



# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

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

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# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

## Introduction

You have been asked to complete a 24-hour dietary recall by using the Automated Self-Administered 24-Hour Dietary Assessment Tool (ASA24).

This 24-hour dietary recall is intended to capture detailed information about all foods, drinks, and supplements (including vitamins, minerals, herbals, and other dietary supplements) you consumed from midnight to midnight yesterday, or in the past 24 hours. A 24-hour dietary recall usually requires about 30 minutes to complete.

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 recall.



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**Question:** How do I complete a 24-hour dietary recall using the ASA24 system?

**Answer:** To complete a dietary recall, you will be asked to report everything you had to eat and drink from midnight to midnight yesterday, or during the past 24 hours, depending on the instructions you were given. The first step is to report an eating occasion such as a meal or snack, or when you had just a drink or just a supplement. You will then search for foods, drinks, and dietary supplements (vitamins, minerals, herbals, etc.) you consumed to add to your meal or snack. Finally, you will add the 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.

The screenshot shows the ASA24 mobile application interface. At the top, the ASA24 logo is displayed with a '1' in a yellow circle next to it. Below the logo is a navigation bar with four steps: 'Report Meals and Snacks' (highlighted in blue), 'Find Food and Drinks', 'Add Details', and 'Review'. The main heading is 'Report a Meal or a Snack'. Below this, there is a form with the following fields:

- All fields are required** (indicated by a red dot)
- Select a meal or snack:** A dropdown menu with 'Breakfast' selected.
- Day of the Breakfast:** 'Monday, March 30th'
- Time of the Breakfast:** (Select a time between Monday, March 30th – 12:00am and Tuesday, March 31st – 12:00am). The time is set to 11:00 AM.
- Location:** A dropdown menu with 'Please select one' selected.
- TV and computer use while eating and drinking (Select all that apply):** A checkbox for 'Watching TV' is currently unchecked.

At the bottom of the screen, there is a 'HELP' button on the left and a 'Find Foods and Drinks' button on the right.

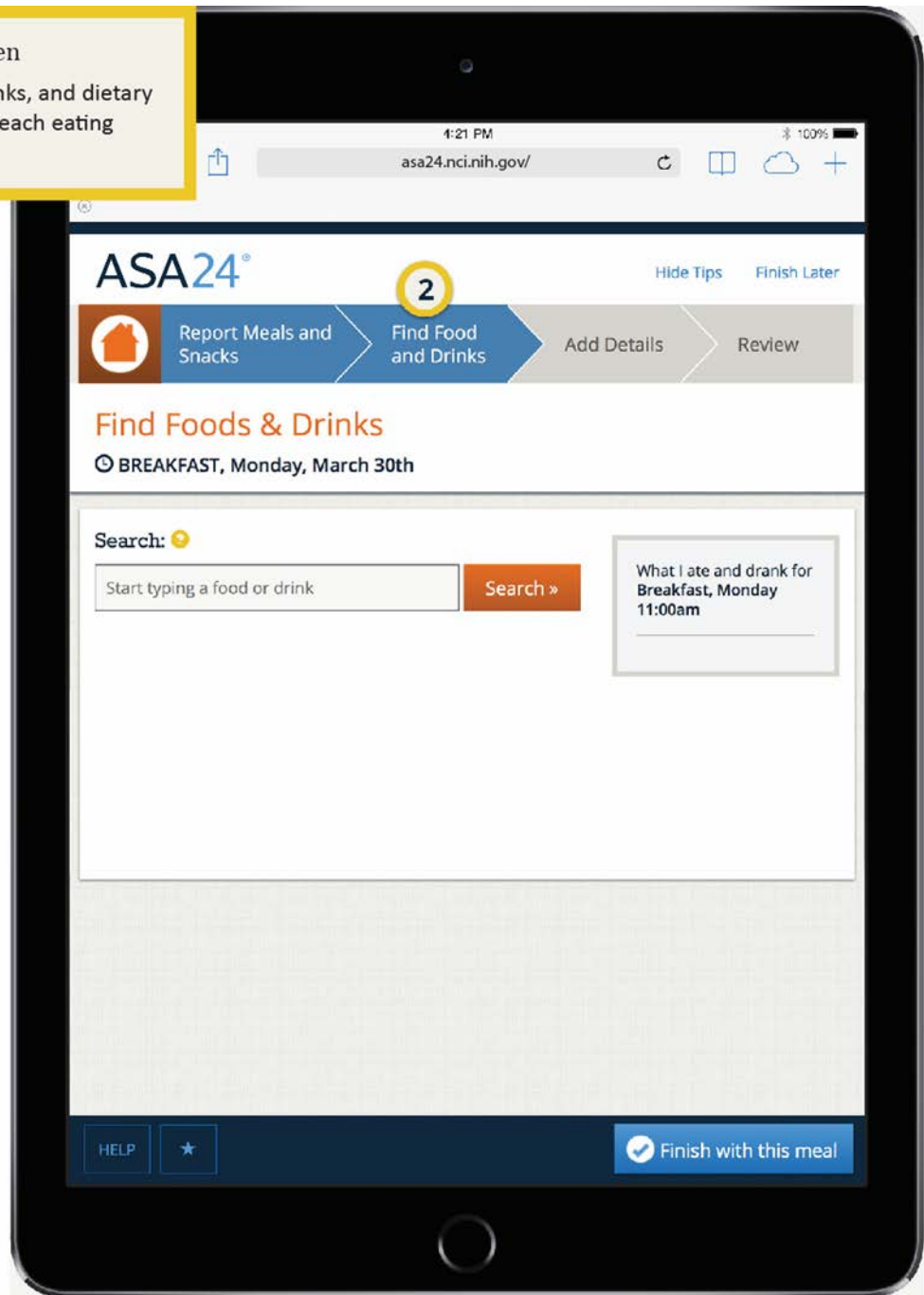


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## Step 2: List Items Eaten

Search for the foods, drinks, and dietary supplements you had at each eating occasion.



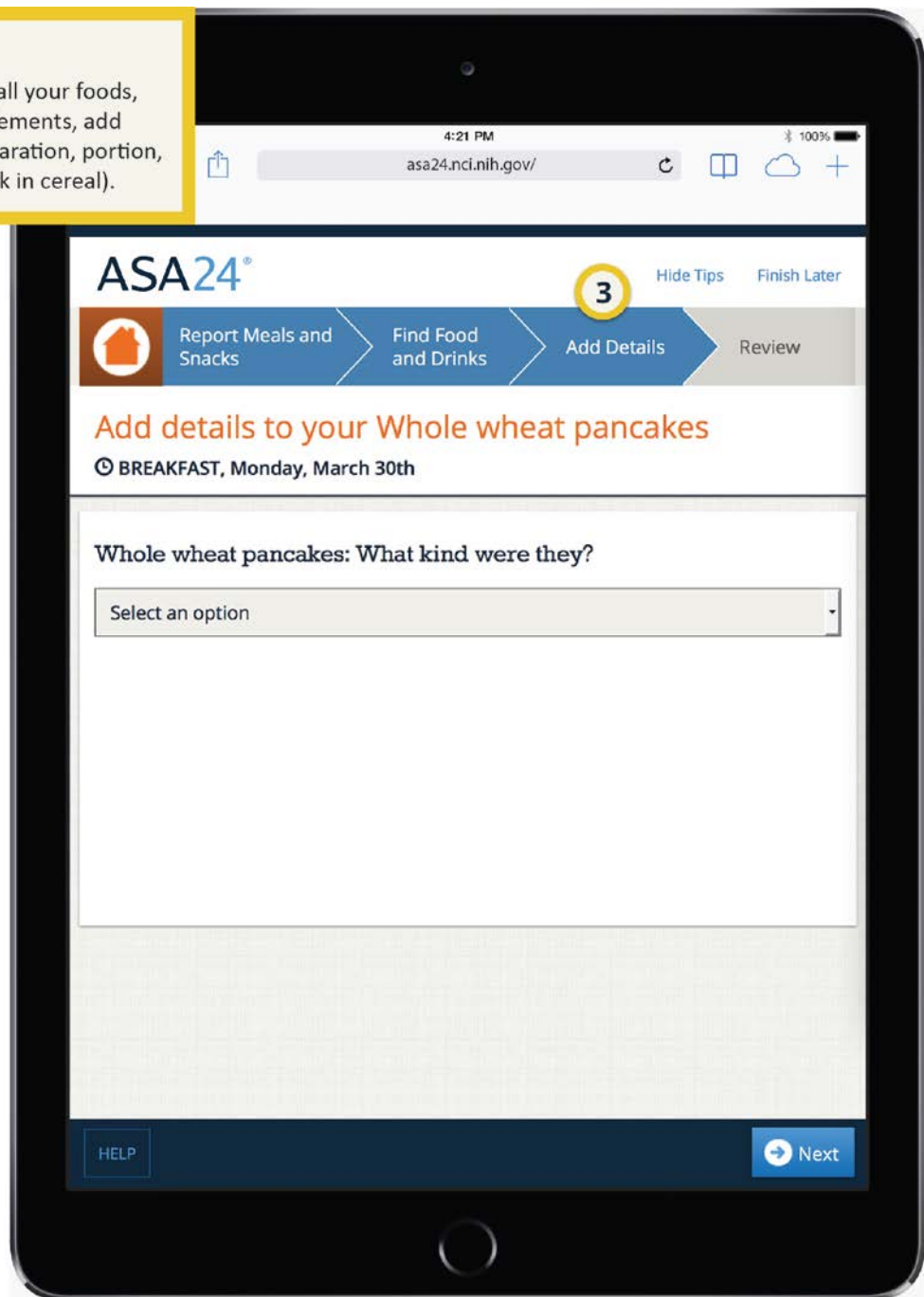


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## Step 3: Add Details

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).



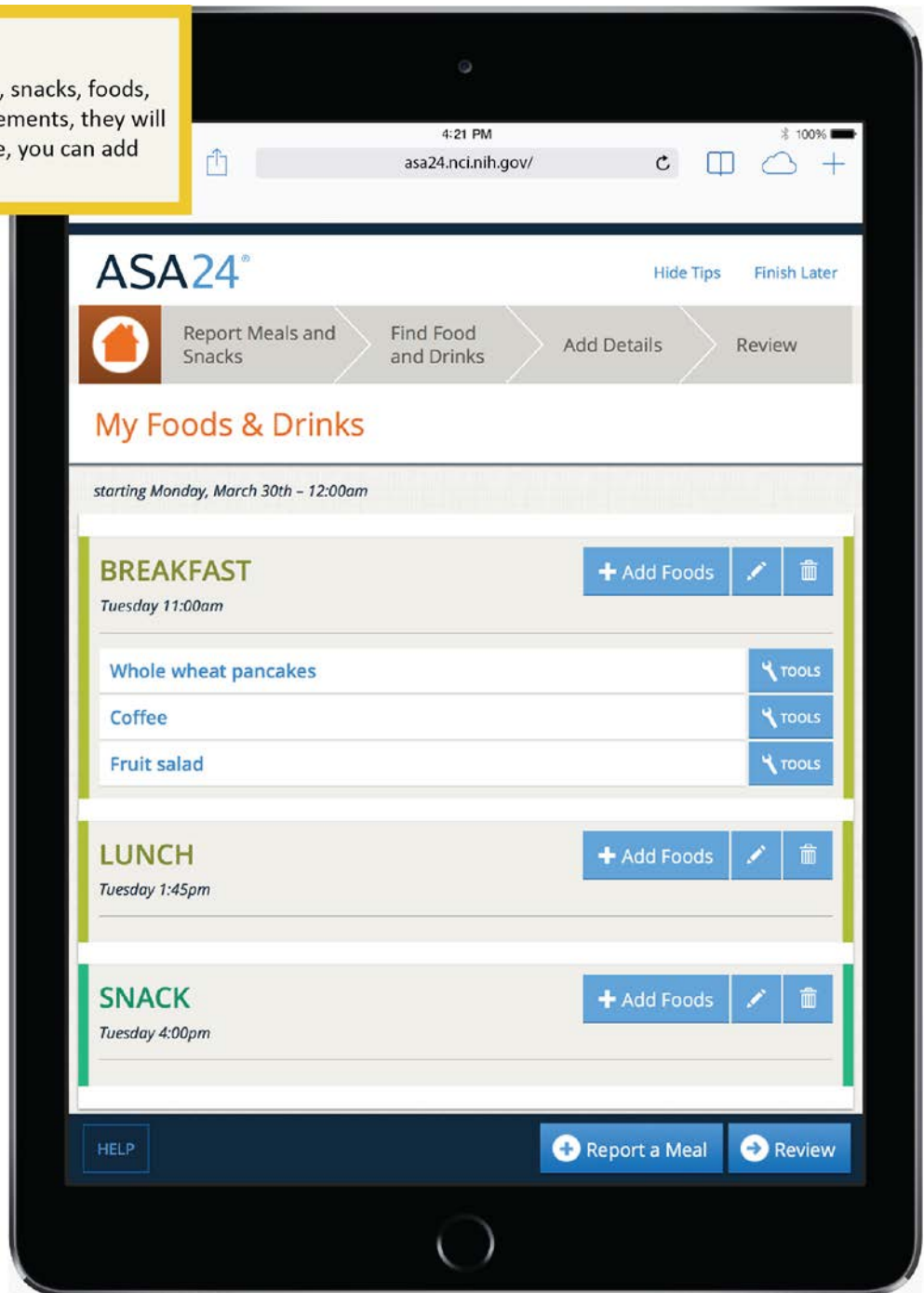


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## My Foods & Drinks

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.





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## 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.

**Image:**

1. Select Report a Meal.

The screenshot shows the ASA24 interface. At the top, there's a navigation bar with 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. Below this is the 'My Foods & Drinks' section, which is currently empty. A 'WELCOME' message is displayed in the center, providing instructions on how to use the app. At the bottom right, there is a blue button labeled 'Report a Meal' with a red arrow pointing to it.

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

The screenshot shows the 'Report a Meal or Snack' form. It includes a dropdown menu for 'Select a meal or snack' (currently set to 'Breakfast'), a date field for 'Day of the Breakfast' (Thursday, June 29th), and a time selection interface for 'Time of the Breakfast' (07:56 PM). There is also a 'Location' dropdown menu and a section for 'TV and computer use while eating and drinking'. At the bottom, there are radio buttons for 'Did you eat with anyone?' (Yes/No) and a 'Find Foods and Drinks' button highlighted with a red box and a red arrow.





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## 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.

**Image:**

Find foods, drinks, and dietary supplements to add to a meal:

ASA24<sup>+</sup> 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:  
Breakfast

Day of the Breakfast:  
Thursday, June 29th

Time of the Breakfast:  
(Select a time between Thursday, June 29th - 12:00am and Thursday, June 29th - 11:59pm)

08 56 AM

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

Add items to a meal already reported:

ASA24<sup>+</sup> Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

### My Foods & Drinks

starting Thursday, June 29th - 12:00pm

**BREAKFAST** Thursday 8:56am +Add

Cheerios +Add

Orange juice +Add

**LUNCH** Thursday 12:00pm +Add

Whole wheat bread +Add

ending Thursday, June 29th - 11:59pm

Help Report a Meal Next





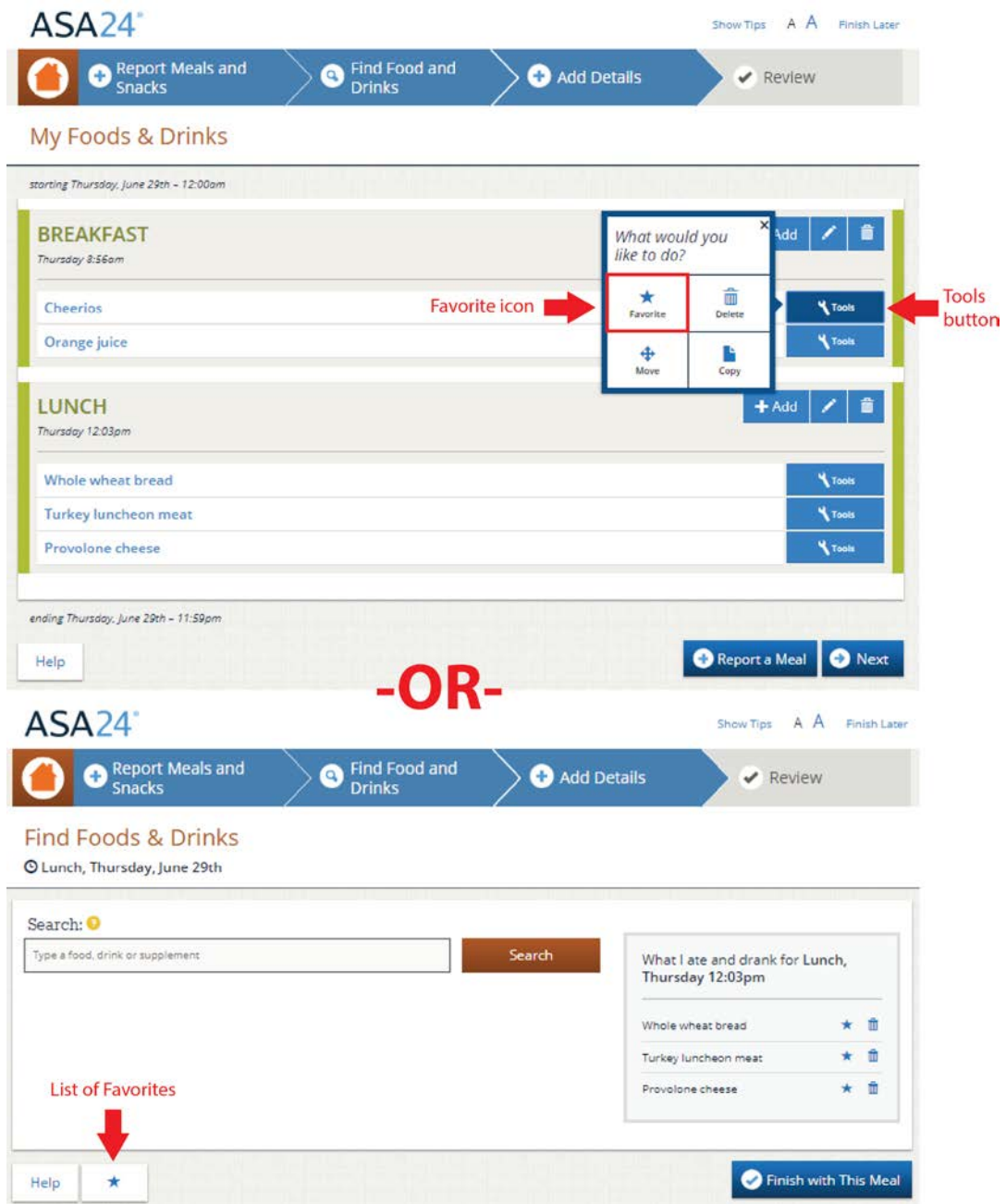
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**Question:** Can I save foods, drinks, and dietary supplements as “favorites” so that I don’t have to search for them later?

**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:**





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**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).



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**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:**

The screenshot displays the ASA24 search interface. At the top, there is a navigation bar with buttons for "Report Meals and Snacks", "Find Food and Drinks", "Add Details", and "Review". Below this, the page title is "Find Foods & Drinks" for "Lunch, Thursday, June 29th". A search bar contains the word "Pizza" and a "Search" button. To the right of the search bar is a box titled "What I ate and drank for Lunch, Thursday 12:03pm".

On the left side, under "Filter your results:", there are several categories with checkboxes:

- Beverages:**  Soft drink (1)
- Breads, Cereals, Bakery products & Salty snacks:**  Bread, Muffin, Roll, Tortilla (8)
- Condiments & Sauces:**  Sauce, Salsa (2)
- Fast Food:**  Taco Bell (1)
- Main dishes & Entrees:**  Main dish, Entrée, Frozen meal (10),  Sandwich (1),  Soup, Stew, Chili (1)
- Meat, Poultry, Fish, Eggs & Nuts:**  Bacon, Sausage, Frankfurter (1),  Chicken, Turkey, Poultry (2)
- Pasta, Rice & Grains:**  Pasta, Noodles - with sauce (1)
- Snack foods:**  Cracker, Chip, Popcorn (1)
- Vegetables, Beans & Salad:**  Vegetable (4)

A red arrow points to the "Filter your results:" section. The "30 Results:" list on the right includes items like Pizzaburger, Pizza, Pizza Bites, Pizza Rolls, Pizza Hut breadsticks, Pizza sauce, Bagel Bites, Tomato Pie, Slice, Mixed vegetables, Taco pizza, Taco Bell Mexican Pizza, French bread, Bagel, Mushrooms, Syrian flat bread, Cheese sticks, Chicken fettuccini, Chicken sausage, French fries, Marinara sauce, Hot Pocket, Baguette, Buffalo chicken wing, Toast, Focaccia, Italian bread, Mexican casserole, Soft pretzel, and Spaghetti or pasta soup. At the bottom of the results list is a link: "I can't find what I am looking for »".

At the bottom of the page, there are "Help" and "★" buttons on the left, and a "Finish with This Meal" button on the right.



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**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.

**Image:**

The screenshot displays the ASA24 web application interface. At the top, there is a navigation bar with four steps: 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. Below this, the page title is 'Find Foods & Drinks' for a meal on 'Thursday, June 29th'. A search bar contains the text 'Pepperoni pizza'. To the left of the search results is a filter panel with categories like Beverages, Breads, Condiments, Fast Food, Main dishes, Meat, Pasta, Snack foods, and Vegetables. The search results list 33 items, with 'Pizza' highlighted in red and labeled 'Close match' with a red arrow. At the bottom of the results list, there is a link 'I can't find what I am looking for =' also highlighted in red and labeled 'Use this if you cannot find what you were looking for' with a red arrow. A 'Finish with This Meal' button is visible in the bottom right corner.



# ASA24

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**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:**

The screenshot shows the ASA24 interface. At the top, there is a navigation bar with the ASA24 logo on the left and links for 'Show Tips', 'A A', and 'Finish Later' on the right. Below the navigation bar is a progress bar with four steps: 'Report Meals and Snacks' (with a house icon), 'Find Food and Drinks' (with a magnifying glass icon), 'Add Details' (with a plus icon), and 'Review' (with a checkmark icon). The 'Find Food and Drinks' step is currently active.

Under the 'Find Food and Drinks' step, the title 'Find Foods & Drinks' is displayed, followed by the selected meal: 'Lunch, Thursday, June 29th'. Below this is a search bar with the text 'Search:' and a magnifying glass icon. The search bar contains the placeholder text 'Type a food, drink or supplement' and a 'Search' button. To the right of the search bar is a list of items for the selected meal: 'What I ate and drank for Lunch, Thursday 12:03pm'. Below this title is a list item 'Pizza' with a star icon and a trash can icon. A red arrow points to the trash can icon, indicating how to delete an item. At the bottom of the interface, there is a 'Help' button, a star icon, and a 'Finish with This Meal' button.



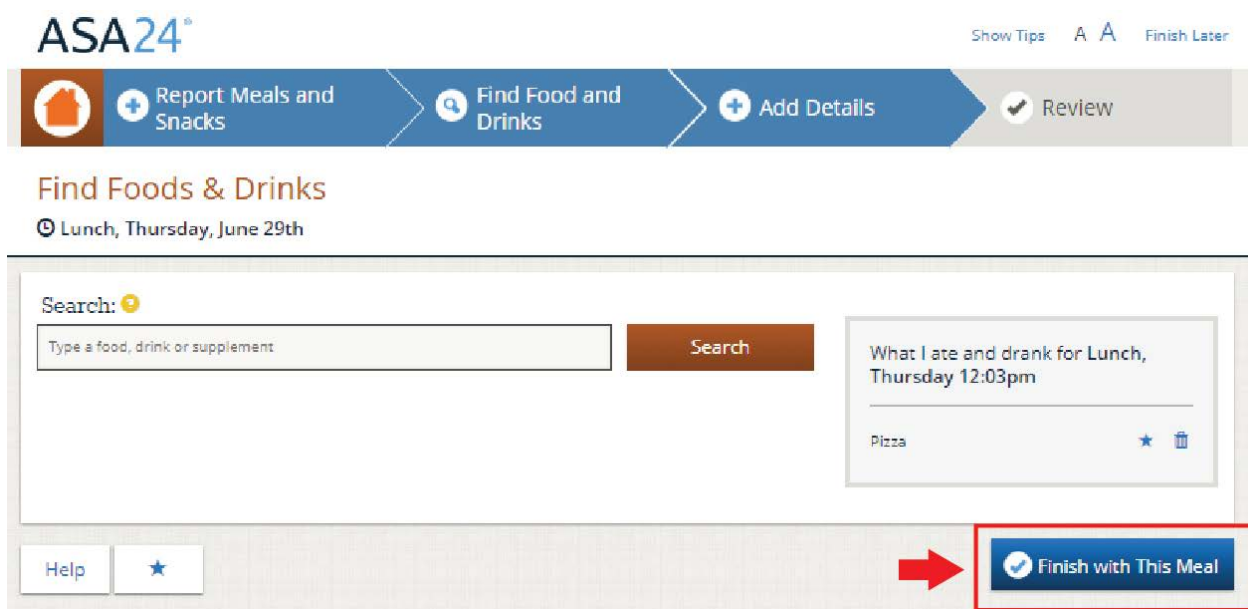
# ASA24

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**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 have finished reporting all the foods, drinks, and dietary supplements you had at a meal or snack, select the **Finish with This Meal** button. When you return to **My Foods & Drinks**, select the **Report a Meal** button to add more meals. You will report all your eating occasions and list all the items you ate first before you add the details about how much you ate or drank. Once you are done adding foods, drinks, and supplements to all your meals and snacks, select **Next** to add details.

**Image:**







# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

## 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:** Once you've reported everything you had to eat and drink at all your meals and snacks, as well as your dietary supplements for your reporting period, select **Next** at the bottom of the **My Foods & Drinks** screen. You will then move on to report the details of each food, drink, and dietary supplement, such as how much you had and whether you added anything (for example, milk to cereal).

Image:

The screenshot shows the ASA24 interface for reporting meals. At the top, there's a navigation bar with icons for 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. Below this is the title 'My Foods & Drinks' and a date range 'starting Thursday, June 29th - 12:00am'. The main content area is divided into three meal sections: 'BREAKFAST' (Thursday 8:56am) with items 'Cheerios' and 'Orange juice'; 'LUNCH' (Thursday 12:03pm) with items 'Pizza' and 'Coke'; and 'DINNER' (Thursday 5:03pm) with items 'Green salad', 'Chicken breast', and 'Seltzer water, any flavor'. Each item has a 'Tools' button. At the bottom, there are buttons for 'Report a Meal' and 'Next', with a red arrow pointing to the 'Next' button.





# ASA24

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**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:**

ASA24<sup>®</sup> Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

### My Foods & Drinks

starting Thursday, June 29th - 12:00am

Meal	Time	Items	Actions
BREAKFAST	Thursday 8:56am	Cheerios Orange juice	+ Add, Edit icon, Trash
LUNCH	Thursday 12:03pm	Pizza Coke	+ Add, Edit icon, Trash
DINNER	Thursday 5:03pm	Green salad Chicken breast Seltzer water, any flavor	+ Add, Edit icon, Trash

ending Thursday, June 29th - 11:59pm

Help Report a Meal Next



# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

**Question:** How do I delete a meal or snack?

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

The screenshot displays the ASA24 web application interface. At the top, there is a navigation bar with the ASA24 logo on the left and links for "Show Tips", "A A", and "Finish Later" on the right. Below the navigation bar is a progress bar with four steps: "Report Meals and Snacks" (active), "Find Food and Drinks", "Add Details", and "Review".

The main content area is titled "My Foods & Drinks" and shows a list of meals for "starting Thursday, June 29th - 12:00am". The first meal is "BREAKFAST" (Thursday 8:56am), which includes "Cheerios" and "Orange juice". The second meal is "LUNCH" (Thursday 12:03pm), which includes "Pizza" and "Coke". The third meal is "DINNER" (Thursday 5:03pm), which includes "Green salad", "Chicken breast", and "Seltzer water, any flavor".

Each meal entry has a "+ Add" button, an edit icon (pencil), and a delete icon (trash can). A red arrow points to the delete icon for the "BREAKFAST" meal. Below each item in a meal, there is a "Tools" button.

At the bottom of the interface, there is a "Help" button on the left and "Report a Meal" and "Next" buttons on the right. The time range for the meals is "ending Thursday, June 29th - 11:59pm".



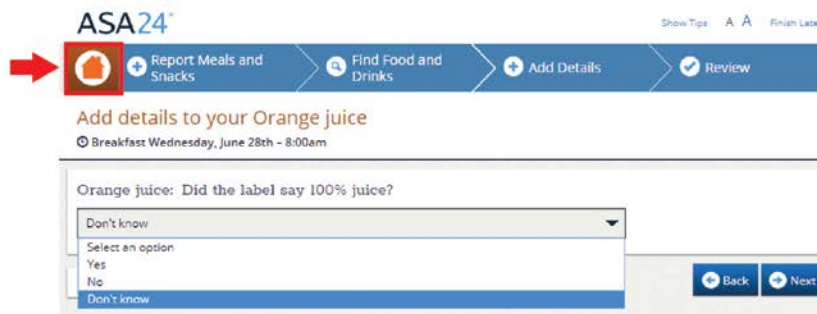
# ASA24

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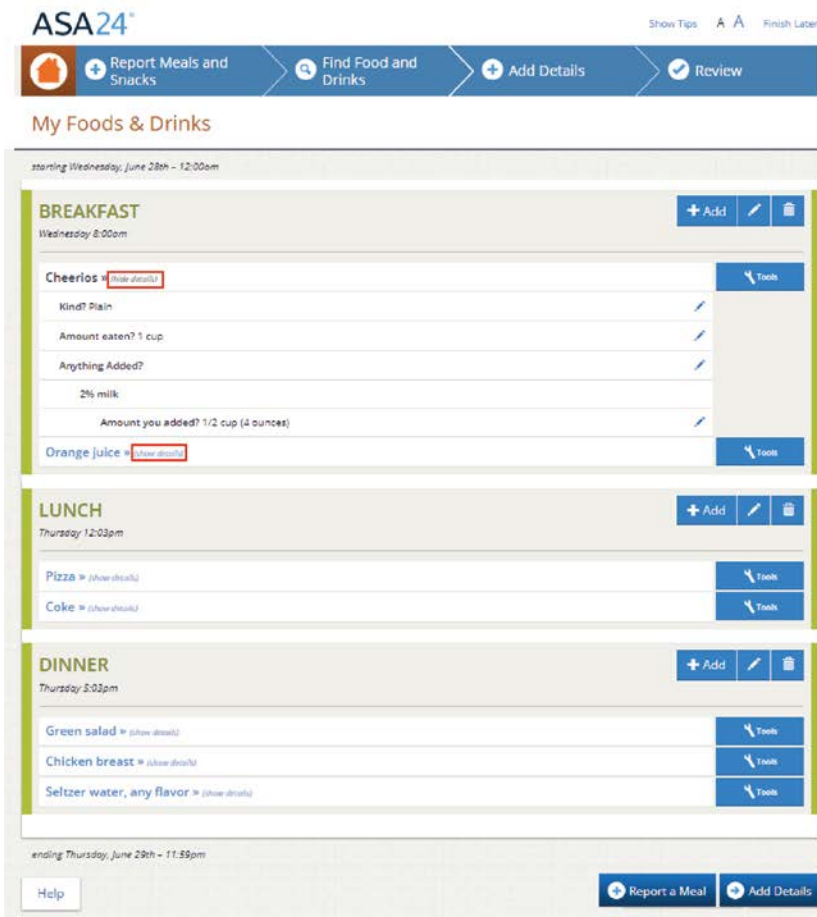
**Question:** What do I do if I selected **Next** but then want to add another food, drink, or dietary supplement, or to make changes?

**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



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



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.



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Automated Self-Administered 24-Hour Dietary Assessment Tool

## 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:**

ASA24<sup>®</sup> [Show Tips](#) [A](#) [A](#) [Finish Later](#)

[Report Meals and Snacks](#) [Find Food and Drinks](#) **[Add Details](#)** [Review](#)

### Add details to your Cheerios

🕒 Breakfast Wednesday, June 28th - 8:00am

Cheerios: How much did you actually eat? 🟡

Less than 1/4 cup 1/4 cup 1/2 cup 3/4 cup **1 cup** 1 1/4 cups 1 1/2 cups 1 3/4 cups 2 cups More than 2 cups

AMOUNT: 1 cup

[Help](#) [Back](#) [Next](#)



# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

**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.

**Image:**

The screenshot shows the ASA24 interface. At the top, the ASA24 logo is on the left, and 'Show Tips', 'A A', and 'Finish Later' are on the right. Below this is a blue navigation bar with four steps: 'Report Meals and Snacks' (with a house icon), 'Find Food and Drinks' (with a magnifying glass icon), 'Add Details' (with a plus icon), and 'Review' (with a checkmark icon). The 'Add Details' step is currently active. Below the navigation bar, the text 'Add details to your Cheerios' is displayed in orange, followed by 'Breakfast Wednesday, June 28th - 8:00am'. The main content area contains the question: 'Cheerios: Did you add anything to your Cheerios that you haven't already reported?'. There are three radio button options: 'Yes' (selected), 'Nothing Added', and 'Don't know'. Below the options is a 'Search for additions:' section with a text input field containing the placeholder 'Type a food or drink', a brown 'Search' button, and a box labeled 'Additions to your Cheerios' with a horizontal line underneath. At the bottom of the interface, there is a 'Help' button on the left and 'Back' and 'Next' buttons on the right.





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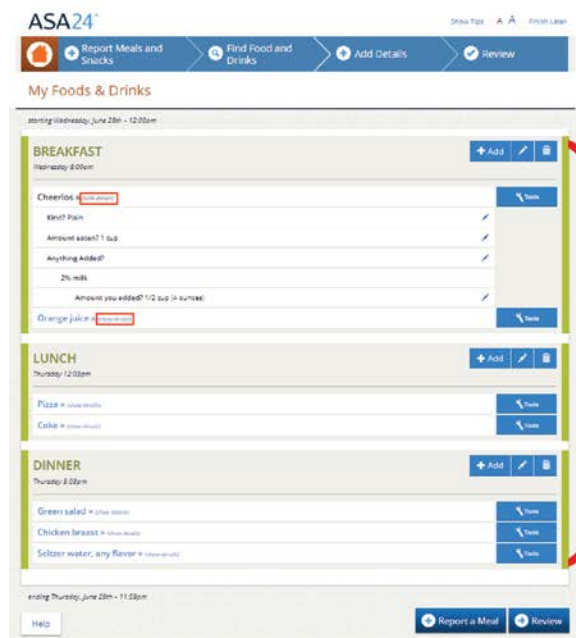
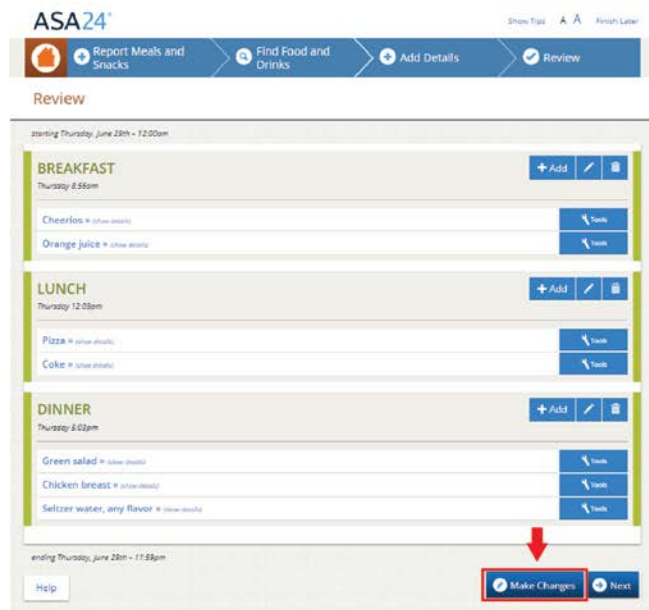
Automated Self-Administered 24-Hour Dietary Assessment Tool

## 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 (pencils) 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.

**Image:**



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.



# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

**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** button 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.

**Image:**

ASA24<sup>®</sup> Show Tips A A Finish Later

Report Meals and Snacks Find Food and Drinks Add Details Review

### My Foods & Drinks

starting Thursday, June 29th - 12:00am

**BREAKFAST**  
Thursday 8:56am

Cheerios	Tools
Orange juice	Tools

**LUNCH**  
Thursday 12:03pm

Whole wheat bread	Tools
Turkey luncheon meat	Tools
Provolone cheese	Tools

ending Thursday, June 29th - 11:59pm

Help Report a Meal Next





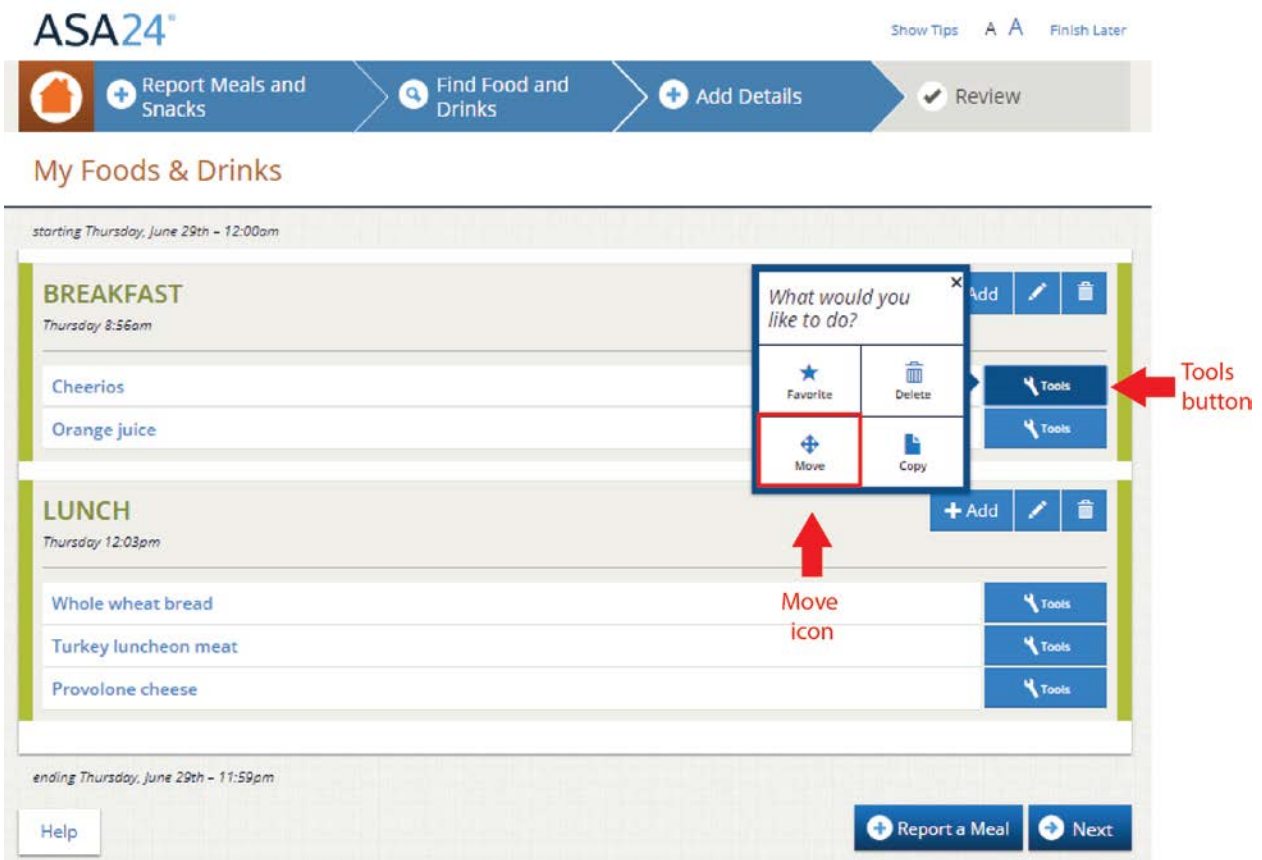
# ASA24

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**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 and then select the **Move** icon (with four arrows pointing in all directions). You will then be able to move the item to a meal you already reported using a drop-down list. You can only move an item once you have added at least two eating occasions to your recall.

**Image:**





# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

**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. 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:**

The screenshot displays the ASA24 interface for reporting meals and drinks. At the top, there is a navigation bar with steps: Report Meals and Snacks, Find Food and Drinks, Add Details, and Review. Below this is the 'My Foods & Drinks' section, which is organized by meal type: BREAKFAST, LUNCH, and DINNER. Each meal type has a list of items with associated 'Tools' buttons. The 'Tools' buttons are used to edit or delete items. A red bracket highlights the 'Tools' buttons and the 'show details' links. Red text annotations explain the function of these buttons: 'Click "show details" next to the item you'd like to edit.', 'Use the Tools on the right to make changes.', and 'Click "hide details" when you've finished editing.'

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.



# ASA24

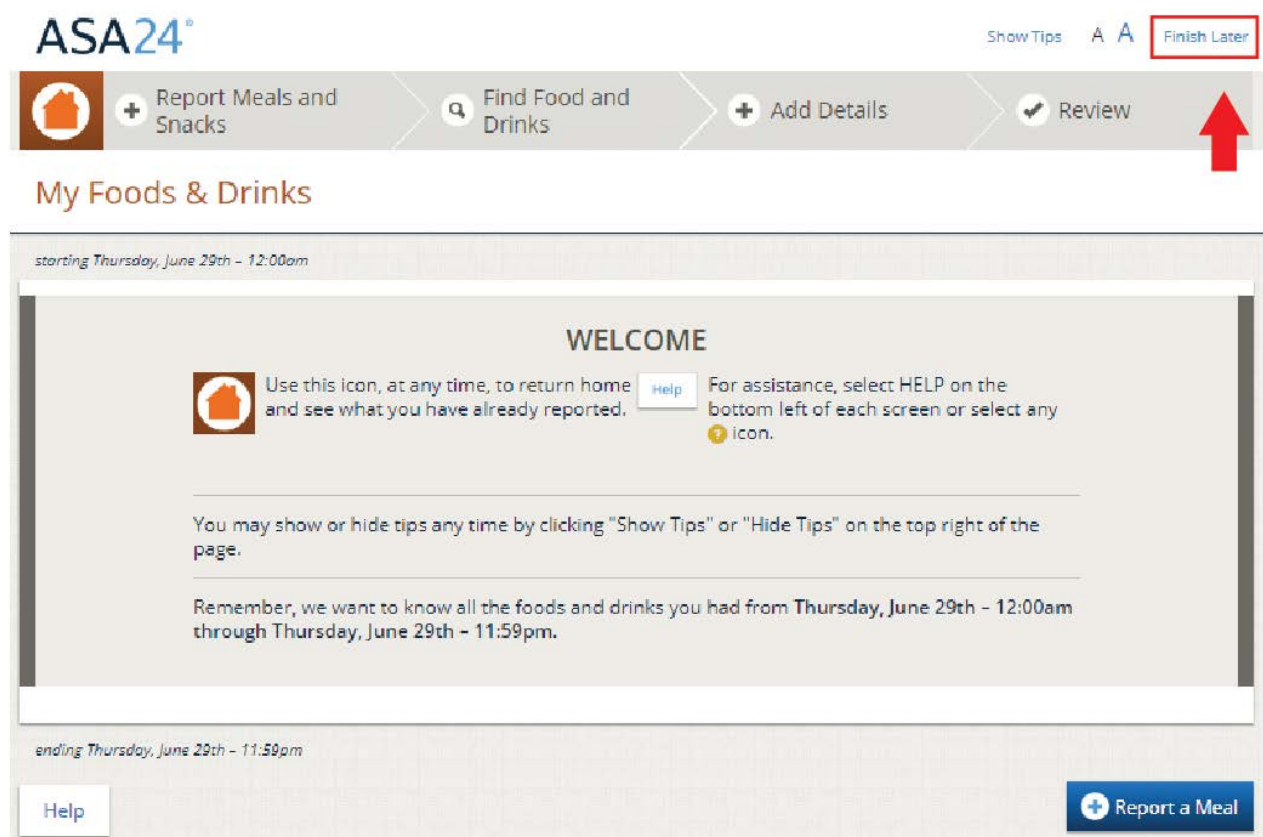
Automated Self-Administered 24-Hour Dietary Assessment Tool

## General questions

**Question:** What should I do if I cannot complete the ASA24 24-Hour Recall after starting it?

**Answer:** It's best to complete ASA24 in one sitting. Depending on the instructions you received, you may be required to finish without taking a break longer than 30 minutes, after which you will not be able to log back in. However, in most cases, you will be allowed to log in multiple times; you can select **Finish Later** at the top right corner of the screen to finish later today. You will need to finish your recall within the time limits set by the person who asked you to use ASA24. If you had a problem like your browser or computer shutting down, try to log back in. Your information is saved as you complete each step.

**Image:**





# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

**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 limits 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.



# ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

**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:**

The screenshot shows the ASA24 interface. At the top left is the ASA24 logo. To its right is a navigation bar with four steps: 'Report Meals and Snacks', 'Find Food and Drinks', 'Add Details', and 'Review'. In the top right corner, there are 'Show Tips' and 'Finish Later' links, and two 'A A' icons for text size adjustment. A red arrow points to these icons. Below the navigation bar is the title 'My Foods & Drinks'. The main content area is titled 'WELCOME' and contains instructions: 'Use this icon, at any time, to return home and see what you have already reported.' (with a house icon), 'For assistance, select HELP on the bottom left of each screen or select any icon.' (with a help icon), and 'You may show or hide tips any time by clicking "Show Tips" or "Hide Tips" on the top right of the page.' At the bottom, there is a 'Help' button on the left and a 'Report a Meal' button on the right. The time range is 'starting Thursday, June 29th - 12:00am' and 'ending Thursday, June 29th - 11:59pm'.



# ASA24

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**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:**

