ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

Quick User Guide

ASA24® Researcher Website

March 2022

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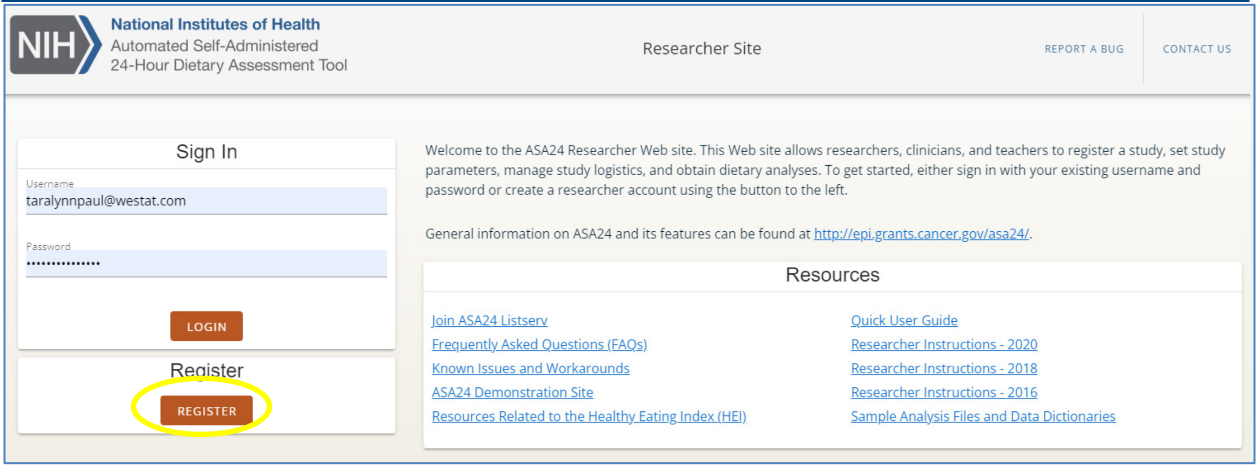
Create a Researcher Account

- Go to: https://asa24.nci.nih.gov/researchersite and select the 'Register' button.
- Complete the short form by providing contact information and select Submit.
- Login with the temporary password, you will then be prompted to change the password.

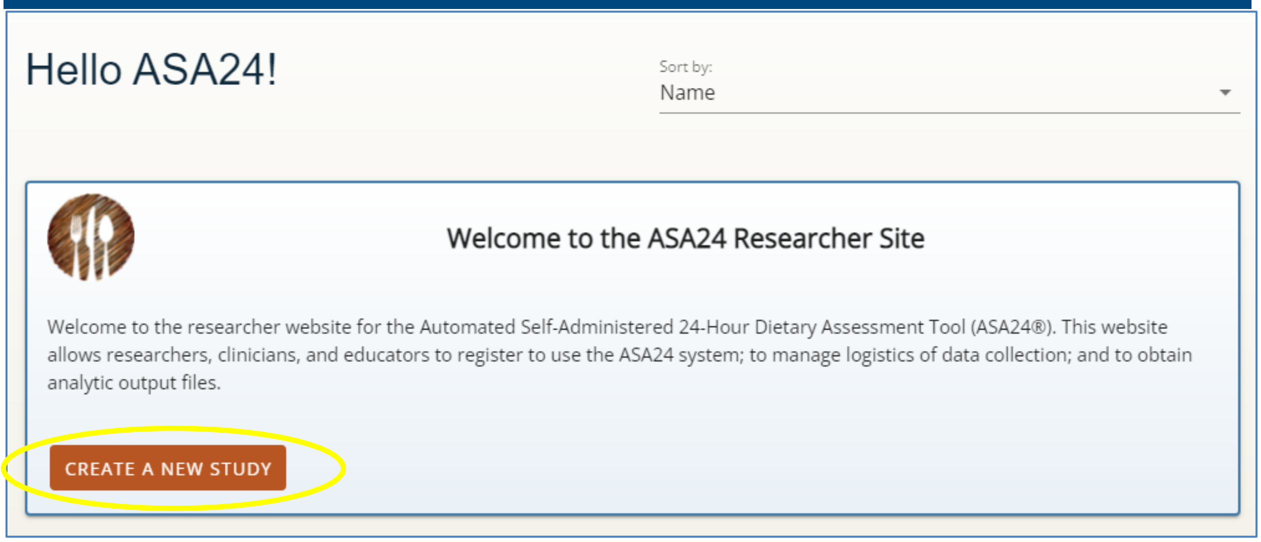
Figure 1. ASA24 login screen



Create a New Study

- Select the 'CREATE A NEW STUDY' button from the welcome screen.

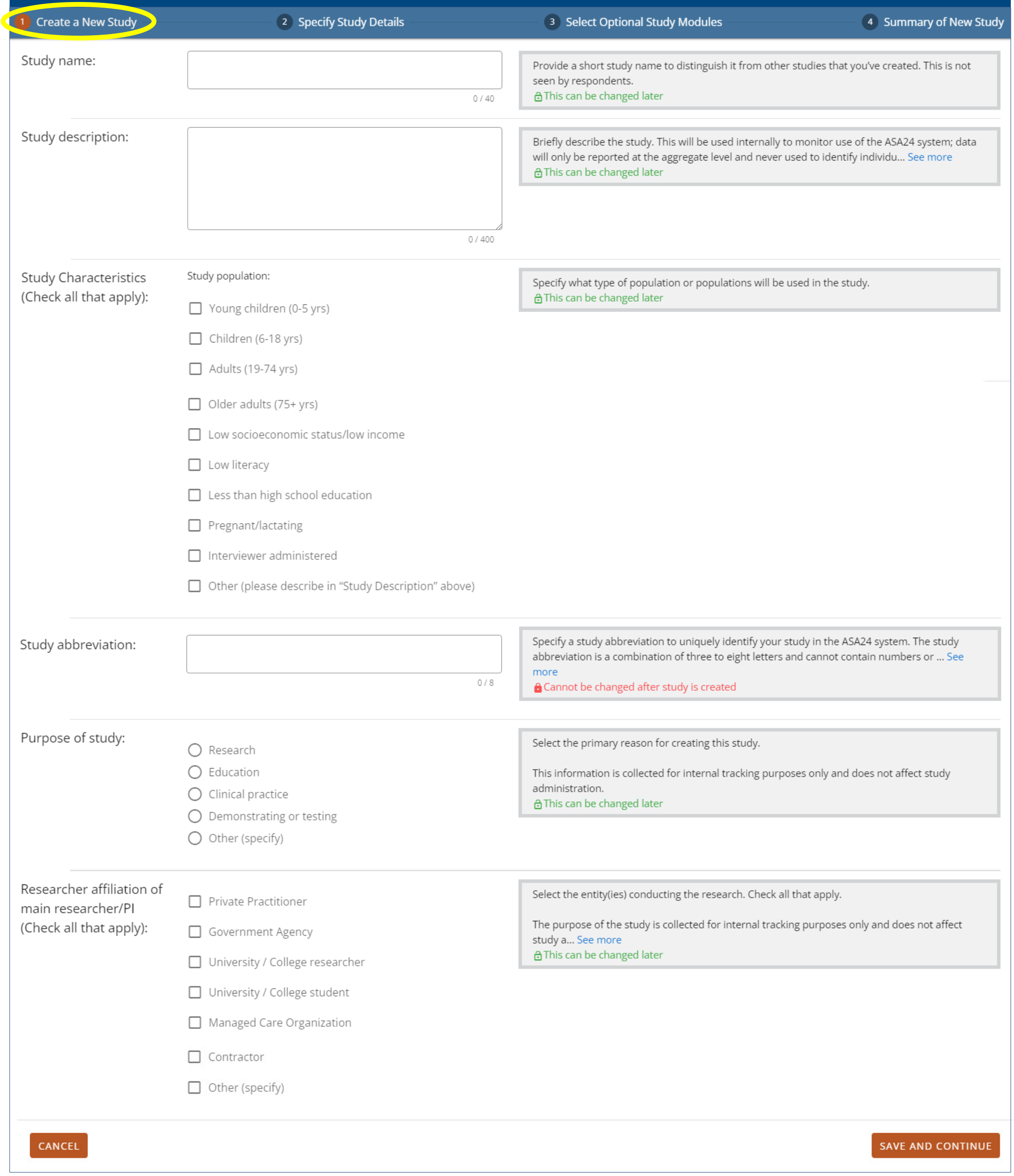
Figure 2. Welcome screen



- Complete the following three sections of the form (Create a New Study, Specify Study Details, and Select Optional Study Modules) to set-up a new study.
  - Please read the information boxes on the right-hand side of the website for help with definitions, parameters, and study set-up options.

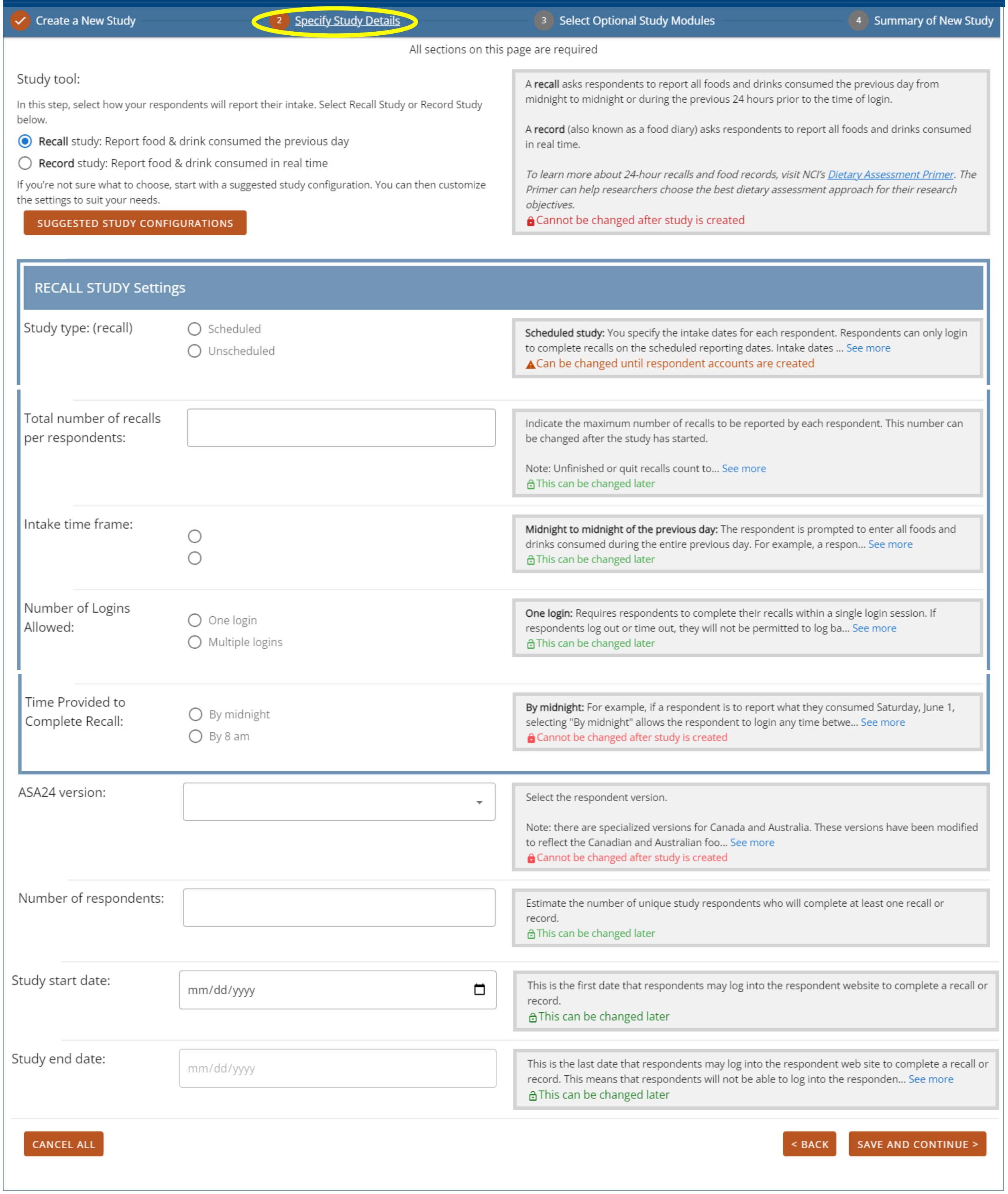
1. Create a New Study

Figure 3. Create a New Study screen



2. Specify Study Details

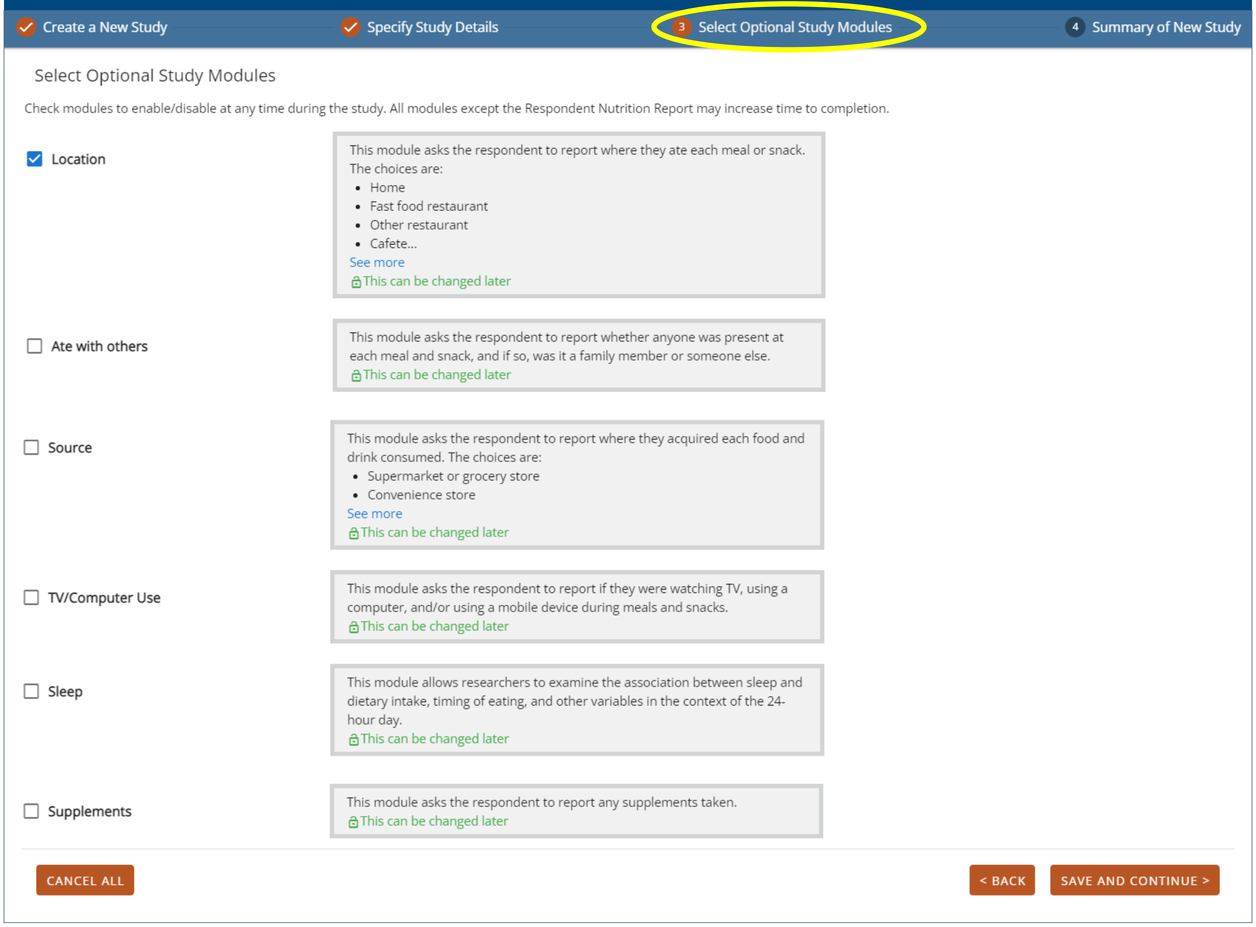
Figure 4. Specify Study Details screen



- There are suggested study configurations for researchers who are uncertain which settings to use.
- Depending on whether Recall or Record study is selected, the setting selections are slightly different.
- To learn more about 24-hour recalls and food records visit NCI's [Dietary Assessment Primer](). The Primer can help researchers choose the best dietary assessment approach for their researcher objectives.

3. Select Optional Study Modules

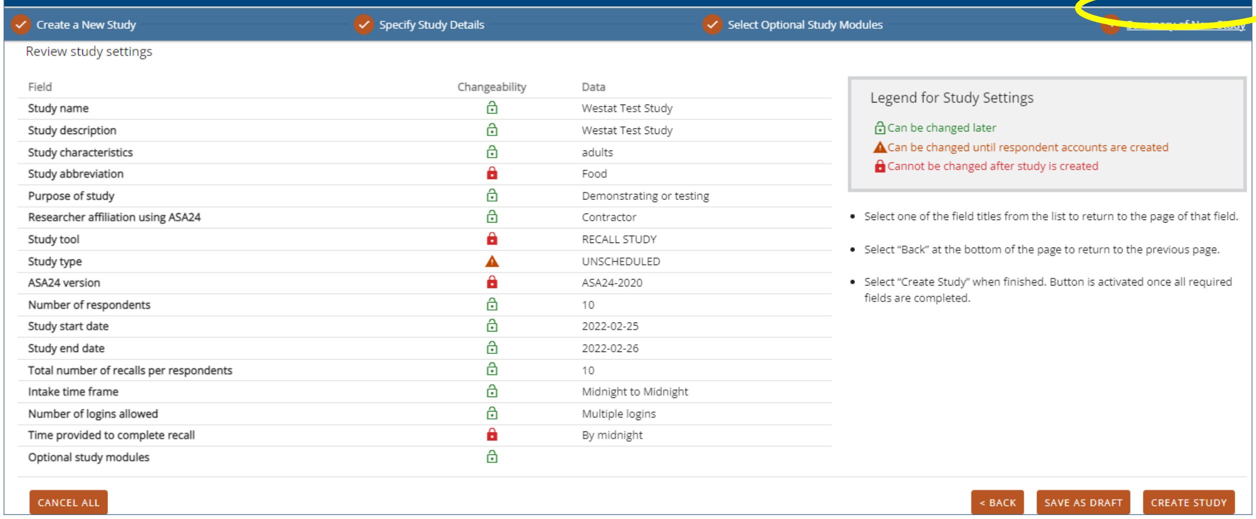
Figure 5. Select Optional Study Modules screen



- Check modules to enable/disable at any time during the study. If the Source module is selected, the Location module will automatically also be selected.

4. The final page of the form is a summary page for researchers to review their selected study settings (Figure 6):

Figure 6. Summary of New Study screen

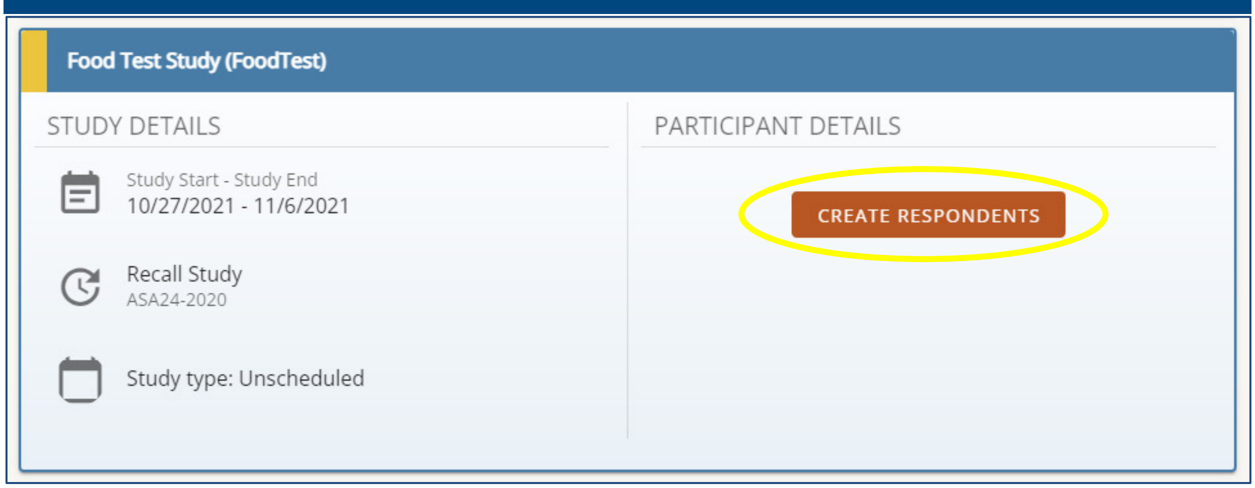


- Select 'SAVE AS DRAFT' to save and create study later, or 'CREATE STUDY' to finalize and create the new study.

Create Respondent Accounts

- Each respondent must have a username and password assigned in order to login to the respondent website to complete intake(s).
- Click on 'CREATE RESPONDENTS' on a study card on the welcome screen to begin creating new respondent accounts.

Figure 7. New Study Card

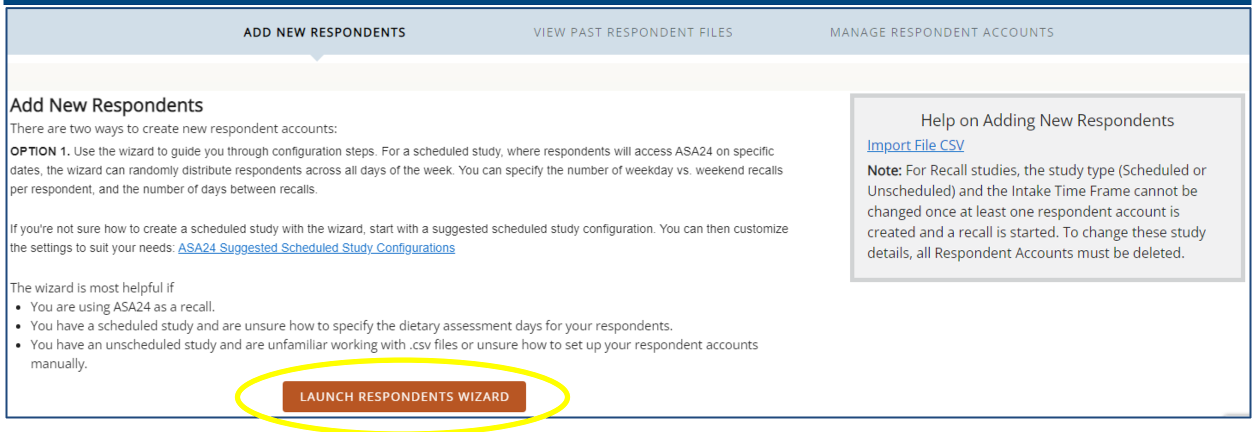


- Respondent accounts can be created in two ways: (1) a step-by-step "wizard," or (2) a manual file upload.

1. Respondent Accounts Wizard

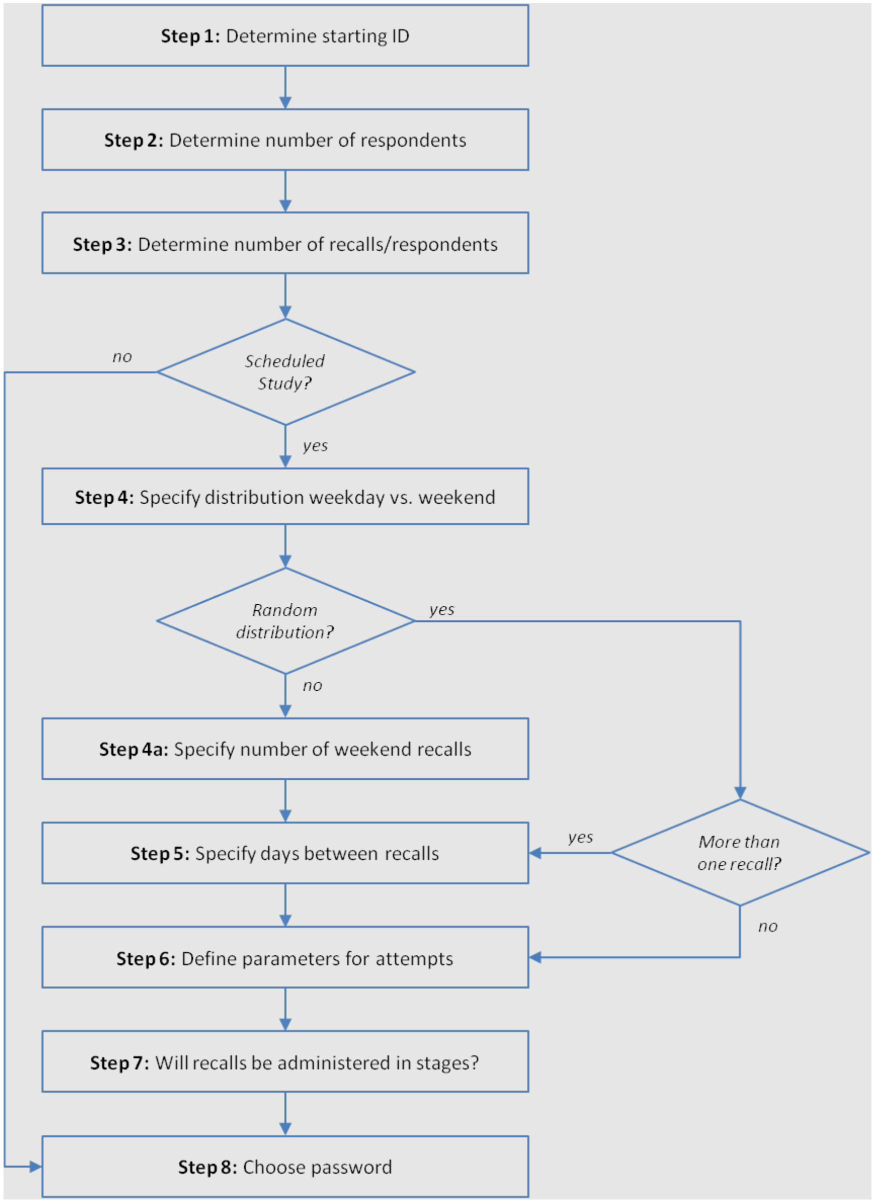
- Select the 'LAUNCH RESPONDENTS WIZARD' button and follow the prompts in each step.

Figure 8. Add New Respondents - Wizard



- If you are not sure how to create a scheduled study with the wizard, you can start with a suggested scheduled study configuration.

Figure 9. Outline of the steps in the respondent account wizard

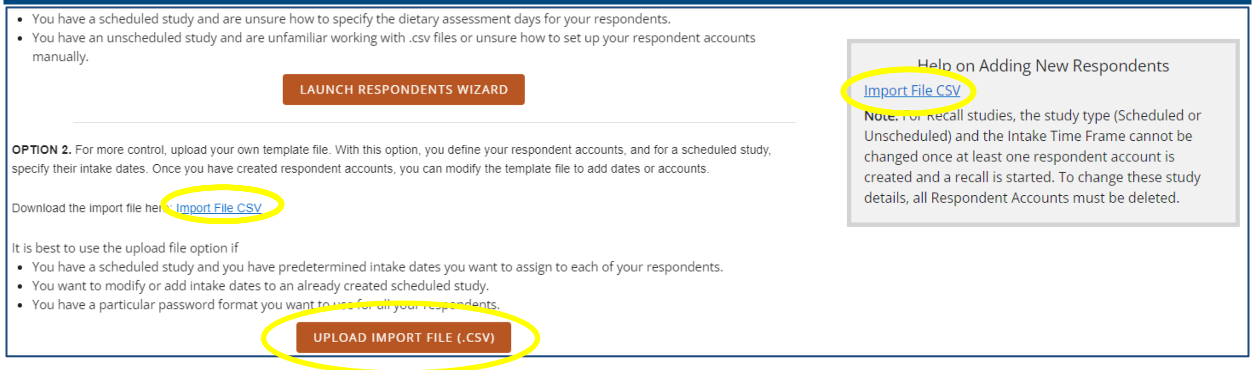


- Researchers can use the wizard multiple times to add new respondents or to create new intake dates for respondents in a *scheduled* study.
- Researchers can change the number of respondents or the number of recalls or records per respondent by editing the study settings using the **Edit Study** tab. Such changes should be done prior to attempting to create new respondents or schedules.

2. Import File

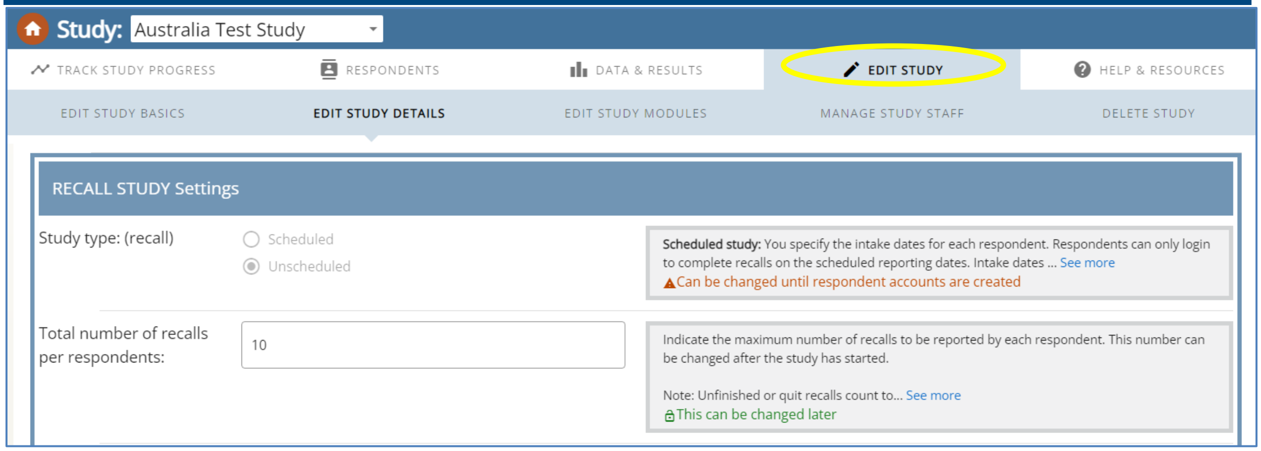
- The Import File can used to create respondents accounts for recalls and food record studies instead of using the Wizard.

Figure 10. Add New Respondents – Import File



- There are five steps to using the Import File to create accounts.
  - Step 1: Download the Import File from the link at the right-hand side of the Add New Respondent tab (Figure 10). The Import File is an Excel workbook with multiple worksheets.
  - Step 2: Populate the Import File with your study details (more details for completing the Import File are on the "Help & Resources" tab of the researcher website). If you need a reminder of the desired number of study respondents, or other study details, you can review what was entered for the study under the **Edit Study** tab on the ASA24 researcher website. Your initial upload does not need to include information for all of your planned study participants.
  - Step 3: From Excel, save the populated Import File as a CSV file.
  - Step 4: Upload the CSV file. Once the file is validated, ASA24 will generate a file containing usernames and passwords. Download the file from the 'Respondent Accounts have been created!' screen. If there are errors, accounts will not be created.
  - Step 5: The username and password file can also be downloaded from the "View Past Respondent Files" tab. Researchers are responsible for assigning and securely distributing account information to their respondents.
- Researchers can upload additional files to add new respondents or to update new intake dates for existing respondents in a *scheduled* study.
- Researchers can change the number of respondents or the number of recalls or records per respondent by editing the study settings using the **Edit Study** tab (Figure 11). Such changes should be done prior to attempting to upload new CSV files.

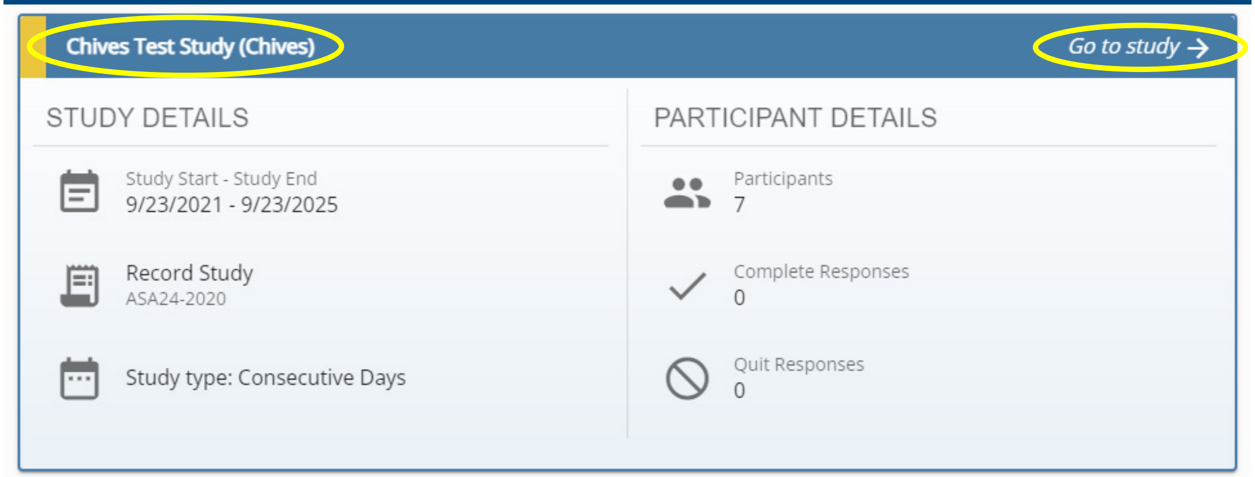
Figure 11. Edit Study screen



Monitoring Study Progress

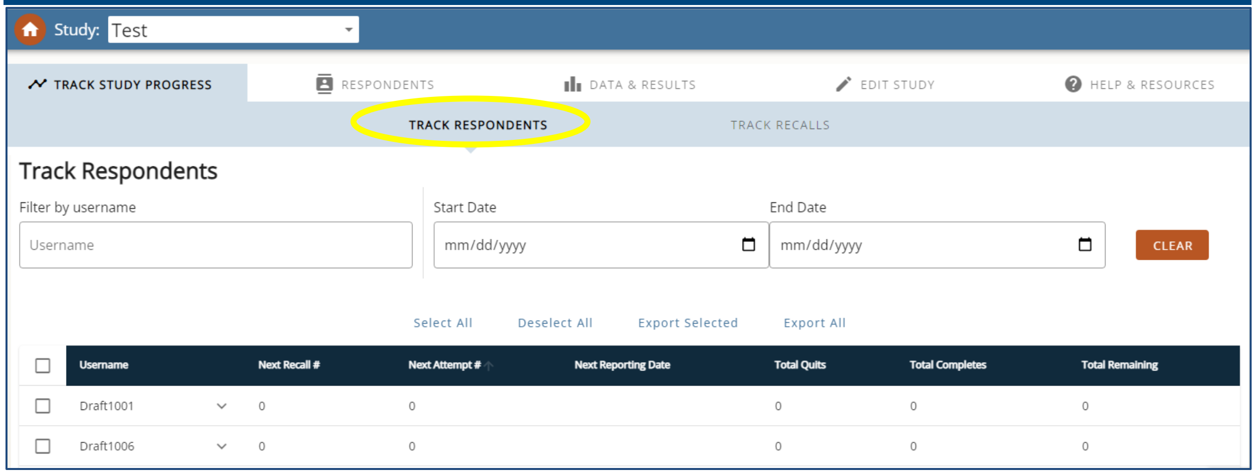
- From the home screen, click on the study name or '*Go to study ->*' on the study card to track study progress or edit study settings.

Figure 12. Study card



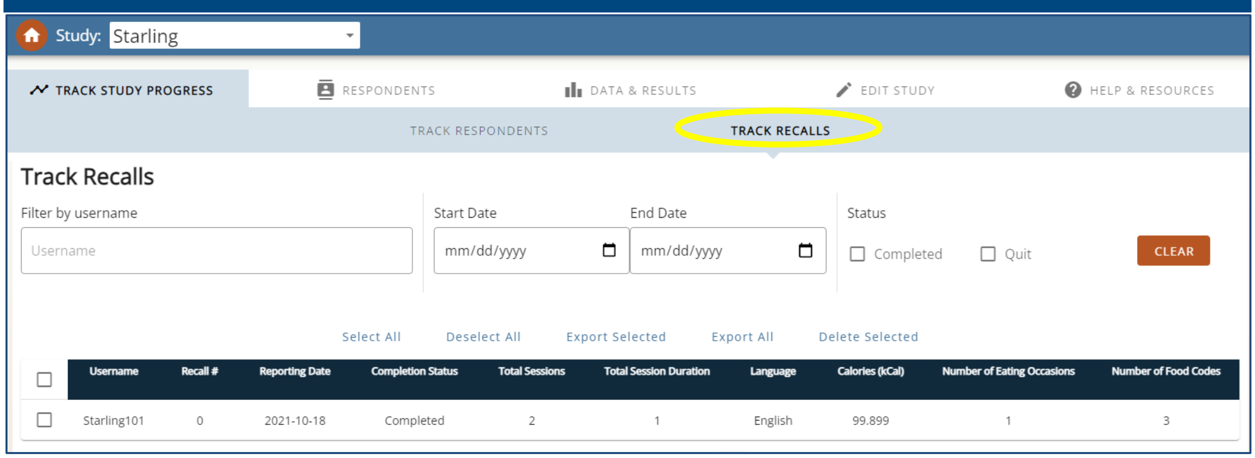
- The **Track Study Progress** tab can be used by researchers to monitor completion of recalls or records for a selected study.

Figure 13. Track Study Progress screen – Track Respondents



- Data can be viewed for all respondents, for a specific respondent, for a subset of respondents, or for a subset of recalls/records by filtering on specific start and end dates.
- The table can be sorted by clicking on the column headers. Click on the down arrow next to the username to get more information on subsequent recalls.
- Using the **Track Recalls** tab researchers can also filter by recalls/records completed during a specific date range, for a specific respondent, or by completion status.

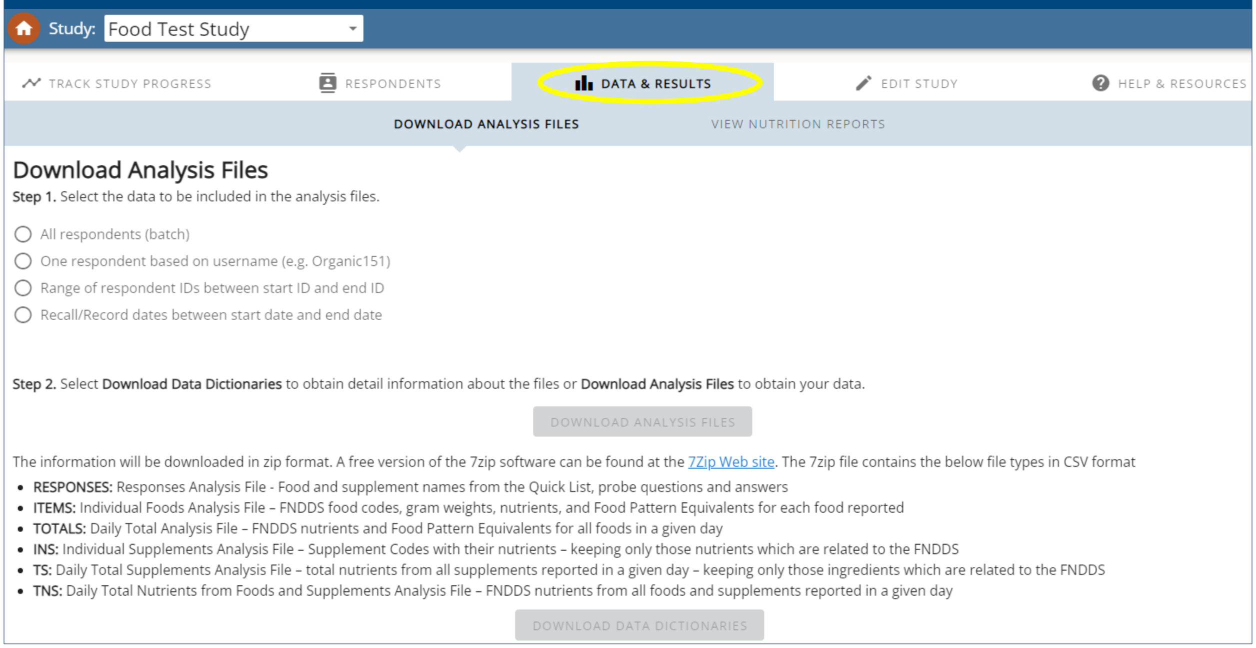
Figure 14. Track Study Progress Screen – Track Recalls



Data Analysis

- Researchers can obtain food and nutrient analysis output files from the **Data & Results** tab.

Figure 15. Data & Results screen



1. Download Analysis Files

- Be sure to choose the correct study from the drop-down menu. Files can be requested for all respondents, for one respondent, for a specific range of respondents, or for a specific date range.
- Data dictionaries can also be downloaded on this tab.
- The All Respondents (batch) option generates output files for all recalls/records completed to date for all study respondents.
- The Respondent options generate output files for all recalls/records completed to date for a particular respondent or the range specified.
- The Recall/Record dates option generates output files for all recalls/records completed within the selected dates.
- Data files are provided in CSV format and can be opened using Excel or imported into statistical software.

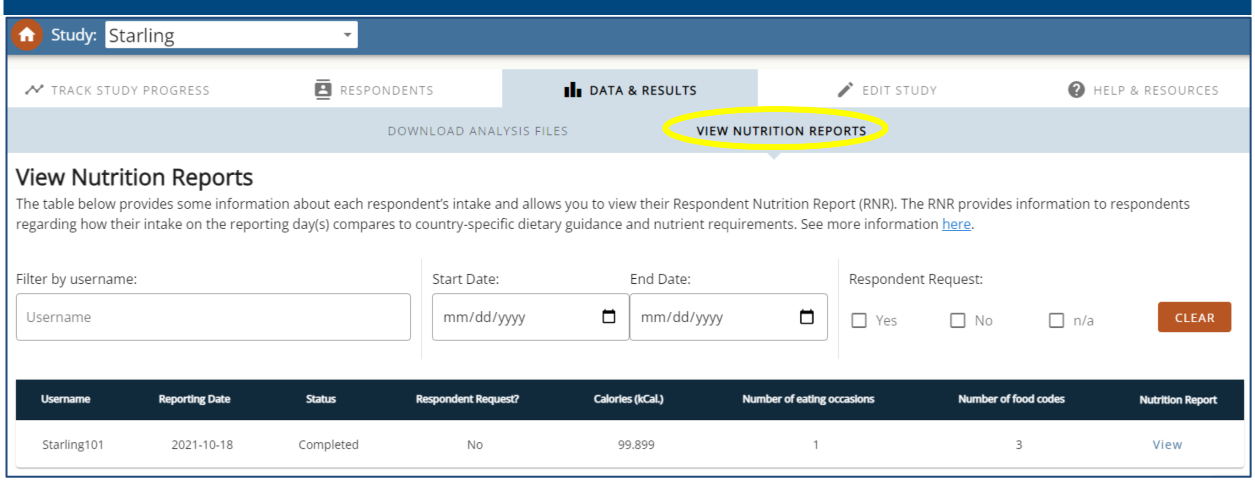
Figure 16. Analysis output files and included data

Analysis File	Content Description
Responses	Data by respondent, by day, providing probe questions and answers.
Items	Data by **food and beverage item,** providing food codes, gram weights, nutrient and food group values.
Totals	Data by respondent, by day, providing total nutrient and food group values for **foods and beverages**.
INS	Data by **supplement,** providing supplement codes, gram weights and nutrient values.
TS	Data by respondent, by day, providing total nutrient values for **supplements**.
TNS	Data by respondent, by day, providing total nutrient and food group values for **foods, beverages, and supplements combined**, **responses for Sleep module** (Note: the Sleep module is optional and only available for ASA24-2020 version and later and must be turned on during creation of new studies).

- Sample output files can be found at: https://epi.grants.cancer.gov/asa24/researcher/sample.html
- The food, supplement, and nutrient databases used for all versions of ASA24 can be found at: https://epi.grants.cancer.gov/asa24/comparison.html
- Additional information on the FNDDS and FPED are available from the U.S. Department of Agriculture's website at: https://www.ars.usda.gov/northeast-area/beltsville-md-bhnrc/beltsville-human-nutrition-research-center/food-surveys-research-group/

2. Viewing the Respondent Nutrition Report (RNR)

Figure 17. View Nutrition Reports screen

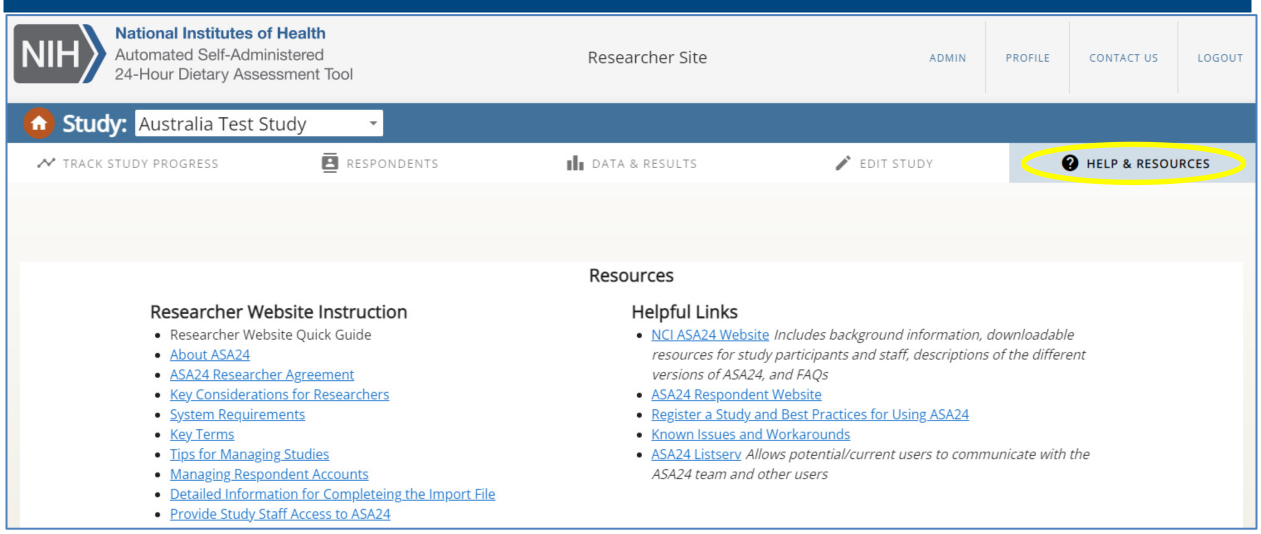


- If researchers have selected the RNR option during study setup for recall or record studies, a report is generated by the system to provide feedback regarding food group and nutrient intakes in relation to country-specific dietary guidance.
- The RNR is available to participants 2 years old and older in studies using the US and Canadian versions of ASA24.
- For both recalls and records, RNRs will only be generated if respondents answered the questions on age and sex, and if female, whether pregnant or not during the recall/record. Sample reports of the RNR and more detailed information is available online at: https://epi.grants.cancer.gov/asa24/respondent/nutrition-report.html.
- For recall studies, the researcher selects whether or not to display the RNR at the end of the recall. For food records, and recall studies that do not display the RNR immediately, the report will only be available to the researcher on the researcher website and may be distributed to the respondent by the researcher.
- Researchers can view an RNR provided to a respondent by selecting the 'View' link in the last column. For both recalls and food records, the report is provided to the researcher instantly upon respondents' completion of the intake information.
- If a respondent did not enter in the profile information, a 'Create' link is available for researchers. The researcher can decide if they would like to ask the respondent for age, sex, and pregnancy/lactation status to enter into the system. If the researcher does not ask the respondent and input this information for them then the RNR will not generate.
- The researcher can also choose in which language to see the RNR. The RNR is available in English, Spanish and French (Canadian versions only).

Help and Resources

- The **Help & Resources** page contains links to more detailed information and ASA24 resources found on the ASA24 NCI website.

Figure 18. Resources screen



- Use the 'CONTACT US' link in the upper right-hand corner of the screen or email ASA24HelpDesk@Westat.com for any specific questions or concerns.
- To go back to the Home page, researchers can:
  - click on the orange circle with a small white house graphic in the upper right corner of every screen, or
  - click on the words 'Researcher Site' at the top center of every screen, or
  - click on the NIH logo.