



ASA24

Automated Self-Administered 24-Hour Dietary Assessment Tool

Participant Quick Start Guide for 24-Hour Recall using ASA24

For all versions since 2016

Updated June 6, 2022

You have been asked to report everything you ate or drank over the last 24-hours by using an online tool called ASA24. ASA24 stands for the “Automated Self-Administered 24-Hour Dietary Assessment Tool.”

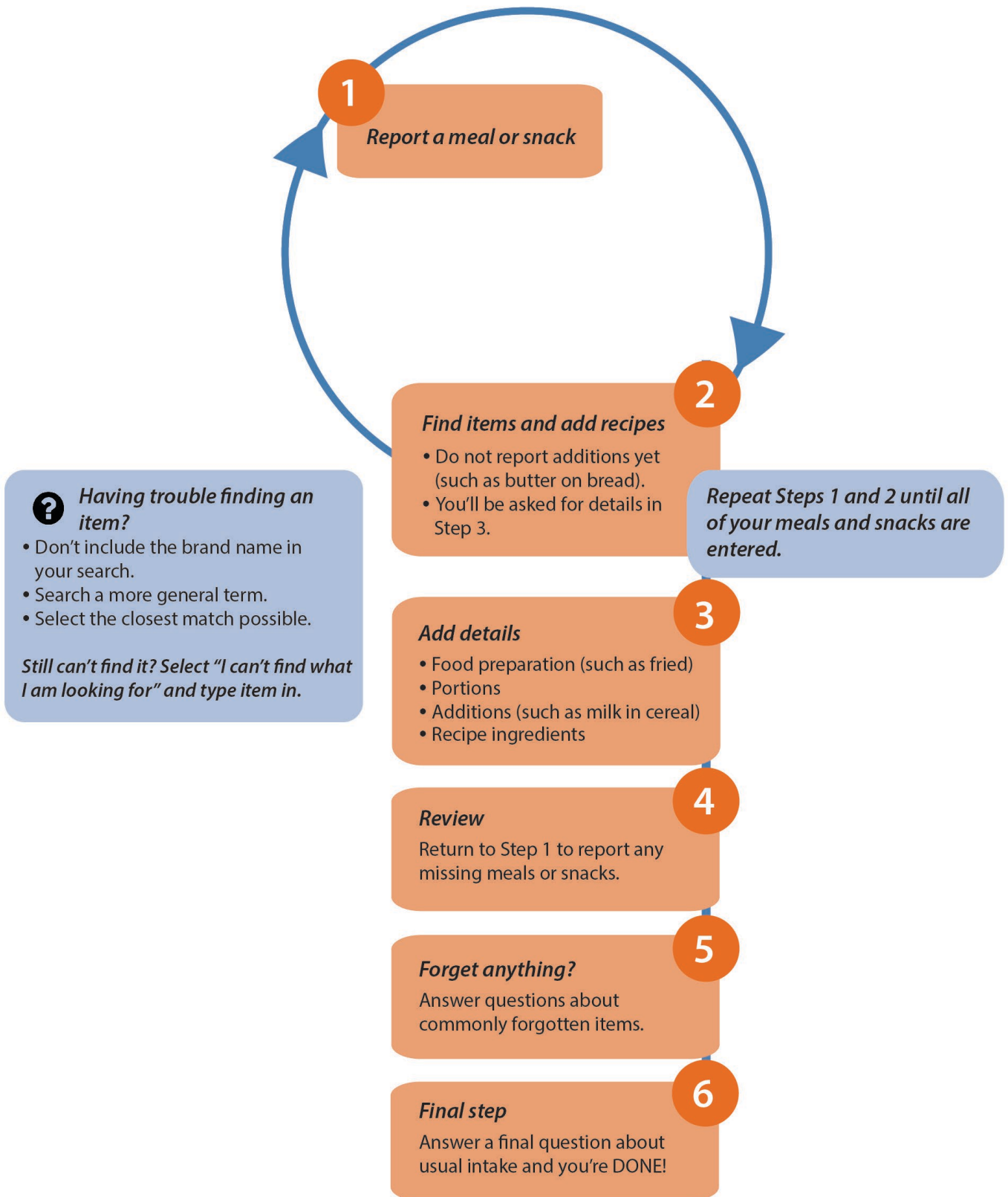
Depending on the instructions you receive, you will either enter detailed information about all foods, drinks, and supplements you ate or drank from midnight to midnight yesterday, or for the past 24 hours starting from the time you log in. Supplements include vitamins, minerals, herbals, and other dietary supplements.

This guide describes the steps you need to follow to complete your 24-hour recall, 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 to complete your recall.
- After 30 minutes of inactivity, you will be automatically logged out of ASA24. But, your information will be saved. Depending on the options selected by the person who asked you to complete a recall, you may or may not be able to log back in to finish.
- 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 24-Hour Recalls:



Detailed steps in completing ASA24:



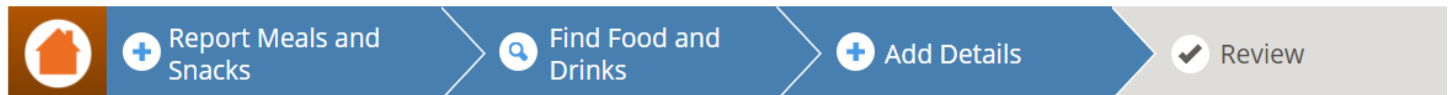
Step 1: Report a meal or snack and provide information about it (such as time and location).

- If you only had a drink, choose **Just a drink**.
- If you only had a dietary supplement, choose **Just a supplement**.

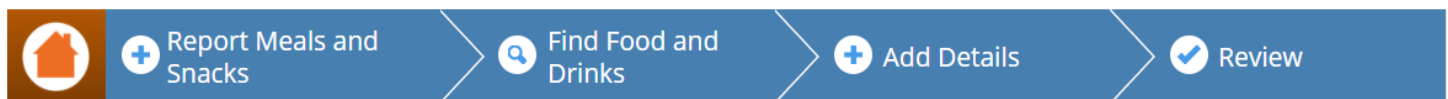


Step 2: Search for and select foods, drinks, and dietary supplements you had during the meal or snack.

- Select **Report a Meal or Snack** for each of your other meals and snacks, repeating Steps 1 and 2 until you have reported all your meals and snacks. 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.
- 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 to **Step 2** to add the items you ate or drank.



Step 3: Answer detailed questions about the foods and drinks you had and any recipes you reported. This will include questions about how they were prepared, the amount you ate or drank, and anything added (such as butter on potatoes, or milk on cereal). You will also list the ingredients for any recipes you added. For dietary supplements, you will be asked about dosage.



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 was less than, more than, or about usual for you.

YOU ARE DONE!

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

Step 1. Report a meal or snack

First, you will be prompted 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.

The screenshot shows a search interface with the following elements:

- Search Input:** A text box containing "oatmeal" with a "Search" button to its right.
- Meal Context:** A grey box on the right displays "What I ate and drank for Breakfast, Tuesday 8:00am".
- Search Results:** A list of 25 items including "Oatmeal cake", "Oatmeal cereal (baby food, made from dry)", "Oatmeal chocolate chip cookie", "Oatmeal cookie", "Oatmeal crackers", "Oatmeal cream pie", "Oatmeal Crisp", "Oatmeal Honey Nut Heaven", "Oatmeal muffin", "Oatmeal pie", "Oatmeal raisin cookie", "Oatmeal sandwich cookie", "Oatmeal Squares", "Oatmeal with applesauce and bananas (baby food)", "Little Debbie Oatmeal Creme Pie", "Mexican oatmeal drink", "Peanut butter oatmeal cookie", "Quaker Fruit & Oatmeal Cereal Bar", "Quaker Multigrain Oatmeal", "Quaker Oatmeal Squares", "Snack bar, oatmeal", "Toasted Oatmeal (Honey Nut)", and "Cooked cereal (other kind)". A link "I can't find what I am looking for »" is at the bottom.
- Navigation:** "Help" and a star icon are on the left; a blue button "Finish with This Meal" is on the right.

Instructional callouts are provided:

- Top Left:** "Type your food, drink, or dietary supplement and select **Search**." (points to the search input)
- Right Side:** "Select the item to add it to your meal or snack." (points to the search results list)
- Left Side:** "Filter your search results or enter a recipe." (points to the search results list)
- Bottom Right:** "When all items for a meal have been added and appear here, select **Finish with This Meal**." (points to the "Finish with This Meal" button)

Tips: Searching for an item

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

If you are too specific when searching for a food, you may not be able to find it. If you cannot find what you are looking for, try a less detailed search term. For example, if you want to report “barbequed chicken sandwich,” try searching for “chicken sandwich.”

What if I want to search for a specific brand name (such as Lay’s Potato Chips)?

You can try to search for a food, drink, or dietary supplement using the brand name, but many brand names are not included in ASA24. If you do not get the desired results, search using a more general description (such as potato chips vs. Lay’s Potato Chips) and select the closest match.

Is there a way to narrow my search results?

Select among categories in the left panel to narrow the search results.

How do I enter foods with many ingredients?

When reporting a food that contains more than one item, such as a sandwich, salad, or ice cream sundae, search for “turkey (or ham, roast beef, etc.) sandwich,” “green salad,” or “ice cream sundae.” Later, you will be asked about the items that made up that food. You do not need to report each ingredient separately. For example, if you report a turkey sandwich, you will be asked in **Step 3** to report the turkey, along with other items in your sandwich (such as cheese, lettuce).

What if I cannot find an item or even a close match?

If none of the choices shown in the Results box are close to the item you had, you can either choose **Add a recipe** on the search results page or you can choose **I can’t find what I’m looking for** at the bottom of the Results box to report your item.

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:

Bagel: What kind was it?

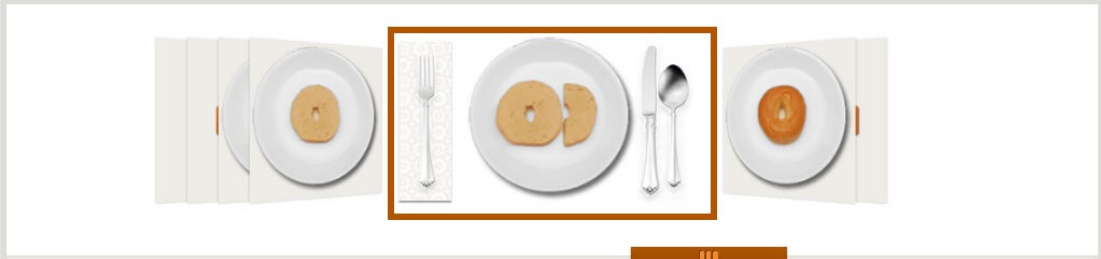
Wheat

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

Step 5. Answer questions about often forgotten foods

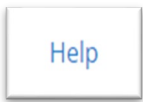
Finally, before you complete your dietary recall, you will be asked about items that people often forget to report. Answer “yes” or “no” to each question. If you answer “yes” to any question, you will be guided back to the **Find Foods & Drinks** page to report the forgotten items in a new or existing 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 asked about whether the amount of food and drink you had was similar to what you usually eat. Then, you are done.

Thank you for participating!

Getting help

There are three different buttons in ASA24 that offer additional 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.



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.