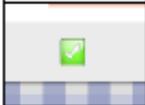


LOI2-QUEX-14 ASA24 INSTRUCTIONS

ATTACHMENT C.4.3  
OMB#: 0925-0593  
OMB Expiration Date: 07/31/13

## NCS Quick Guide for Completing the Automated Self Administered 24 Hour Recall

AFTER YOU LOG IN, FOLLOW THE PROMPTS:	HELPFUL HINTS
<ul style="list-style-type: none"> <li>• Name of meal                             <ul style="list-style-type: none"> <li>○ Select one of the following: breakfast, brunch, lunch, dinner, supper, snack, just a drink</li> </ul> </li> <li>• Time                             <ul style="list-style-type: none"> <li>○ Hour 1:00-12:00, minutes (15 min increments) and AM/PM</li> </ul> </li> <li>• Location                             <ul style="list-style-type: none"> <li>○ Select one of the following: home, restaurant, fast food/pizza, cafeteria, bar/tavern, work (not in cafeteria), car, sports/entertainment, someplace else</li> </ul> </li> </ul>	<p>Look for check mark to go on to next prompt</p> 

PASS ONE	HELPFUL HINTS
<ul style="list-style-type: none"> <li>• Enter first meal to begin</li> <li>• List all main foods and beverages for the first meal – you will be asked to enter more information about these items later in the recall during pass two</li> <li>• Screen is separated into three sections or windows</li> <li>• 'Commands' window – allows you to edit food/drink or meal</li> <li>• 'My selections' window – place where selected food/drink needs to go to build each meal</li> <li>• 'Add foods' window – foods – search for food/drinks in this section</li> <li>• Click and drag or double click selected food/beverage to move it to center window</li> </ul>	<p>Do not enter additions to foods for example: milk added to cereal</p> <p>List all foods like making a grocery list</p> <p>Copy if you eat/drink the same items at different meals</p>

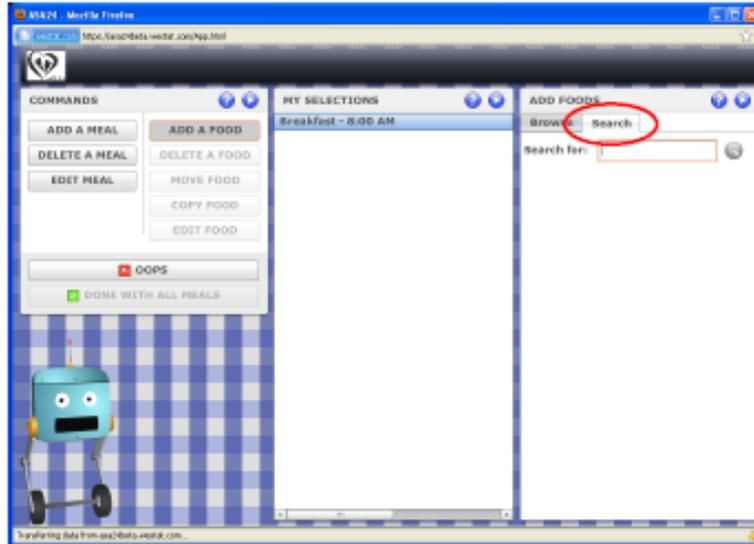
PASS TWO	HELPFUL HINTS
<ul style="list-style-type: none"> <li>• Name of meal                             <ul style="list-style-type: none"> <li>○ Type of food (i.e. fried egg, tap water)</li> <li>○ Food amount – select best size measure to reflect what you ate/drank</li> <li>○ Enter additions to food/beverage</li> </ul> </li> <li>• Complete details for each meal (all food and beverages) and day (all meals)</li> </ul>	<p>The item will be highlighted in orange. That is the food/drink where you are in the recall</p>

PASS THREE	HELPFUL HINTS
<ul style="list-style-type: none"> <li>• Try to remember any foods or drinks that you may have forgotten to enter</li> <li>• After entering all your foods and drinks, you will be asked if you are finished – please make sure to also click  before exiting the screen.</li> </ul>	<p>Close your eyes and think of what you did yesterday</p>

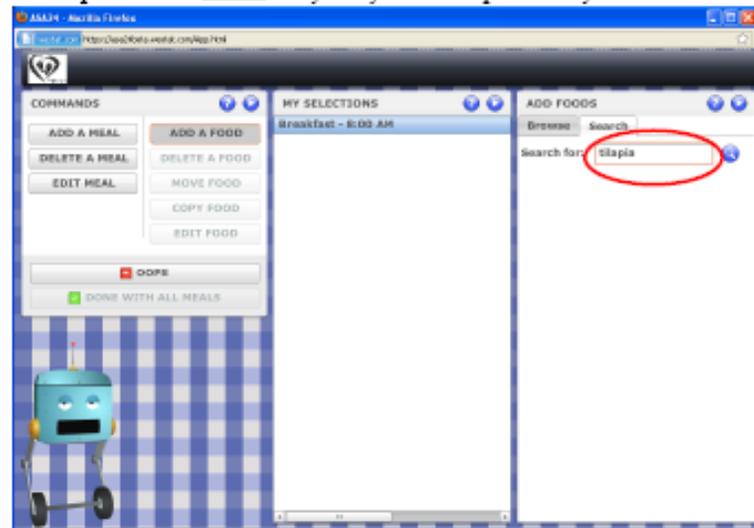
**Thank you for taking time to complete these recalls!**

## How to Enter a Food You Cannot Find in ASA24

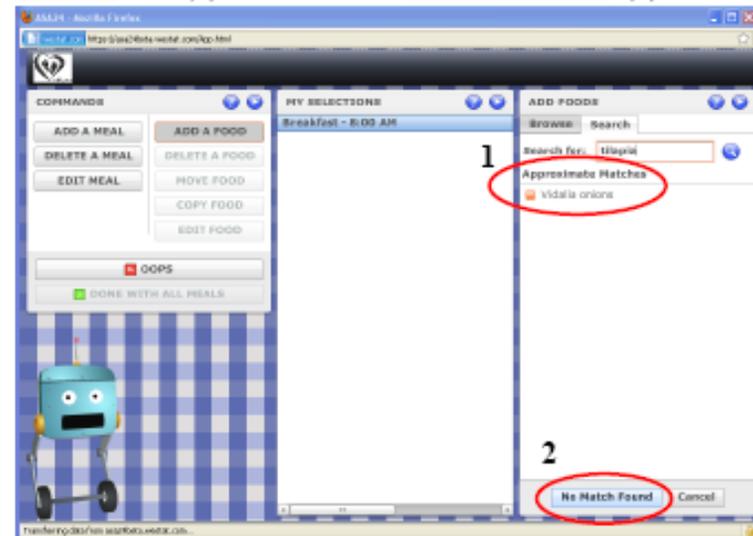
Step 1. If you cannot find a food by browsing or searching for it, then click on the “Search” tab.



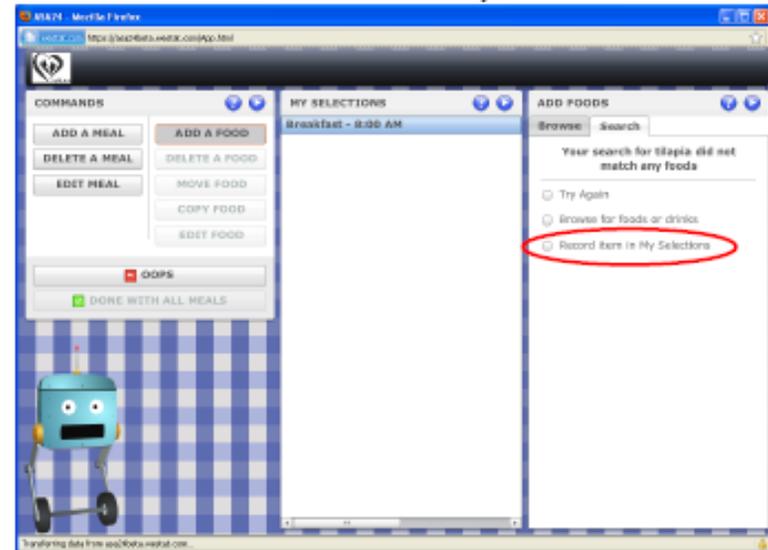
Step 2. Type the food in the “Search for:” box, like tilapia below. Then press the “enter” key on your computer keyboard.



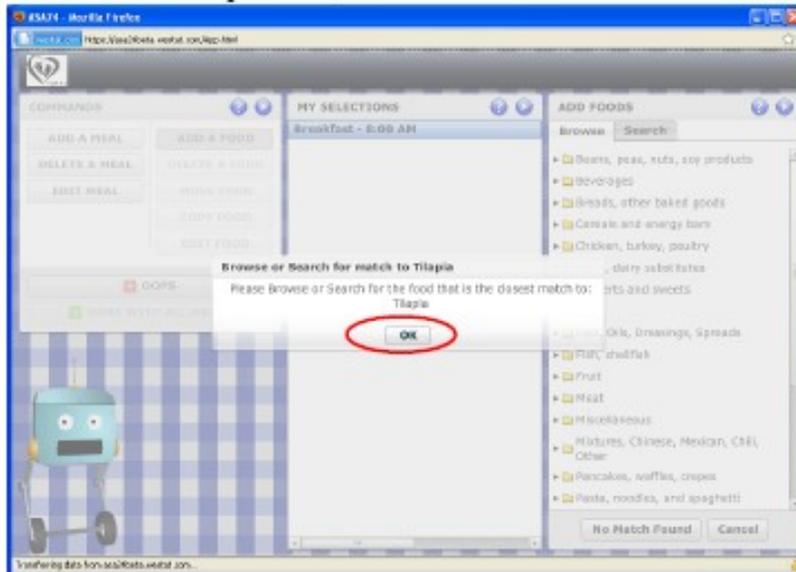
Step 3. You will see a screen like the one below. If the food item you are looking for is not in the “Approximate Matches” box (1), then click on “No Match Found” (2).



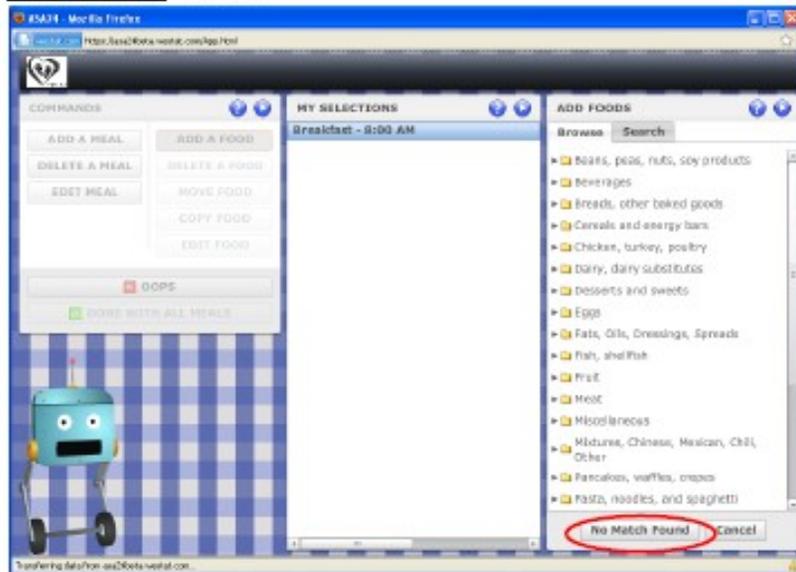
Step 4. After clicking “No Match Found,” you will see the screen below. Click “Record item in My Selections.”



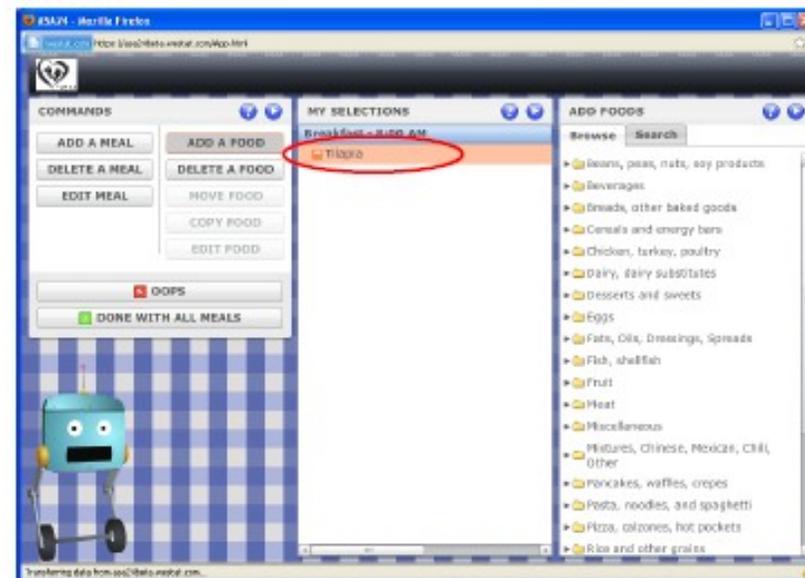
Step 5. After clicking “Record item in My Selections,” the screen below will show up. Click “Ok” in the box.



Step 6. Then, you will see the screen below. Click on the “No Match Found” button.



Step 7. The food item you want to enter will then show up in your “My Selections” box – like *Tilapia* in the image below.



Step 8. Once the missing food item shows up in your “My Selections” box, continue entering the rest of the foods for your record.

When you have entered all your foods, you will click “Done with all meals” and complete the rest of the record. Enter as many details about the amount of foods you ate. Follow the directions that show up on your screen to finish the ASA24. See Pass 2 above.

Thank you!

