

Chapter 10

NDSR Reports

A variety of reports are available for both NDSR projects and NDSR records. Select NDSR reports from the NDSR **Reports** menu. In most cases, NDSR displays a **Print Preview** window of the report so you can view the report before you print it. Output Files, Quality Assurance Reports, Missing Foods List and DSAM Products List Reports are not displayed in a **Print Preview** window. NDSR saves Output Files as compressed text files. Refer to “*Chapter 8, Managing NDSR Output*” for information about output files. Quality Assurance Reports, Missing Foods List and DSAM Products List Reports are text files that open in spreadsheet format and may be edited and saved to document data entry decisions. Refer to “*Appendix 12, Protocol Considerations and Quality Assurance*” and “*Appendix 8, Missing Foods and DSAM Products*” for report specifications and more information.

This chapter describes:

- Selecting an NDSR report
- Viewing the **Print Preview** window
- NDSR Project Reports
- NDSR Record Reports
- Other Reports

NOTE: If a report is generated that contains a record with incomplete information, a note will appear at the end of the printed report.

Selecting an NDSR Report

In NDSR you can create reports for an entire project, batches of projects, batches of records, or an individual record. To create project-level reports, you must use the **Folder, Project and Record Selection** window. To create record-level reports, you must use the **Record Information** window.

This section describes the following:

- How to Select a Project Report
- How to Select a Record Report

How to Select a Project Report

The following steps describe how to select a project report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create a report.

NOTE: To create an averaged report for several records in the same project, but not the entire project, select the appropriate records. To select more than one record, refer to “*Appendix 1, Using Windows*”.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Folder, Project and Record Selection** window.

2. Select **Reports→Report Name**.

3. To view the report, NDSR displays it in a **Print Preview** window.
4. To print the report, select the **PRINT** button.
5. To save the report, select the **SAVE** button.
6. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

How to Select a Record Report

The following steps describe how to select a record report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the **Record Information** window, select **Reports** → **Report Name**.
3. To view the report, NDSR displays the report in a **Print Preview** window.
4. To print the report, select the **PRINT** button.
5. To save the report, select the **SAVE** button.
6. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Using the Print Preview Window

Use the **Print Preview** window to:

- Review the report before you print it
- Save the report in the Reports folder
- Send the report to a printer

The following steps describe how to view, save, and print NDSR reports.

1. When you receive the report you have selected, either increase or decrease the size of the font as necessary to see it more clearly. Use the **ZOOM** buttons to increase or decrease the font size.
2. Use the scroll bar to view the report or use the **PAGE** buttons to view specific pages.
3. To save the report in the **Reports** folder: field, select the **SAVE** button. NDSR will save the report with a default name in a default directory unless you specify a name and a location. The default directory may be set on the **User Preferences** tab in the **Reports Folder**: field. For information on setting preferences, refer to "*Chapter 3, Managing NDSR Projects*".
4. To print the report, select the **PRINT** button. The report will print at the printer specified in **File**→**Printer Setup**. When an averaged report is printed, you will receive the **Print**

Record List window dialog box for the current report. This identifies which records are included in the averaged calculations.

5. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

NOTE: To generate two-sided reports (print on both sides), select **File→Printer Setup→Setup→Finishing**. Select **Print On Both Sides**.

NDSR Project Reports

After you have created records within a project, you can view or print reports of averaged nutrients for all records within the project or several records in the same project. You can also view, print or save a report that lists all records within a project, or all projects within NDSR.

This section describes the following project-level reports:

- Averaged Nutrient Totals Report
- Averaged RDA/AI Report
- Averaged Daily Values Report for Adults and Children 4 Years of Age and Older
- Averaged Food Group Totals Report
- Averaged DSAM 24-hour Nutrient Totals Report
- Averaged DSAM 30-day Nutrient Totals Report
- Missing Foods List Report
- Missing DSAM Products List Report
- Project List Report
- Record List Report
- Quality Assurance Reports

Averaged Nutrient Totals Report

This report displays the averaged NDSR nutrient totals of all records in a chosen project or the selected records in a single project. If the project is a User Recipe record type, the nutrient averages are per serving.

The following steps describe how to create the Averaged Nutrient Totals Report.

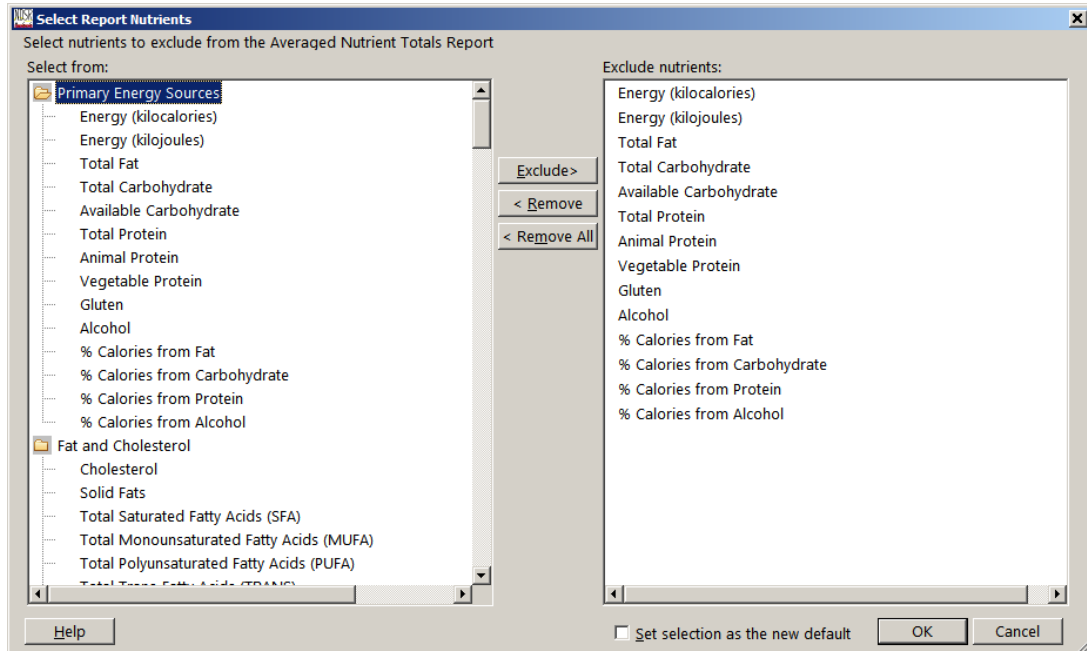
1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Folder, Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports→Averaged Reports→Averaged Nutrient Totals Report**.
3. When you receive the **Select Report Nutrients** window, NDSR automatically defaults to display all NDSR nutrients.

NOTE: To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included in the Averaged Nutrient Totals Report. Changing the nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.

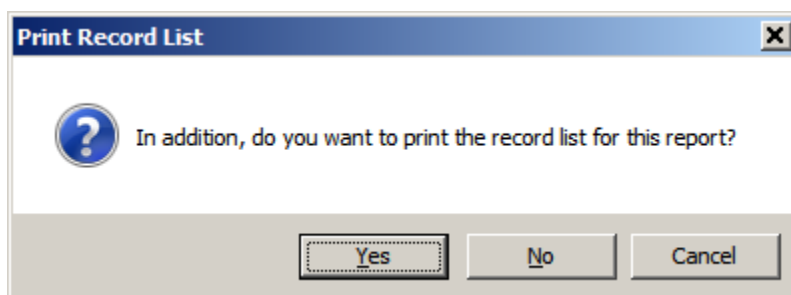


- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.
- To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
- To copy a specific nutrient on the **Select from:** pane to the Exclude nutrients: pane, highlight the nutrient you want to copy and select the **EXCLUDE>** button.
- Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.

4. To view the **Print Preview** of the **Averaged Nutrient Totals Report**, select **OK**.

NOTE: To change the nutrient values to a counseling-friendly rounding, select **SIMPLIFIED** checkbox .

5. To print the report, select the **PRINT** button. You will receive the **Print Record List** window dialog box for this report.



NOTE: When this report is printed, a Record List for Averaged Report will also print to identify which records are included in the averaged calculations.

6. To save the report, select the **SAVE** button.
7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Averaged RDA/AI Report

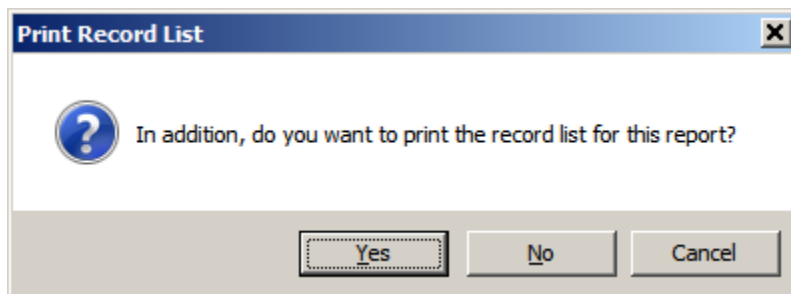
This report compares averaged nutrient totals of all records in a project or the selected records in a single project with the Dietary Reference Intakes for Recommended Dietary Allowances (RDA) and Adequate Intakes (AI) as well as recommendations from the Dietary Guidelines for Americans. The first page of the report compares the project's averaged nutrient totals to the RDA/AI for the chosen Life Stage Group; the second part of the report compares the averaged nutrient totals to additional recommendations.

The following steps describe how to create the Averaged RDA/AI Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.
2. Select **Reports**→**Averaged Reports**→**Averaged RDA/AI Report**.
3. When you receive the report, select the **Life Stage Group**.

NOTE: The Life Stage Group is automatically selected if all records in project have the same Life Stage Group and the project preferences are set to require the Life Stage Group.

4. To **PRINT** the report, select the print button. You will receive the **Print Record List** window dialog box for this report.



NOTE: When this report is printed, a Record List for Averaged Report will also print to identify which records are included in the averaged calculations.

5. To save the report, select the **SAVE** button.
6. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Averaged Daily Values Report for Adults and Children 4 Years of Age and Older

This report compares averaged nutrient totals of all records in a chosen project or the selected record in a single project with the Daily Values (DV).

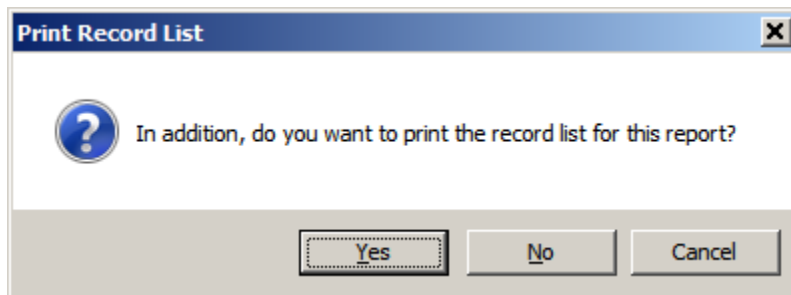
The following steps describe how to create the Averaged Daily Values Report for Adults and Children 4 Years of Age and Older.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File**→**Close** to receive the **Folder, Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports**→**Averaged Reports**→**Averaged Daily Values Report for Adults and Children 4 Years of Age and Older**.
3. To print the report, select the **PRINT** button. You will receive the **Print Record List** window dialog box for this report.



NOTE: When this report is printed, a Record List for Averaged Report will also print to identify which records are included in the averaged calculations.

4. To save the report, select the **SAVE** button.
5. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

NOTE: The Daily Values and Daily Value Comparisons generated in this report do not reflect the rounding rules for mandatory nutrition labeling.

Averaged Food Group Totals Report

This report displays the averaged NCC Food Group Serving Count subgroup and group serving totals of all records in a chosen project or the selected records in a single project. If the project has a User Recipe record type, the nutrient averages are per serving.

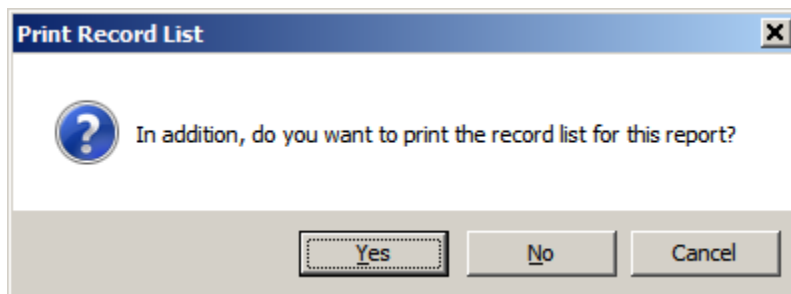
The following steps describe how to create the Averaged Food Group Totals Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Folder, Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports→Averaged Reports→Averaged Food Group Totals Report**.
3. To print the report, select the **PRINT** button. You will receive the **Print Record List** window dialog box for this report.



NOTE: When this report is printed, a Record List for Averaged Report will also print to identify which records are included in the averaged calculations.

4. To save the report, select the **SAVE** button.
5. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Averaged DSAM 24-hour Nutrient Totals Report

This report displays the averaged DSAM 24-hour nutrient totals of all records in a chosen project or the selected records in a single project.

The following steps describe how to create the Averaged DSAM 24-hour Nutrient Totals Report.

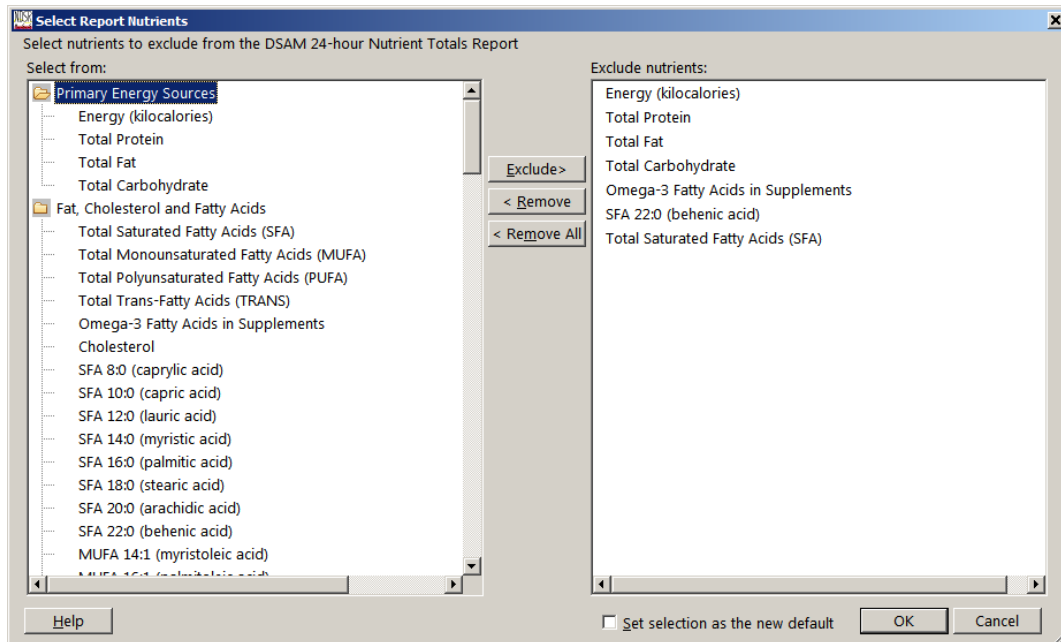
1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Folder, Project and Record Selection** window.

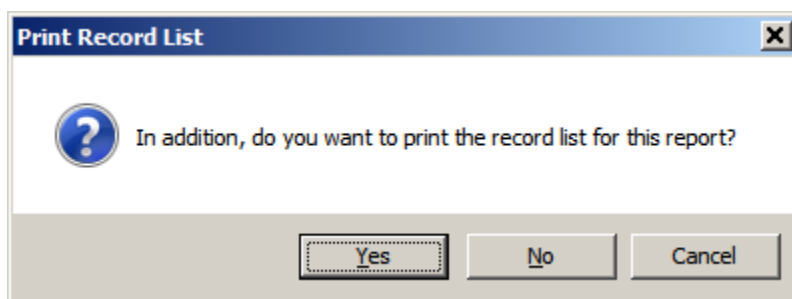
NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “Appendix 1, Using Windows”.

2. Select **Reports**→**Averaged Reports**→**Averaged DSAM 24-hour Nutrient Totals Report**.
3. When you receive the **Select Report Nutrients** window, specify which nutrients will appear on the Averaged DSAM 24-hour Nutrient Totals Report.

NOTE: When the **Select Report Nutrients** window appears, NDSR automatically defaults to display all DSAM nutrients. To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included in the Averaged DSAM 24-hour Nutrient Totals Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.
 - To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
 - To copy a specific nutrient on the **Select from:** pane to the **Exclude nutrients:** pane, highlight the nutrient you want to copy and select the **EXCLUDE>** button.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. To view the **Print Preview** of the **Averaged DSAM 24-Hour Nutrient Totals Report**, select **OK**.
 5. To print the report, select the **PRINT** button. You will receive the **Print Record List** window dialog box for this report.



NOTE: When this report is printed, a Record List for Averaged DSAM 24-hour Nutrient Totals Report will also print to identify which records are included in the averaged calculation.

6. To save the report, select the **SAVE** button.
7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Averaged DSAM 30-day Nutrient Totals Report

This report displays the averaged DSAM 30-day nutrient totals of all records in a chosen project or the selected records in a single project.

The following steps describe how to create the Averaged DSAM 30-day Nutrient Totals Report.

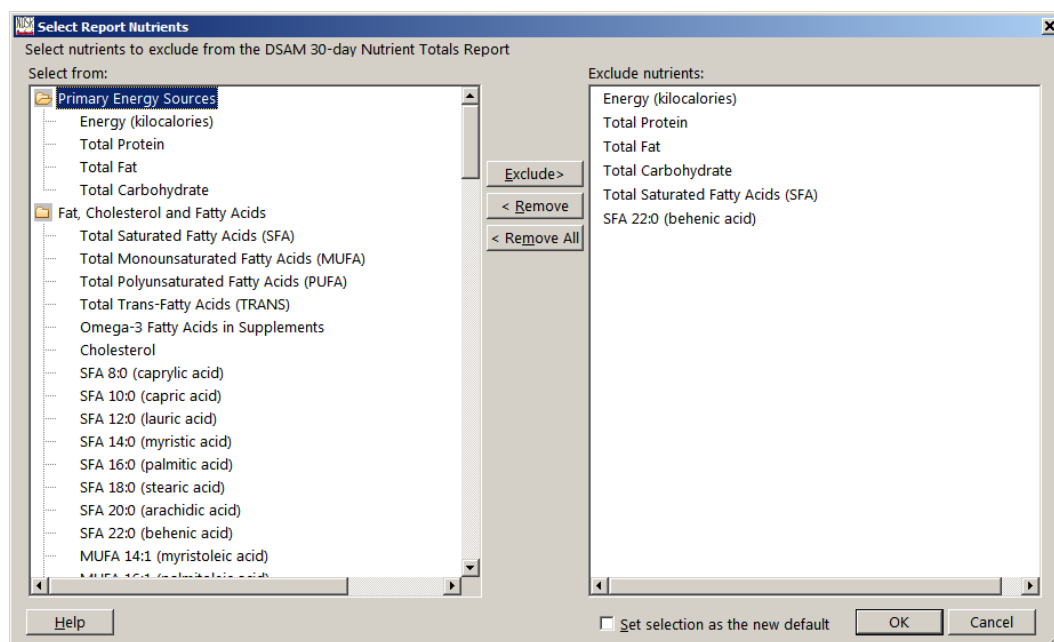
1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File**→**Close** to receive the **Folder, Project and Record Selection** window.

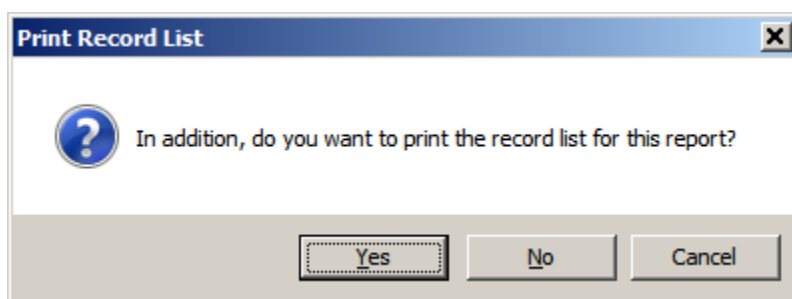
NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports**→**Averaged Reports**→**Averaged DSAM 30-day Nutrient Totals Report**.
3. When you receive the **Select Report Nutrients** window, specify which nutrients will appear on the Averaged DSAM 30-day Nutrient Totals Report.

NOTE: When the **Select Nutrients** window appears, NDSR automatically defaults to display all DSAM nutrients. To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included in the Averaged DSAM 30-day Nutrient Totals Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.
 - To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
 - To copy a specific nutrient on the **Select from:** pane to the **Exclude nutrients:** pane, highlight the nutrient you want to copy and select the **EXCLUDE>** button.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. To view the **Print Preview** of the **Averaged DSAM 30-Day Nutrient Totals Report**, select **OK**.
 5. To print the report, select the **PRINT** button. You will receive the **Print Record List** window dialog box for this report.



NOTE: When this report is printed, a Record List for Averaged DSAM 30-day Nutrient Totals Report will also print to identify which records are included in the averaged calculation.

6. To save the report, select the **SAVE** button.
7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Missing Foods List Report

This report displays all the foods in the chosen project that have been reported as missing during the entry of dietary intake, menu and recipe data. The information entered in the **Missing Food** window will aid in the resolution of the missing food. Refer to “*Appendix 8, Missing Foods and DSAM Products*” for more information.

The following steps describe how to create the Missing Foods List Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select **Reports→Missing Foods List Report**.
2. To open the report (in Excel format), select the **OPEN** button.
3. To save the report, select the **SAVE** button.

Missing DSAM Products List Report

This report displays all the dietary supplements and antacids in the chosen project that have been reported as missing during the DSAM interview. The information entered in the **Missing Product Detail** window will aid in the resolution of the missing DSAM product. Refer to “*Chapter 7, Managing DSAM User Product Records*” and “*Appendix 8, Missing Foods and DSAM Products*” for more information.

The following steps describe how to create the Missing DSAM Products List Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select **Reports→Missing DSAM Products List Report**.
2. To open the report (in Excel format), select the **OPEN** button.
3. To save the report, select the **SAVE** button.

Project List Report

This report displays the project abbreviation, project name, record type, and the first two lines of notes (entered on the **Project Information** window) of all projects listed on the **Folder, Project and Record Selection** window.

The following steps describe how to create the Project List Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select **Reports→Project List**.
2. To print the report, select the **PRINT** button.
3. To save the report, select the **SAVE** button.
4. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Record List Report

For intake records, this report displays the Participant ID, date of intake, date of entry, and interviewer ID for all records in a chosen project. For recipe and menu records, this report displays recipe or menu ID, date, date of entry, and interviewer ID for all records in a chosen project. The

number of records in the project is listed in the header of the report. The Record List report will be sorted first by ID and then by date of intake.

The following steps describe how to create the Record List Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select **Reports→Record List**.
2. To print the report, select the **PRINT** button.
3. To save the report, select the **SAVE** button.
4. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Quality Assurance Reports

There are four different reports available in NDSR to aid you in your quality assurance protocols:

- Foods QA Report
- Meals QA Report
- Records QA Report
- DSAM Products QA Report

The Quality Assurance Reports are text files that open in spreadsheet format and may be edited and saved to document data entry decisions. Refer to “*Appendix 12, Protocol Considerations and Quality Assurance*” for detailed instructions for the use of these reports.

The following steps describe how to create the QA Reports.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select **Reports→Quality Assurance Reports→Foods QA, Meals QA, Records QA or DSAM Products QA Report**.
2. To open the report (in Excel format), select the **OPEN** button.
3. To save the report, select the **SAVE** button.

NDSR Record Reports

After you have created intake records, you can view or print reports specific to a record within a project.

This section describes the following record-level reports:

- Record Properties Report
- Foods Report
- Quick List Report
- Dietary Supplements Report
- Nutrient Totals Report
- Nutrients Per Food Report
- Glycemic Index and Glycemic Load Report
- RDA/AI Report
- Daily Values Report for Adults and Children 4 Years of Age and Older

- Food Group Totals Report
- DSAM 24-hour Nutrient Totals Report
- DSAM 30-day Nutrient Totals Report
- DSAM User Product Report
- DSAM User Product Nutrient Totals Report

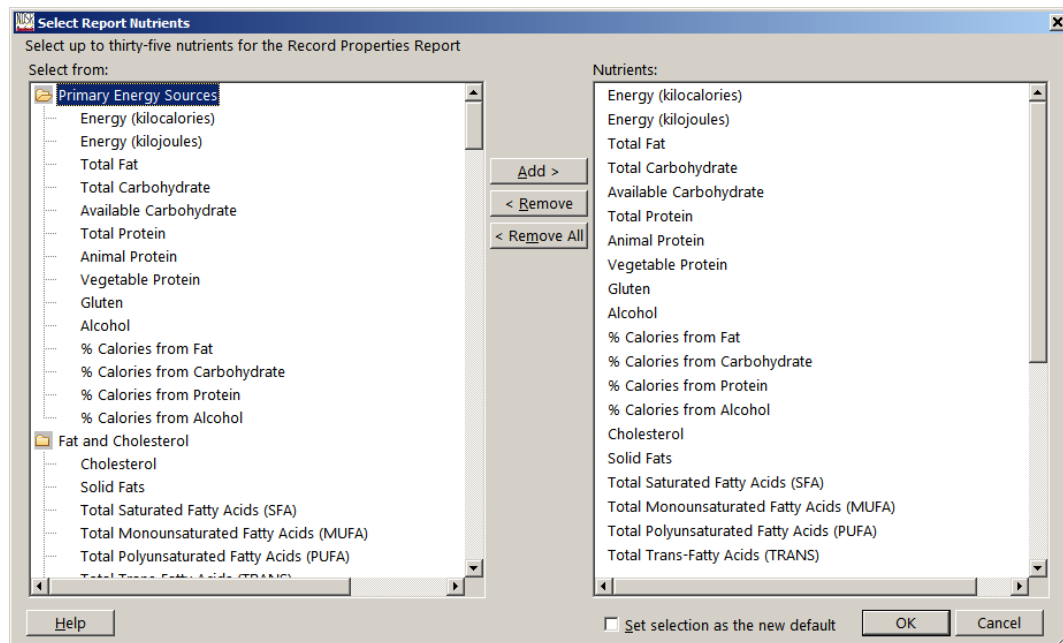
Record Properties Report

This report lists the information entered on the **Header** and **Trailer** tabs of the current record. Also included on this report is the project name, project abbreviation, record type, database version in which the record was collected, software version in which the record was collected, and all notes entered on the **Header** and **Trailer** tabs. For information about the **Header** and **Trailer** tabs, refer to “Chapter 4, Managing NDSR Intake Records and DSAM.”

The following steps describe how to print the Record Properties Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the current record’s **Header** tab, select **Reports**→**Record Properties Report**.
3. When you receive the **Select Report Nutrients** window, specify which nutrients will appear on the Record Properties Report.

NOTE: The nutrients listed in the **Nutrients:** pane will appear on the Record Properties Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Nutrients:** pane, select the **<REMOVE ALL** button.

- To delete a specific nutrient from the **Nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
 - To copy a specific nutrient on the **Select from:** pane to the **Nutrients:** pane, highlight the nutrient you want to copy and select the **ADD>** button. You may select up to thirty-five nutrients.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. Select **OK** when finished selecting nutrients.
 5. To print the report, select the **PRINT** button.
 6. To save the report, select the **SAVE** button.
 7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Foods Report

This report prints a copy of the **Food** tab for the currently selected record. In addition to all foods listed on the **Food** tab, this report includes the associated project abbreviation, the participant ID, the date (intake date for intake records), and a key for abbreviations.

The following steps describe how to print the Foods Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record→Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the current record's **Header** tab, select **Reports→Foods Report**.
3. To print the report, select the **PRINT** button.
4. To save the report, select the **SAVE** button.
5. When you have finished the report, select the **CLOSE** button.

Quick List Report

This report is a printout of the Quick List window for the currently selected record.

The following steps describe how to print the Quick List Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record→Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the current record's **Header** tab, select **Reports→Quick List Report**.

3. To print the report, select the **PRINT** button.
4. To save the report, select the **SAVE** button.
5. When you have finished the report, select the **CLOSE** button.

Dietary Supplements Report

This report prints a copy of the **Dietary Supplements** tab for the current record. In addition to all the dietary supplements listed on the **Dietary Supplements** tab, this report includes the project abbreviation, the participant ID, the date (intake date for intake records), and a key for abbreviations.

The following steps describe how to print the Dietary Supplements Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the current record's **Header** tab, select **Reports**→**Dietary Supplements Report**.
3. To print the report, select the **PRINT** button.
4. To save the report, select the **SAVE** button.
5. When you have finished the report, select the **CLOSE** button.

Nutrient Totals Report

This report displays the NDSR nutrient totals for the current record. For a User Recipe record type, the nutrients are per serving.

The following steps describe how to create the Nutrient Totals Report.

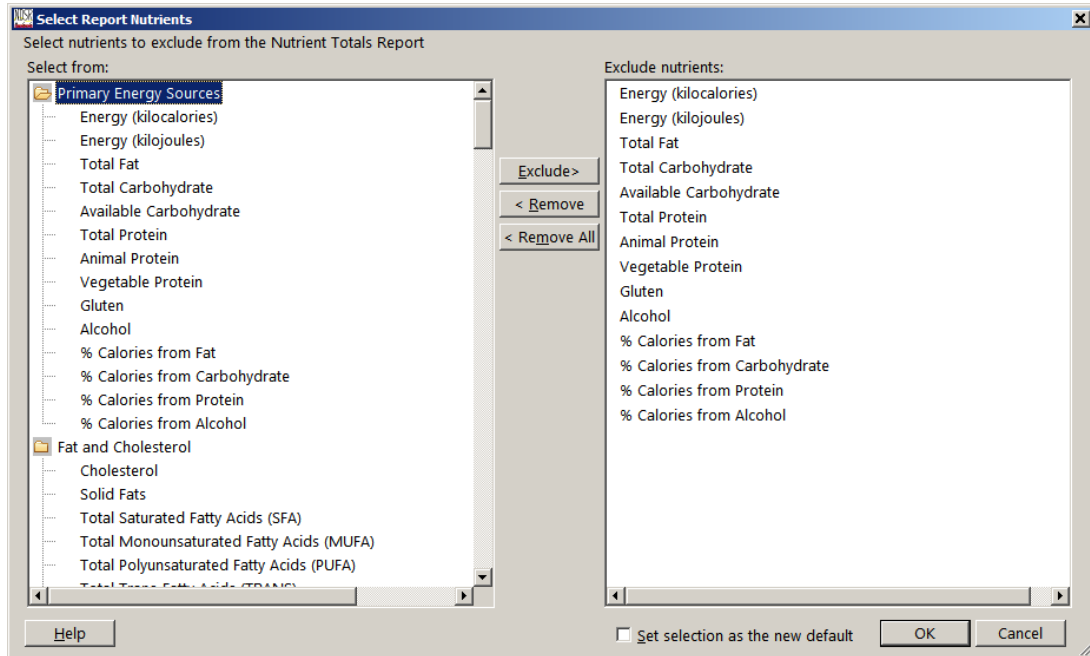
1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window.

NOTE: When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.

2. When you receive the current record's **Header** tab, select **Reports**→**Nutrient Totals Report**.
3. When you receive the **Select Report Nutrients** window, specify which nutrients to exclude on the Nutrient Totals Report.

NOTE: NDSR automatically defaults to display all NDSR nutrients. To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included

in the Nutrient Totals Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.
 - To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
 - To copy a specific nutrient on the **Select from:** pane to the **Exclude nutrients:** pane, highlight the nutrient you want to copy and select the **EXCLUDE>** button.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. To view the **Print Preview** of the **Nutrient Totals Report**, select **OK**.

NOTE: To change the nutrient values to a counseling-friendly rounding, select **SIMPLIFIED** checkbox .

5. To print the report, select the **PRINT** button.
6. To save the report, select the **SAVE** button.
7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Nutrients Per Food Report

This report provides the following information:

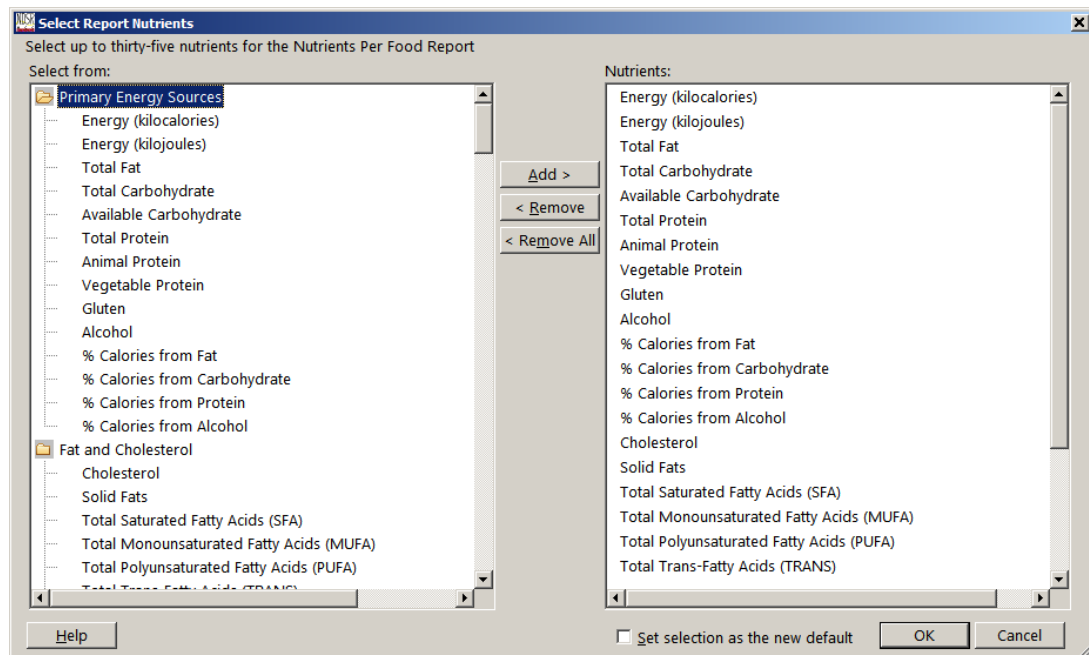
- Meal time, name, and location
- Complete food description of each food
- Amount reported for each food
- Nutrient values for foods and variables
- Subtotals for each meal and total nutrient values for the intake

For User Recipe record types, ingredient amounts are listed as entered and nutrients are listed per serving. For Assembled Food or Recipe ingredients, amounts are listed as entered and nutrients are listed per serving(s) eaten.

The following steps describe how to create the Nutrients Per Food Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the current record's **Header** tab, select **Reports**→**Nutrients Per Food Report**.

NOTE: When you receive the **Select Report Nutrients** window, specify which nutrients will appear on the Nutrients Per Food Report. The nutrients listed in the **Nutrients:** pane will appear on the Nutrients Per Food Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Nutrients:** pane, select the **<REMOVE ALL** button.
- To delete a specific nutrient from the **Nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.

- To copy a specific nutrient on the **Select from:** pane to the **Nutrients:** pane, highlight the nutrient you want to copy and select the **ADD>** button. You may select up to thirty-five nutrients.
- Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.

NOTE: You must select at least one nutrient to create the Nutrients Per Food Report.

3. Select **OK** when finished selecting nutrients.
4. To print the report, select the **PRINT** button
5. To save the report, select the **SAVE** button.
6. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Glycemic Index and Glycemic Load Report

This report provides the following information:

- Meal time, name, and location
- Complete food description of each food
- Amount reported for each food
- Values for glycemic indices (glucose reference and bread reference) per food
- Calculated glycemic loads (glucose reference and bread reference) per food
- Meal/Menu/Recipe and Daily subtotals represent proportional calculations, refer to “*Appendix 11, Nutrient Information*”.

For User Recipe record types, ingredient amounts are listed as entered and indices and loads are listed per serving. For Assembled Food or Recipe ingredients, amounts are listed as entered and indices and loads are listed per serving(s) eaten.

The following steps describe how to create the Glycemic Index and Glycemic Load Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. When you receive the current record’s **Header** tab, select **Reports**→**Glycemic Index and Glycemic Load Report**.
3. To print the report, select the **PRINT** button.
4. To save the report, select the **SAVE** button.
5. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

RDA/AI Report

This report compares the nutrient totals for the current record with the Dietary Reference Intakes (DRI's) for Recommended Dietary Allowances (RDA) and Adequate Intakes (AI) as well as other nutrient intake recommendations from the Dietary Guidelines for Americans. The first page of the report compares the record's nutrient totals to the RDA/AI for the selected Life Stage Group; the second part of the report compares the record's nutrient totals to additional recommendations. The Life Stage Group on the report is determined from the date of birth and gender or the Life Stage Group entered on the current record's **Header** tab.

The following steps describe how to create the RDA/AI Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. Select **Reports**→**RDA/AI Report**.
3. When you receive the report, review the age range appearing in the **Life Stage Group:** field at the top of the report. To adjust the comparison, select a different Life Stage Group from the drop-down list.

NOTE: When project preferences are not set to require the Life Stage Group and the **Life Stage Group:** field is blank on the record **Header** tab, you must manually select a Life Stage Group before viewing nutrient comparisons.

4. To print the report, select the **PRINT** button.
5. To save the report, select the **SAVE** button.
6. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Daily Values Report for Adults and Children 4 Years of Age and Older

This report compares the nutrient totals for the current record with the Daily Values. The values in this report use scientific rounding.

The following steps describe how to create the **Daily Values Report for Adults and Children 4 Years of Age and Older**.

1. Open NDSR. When you receive the **Project and Record Selection** window, use the mouse to double-click on the record for which you want to create a report or select **Record**→**Edit** to open the **Record Information** window. When the project preferences are set to open the **Record Information** window first, just highlight the record for which you want to create the report.
2. Select **Reports**→**Daily Values Report for Adults and Children 4 Years of Age and Older**.
3. To print the report, select the **PRINT** button.

4. To save the report, select the **SAVE** button.
5. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Food Group Totals Report

This report displays the NCC Food Group Serving Count System subgroup and group serving totals of a selected record in a chosen project. If the project has a User Recipe record type, the nutrient averages are per serving.

The following steps describe how to create the Food Group Totals Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports→ Food Group Totals Report**.
3. To print the report, select the **PRINT** button.

NOTE: When this report is printed, a Record List for Food Group Totals Report will also print to identify which records are included in the averaged calculation.

4. To save the report, select the **SAVE** button.
5. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

DSAM 24-hour Nutrient Totals Report

This report displays the DSAM 24-hour nutrient totals of a selected intake record.

The following steps describe how to create the DSAM 24-hour Nutrient Totals Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

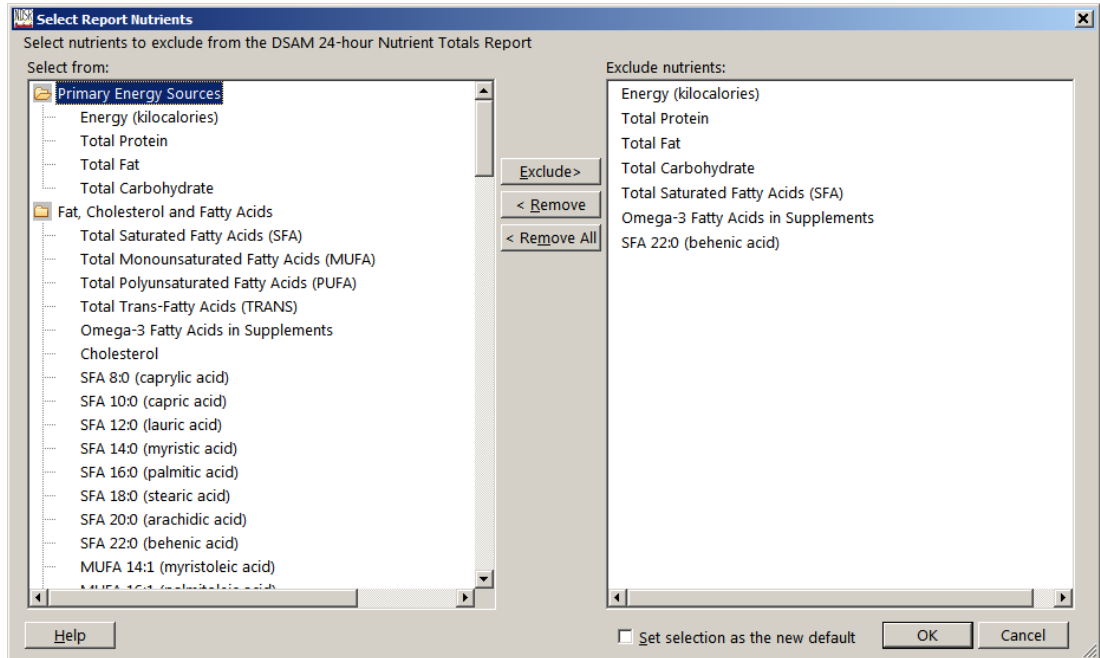
NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports→ DSAM 24-hour Nutrient Totals Report**.

3. When you receive the **Select Report Nutrients** window, specify which nutrients to exclude on the DSAM 24-hour Nutrient Totals Report.

NOTE: NDSR automatically defaults to display all DSAM nutrients. To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included in the DSAM 24-hour Nutrient Totals Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.
 - To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
 - To copy a specific nutrient on the **Select from:** pane to the **Exclude nutrients:** pane, highlight the nutrient you want to copy and select the **EXCLUDE>** button.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. To view the **Print Preview** of the **DSAM 24-Hour Nutrient Totals Report**, select **OK**.
 5. To print the report, select the **PRINT** button.
 6. To save the report, select the **SAVE** button.
 7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

DSAM 30-day Nutrient Totals Report

This report displays the DSAM 30-day nutrient totals of a selected record.

The following steps describe how to create the DSAM 30-day Nutrient Totals Report.

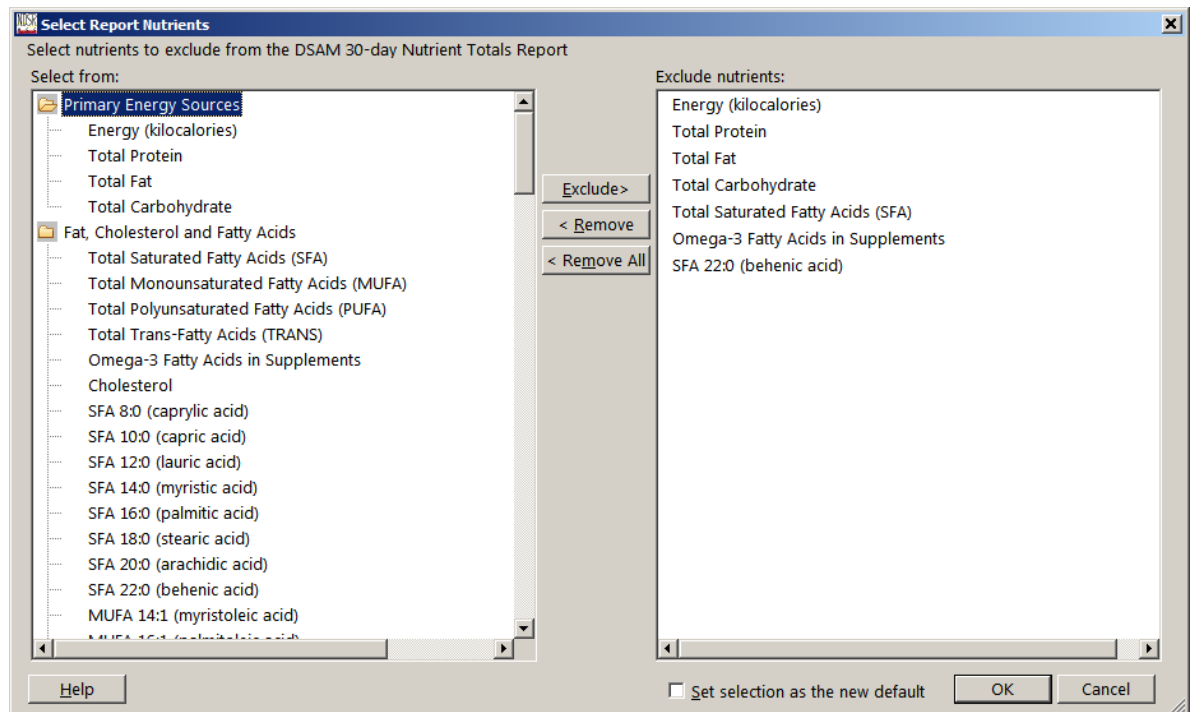
1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

NOTE: When the project preferences are set to open the **Record Information** window first, select **File**→**Close** to receive the **Folder, Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports**→**DSAM 30-day Nutrient Totals Report**.
3. When you receive the **Select Report Nutrients** window, specify which nutrients to exclude on the DSAM 30-day Nutrient Totals Report.

NOTE: NDSR automatically defaults to display all DSAM nutrients. To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included in the DSAM 30-day Nutrient Totals Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.

- To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the <REMOVE button.
 - To copy a specific nutrient on the **Select from:** pane to the **Exclude nutrients:** pane, highlight the nutrient you want to copy and select the **EXCLUDE>** button.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. To view the **Print Preview** of the **DSAM 30-Day Nutrient Totals Report**, select **OK**.
 5. To print the report, select the **PRINT** button.
 6. To save the report, select the **SAVE** button.
 7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

DSAM User Product Report

This report lists the information entered on the **Header** tab in the current DSAM User Product Record. Also included on this report is the product name, project abbreviation, product ID, database version in which the record was collected, software version in which the record was collected, NHANES dietary supplement database version, and all notes entered on the **Header** tab.

The following steps describe how to print the DSAM User Product Report.

1. Open NDSR. Create a User Product project and enter a User Product record. Once a User Product record is created, go to **Reports→User Product Report**.
2. To print the report, select the **PRINT**.
3. To save the report, select the **SAVE** button.
4. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

DSAM User Product Nutrient Totals Report

This report displays the DSAM User Product Nutrient Totals of a selected DSAM User Product Record.

The following steps describe how to create the DSAM User Product Nutrient Totals Report.

1. Open NDSR. When you receive the **Folder, Project and Record Selection** window, select the project for which you want to create the report.

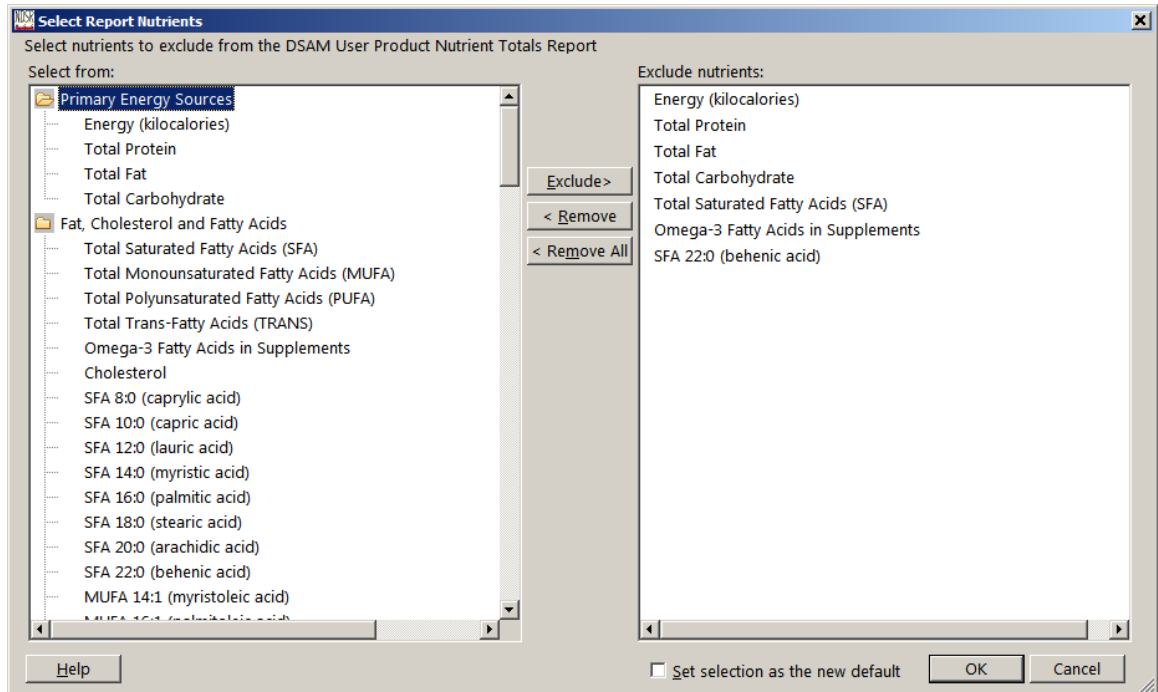
NOTE: When the project preferences are set to open the **Record Information** window first, select **File→Close** to receive the **Folder, Project and Record Selection** window.

NOTE: If you want the report to be created for some, but not all records in the project, select the desired records. Refer to “*Appendix 1, Using Windows*”.

2. Select **Reports→DSAM User Product Nutrient Totals Report**.

3. When you receive the **Select Report Nutrients** window, specify which nutrients to exclude on the DSAM User Product Nutrient Totals Report.

NOTE: NDSR automatically defaults to display all DSAM nutrients. To limit the number of nutrients displayed on the report, you may select nutrients to exclude on the **Exclude nutrients:** pane. Nutrients listed on the **Exclude nutrients:** pane will not be included in the DSAM User Product Nutrient Totals Report. Changing nutrients on the **Select Report Nutrients** window will affect nutrient selections for the current report only.



- To delete all nutrients from the **Exclude nutrients:** pane, select the **<REMOVE ALL** button.
 - To delete a specific nutrient from the **Exclude nutrients:** pane, highlight the nutrient you want to delete and select the **<REMOVE** button.
 - To copy a specific nutrient on the **Select from:** pane to the **Exclude nutrients:** pane, highlight the nutrient you want to copy and select the **EXCLUDE >** button.
 - Select the **SET SELECTION AS THE NEW DEFAULT** checkbox to set the selection of nutrients as the new default for this report.
4. To view the **Print Preview** of the **DSAM User Product Nutrient Totals Report**, select **OK**.
 5. To print the report, select the **PRINT** button.
 6. To save the report, select the **SAVE** button.
 7. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Other Reports

Food Ingredients Report

To view, print, or save a Food Ingredients Report, select the **Food** tab and then the food you wish to report on. Select **Edit**→**View Ingredients** from the **Edit** menu bar or right click menu on the selected food. The report appears in a **Print Preview** window.

1. To print the report, select the **PRINT** button.
2. To save the report, select the **SAVE** button.
3. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the current NDSR window.

Missing Product Report

To view, print, or save a Missing Product Report, select the product on the **Dietary Supplements** tab. Then, select the **MISSING PRODUCT DETAIL** button on the **Product Detail** window. Next, select the **REPORT** button and receive the **Print Preview: Missing Product Report** window.

Product Detail Report

To view, print, or save a Product Detail Report, select the product on the **Dietary Supplements** tab. On the **Product Detail** window, select the **PRODUCT** button. Receive the **Product Search** window. Select the **VIEW DETAILS** button and receive the **Print Preview: Product Detail Report** window to view the ingredients and nutrients per serving of the selected product in the DSAM Database.

Record Search Report

To view, print, or save a Record Search Report, select **Project**→**Search** or **Record**→**Search** from the menu bar or the **Search icon** (flashlight) from the tool bar. On the **Record Search** window, enter all search criteria and select **ENTER** or select the **SEARCH** button. To view the Record Search Report, select the **REPORT** button.

1. To print the report, select the **PRINT** button.
2. To save the report, select the **SAVE** button.
3. To close the report, select the **CLOSE** button. NDSR closes the report and returns you to the **Record Search** window.

Reference Information

- For information about output files, refer to “*Chapter 8, Managing NDSR Output*”.
- For more information about Quality Assurance Reports refer to “*Appendix 12, Protocol Considerations and Quality Assurance*”.
- For more information about the Missing Foods List and DSAM Products List Reports, refer to “*Appendix 8, Missing Foods and DSAM Products*”
- For nutrient abbreviations used for the Nutrients Per Food Report, refer to “*Appendix 7, Nutrient Abbreviations*”.
- To view examples of NDSR reports, refer to “*Appendix 17, Sample Reports*”.