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

Contents

Introduction .................................................................................................................................... 2
Report meals and snacks ................................................................................................................ 7
Find foods, drinks, and dietary supplements ................................................................................. 8
My foods and drinks ..................................................................................................................... 15
Add details .................................................................................................................................... 20
Review and finish .......................................................................................................................... 22
General questions ......................................................................................................................... 26

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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.
**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.

![ASA24 App Screenshot](image-url)
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 and make changes to what you reported.
**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.

1. Select Report a Meal.

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

-OR-

![Image of ASA24 tool with favorites function highlighted.](image-url)
**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:
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 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:**

![ASA24 dietary assessment tool interface](image-url)
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:
**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:**

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

![ASA24 My Foods & Drinks Page](image-url)
Question: How do I delete a meal or snack?

Answer: Select the Delete icon (a trash can) on the right 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.

**Image:**

1. Select the orange home icon

![Image of AS24 interface showing breakfast entry with options to add details to orange juice and tools for making edits]

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

![Image of AS24 interface showing detailed view of food entries with tools for editing]
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:
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.
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.
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.
**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:**

![ASAJ24 tool](image-url)
**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:**

![ASA24 screenshot](image_url)

- 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 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 screenshot](image-url)
**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 Image](image-url)
**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:**

![ASA24 Help Interface](image-url)