](#)
Turkey luncheon meat [\(show details\)](#)
Provolone cheese [\(show details\)](#)

ending Thursday, June 29th - 11:59pm

Help Report a Meal Finish

Tools button

Copy icon



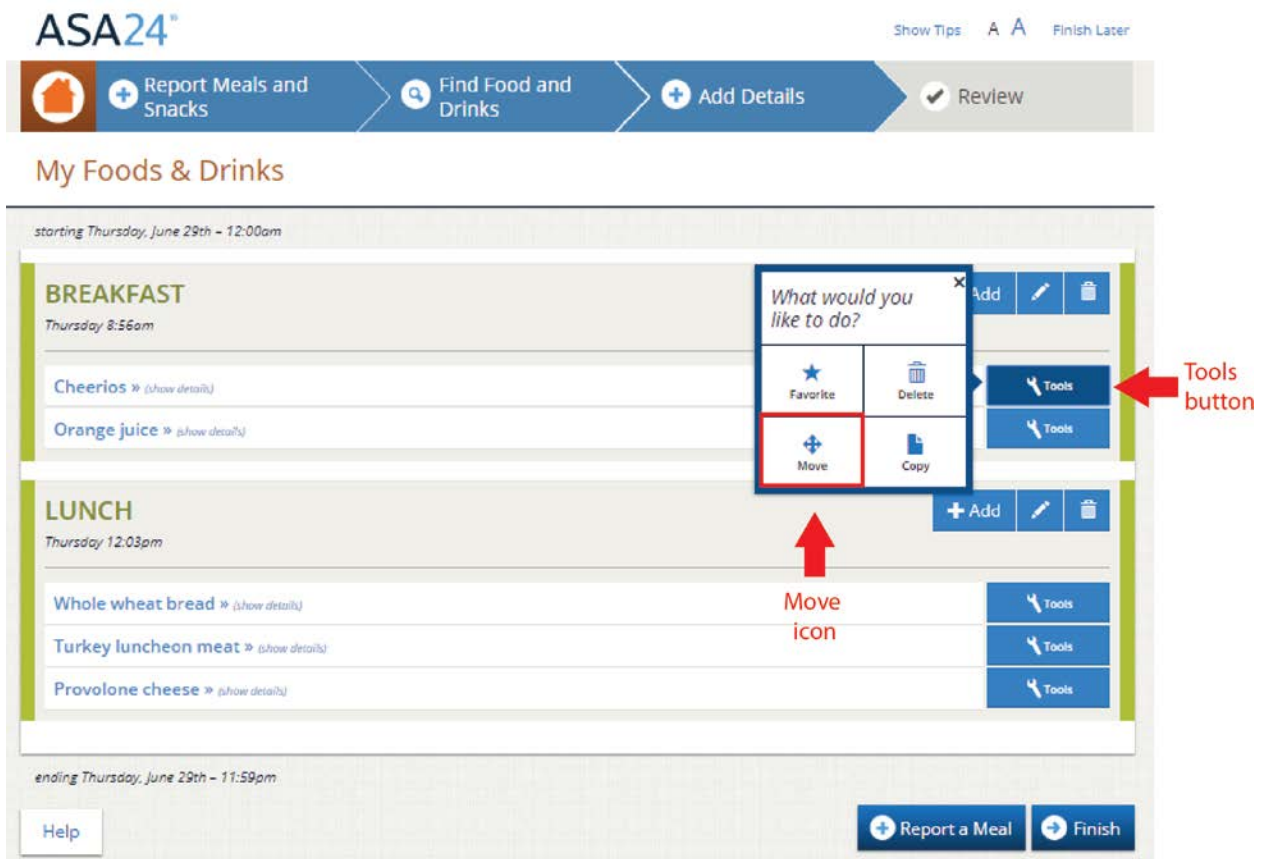
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Question: How do I move a food, drink, or dietary supplement from one meal to another?

Answer: Select the **Tools** button next to the food you want to move; then select the **Move** icon (with four arrows pointing in all directions). You will then be able move the item to a meal you already reported using a drop-down list.

Image:





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Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: How do I change a food, drink, or dietary supplement that I have reported?

Answer: Use the icons within the **Tools** button to the right of the item you have reported to delete, move, copy, or edit it. Depending on the page you are on, you may need to select the words **show details** to view details and access the **Edit** icon.

Image:

The screenshot shows the ASA24 interface for reporting meals and drinks. At the top, there is a navigation bar with steps: Report Meals and Snacks, Find Food and Drinks, Add Details, and Review. Below this is the 'My Foods & Drinks' section, which is organized by meal type: BREAKFAST, LUNCH, and DINNER. Each meal type has a list of items with 'Tools' buttons next to them. A red bracket highlights the 'Tools' buttons and the 'show details' links. The 'Tools' buttons contain icons for adding, editing, deleting, and showing details. The 'show details' links are located next to the item names. The interface also includes a 'Help' button and 'Report a Meal' and 'Review' buttons at the bottom.

Click "show details" next to the item you'd like to edit.

Use the Tools on the right to make changes.

Click "hide details" when you've finished editing.



ASA24

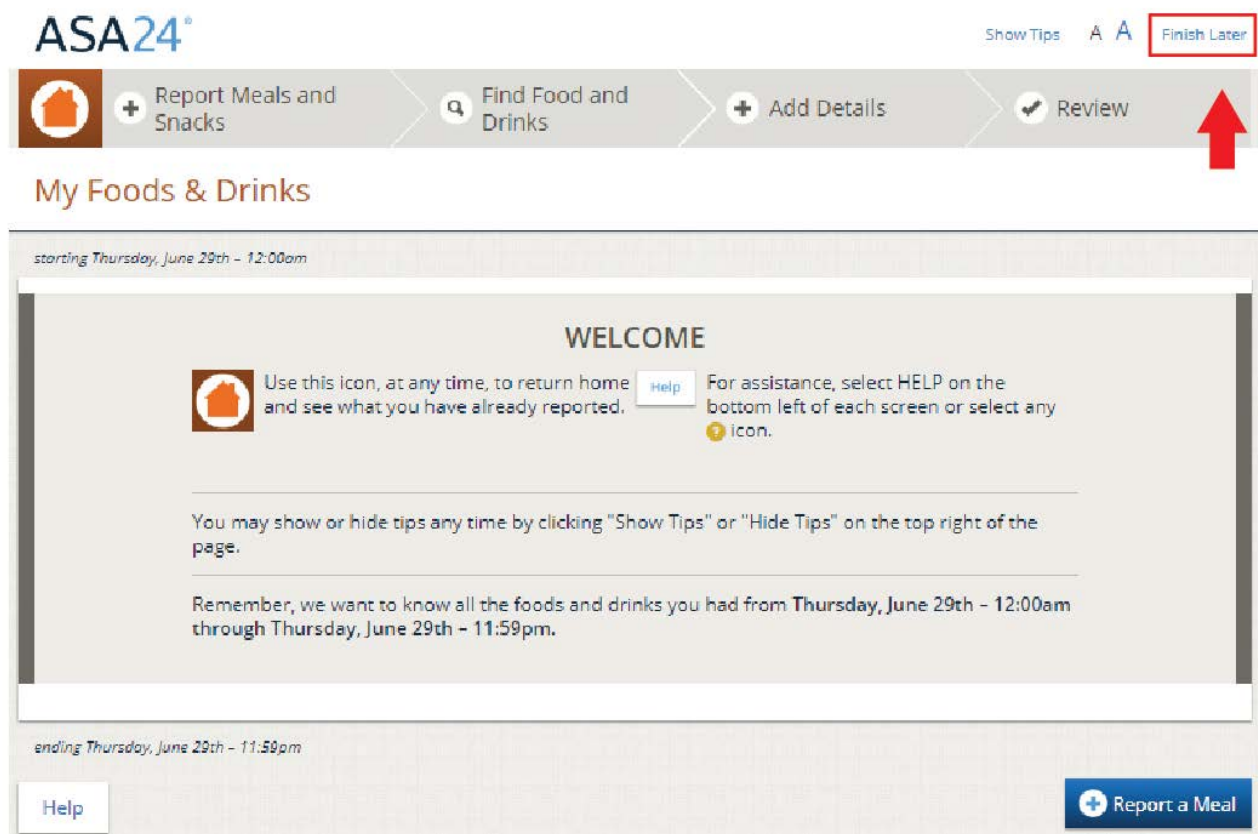
Automated Self-Administered 24-Hour Dietary Assessment Tool

General questions

Question: What should I do when I have finished reporting one meal or snack? How do I exit?

Answer: You can select **Finish Later** at the top right corner of the screen to exit ASA24. You will need to log in again the next time you want to report a meal or snack. Your information is automatically saved as you complete each step.

Image:





ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: I'm stuck and can't move on—what should I do?

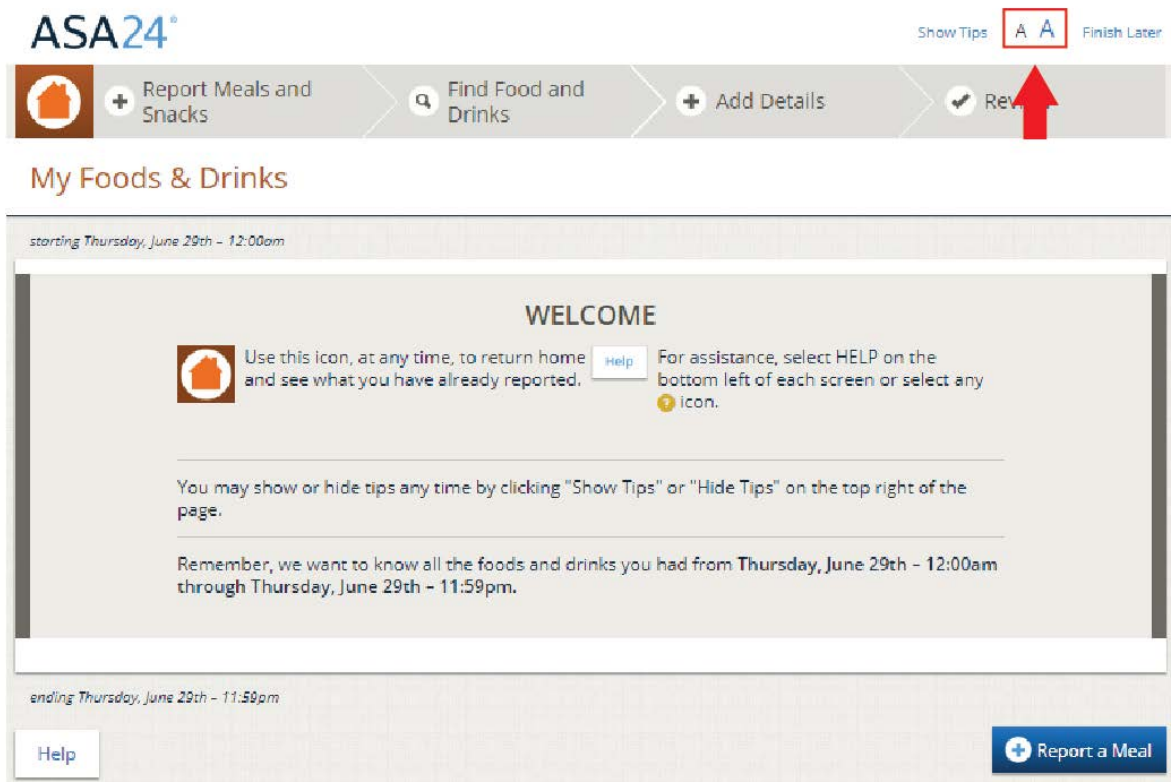
Answer: Make sure that you have answered all the questions on the screen. Most screens have a **Next** button that won't be active until you answer everything. If your internet browser or computer is not responding and you need to shut down, you can log back in within the time limit set by the research study to finish – your information is saved as you go so you will be able to pick up close to where you left off.

If you require further assistance, please contact the person who asked you to complete ASA24.

Question: How do I change the text size to be larger or smaller?

Answer: Select one of the two As (**A A**) in the top right corner to make the text size smaller or larger.

Image:





ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

Question: Where can I find help?

Answer: Help is available in three places:

1. Select **Help** at the bottom left to find answers to frequently asked questions.
2. Select the yellow question marks (?) when they appear to see additional help for specific tasks.
3. Select **Show Tips** at the top right to display helpful tips as you complete ASA24.

If you require further assistance, please contact the person who asked you to complete ASA24.

Image:

