



# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

---

## Quick User Guide

## ASA24® Researcher Website

March 2022

*ASA24 is a registered trademark of HHS.*

## Contents

Create a Researcher Account .....	3
Create a New Study .....	3
Create Respondent Accounts .....	7
Monitoring Study Progress .....	11
Data Analysis.....	13
Help and Resources .....	15

## Figures

Figure 1. ASA24 Login Screen .....	3
Figure 2. Welcome Screen.....	3
Figure 3. Create a New Study Screen .....	4
Figure 4. Specify Study Details Screen.....	5
Figure 5. Select Optional Study Modules Screen .....	6
Figure 6. Summary of New Study Screen.....	7
Figure 7. New Study Card.....	7
Figure 8. Add New Respondents - Wizard .....	8
Figure 9. Outline of the Steps in the Respondent Account Wizard .....	9
Figure 10. Add New Respondents – Import File.....	10
Figure 11. Edit Study Screen.....	11
Figure 12. Study Card.....	11
Figure 13. Track Study Progress Screen – Track Respondents .....	12
Figure 14. Track Study Progress Screen – Track Recalls .....	12
Figure 15. Data & Results Screen .....	13
Figure 16. Analysis Output Files and Included Data.....	14
Figure 17. View Nutrition Reports Screen .....	14
Figure 18. Resources Screen .....	15

## 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

NIH National Institutes of Health  
Automated Self-Administered  
24-Hour Dietary Assessment Tool

Researcher Site

REPORT A BUG CONTACT US

Sign In

Username  
taralynnpaul@westat.com

Password  
\*\*\*\*\*

LOGIN

Register  
REGISTER

Welcome to the ASA24 Researcher Web site. This Web site allows researchers, clinicians, and teachers to register a study, set study parameters, manage study logistics, and obtain dietary analyses. To get started, either sign in with your existing username and password or create a researcher account using the button to the left.

General information on ASA24 and its features can be found at <http://epi.grants.cancer.gov/asa24/>.

Resources

[Join ASA24 Listserv](#) [Quick User Guide](#)  
[Frequently Asked Questions \(FAQs\)](#) [Researcher Instructions - 2020](#)  
[Known Issues and Workarounds](#) [Researcher Instructions - 2018](#)  
[ASA24 Demonstration Site](#) [Researcher Instructions - 2016](#)  
[Resources Related to the Healthy Eating Index \(HEI\)](#) [Sample Analysis Files and Data Dictionaries](#)

## Create a New Study

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

Figure 2. Welcome screen

Hello ASA24!

Sort by:  
Name

Welcome to the ASA24 Researcher Site

Welcome to the researcher website for the Automated Self-Administered 24-Hour Dietary Assessment Tool (ASA24®). This website allows researchers, clinicians, and educators to register to use the ASA24 system; to manage logistics of data collection; and to obtain analytic output files.

CREATE A NEW STUDY

- 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**

1 Create a New Study    2 Specify Study Details    3 Select Optional Study Modules    4 Summary of New Study

**Study name:**  0 / 40

Provide a short study name to distinguish it from other studies that you've created. This is not seen by respondents. [This can be changed later](#)

**Study description:**  0 / 400

Briefly describe the study. This will be used internally to monitor use of the ASA24 system; data will only be reported at the aggregate level and never used to identify individu... [See more](#) [This can be changed later](#)

**Study Characteristics (Check all that apply):**

**Study population:**

- Young children (0-5 yrs)
- Children (6-18 yrs)
- Adults (19-74 yrs)
- Older adults (75+ yrs)
- Low socioeconomic status/low income
- Low literacy
- Less than high school education
- Pregnant/lactating
- Interviewer administered
- Other (please describe in "Study Description" above)

Specify what type of population or populations will be used in the study. [This can be changed later](#)

**Study abbreviation:**  0 / 8

Specify a study abbreviation to uniquely identify your study in the ASA24 system. The study abbreviation is a combination of three to eight letters and cannot contain numbers or ... [See more](#)  
**Cannot be changed after study is created**

**Purpose of study:**

- Research
- Education
- Clinical practice
- Demonstrating or testing
- Other (specify)

Select the primary reason for creating this study.  
This information is collected for internal tracking purposes only and does not affect study administration. [This can be changed later](#)

**Researcher affiliation of main researcher/PI (Check all that apply):**

- Private Practitioner
- Government Agency
- University / College researcher
- University / College student
- Managed Care Organization
- Contractor
- Other (specify)

Select the entity(ies) conducting the research. Check all that apply.  
The purpose of the study is collected for internal tracking purposes only and does not affect study a... [See more](#) [This can be changed later](#)

**CANCEL** **SAVE AND CONTINUE**

## 2. Specify Study Details

✓ Create a New Study
2 Specify Study Details
3 Select Optional Study Modules
4 Summary of New Study

All sections on this page are required

**Study tool:**

In this step, select how your respondents will report their intake. Select Recall Study or Record Study below.

**Recall study:** Report food & drink consumed the previous day

**Record study:** Report food & drink consumed in real time

If you're not sure what to choose, start with a suggested study configuration. You can then customize the settings to suit your needs.

SUGGESTED STUDY CONFIGURATIONS

A **recall** asks respondents to report all foods and drinks consumed the previous day from midnight to midnight or during the previous 24 hours prior to the time of login.

A **record** (also known as a food diary) asks respondents to report all foods and drinks consumed in real time.

*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 research objectives.*

🔒 Cannot be changed after study is created

RECALL STUDY Settings

Study type: (recall)

Scheduled

Unscheduled

---

Total number of recalls per respondents:

---

Intake time frame:

---

Number of Logins Allowed:

One login

Multiple logins

---

Time Provided to Complete Recall:

By midnight

By 8 am

**Scheduled study:** You specify the intake dates for each respondent. Respondents can only login to complete recalls on the scheduled reporting dates. Intake dates ... [See more](#)

⚠ Can be changed until respondent accounts are created

ASA24 version:

---

Number of respondents:

---

Study start date:

---

Study end date:

Select the respondent version.

Note: there are specialized versions for Canada and Australia. These versions have been modified to reflect the Canadian and Australian foo... [See more](#)

🔒 Cannot be changed after study is created

Estimate the number of unique study respondents who will complete at least one recall or record.

🔄 This can be changed later

This is the first date that respondents may log into the respondent website to complete a recall or record.

🔄 This can be changed later

This is the last date that respondents may log into the respondent web site to complete a recall or record. This means that respondents will not be able to log into the responden... [See more](#)

🔄 This can be changed later

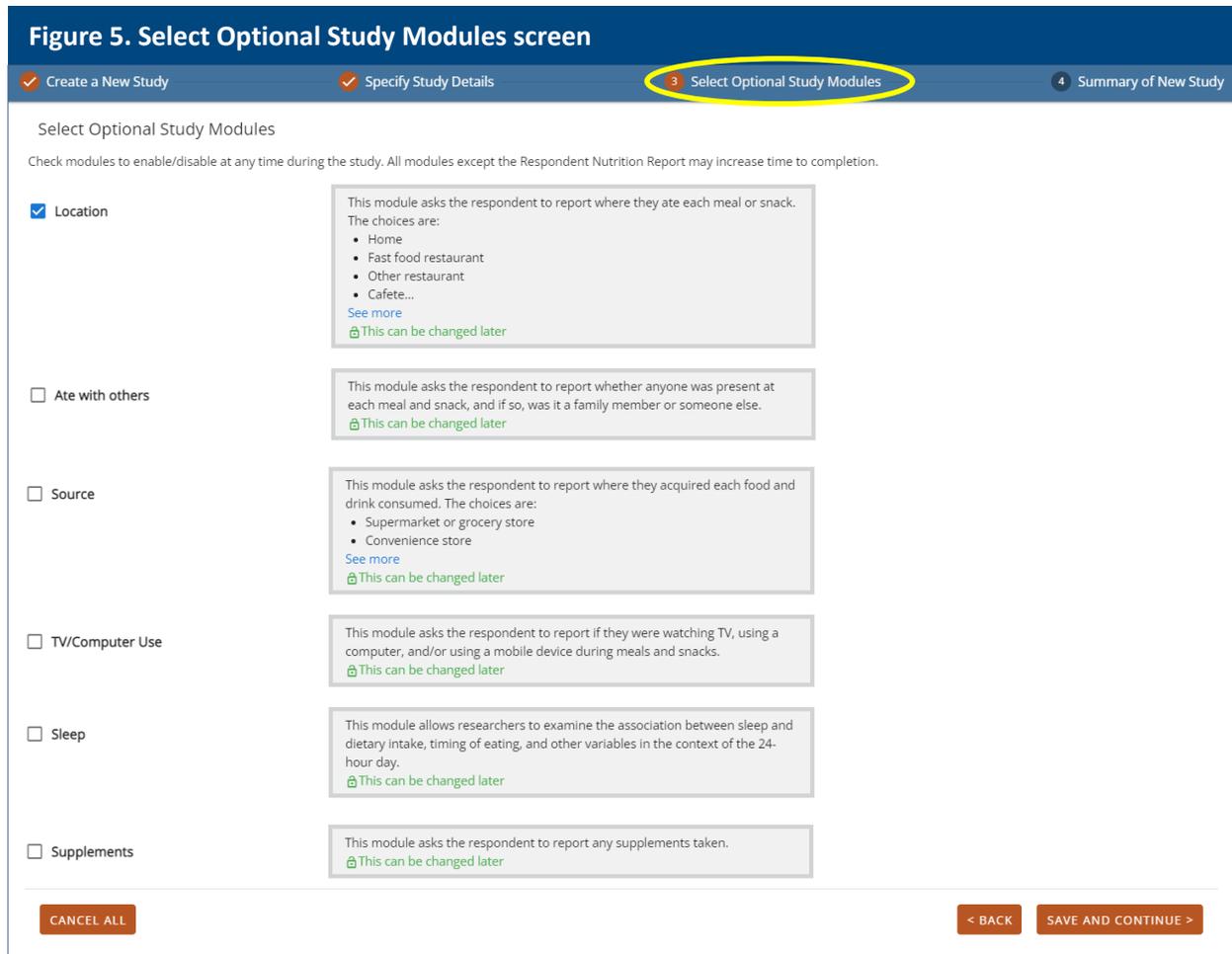
CANCEL ALL

< BACK

SAVE AND CONTINUE >

- 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



- 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**

Field	Changeability	Data
Study name	🔒	Westat Test Study
Study description	🔒	Westat Test Study
Study characteristics	🔒	adults
Study abbreviation	🔒	Food
Purpose of study	🔒	Demonstrating or testing
Researcher affiliation using ASA24	🔒	Contractor
Study tool	🔒	RECALL STUDY
Study type	⚠️	UNSCHEDULED
ASA24 version	🔒	ASA24-2020
Number of respondents	🔒	10
Study start date	🔒	2022-02-25
Study end date	🔒	2022-02-26
Total number of recalls per respondents	🔒	10
Intake time frame	🔒	Midnight to Midnight
Number of logins allowed	🔒	Multiple logins
Time provided to complete recall	🔒	By midnight
Optional study modules	🔒	

**Legend for Study Settings**

- 🔒 Can be changed later
- ⚠️ Can be changed until respondent accounts are created
- 🔒 Cannot be changed after study is created

- Select one of the field titles from the list to return to the page of that field.
- Select "Back" at the bottom of the page to return to the previous page.
- Select "Create Study" when finished. Button is activated once all required fields are completed.

CANCEL ALL      < BACK      SAVE AS DRAFT      CREATE STUDY

- 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**

**Food Test Study (FoodTest)**

**STUDY DETAILS**

- Study Start - Study End: 10/27/2021 - 11/6/2021
- Recall Study: ASA24-2020
- Study type: Unscheduled

**PARTICIPANT DETAILS**

**CREATE RESPONDENTS**

- 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**

**ADD NEW RESPONDENTS**    VIEW PAST RESPONDENT FILES    MANAGE RESPONDENT ACCOUNTS

### Add New Respondents

There are two ways to create new respondent accounts:

**OPTION 1.** Use the wizard to guide you through configuration steps. For a scheduled study, where respondents will access ASA24 on specific dates, the wizard can randomly distribute respondents across all days of the week. You can specify the number of weekday vs. weekend recalls per respondent, and the number of days between recalls.

If you're not sure how to create a scheduled study with the wizard, start with a suggested scheduled study configuration. You can then customize the settings to suit your needs: [ASA24 Suggested Scheduled Study Configurations](#)

The wizard is most helpful if

- You are using ASA24 as a recall.
- You have a scheduled study and are unsure how to specify the dietary assessment days for your respondents.
- You have an unscheduled study and are unfamiliar working with .csv files or unsure how to set up your respondent accounts manually.

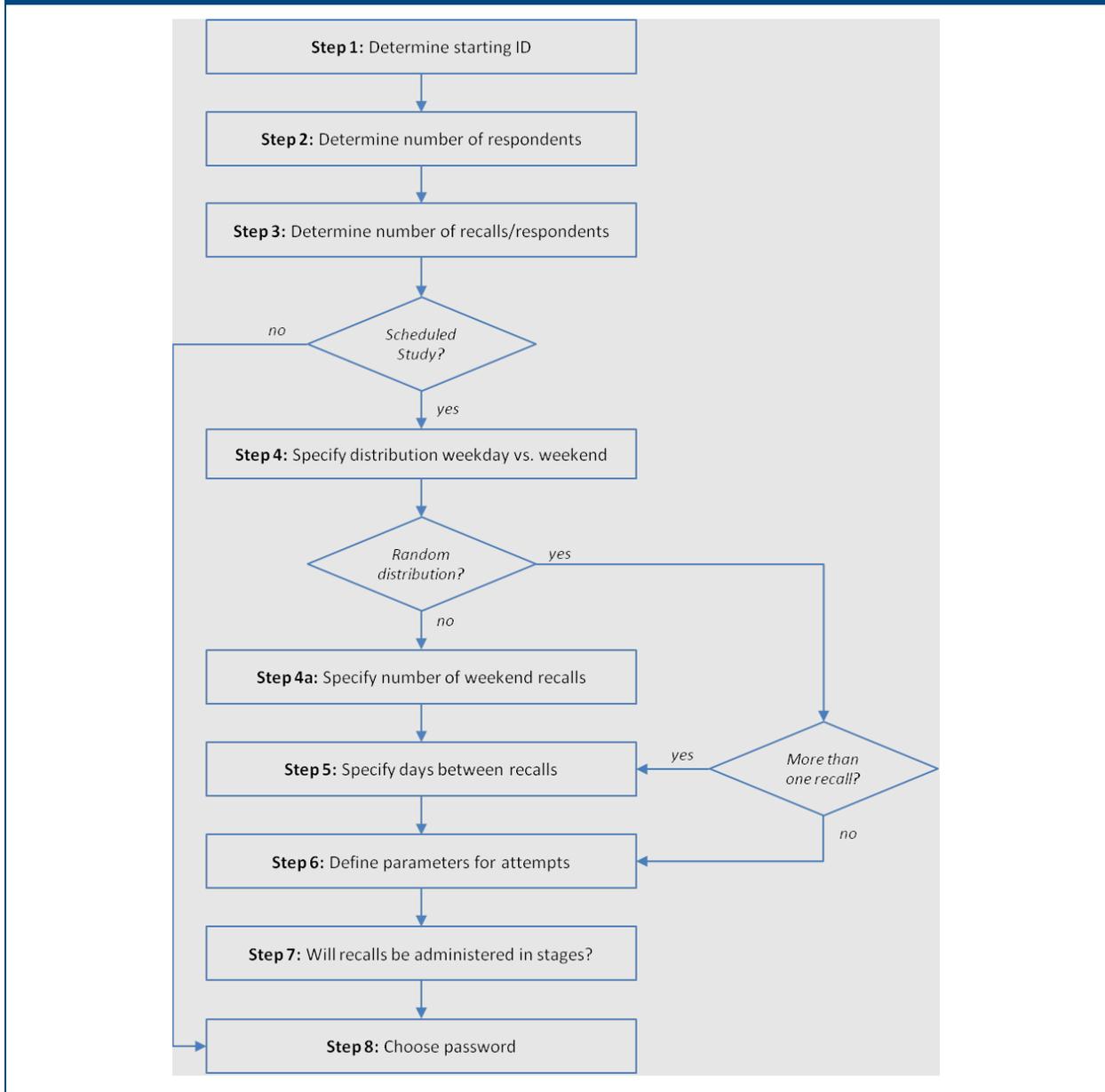
**LAUNCH RESPONDENTS WIZARD**

**Help on Adding New Respondents**  
[Import File CSV](#)

**Note:** For Recall studies, the study type (Scheduled or Unscheduled) and the Intake Time Frame cannot be changed once at least one respondent account is created and a recall is started. To change these study details, all Respondent Accounts must be deleted.

- 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 be used to create respondent accounts for recalls and food record studies instead of using the Wizard.

**Figure 10. Add New Respondents – Import File**

• You have a scheduled study and are unsure how to specify the dietary assessment days for your respondents.  
• You have an unscheduled study and are unfamiliar working with .csv files or unsure how to set up your respondent accounts manually.

**LAUNCH RESPONDENTS WIZARD**

**OPTION 2.** For more control, upload your own template file. With this option, you define your respondent accounts, and for a scheduled study, specify their intake dates. Once you have created respondent accounts, you can modify the template file to add dates or accounts.

Download the import file here: [Import File CSV](#)

It is best to use the upload file option if

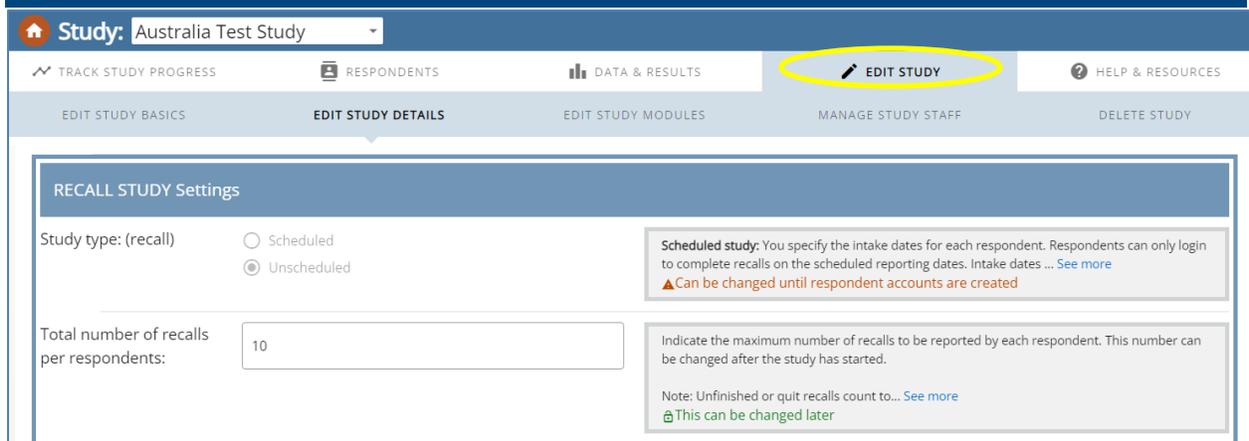
- You have a scheduled study and you have predetermined intake dates you want to assign to each of your respondents.
- You want to modify or add intake dates to an already created scheduled study.
- You have a particular password format you want to use for all your respondents.

**UPLOAD IMPORT FILE (.CSV)**

**Help on Adding New Respondents**  
[Import File CSV](#)  
**Note:** For recall studies, the study type (Scheduled or Unscheduled) and the Intake Time Frame cannot be changed once at least one respondent account is created and a recall is started. To change these study details, all Respondent Accounts must be deleted.

- 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.

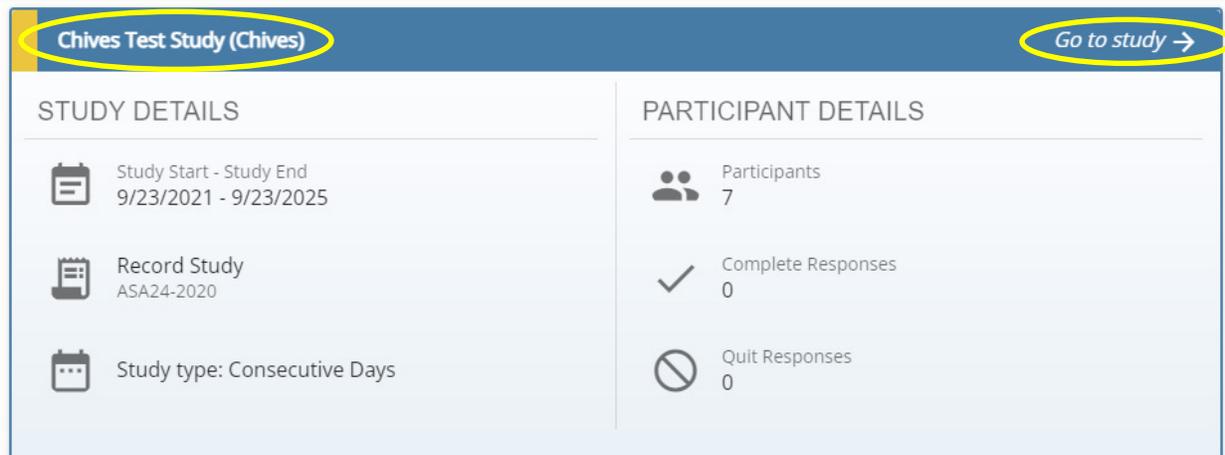
Figure 11. Edit Study screen



## 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

The screenshot shows the 'Track Respondents' interface for a study named 'Test'. The 'TRACK RESPONDENTS' tab is highlighted with a yellow circle. The interface includes a navigation bar with 'TRACK STUDY PROGRESS', 'RESPONDENTS', 'DATA & RESULTS', 'EDIT STUDY', and 'HELP & RESOURCES'. Below the navigation bar, there are filter fields for 'Filter by username' (with a 'Username' input), 'Start Date' (mm/dd/yyyy), and 'End Date' (mm/dd/yyyy), along with a 'CLEAR' button. Action buttons include 'Select All', 'Deselect All', 'Export Selected', and 'Export All'. A table lists respondents with columns: Username, Next Recall #, Next Attempt #, Next Reporting Date, Total Quits, Total Completes, and Total Remaining. The table contains two rows: Draft1001 and Draft1006, both with 0 values for all metrics.

- 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

The screenshot shows the 'Track Recalls' interface for a study named 'Starling'. The 'TRACK RECALLS' tab is highlighted with a yellow circle. The interface includes a navigation bar with 'TRACK STUDY PROGRESS', 'RESPONDENTS', 'DATA & RESULTS', 'EDIT STUDY', and 'HELP & RESOURCES'. Below the navigation bar, there are filter fields for 'Filter by username' (with a 'Username' input), 'Start Date' (mm/dd/yyyy), 'End Date' (mm/dd/yyyy), and 'Status' (Completed, Quit), along with a 'CLEAR' button. Action buttons include 'Select All', 'Deselect All', 'Export Selected', 'Export All', and 'Delete Selected'. A table lists recalls with columns: Username, Recall #, Reporting Date, Completion Status, Total Sessions, Total Session Duration, Language, Calories (kCal), Number of Eating Occasions, and Number of Food Codes. The table contains one row: Starling101, with values 0, 2021-10-18, Completed, 2, 1, English, 99.899, 1, and 3.

## Data Analysis

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

**Figure 15. Data & Results screen**

Study: Food Test Study

TRACK STUDY PROGRESS   RESPONDENTS   **DATA & RESULTS**   EDIT STUDY   HELP & RESOURCES

DOWNLOAD ANALYSIS FILES   VIEW NUTRITION REPORTS

### Download Analysis Files

Step 1. Select the data to be included in the analysis files.

- All respondents (batch)
- One respondent based on username (e.g. Organic151)
- Range of respondent IDs between start ID and end ID
- Recall/Record dates between start date and end date

Step 2. Select **Download Data Dictionaries** to obtain detail information about the files or **Download Analysis Files** to obtain your data.

DOWNLOAD ANALYSIS FILES

The information will be downloaded in zip format. A free version of the 7zip software can be found at the [7Zip Web site](#). The 7zip file contains the below file types in CSV format

- **RESPONSES:** Responses Analysis File - Food and supplement names from the Quick List, probe questions and answers
- **ITEMS:** Individual Foods Analysis File - FNDDS food codes, gram weights, nutrients, and Food Pattern Equivalents for each food reported
- **TOTALS:** Daily Total Analysis File - FNDDS nutrients and Food Pattern Equivalents for all foods in a given day
- **INS:** Individual Supplements Analysis File - Supplement Codes with their nutrients - keeping only those nutrients which are related to the FNDDS
- **TS:** Daily Total Supplements Analysis File - total nutrients from all supplements reported in a given day - keeping only those ingredients which are related to the FNDDS
- **TNS:** Daily Total Nutrients from Foods and Supplements Analysis File - FNDDS nutrients from all foods and supplements reported in a given day

DOWNLOAD DATA DICTIONARIES

### 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 <b>food and beverage item</b> , providing food codes, gram weights, nutrient and food group values.
Totals	Data by respondent, by day, providing total nutrient and food group values for <b>foods and beverages</b> .
INS	Data by <b>supplement</b> , providing supplement codes, gram weights and nutrient values.
TS	Data by respondent, by day, providing total nutrient values for <b>supplements</b> .
TNS	Data by respondent, by day, providing total nutrient and food group values for <b>foods, beverages, and supplements combined, responses for Sleep module</b> (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**

**View Nutrition Reports**

The table below provides some information about each respondent's intake and allows you to view their Respondent Nutrition Report (RNR). The RNR provides information to respondents regarding how their intake on the reporting day(s) compares to country-specific dietary guidance and nutrient requirements. See more information [here](#).

Filter by username:  Start Date:  End Date:  Respondent Request:  Yes  No  n/a

Username	Reporting Date	Status	Respondent Request?	Calories (kCal)	Number of eating occasions	Number of food codes	Nutrition Report
Starling101	2021-10-18	Completed	No	99,899	1	3	<a href="#">View</a>

- 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

**NIH** National Institutes of Health  
Automated Self-Administered  
24-Hour Dietary Assessment Tool

Researcher Site ADMIN PROFILE CONTACT US LOGOUT

Study: Australia Test Study

TRACK STUDY PROGRESS RESPONDENTS DATA & RESULTS EDIT STUDY **HELP & RESOURCES**

### Resources

**Researcher Website Instruction**

- Researcher Website Quick Guide
- [About ASA24](#)
- [ASA24 Researcher Agreement](#)
- [Key Considerations for Researchers](#)
- [System Requirements](#)
- [Key Terms](#)
- [Tips for Managing Studies](#)
- [Managing Respondent Accounts](#)
- [Detailed Information for Completing the Import File](#)
- [Provide Study Staff Access to ASA24](#)

**Helpful Links**

- [NCI ASA24 Website](#) Includes background information, downloadable resources for study participants and staff, descriptions of the different versions of ASA24, and FAQs
- [ASA24 Respondent Website](#)
- [Register a Study and Best Practices for Using ASA24](#)
- [Known Issues and Workarounds](#)
- [ASA24 Listserv](#) Allows potential/current users to communicate with the ASA24 team and other users

- Use the 'CONTACT US' link in the upper right-hand corner of the screen or email [ASA24HelpDesk@Westat.com](mailto: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.