

# ASA24-2016 Participant Quick Start Guide for 24-Hour Recalls

You have been asked to complete a 24-hour dietary recall by using the Automated Self-Administered 24-Hour Dietary Assessment Tool (ASA24).

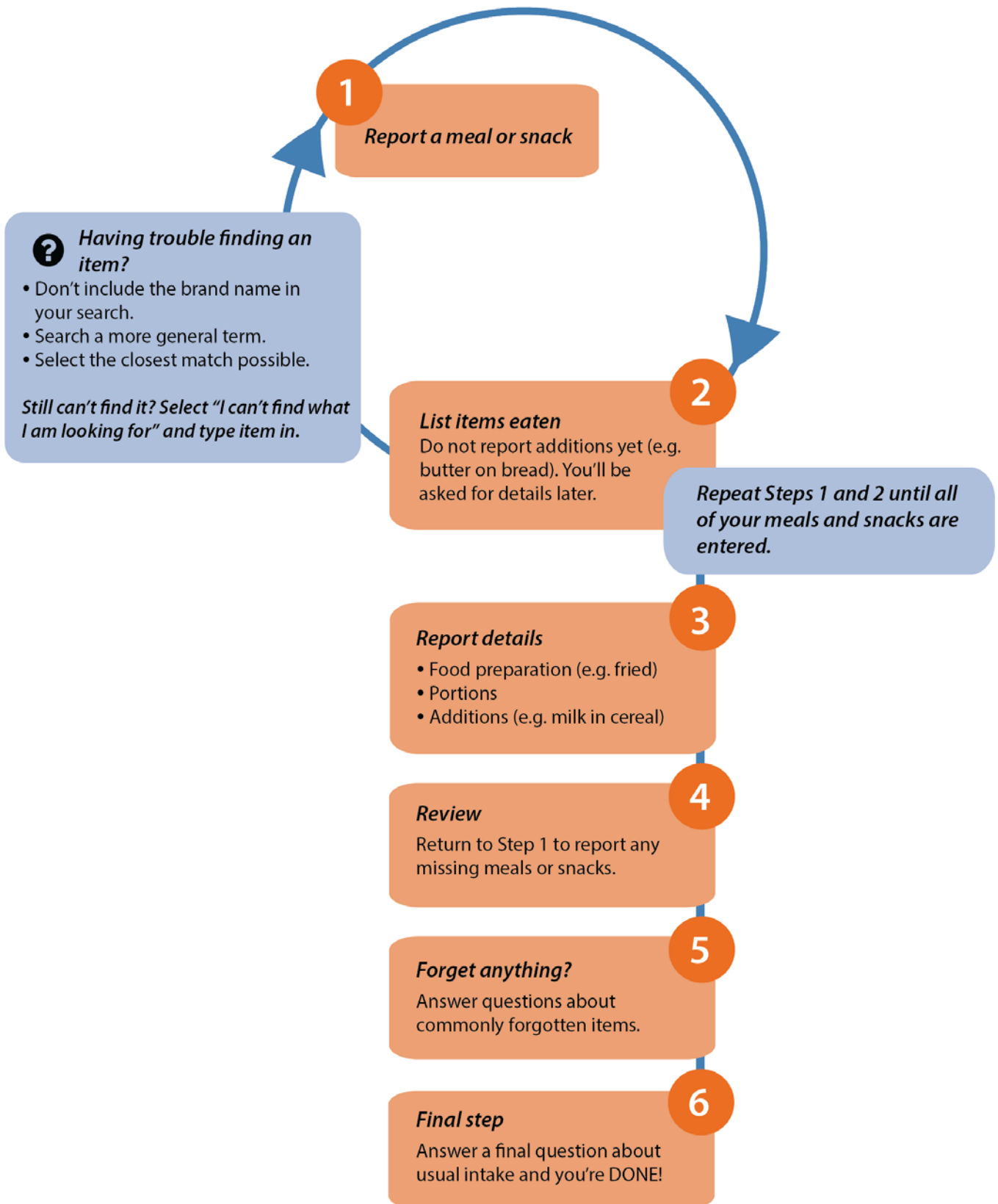
This 24-hour dietary recall captures detailed information about all foods, drinks, and supplements (including vitamins, minerals, herbals, and other dietary supplements) you consumed from midnight to midnight yesterday, or for the past 24 hours starting from the time you log in (depending on the instructions you receive).

This guide describes the steps you need to follow to complete your 24-hour recall, 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:

- Allow about 30 minutes to complete your 24-hour recall.
- After 30 minutes of inactivity, you will be automatically logged out of ASA24. Your information will be saved. Depending on the options selected by the person who asked you to complete a recall, you may or may not be able to log back in to finish.
- 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 (e.g. 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 24-Hour Recalls:



## Detailed steps in completing ASA24:



**Step 1:** Report a meal or snack and provide information about it (e.g., 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 at the meal or snack.

- Select **Report a Meal** for each of your other meals and snacks, repeating Steps 1 and 2 until you've reported all your meals and snacks.
- 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, go to **Step 1** to add the forgotten meal or snack and then to **Step 2** to add the items you ate or drank.



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



**Step 4:** Review what you reported 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 (e.g. water or dietary supplements).

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

**YOU ARE DONE!**

## Tips and page images 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<sup>®</sup> 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. Finding foods, drinks, and dietary supplements

Next, search for the foods, drinks, and dietary supplements that you had at 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.

ASA24<sup>®</sup> Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

### Find Foods & Drinks

Supper, Friday, June 16th

Search:  Search

What I ate and drank for Supper, Friday 4:35pm

Filter your results: 30 Results:

- Breads, Cereals, Bakery products & Salty snacks:
  - Bread, Muffin, Roll, Tortilla (5)
  - Pancake, Waffle, Crepe (1)
- Dairy Products:
  - Cheese (2)
  - Eggs (2)
- Fast Food:
  - Dunkin' Donuts (5)
  - McDonald's (4)
  - Other (1)
- Food Groups:
  - Soups, Stews, Chili (1)
- Fruit:
  - Dried fruit (1)
- Main dishes & Entrees:
  - Main dish, Entrée, Frozen meal (2)
  - Sandwich (13)
- Meat, Poultry, Fish, Eggs & Nuts:
  - Bacon, Sausage, Frankfurter (3)
  - Chicken, Turkey, Poultry (1)
- Snack foods:
  - Cracker, Chip, Popcorn (2)
  - Nut, seed (1)
- Vegetables, Beans & Salad:
  - Bean, Pea, Legume (1)
  - Vegetable (1)
  - Vegetable/Bean salad (1)

Help ★ Finish with This Meal

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

Filter your search results (e.g. 'Bagel': Search filtered by 'Bread, Muffin, Roll, Tortilla'), if desired.

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

### Find Foods & Drinks

Breakfast, Tuesday, August 23rd

Search:  Search

What I ate and drank for Breakfast, Tuesday 7:00am

Bagel ★

Help ★ Finish with This Meal

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 (e.g., Domino’s Pizza) use a more general description (e.g., 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 (e.g. 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 (e.g. 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 (e.g., 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: Report 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

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**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

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**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: Frequently forgotten foods

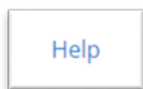
Finally, before you complete your dietary recall, you will be asked about items that people often forget to report. Answer “yes” or “no” to each question. If you answer “yes” to any question, you will be guided back to the **Find Foods & Drinks** page to report the forgotten items in a new or existing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

Thank you for participating!

## 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 icon, and orange home icon.



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



Select the yellow question mark button to get help specific to a question you are answering.



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

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