

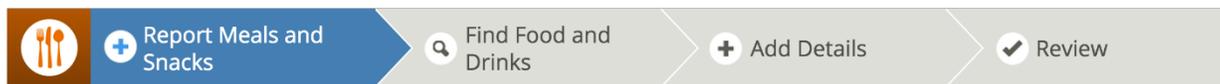
ASA24-2016 Participant Quick Start Guide for 24-Hour Recalls

The Automated Self-Administered 24-Hour Dietary Assessment Tool (ASA24®) asks you to report all the foods, drinks, vitamins, minerals, and other dietary supplements you had yesterday, from midnight to midnight, OR for the past 24 hours starting from the time you log in – the time period is set by the person who asked you to complete ASA24 and will be noted when you start.

A few tips:

- You will first enter a general list of all the foods, drinks and supplements you consumed at each meal and snack. Specific details about preparation, portion size, or additions will be asked in later steps. If you are not sure, pick the closest match – you will be able to provide details or make changes later.
- If you track your diet using a smartphone or web-based application (or “app”) that focuses on counting calories, you may find that ASA24 is quite different. ASA24 is designed to capture your **total** nutrient and food group intake. Therefore, it is important that you report all the foods, drinks, and supplements you consumed.
- If you use a web-based or smartphone app, you might also notice that ASA24 has a smaller selection of brand name or restaurant-specific items. If you cannot 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 supplements you actually had yesterday, from midnight to midnight, OR for the past 24 hours starting from the time of login, even if they do not reflect your usual diet.

Steps in completing ASA24:



1. Report a meal or snack and provide information about it (e.g., time and location).



2. Search for and report the foods, drinks, and supplements you had at the meal or snack.
3. Select “Report a Meal” for each of the other meals and snacks you had, repeating steps 1-3 until you’ve reported all your meals and snacks.



4. Answer detailed questions about the foods and 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 supplements, you will be asked about dosage consumed.



5. Double check that you reported foods and drinks that tend to be forgotten (e.g. water or supplements). Do not report these items again if you have already included them in previous steps.
6. Review what you reported, making sure all foods, drinks and supplements have been included and that the detailed questions were answered correctly.

Images of the screens that you will see while completing each of the steps appear next:

Reporting a Meal or Snack

First, you will be prompted to report a meal or snack and to provide information about it.

The screenshot shows the ASA24 interface for reporting a meal or snack. At the top, the ASA24 logo is on the left, and 'Show Tips', 'A A', and 'Finish Later' are on the right. Below the logo is a progress bar with four steps: 'Report Meals and Snacks' (active), 'Find Food and Drinks', 'Add Details', and 'Review'. The main heading is 'Report a Meal or a Snack'. A note says 'All fields are required'. The form includes a dropdown for 'Select a meal or snack:' with 'Breakfast' selected. Below that is 'Day of the Breakfast:' with 'Tuesday, August 23rd'. Then 'Time of the Breakfast:' with a time picker set to 07:00 AM. The location is 'Home'. There are checkboxes for 'TV and computer use while eating and drinking (Select all that apply):' with 'Using a mobile phone or tablet' checked. Finally, 'Did you eat with anyone?' with 'No' selected. At the bottom are 'Help', 'Cancel', and 'Find Foods and Drinks' buttons.

These questions may not appear depending on the study in which you are participating.

Tip: Reporting supplements

Do I report supplements as part of a meal or 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 supplement. If you did not take the supplement as part of a meal or snack, choose “Just a supplement” to report your vitamins or supplements.

Finding Foods and Drinks

Next, search for the foods, drinks, and supplements that you had at your meal or snack. After your search terms are returned, you can filter them by food category to narrow your results. Refer to the tips on the next page for search tips.

The screenshot displays the ASA24 interface for finding foods and drinks. At the top, there's a navigation bar with 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. Below this, the page title is 'Find Foods & Drinks' for 'Breakfast, Tuesday, August 23rd'. A search bar contains the text 'Bagel' and a 'Search' button. To the right of the search bar is a box for 'What I ate and drank for Breakfast, Tuesday 7:00am'. Below the search bar, there are filter options for various food categories like 'Breads, Cereals, Bakery products & Salty snacks', 'Dairy Products', 'Fast Food', 'Food Groups', 'Main dishes & Entrees', 'Meat, Poultry, Fish, Eggs & Nuts', 'Snack foods', and 'Vegetables, Beans & Salad'. A list of 30 results is shown, with 'Bagel' highlighted. At the bottom, there are 'Help' and 'Finish with This Meal' buttons.

Search for food, drink, or supplement.

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

Click on the item to add it to your meal or snack.

The screenshot shows the 'Find Foods & Drinks' interface for 'Breakfast, Tuesday, August 23rd'. It features a search bar with a placeholder 'Type a food or drink' and a 'Search' button. Below the search bar is a 'Help' button and a star icon. To the right, a panel titled 'What I ate and drank for Breakfast, Tuesday 7:00am' shows a 'Bagel' item with a star and a trash icon. At the bottom right, there is a 'Finish with This Meal' button. Three callout boxes provide instructions: one on the left points to the search bar, one on the right points to the 'Bagel' item, and one at the bottom right points to the 'Finish with This Meal' button.

Tips: Searching for an item

How specific should I be when searching for foods, drinks, and supplements?

If you are too specific when searching for a food, you may not be able to find it. Therefore, if you cannot find what you are looking for when searching for an item, 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 you had (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 food categories in the panel on the left to narrow the results from a search.

How do I enter foods with multiple ingredients?

When reporting a food that contains multiple ingredients, such as a sandwich, salad, or ice cream sundae, report the food as turkey sandwich, green salad or ice cream sundae. You will be prompted for items that made up the food. You do not need to report each ingredient separately. For example, if you report a sandwich such as a turkey sandwich, you will still be prompted to report the main item, turkey, along with other food items in your sandwich.

What if I made an item myself? Can I report the ingredients to a recipe?

ASA24 does not have a function for adding recipes. Please select the food, drink, or supplement item that best matches what you had.

What if I want to search for a specific brand name (i.e. Lay’s potato chips)?

You can try to search for a food, drink or supplement using the brand name. If you do not get the desired results, search based on 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 presented in the Results box are close to the item you had, you may select “I can’t find the food I’m looking for” at the bottom of the Results box to report your item.

Adding Details to Reported Foods, Drinks and Supplements

You will be asked for details about the type of food, drink, or 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

Back Next

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

Back Next

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

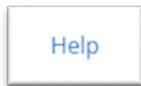
Frequently Forgotten Foods

Finally, before you complete ASA24, you will be asked about items that people often forget to report. You need to answer “yes” or “no” for each question. If you answer “yes” for any question, you will be presented with the Find Foods & Drinks page to report the forgotten items.

Once you are done with the Forgotten Foods section, 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 usual. Then you are done. Thank you for participating!

Getting Help

There are three different buttons in ASA24 that are useful for getting additional help and/or navigating back to the home screen: the “Help” button, the yellow question mark icon, and the image of the plate with the fork, knife, and spoon.



Select the Help link 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.