ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

Participant Quick Start Guide for Food Records using ASA24-2018 & ASA24-2020

Updated March 3, 2020

You have been asked to complete a food record (also known as a food diary) by using an online tool called ASA24. ASA24 stands for the "Automated Self-Administered 24-Hour Dietary Assessment Tool." A food record captures detailed information about all foods, drinks, and supplements you ate or drank. Supplements include vitamins, minerals, herbals, and other dietary supplements.

You may be asked to complete the record for a single day or for many days in a row.

- 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 day before.

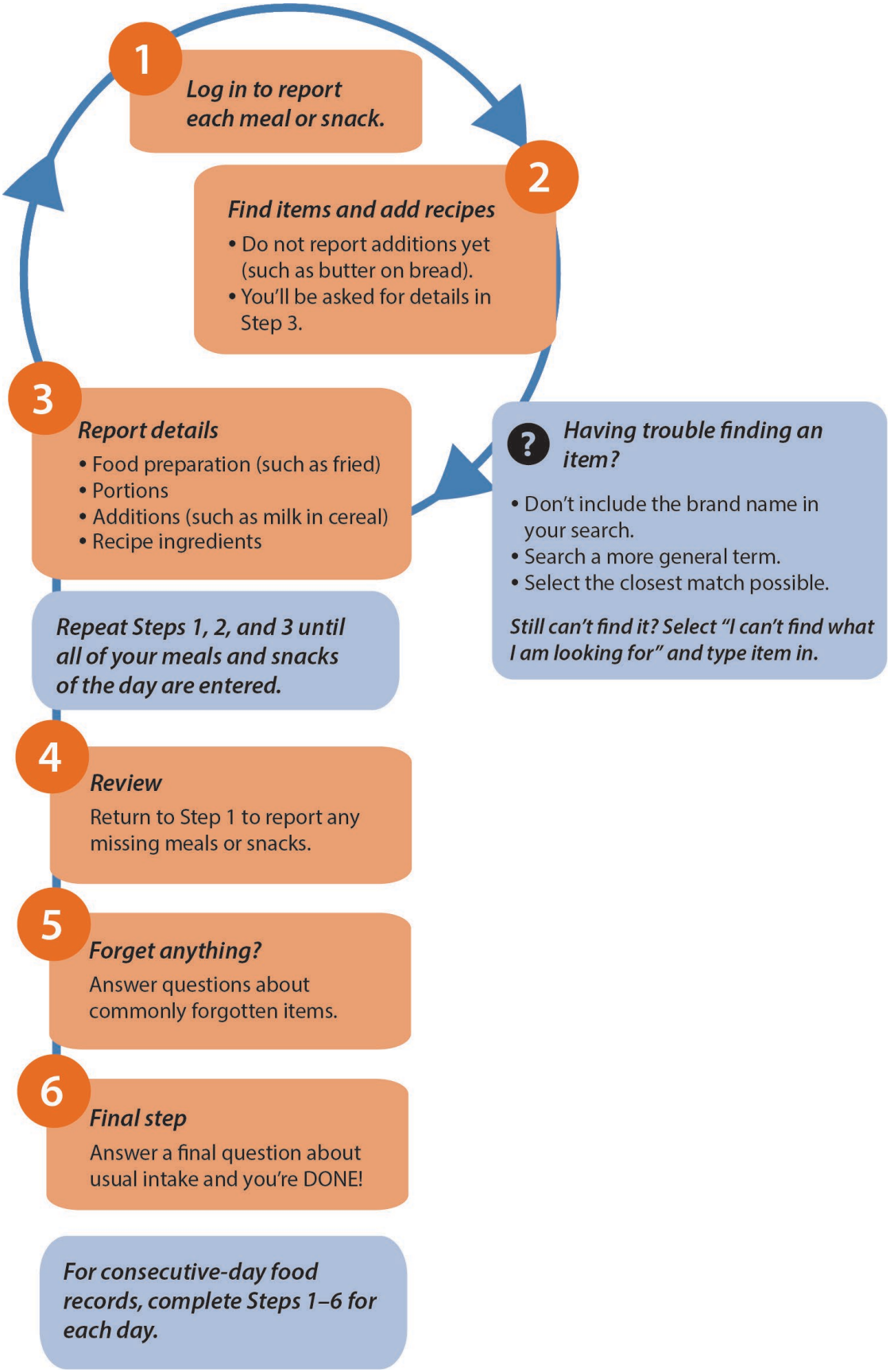
- For a **food record over many days in a row**: For each day you are asked to report, log in every time you eat or drink, and enter all of the foods, drinks, and dietary supplements you had. On the day after your last reporting day, you can still log in to add items and make changes to any of the prior 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 is important that you report all the foods, drinks, and dietary supplements you ate or drank.
- Allow about 30 minutes overall to complete your food record.
- For each login, you will be logged off after 30 minutes of inactivity. Your information will be saved.
- If you can't find the exact item or brand name of what you ate or drank, **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 ate or drank, 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.

- After you enter the name of an item in the search box, you can select from items in the results or add a recipe. For recipes, first, you will just provide a name for the recipe. Later, in **Step 3**, you will list all the recipe ingredients.

Step 3: Answer detailed questions about the foods and drinks you had and any recipes you reported. This will include how they were prepared, the amount you ate or drank, and anything added (such as butter on potatoes or milk to cereal). You will also list the ingredients for any recipes you reported. 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. You will be reminded to 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, return to **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: 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 (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. If you are completing a food record over many days in a row, please log in each day to report all your meals and snacks, completing **Steps 1–6** until you have finished.

YOU ARE DONE!

Note: If you are completing a food record over many days in a row, 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 edit. You can make changes up until midnight of the day after your last reporting day.

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

Step 1. Report a meal or snack

First, the tool will prompt you 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 taking part.

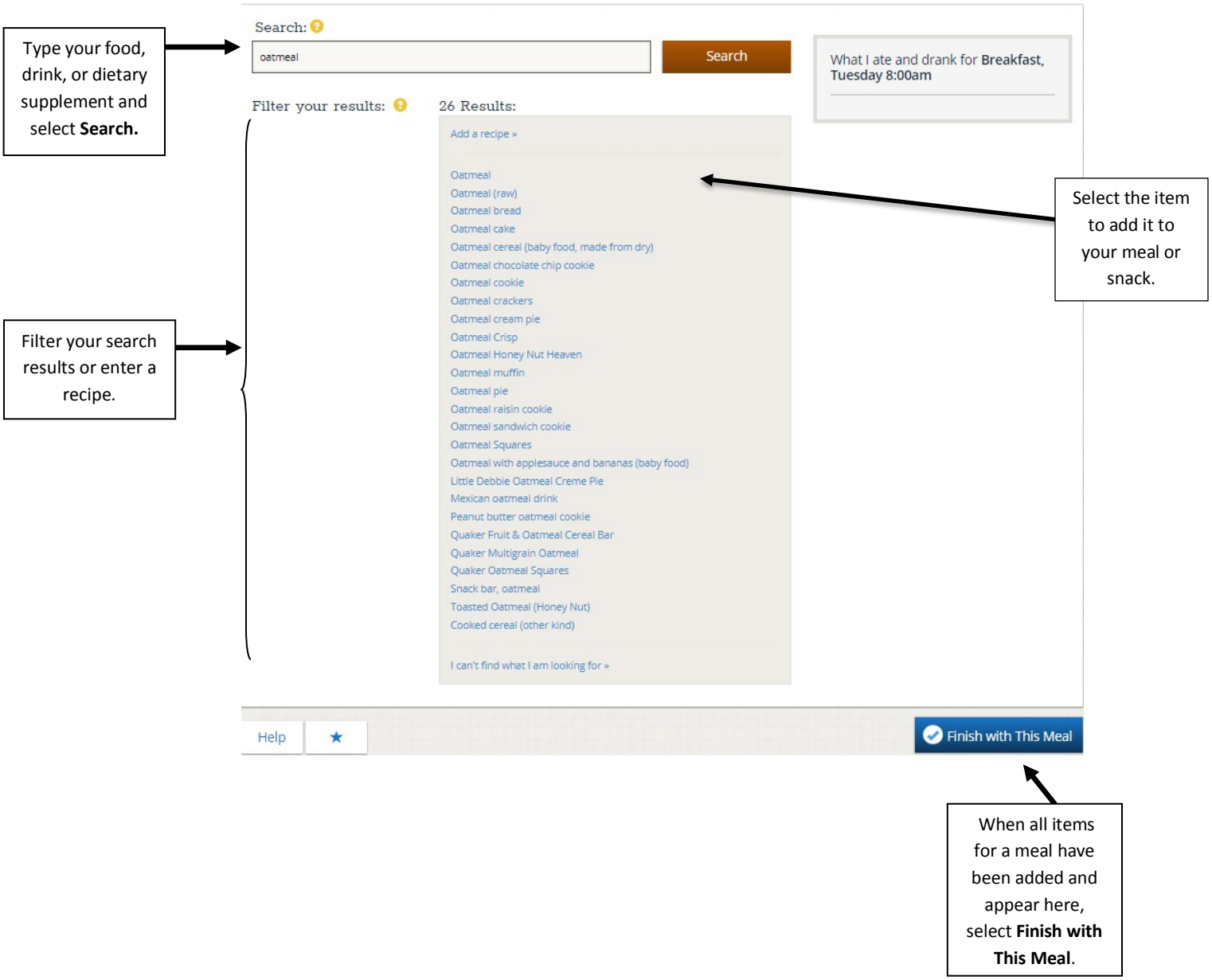
Tip: Reporting vitamins, minerals, herbals, or other dietary supplements

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, choose 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. You can also add a recipe if you like.

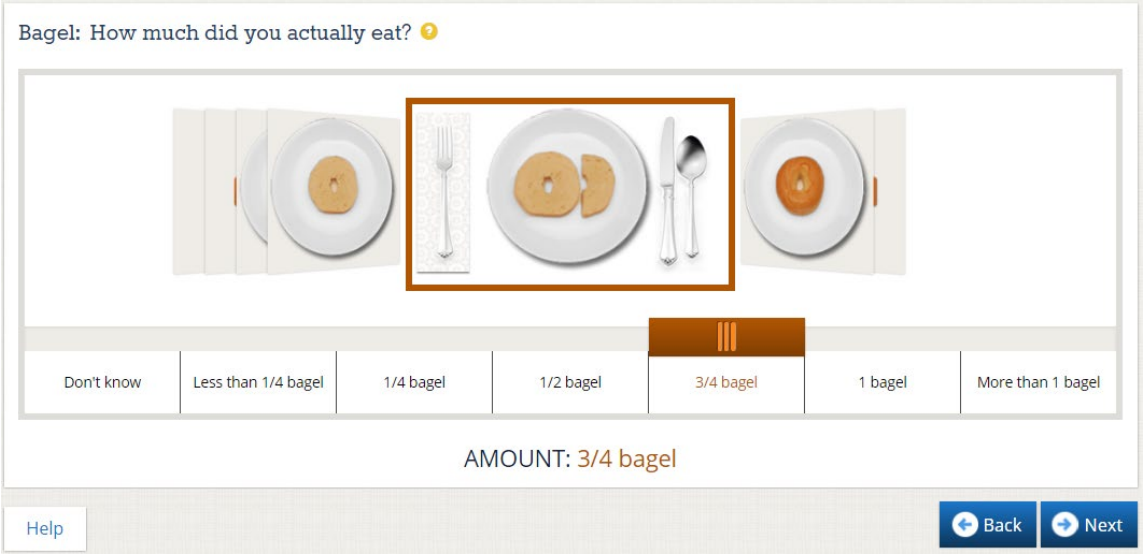


Step 3. Add details

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.

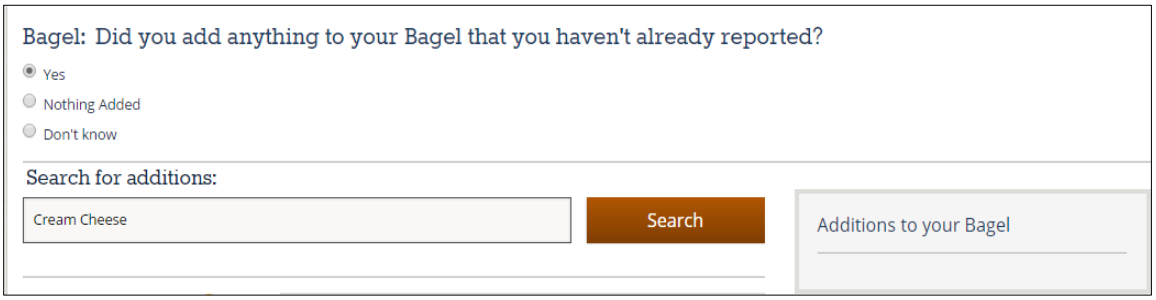
Food type:

How much you ate or drank:



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.



Step 5. Answer questions about often 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.

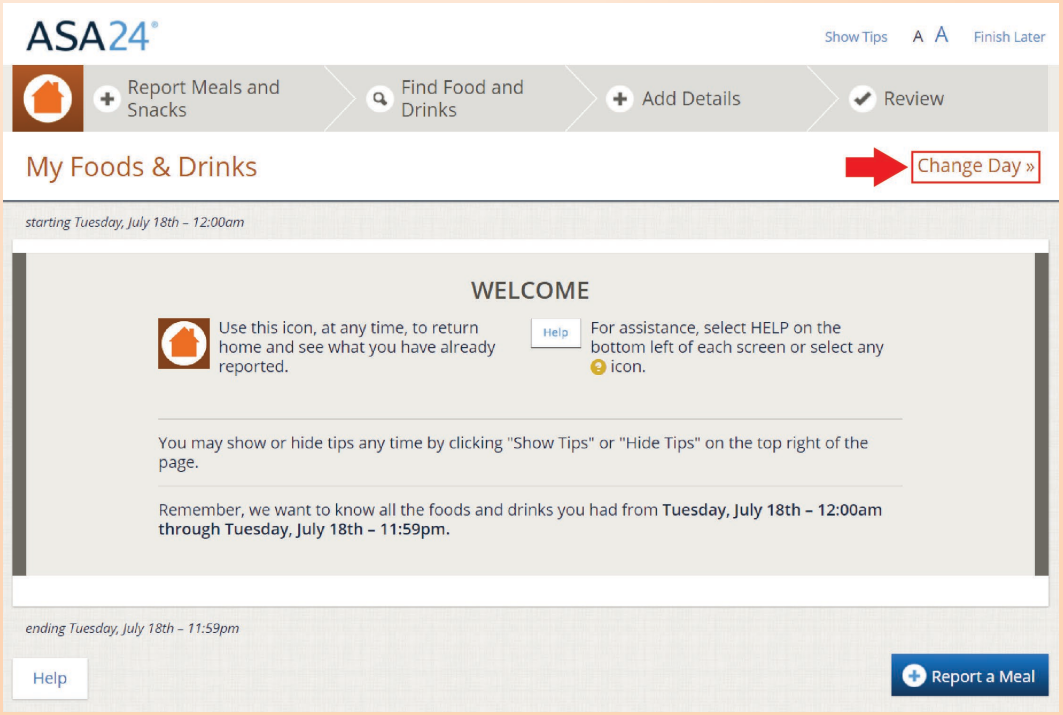
Tip: Editing Your Food Record

How can I add foods, drinks, or dietary supplements to a food record if I forgot to add something when I first 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 ate or drank 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 food record over many days in a row. Your information is saved as you complete each step.

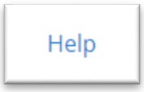
If you are supposed to complete a food record for several days in a row, and the food record for any of the prior days may be incomplete, when you log back in to the ASA24 system, you will receive a message at the asking if you want to complete the day before or move on to the current day. If more than 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 after 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).



Getting help

There are three different buttons in ASA24 that offer extra 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.