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

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 is intended to capture detailed information about all foods, drinks, and supplements (including vitamins, minerals, herbals, and other dietary supplements) you consumed from midnight to midnight yesterday, or in the past 24 hours. A 24-hour dietary recall usually requires about 30 minutes to complete.

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 recall.
**Question:** How do I complete a 24-hour dietary recall using the ASA24 system?

**Answer:** To complete a dietary recall, you will be asked to report everything you had to eat and drink from midnight to midnight yesterday, or during the past 24 hours, depending on the instructions you were given. The first step is to report an eating occasion such as a meal or snack, or when you had just a drink or just a supplement. You will then search for foods, drinks, and dietary supplements (vitamins, minerals, herbals, etc.) you consumed to add to your meal or snack. Finally, you will add the 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.
Step 2: List Items Eaten
Search for the foods, drinks, and dietary supplements you had at each eating occasion.
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).
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.
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:**

![Image of meal report interface](image-url)
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:
**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:**

[Image showing the ASA24 interface with the tools and favorites buttons highlighted]

[Image showing the favorites list with items starred]
**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).
**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:**

![ASA24 filter categories](image-url)
**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.
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:
**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 have finished reporting all the foods, drinks, and dietary supplements you had at a meal or snack, select the **Finish with This Meal** button. When you return to My Foods & Drinks, select the **Report a Meal** button to add more meals. You will report all your eating occasions and list all the items you ate first before you add the details about how much you ate or drank. Once you are done adding foods, drinks, and supplements to all your meals and snacks, select **Next** to add details.

**Image:**
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:** Once you’ve reported everything you had to eat and drink at all your meals and snacks, as well as your dietary supplements for your reporting period, select **Next** at the bottom of the **My Foods & Drinks** screen. You will then move on to report the details of each food, drink, and dietary supplement, such as how much you had and whether you added anything (for example, milk to cereal).

**Image:**

![ASA24 My Foods & Drinks Screen](image-url)
**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:**

![Edit Icon in My Foods & Drinks screen](image-url)
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:
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.
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.
**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:**

![Image of ASA24 interface](image-url)
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 (pencils) 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.
**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** button 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.
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 and 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. You can only move an item once you have added at least two eating occasions to your recall.

Image:
**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. 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:**

[Image of ASA24 interface with instructions on how to change reported foods, drinks, or supplements.]

- 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.
General questions

**Question:** What should I do if I cannot complete the ASA24 24-Hour Recall after starting it?

**Answer:** It’s best to complete ASA24 in one sitting. Depending on the instructions you received, you may be required to finish without taking a break longer than 30 minutes, after which you will not be able to log back in. However, in most cases, you will be allowed to log in multiple times; you can select **Finish Later** at the top right corner of the screen to finish later today. You will need to finish your recall within the time limits set by the person who asked you to use ASA24. If you had a problem like your browser or computer shutting down, try to log back in. Your information is saved as you complete each step.
**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 limits 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.
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.