Appendix 4

NDSR Tutorials

This appendix contains three tutorials that are valuable orientation exercises for all new NDSR users. It may be helpful to read "*Appendix 1, Using Windows*" and "*Appendix 2, NDSR Menu Bar*" before beginning the tutorials. These tutorials focus on using keyboard shortcuts because data entry using the keyboard is generally faster.

If possible, allow yourself at least two hours to focus on the tutorials. It is best if you can work through them in a single session. If you do need to exit a tutorial in the middle, finish describing the item you are on and then select the **FINISH LATER** button. When you return to the tutorial, open the tutorial record and select the **CONTINUE RECALL** button.

The Intake Record Tutorial provides detailed instructions for starting NDSR, creating a project, entering an intake record with the Dietary Supplement Assessment Module (DSAM), and managing projects and records. It will familiarize you with the NDSR program format, the databases, and the system capabilities.

The User Recipe Tutorial provides detailed instructions for creating a User Recipe project, entering a User Recipe, and inserting a User Recipe into an intake record. It will familiarize you with the User Recipe feature in NDSR. This tutorial assumes that the Intake Record Tutorial has already been completed.

The DSAM User Product Tutorial provides detailed instructions for creating a DSAM User Product project, entering a User Product, and resolving a missing product. It will familiarize you with the User Product feature in NDSR. This tutorial assumes that the Intake Record Tutorial has already been completed.

As you move through the tutorials, notice the microhelp in the lower left corner of your screen. Details about the active area of a window (the field that has focus) are provided as well as other helpful information. Tips about the database, the interview system and the multiple-pass approach to collecting dietary recalls are provided in italics to increase your awareness of NDSR features.

Interview prompts are provided to aid in standardizing collection of 24-hour dietary and supplement intakes and are imbedded in the program windows. Transitional prompts appear in pop-up windows. The interview prompts that appear on NDSR windows, especially during food search, are suggestions and may need to be rephrased at times. At other times, you will need to formulate a question based on the information NDSR needs. If you will be entering recalls directly into NDSR, practice using these prompts out loud. Refer to "*Appendix 13, Multiple-pass Approach*" for more information about interview prompts.

Once you have completed the tutorials, take some time to explore the program. Tab through the various windows and look at the options in the drop-down lists. If you have questions as you work with the program, you can refer to the NDSR User Manual, call NCC at 612-626-9450 or email ndsrhelp@umn.edu for assistance.

Intake Record Tutorial
Starting NDSR
After you have installed NDSR on your computer, you are ready to start the program. The following steps describe how to start, or access, NDSR.

1. Select **Start→NDSR 2018→NDSR 2018**.

2. Receive the **Nutrition Data System for Research** logo window.

3. When your computer has accessed the NDSR application, you receive the **Folder, Project and Record Selection** window.

Creating an Intake Project
Before you can enter an intake day into NDSR, you must create a project to organize the records and select the record type for the project.

NOTE:	Your project is stored in the Main Folder. Subsequent folders may be created to help organize your NDSR projects but are not required by NDSR.

The following steps describe how to create a project. Try using the keyboard shortcuts that are in parentheses (**ALT** + the underlined letter)

1. Select **Project→New** (**ALT** + **W**).

2. When you receive the **Project Information** window, type `Tutorial – Dietary Recalls` in the `Project Name:` field (**TAB** to next field).

3. Type `Tutorial` in the `Project Abbreviation:` field (**TAB** to next field).

4. Select **RECALL** from the drop-down list in the `Record Type:` field. Press **ALT** + down arrow (↓). Arrow down to highlight **RECALL** (**TAB** to next field).

5. Select the Dietary Supplement Assessment Module radio button: **24-HOUR AND PAST 30 DAYS INTAKE** (**ALT** + **3**) (**TAB** to next field).

6. Type "`Text entered as a note on the Project Information window will be included in the Project List Report`" in the `Notes:` field.

7. Select the **ENTER** key to open the **Preferences** window or select the **PREFERENCES** button (**ALT** + **P**) on the **Project Information** window.

Setting Project Preferences
NDSR allows you to customize a project to reflect study protocol by providing preference selections. Method Preferences define the **Header** tab display and food-entry requirements. Customizable Data Fields Preferences specify additional information that can be collected for the **Header** and/or **Trailer** tab. Dietary Supplements Preferences specify the requirement of additional supplement use questions. Project Preferences define the location of Backup, Export, Output, Reports folders and Introduction file name location. User Preferences allow you to select the degree of shading in the **Choose Description** pane of the **Food Search** window and to include column headers in output files.

1. Receive the **Preferences** window. On the **Method** tab, **TAB** from field to field until the **SHOW NON-REQUIRED FIELDS IN RECORD HEADER** has focus.

2. Select **SHOW NON-REQUIRED FIELDS IN RECORD HEADER** (**SPACE BAR**). Continue to **TAB** until **USE FORGOTTEN FOOD PASS** has focus. Select **USE FORGOTTEN FOOD PASS** (**SPACEBAR**).

3. Continue to **TAB** until the focus is back on the **Method** tab. Select the **Customizable Data Fields** tab (Right arrow →). **TAB** once until the cursor appears in the Header Data Field 1: field. Type "Header Descriptor 1". **TAB** once to the **CHARACTER LIMIT** field and type "1". Notice that when you leave the descriptor field, the **DISPLAY** checkbox is automatically checked. **TAB** once so **REQUIRE** checkbox is in focus and press **SPACE BAR** to select. **TAB** once to Header Data Field 2: field. Type "Header Descriptor 2". **TAB** four times to Header Data Field 3: field. Type "Header Descriptor 3". **TAB** until the cursor appears in the Trailer Data Field 1: field. Type "Rate satiety level". **TAB** twice so **REQUIRE** checkbox is in focus and press **SPACE BAR** to select. Continue to **TAB** until the focus is back on the **Customizable Data Fields** tab.

4. Select the **Dietary Supplements** tab (Right arrow →). On the **Dietary Supplements** tab, **TAB** to **REASON FOR USE**. Press **SPACE BAR** to select. Continue to tab until the focus is back on the **Dietary Supplements** tab.

5. Select the **Project** tab (Right arrow →). View default settings.

6. Select the **User** tab (Right arrow →). **TAB** to **INCLUDE COLUMN HEADERS IN OUTPUT FILES**. Press **SPACE BAR** to select.

Column Headers in Output Files: This check box in the User Preferences allows you to indicate whether or not you want column headers to be included in the output files. Chose the preference setting depending on the specifications of the program you intend to use for analysis of your data. For example, spreadsheet programs like Excel work better with headers. Analysis programs like SAS work better without headers.

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7. Select the **OK** button (**ENTER**).

8. Receive the **Project Information** window. Select the **OK** button (**ENTER**).

Creating an Intake Record

After you have created a project and set preferences, you can create records within that project. The following steps describe how to create a record.

1. Select **Record→New** (**ALT + N**).

2. When you receive the **Record Information** window, complete the fields on the **Header** tab using the following information (**TAB** to move to the next field, **SHIFT** + **TAB** to move back a field).

Field Name	Entry
Participant ID:	123456789abc
Date of intake:	Yesterday's date (NDSR will automatically assign this)
Participant name:	PTS
Date of birth:	02021950
Gender:	F
Life Stage Group:	Females, age 51-70y (NDSR will select this)
Interviewer ID:	A12
Visit number:	1
Site ID:	2
Header Descriptor 1:	Y
Header Descriptor 2:	Max 100 characters can be entered in Customized Data Fields if no character limit set in Preferences
Header Descriptor 3:	These customizable fields will be included in Output Files 04-06 and the Record Properties Report
Notes:	Up to 600 characters entered in the Notes: field will be included on the Record Properties Report and Intake Properties Output File (File 04)

Required Field: Notice how the `Participant name:` field is not required (not yellowed) per project preferences set earlier. Entering the initials of the participant provides a cross-check on the participant ID and data remains de-identified. Also note that the date of entry (today's date) and date of intake (yesterday's date) is entered for you but can be changed if needed by selecting the dropdown arrow to receive a calendar or by retyping the desired date. Note that Descriptor 1: field is required while Descriptor 2: field and Descriptor 3: field are not. The NDSR Database Version is also included on the **Header** tab.

3. When you have finished entering header information, select the **CONTINUE RECALL** button (**ALT** + **I**).

Entering an Intake Record

This section of the tutorial covers entering a complete record for one participant using the **Quick List**, **Meal Information**, **Add Food** and **Food Search** windows. You will enter amount details using the **Item Detail** pane for the **Food Detail** window, and you will be prompted for preparation detail using the **Select Variables** window.

Introduction Script: A standard introduction script will appear if selected on the **Method** tab. The Introduction Script can be customized to meet the needs of the study. See *"Setting User Preferences"* in Chapter 3 for more information. Press **ENTER** or select **OK** to close the **Introduction Script.**

Entering Foods in the Quick List Window

On the **Quick List** window, first notice the interview prompts. During the first pass you will type the information the participant gives you, listing the foods and beverages that the participant consumed for each meal or snack during a specified time period (usually 24-hours). Descriptive food detail is not entered in this window. Time of day (and possibly meal name/meal location if the information is offered by the participant) is entered on one line and foods are entered on subsequent lines. Notice that all eating occasions must begin with a slash (/) followed by the time, and that there are no spaces within the time (e.g., /7:00pm or /7p). The slash (/) may be accessed by typing or by pressing **ENTER** twice.

Follow these steps to enter foods in the **Quick List** window:

1. Type the information listed below into the **Quick List** window.

NOTE: Make sure you type the information exactly as it appears in the table. Several examples of meal times, meal names, and eating occasions have been provided for you.

Type:	And Press:
`/8a breakfast home`	**ENTER**
`Coffee`	**ENTER**
`Cheerios`	**ENTER TWICE**
`/10a snack work`	**ENTER**
`granola bar`	**ENTER TWICE**
`/1230p lunch work`	**ENTER**
`diet coke`	**ENTER**
`chicken sandwich`	**ENTER**
`raw veggies`	**ENTER**
`cheetos`	**ENTER TWICE**
`/5p snack`	**ENTER**
`pizza`	**ENTER**
`ice cream bar`	**ENTER TWICE**
`/7:00pm`	**ENTER**
`lasagna`	**ENTER**
`tossed salad`	**ENTER**
`garlic bread`	**ENTER**
`Wine`	**ENTER TWICE**
`/9:00p snack`	**ENTER**
`low calorie carrot cake`	**ENTER**
`tap water, consumed throughout the day`	

Quick List: You may have noticed that the first slash (/) is provided for you on the **Quick List** window. A slash is necessary to separate the eating occasions. The text (names of foods and beverages) entered on the Quick List initiates the food search process and provides a valuable record of the information as reported by the participant which may help avoid repeating a question later.

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2. When you have entered all the foods in the **Quick List** window, select the **VERIFY** button (**ALT** + **I**).

3. A **Quick List Review Prompts** window will appear.

4. Using the **Quick List Review Prompts**, review the Quick List entries (**SHIFT** + **TAB** to return to the **Quick List** window). Use the up or down arrows to position your cursor to

correct any errors you see. This review (completed with the participant) is the second pass of the dietary interview.

NOTE:	You may find it necessary to resize your window so all the prompts are visible.

Quick List Review: This opportunity can be used to identify and add forgotten foods (e.g., beverages, snack foods). Also look for gaps in time which may indicate missed meals or snacks. This is the second pass in the multiple-pass approach to collecting dietary data.

5. When you have verified all Quick List entries, select the **CONTINUE**> button (**ALT** + **I**).

6. An interview prompt will appear. Read the prompt and then select the **OK** button to move on to the third pass of the interview (**ENTER**).

Entering Food Detail
Follow these steps to enter food detail:
1. When you receive the **Meal Information** window, review the information and correct any errors.

2. When you have verified all meal information, select the **CONTINUE**> button (**ALT** + **I**).

3. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the coffee?" Select the **CONTINUE**> button to start the food search for the coffee (no additions) (**ALT** + **I**).

Additions: Ask about additions to every food and until a "no" response is received, as more than one item may have been added. "Additions" include items that have been added after the food or beverage has been prepared or when at the table. Using this feature permits grouping of foods eaten together, information that may be important during quality assurance and final analysis.

4. When you receive the **Food Search** window, describe the coffee:
   a. Choose `coffee` (**ENTER**).

   b. Choose `regular (caffeinated)` (**ENTER**).

   c. Choose `made from ground` (**ENTER**).

   d. When you receive the **Food Detail** window, notice the prompt: "How much did you eat (drink)?" The participant may report "a cup" and the interviewer should determine the size of the cup and the amount consumed. Use the **Item Detail** pane to describe the amount of coffee using the following information:
      • Unit: `CP` – cup (Type **CP** or view unit list by using **ALT** + down arrow (↓) to select cup) (**TAB** to next field)
      • `Quantity: 1` (**TAB** to next field)

Reference Amounts: Notice that after you tab to the `Notes:` field, the amount 8.00 FO appears in parentheses to the right of the 1 CP amount that was entered. Viewing the reference amounts after entering each quantity by tabbing to the `Notes:` field can help the interviewer and/or the participant visualize the portion size in another way. The unit of the reference amounts will vary depending on the food selected.

   e. Select the **CONTINUE**> button to go to the next food (**ALT** + **I**).

5. The next food from the **Quick List** is Cheerios®. When you receive the **Add Food** window, notice the prompt, "Did you add anything to the Cheerios®?"
    a. Select the **Additions** pane (**TAB**).

    b. Type `skim milk` and press the **ENTER** key.

    c. Repeat the question "Did you add anything else?" until the participant responds with "no". This food has only one addition.

    d. Select the **CONTINUE**> button to begin the food search for Cheerios® (**ALT** + **I**).

6. When you receive the list of Cheerios®, describe them:
    a. Choose `Frosted Cheerios (General Mills)` from the list (arrow down (↓) until the food is highlighted, then press **ENTER** to select).

    b. Describe the amount of Cheerios® using the following information:
        - `Unit: CP – cup` (Type **CP** or view unit list by using **ALT** + down arrow (↓) to select cup) (**TAB** to next field)
        - `Quantity: 1 ¼` (**TAB**)

Quantity: Quantities may be entered as integers, fractions, or decimals. NDSR will convert fractions to decimals.

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    c. Select the **CONTINUE**> button to begin the food search for the skim milk (**ALT** + **I**).

7. When you receive milk, skim, nonfat or fat free select this item by pressing **ENTER**.
    a. Describe the amount of milk, using the following information: (As previously stated, **TAB** between fields)
        - `Unit: FO – fluid ounce`
        - `Quantity: 6` (**TAB**)

Amounts: While you are generally asking the participant for a record of their intake (e.g., what they ate and drank that day) it is important to confirm that they are describing the amount eaten, not the amount served. Additional probes to confirm amounts include: "Did you eat/drink all the milk on your cereal?" "Were you able to finish that sandwich?"

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    b. Select the **CONTINUE**> button to go to the next meal (**ALT** + **I**).

8. When you receive the **Meal Information** window, review the information that appears and correct any errors. Select the **CONTINUE**> button (**ALT** + **I**).

9. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the granola bar?" Select the **CONTINUE**> button to start food search for the granola bar (no additions) (**ALT** + **I**).

10. Describe the granola bar:
    a. Choose: `granola bars.`

    b. Notice the interview prompt: "What brand or type of granola bar was it?" The participant reports Snickers Kudos®.

    c. Choose: `brand name listing.`

Brand Name Listing: The interview prompt "What brand or type of granola bar was it?" is your cue to determine if this food can be entered as a specific brand or as an NDSR non-brand (generic) granola bar. When the participant reports a product that carries the name of a grocery store chain (e.g., Albertsons®), a store brand (e.g., Best Yet®), or does not know the specific brand, have the participant describe the item in detail. Select an appropriate NDSR non-brand granola bar or enter it as a missing food and decide later if it meets the missing food criteria as explained in "*Appendix 8, Missing Foods and DSAM Products*" or matches a generic entry.

    d. Limit the brand name search by selecting the `Limit To:` field (**ALT** + **L** or **TAB**). Type `ku` in the `Limit To:` field.

    e. Select: `Kudos – Snickers` (**SHIFT** + **TAB** to return to the **Choose Description** pane, arrow down (↓) until the food is highlighted, then press **ENTER** to select).

Limit To: This feature restricts the search to include the beginning of any word or words in a Food Description or Category. Notice how the list of the foods displayed in the **Choose Description** pane includes only the granola bars that have words in the name beginning with the letters `ku`.

    f. Describe the amount of Kudos® using the following information: (**TAB** between fields, **ALT** + ↓ to view unit options, **TAB** to select from list)
- `Unit: Bar – bar each 0.8 oz`
- `Quantity: 1` (**TAB**)

    g. Select the **CONTINUE**> button to go to the next meal (**ALT** + **I**)

11. When you receive the **Meal Information** window, review the information that appears and correct any errors. Select the **CONTINUE**> button (**ALT** + **I**).

12. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the Diet Coke®?" Select the **CONTINUE**> button to start food search for the Diet Coke® (no additions) (**ALT** + **I**).

13. When you receive the list of Diet Coke® types, describe the Coke®:
    a. Choose `Coke – diet, fountain` from the list (arrow down (↓) until the food is highlighted, then press **ENTER** to select).

Database Specificity: Some brands of diet fountain soda have a different nutrient profile than bottled or canned diet soda because a different type of artificial sweetener is used.

    b. Describe the amount of Coke® using the following information: (**TAB** between fields, **ALT** + ↓ to view the ice options, arrow down (↓) to highlight, **TAB** to select from list)
- `Unit: FO – fluid ounces`
- `Quantity: 16`
- `Ice: with ice (crushed or cubed)` (**TAB**)

Ice Field: If a beverage is reported using a volume measure (e.g., cups, fluid ounces) and the amount includes ice, NDSR reduces the amount of the beverage to account for the ice in the total volume measure. The converted amount is included in parenthesis following the amount entered in the **Foods/Additions** pane on the left side of the **Food Detail** window after you press the **TAB** key from the Ice Field on this food. You will not be prompted for Ice Field information when the amount is described using a Food Specific Unit (e.g., can or bottle) because the overall amount of beverage consumed is not changed by the presence of ice. No ice prompts are provided for milk or most coffee beverages. See "*Appendix 16, Raw-to-cooked and Other Amount Conversions*" for information about this and other amount conversions.

      c.   Select the **CONTINUE**> button to go to the next food (**ALT** + **I**).

14. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the chicken sandwich?" Specify the components of the chicken sandwich (no additions):
    a.   Select the **ASSEMBLED FOOD OR RECIPE** checkbox (**ALT** + **R**).
        • Notice a **Components/Ingredients** pane becomes available with a specific prompt: "What were the items in the chicken sandwich?"

    b.   Select the **Components/Ingredients** pane (**TAB**).

    c.   Type `chicken` and press the **ENTER** key.

    d.   Type `mayo` and press the **ENTER** key.

    e.   Type `wheat roll` on the next line.

Additions to an Assembled Food or Recipe: The Assembled Food or Recipe feature allows you to enter a fraction of a serving eaten and will automatically divide the items in the **Components/Ingredients** pane (e.g., 1 sandwich is made, only ½ is eaten). Anything added to the **Additions** pane will not be divided.

15. After you have typed the components of the Assembled Food or Recipe, select the **CONTINUE**> button and begin the search for the chicken.

16. Describe the chicken in the chicken sandwich: (arrow down (↓) until the appropriate food or description is highlighted, then press **ENTER** to select).
    a.   Choose `chicken` from the list.

    b.   Describe the chicken, choosing the following information:
        • `breast`
        • `skin removed before cooking`

    c.   When you receive the **Select Variables** window choose:
        • `broiled or grilled or rotisserie`
        • `basted with added fat`
        • `fat used in basting or browning – unknown – prepared at home`
        • `no salt added`

Preparation Variables: NDSR probes for preparation methods (e.g., fried, baked, steamed) and ingredients. This feature allows you to more specifically describe the fat and sodium content of the food.

d. Describe the amount: (**TAB** between fields)
- Unit: MD – medium – split
- Quantity: 1 (**TAB**)

e. Select the **CONTINUE**> button to start the food search for the mayo (**ALT** + **I**).

17. Describe the mayo:
   a. Choose the following information from the lists:
      - mayonnaise or mayo type dressing
      - brand name listing
      - Kraft Light Mayonnaise

   b. Describe the amount of Kraft™ Light Mayonnaise using the following information: (**TAB** between fields)
      - Unit: TB – tablespoon
      - Quantity: 1 (**TAB**)

   c. Select the **CONTINUE**> button to go to the wheat roll (**ALT** + **I**).

18. Describe the wheat roll:
   a. Choose rolls, cracked wheat

Database Information: Many different types of "wheat rolls" are available in the NDSR database (e.g., whole wheat, cracked wheat), and many varieties of "rolls or buns" (e.g., hamburger buns, hotdogs, submarine rolls, dinner rolls). Detailed questions for the participant will help to identify the exact type of roll consumed. Each variety of roll has a unique definition for the common size FSU (Food Specific Unit) description (e.g., large, medium, small). Verify the dimensions of the size reported by participant (e.g., "This roll is about the size of a regular hamburger bun – does that sound about right?"). Being familiar with the size of common food can be beneficial when offering help to the participant.

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   b. Describe the amount: (**TAB** between fields)
      - Unit: LG – large – 3 ½" diameter
      - Quantity: 1 (**TAB**)

   c. **TAB** to complete the amount entry.

   d. Select the **CONTINUE**> button (**ALT** + **I**).

19. On the **Item Detail** pane, describe the Assembled Food or Recipe amount and serving size:
   a. Confirm the number of servings using the following information: (**TAB** between fields)

   b. Servings made: 1

   c. Confirm that the participant consumed the entire sandwich by saying "Were you able to finish the sandwich?"

   d. **TAB** to Servings eaten: and change amount to ½.

   e. **TAB** to Serving size description and type: 1 sandwich

   f. **TAB** to Notes: field. Type "saving ½ for tomorrow's lunch".

Assembled Food or Recipe Feature: NDSR uses defaults of 1 serving made, 1 serving eaten. This example describes the entire sandwich as 1 serving made and ½ serving eaten to show how NDSR automatically calculates the nutrients based on the amount consumed (the number of servings eaten). For this dietary recall, nutrients will be calculated for ½ of a sandwich. The servings made and eaten is asked after the entry of the component/ingredients for Recalls and Record Assisted Recalls, but before the component/ingredient entry for Records. The Serving size description field is optional and is not part of the nutrient calculation. It is a note field that can be used to describe the yield or the portion consumed.

NCC Food Group Serving Count System Information: NCC Food Group Serving Count Subgroups are automatically assigned per component/ingredient. Assembled Foods or Recipes may be reassigned to one of 168 subgroups. Foods like sandwiches do not fit a single subgroup, but the components contribute to the grain, meat, vegetable, etc.

g. Select the **CONTINUE**> button to go to the next food (**ALT** + **I**).

20. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the raw veggies?" Specify the components of the raw veggies:
    a. Select the **ASSEMBLED FOOD OR RECIPE** checkbox (**ALT** + **R**).

    b. Select the **Components/Ingredients** pane (**TAB**).

    c. Type `broccoli` and press the **ENTER** key.

    d. Type `cauliflower` and press the **ENTER** key.

    e. Type `carrots` on the next line.

    f. Select the **Additions** pane (**TAB**).

    g. Type `dip` and select the **CONTINUE**> button (**ALT** + **I**).

21. When you receive the **Food Search** window, describe the broccoli:
    a. Choose the following information:
        - `broccoli`
        - `raw`
    b. Describe the amount of broccoli using the following information: (**TAB** between fields)
        - `Unit: FL – flower`
        - `Quantity: 3` (**TAB**)

    c. Select the **CONTINUE**> button to go to the cauliflower (**ALT** + **I**).

22. When you receive the **Food Search** window, describe the cauliflower:
    a. Choose the following information:
        - `cauliflower`
        - `raw`

    b. Describe the amount of cauliflower using the following information: (**TAB** between fields)
        - `Unit: FL – flower`
        - `Quantity: 3` (**TAB**)

> **Food Specific Units (FSU):** While both the cauliflower and the broccoli have a common FSU of "flower", each vegetable will have its own specific weight for a flower. See "*Appendix 6, Measurement Abbreviations*" for a list of other Food Specific Units.

      c.   Select the **CONTINUE**> button to go to the carrots (**ALT** + **I**).

23. When you receive the **Food Search** window, describe the carrots:
    a.   Choose the following information:
- `carrots`
- `raw`

    b.   Describe the amount of carrots using the following information: (**TAB** between fields)
- `Unit: MBB – medium baby`
- `Quantity: 3` (**TAB**)

    c.   Select the **CONTINUE**> button to go to the dip (**ALT** + **I**)

24. On the **Item Detail** pane, confirm the Assembled Food or Recipe amount and serving size:
    a.   Confirm the number of servings using the following information: (**TAB** between fields)
- `Servings made: 1`
- `Servings eaten: 1`
- `Servings size description: leave blank`

    b.   Select the **CONTINUE>** button (**ALT** + **I**)

25. When you receive the **Food Search** window, describe the dip: (arrow down (↓) until the desired food or description is highlighted, then press **ENTER** to select)
    a.   Choose the following information:
- `Dips`
- `Sour cream (seasoned)`
- `Commercial`
- `Regular`

    b.   Describe the amount of dip using the following information: (**TAB** between fields)
- `Unit: TS – teaspoon`
- `Quantity: 9` (**TAB**)

    c.   **TAB** to `Notes:` field. Type "`estimates 1 teaspoon dip per piece of vegetable`".

    d.   Select the **CONTINUE**> button to go to the next food (**ALT** + **I**).

> **Additions to Assembled Foods:** Amounts of the components/ingredients within an Assembled Food or Recipe are adjusted according to the number of servings made and the number of servings eaten. This adjustment is not made for items entered on the **Additions** pane of the **Add Food** window.

26. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the Cheetos®?" Select the **CONTINUE**> button to start the food search for the Cheetos® (no additions) (**ALT** + **I**).

27. When you receive the list of **Cheetos**, choose the type of Cheetos® from the list: (arrow down (↓) until the food is highlighted, then press **ENTER** to select)
   a. Choose **Cheetos Crunchy**

   b. Describe the amount of chips using the following information: (**TAB** between fields)
      - **Unit: BAG – bag – single serving – each 1 oz**
      - **Quantity: 1** (**TAB**)

Food Specific Units: Note this bag is the small, single serving bag and that there is a grab bag option available. Most snacks are available in several bag sizes. Always confirm the bag size with the participant when using the FSU. Use weight, volume, or number of pieces to describe an amount of snack chips. Had you entered other amounts, you could see per the reference amount for this food that 1 cup weighs about 1 ¼ ounces and 21 pieces weigh 1 ounce. Because snack chips differ in their density, each type will have a different weight per cup or piece.

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   c. Select the **CONTINUE**> button to go to the next meal (**ALT** + **I**).

28. When you receive the **Meal Information** window describe the snack:
   a. Select **DELI/TAKE-OUT/STORE** from the drop-down list in the **Location:** field (**ALT** + ↓ to view options, **TAB** to select).

   b. Tab to the **CONTINUE**> button and select (**ALT** + **I**).

29. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the pizza?" Select the **CONTINUE**> button to start the food search for the pizza (no additions) (**ALT** + **I**).

30. Describe the pizza: (arrow down (↓) until the food or description is highlighted, then press **ENTER** to select)
   a. Choose the following information:
      - **pizza**
      - **frozen**
      - **with meat and vegetables (e.g. sausage, pepperoni, or hamburger)**
      - **thin crust**
      - **wheat crust**

Database Specificity: Frozen pizza was selected because the participant stated that it was a sample at a grocery store. While frozen pizza is not listed by brand name in NDSR, many national fast food pizza restaurant brands are included in NDSR. Search the fast food hierarchy (FAST) for a list of fast food pizza restaurants in NDSR (e.g., Domino's®, Little Caesars®, Papa John's®, Pizza Hut®).

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   b. Describe the amount of pizza using the following information: (**TAB** between fields)
      - **Unit: REC – rectangle**
      - **Dimensions Unit: IN – inch**
      - **length: 2**
      - **width: 2**
      - **Quantity: 1** (**TAB**)

   c. **TAB** to complete the amount entry.

> **Food Specific Units:** Note that the FSU's for pizza indicate the size of the entire pizza and include the diameter in the description. Select the closet diameter or size of the pizza and enter the fraction eaten or select a food shape listed as an NDSR option such as the rectangular piece of pizza described.

      d. Select the **CONTINUE**> button (**ALT** + **I**) to the next food.

31. When you receive the **Amount Minimum Check** window, confirm with the participant that the amount entered is correct. Select **OK** to return to the notes on the **Item Detail** pane (**ENTER**).
    a. In the `Note:` field type "`2" x 2" piece, sample at grocery store.`"

    b. Select the **CONTINUE>** button (**ALT** + **I**) button to continue to next food.

> **Amount Minimum Check:** This check alerts you to a very small amount of food which may be real or the result of a data entry error. When the preferences are set to invoke this check, a note is required to confirm. The piece of pizza entered above is equivalent to 0.04 of a 12" diameter pizza (see the reference amount information in parentheses following the amount entered). Check the accuracy of your data entry and/or confirm the amount entered with the participant. If the amount is correct, the note provides documentation for the data entered.

32. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the ice cream bar?" Select the **CONTINUE**> button to start the food search for the ice cream bar (no additions) (**ALT** + **I**).

33. Note the prompt: What brand or type of ice cream bar was it? The participant's response "`low fat, low calorie chocolate covered ice cream bar`" determines your choices. Describe the ice cream bar:
    a. Choose the following information:
       - `ice cream bar`
       - `reduced fat and no sugar added`

    b. Describe the amount of ice cream bar using the following information: (**TAB** between fields)
       - `Unit: BAR – bar each 4 FO`
       - `Quantity: 1` (**TAB**)

    c. Select the **CONTINUE**> button to go to the next meal (**ALT** + **I**).

34. When you receive the **Meal Information** window, describe the evening meal: (**TAB** to the next field, **ALT** + ↓ to view options, **TAB** to select)
    a. Select **DINNER/SUPPER** from the drop-down list in the `Name:` field.

    b. Select **RESTAURANT/CAFETERIA/FAST FOOD** from the drop-down list in the `Location:` field.

    c. Select **CONTINUE**> to proceed with the next food (**ALT** + **I**).

35. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the lasagna?" Select the **CONTINUE**> button to start the food search for the lasagna (no additions) (**ALT** + **I**).

36. Describe the lasagna: (arrow down (↓) until the food or description is highlighted, then press **ENTER** to select).
   a.   Choose the following information:
      - `lasagna`
      - `from recipe`
      - `beef`

   b.   When you receive the **Select Variables** window describe the ingredients in the lasagna, choosing the following information:
      - `hamburger - unknown % fat`
      - `ricotta cheese`
      - `unknown type`
      - `cheese`
      - `Mozzarella cheese`
      - `unknown type`
      - `salt - unknown if salt added`

NOTE: The `Ingredient:` field box in the **Select Variables For:** window gives the name of the ingredient you are describing.

Variable Ingredients: NDSR permits you to vary ingredients within a food when key nutrients are affected (e.g., type of ground beef, type of salt, and type of cheese are all variables for this food which would affect the fat, fatty acid, and sodium values for the food). Even though this lasagna is consumed at a restaurant, the participant may know some basic ingredient information from the menu. Select NDSR unknowns once the participant indicates that they do not know anything about the preparation.

   c.   Describe the amount of lasagna using the following information: (**TAB** between fields)
      - `Unit: REC – rectangle`
      - `Dimensions Unit: CM - centimeter`
      - `length: 10`
      - `width: 10`
      - `Quantity: 1` (**TAB**)

Units for entering food shapes: A default food shape dimension unit is a setting in the **Method Preferences**. When "**INCHES**" is selected in Method Preferences, inches will be displayed in the **Food Detail** window. If centimeters is preferred, select the radio button for "**CENTIMETERS**" in the Method Preferences. Regardless of which unit is selected as default in the preferences, the unit for the dimensions can be changed from inches to centimeters or centimeters to inches within the **Food Detail** window at the time of amount entry.

NOTE: The reference amount in (parenthesis) for this entry of lasagna is equal to 1.28 cups. The reference amount can be useful to confirm that the amount entered seems reasonable.

---

   d.   Select the **CONTINUE**> button (**ALT** + **I**) to proceed with the next food.

37. When you receive the **Add Food** window, ask the participant to tell you about the tossed salad in order to determine if a database salad is appropriate. Notice the prompt in the **Additions** pane: "Did you add anything to the salad?" Select the **CONTINUE**> button to start the food search for the tossed salad with dressing (no additions) (**ALT** + **I**).

38. When you receive the **Food Search** window, describe the tossed salad: (arrow down (↓) until the food or description is highlighted, then press **ENTER** to select).
    a. Choose the following information:
        - `tossed salad`
        - `with dressing`
        - `without tomatoes or carrots`
        - `without avocado, cheese or egg`

Database Specificity: The NDSR database includes a salad with and without dressing. If the participant can tell you the amount of dressing, select the salad without dressing and add the salad dressing as an addition to this food.

---

    b. When you receive the **Select Variables** window describe the ingredients in the tossed salad, choosing the following information:
        - `mixed greens`
        - `dressing for salads`
        - French
        - `unknown if commercial or homemade`
        - `unknown if regular, reduced calorie or fat free`

    c. Describe the amount of salad using the following information: (**TAB** between fields)
        - `Unit: CP – cup`
        - `Quantity: 2` (**TAB**)

    d. Select the **CONTINUE**> button to go to the next food (**ALT + I**).

39. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the garlic bread?" Select the **CONTINUE**> button to start the food search for the garlic bread (no additions) (**ALT + I**).

40. Describe the garlic bread:
    a. Choose the following information:
        - `garlic bread`
        - `with "butter"`

Food Descriptions: When you see the quotation marks around a food name (e.g., "butter"), it means this food or a similar food is one of the ingredients in the food being selected. For example, this garlic bread may have margarine instead of butter.

---

    b. When you receive the **Select Variables** window describe the ingredients in the garlic bread, choosing the following information:
        - `fat used as seasoning – unknown type of fat used`

    c. Describe the amount of bread using the following information: (**TAB** between fields)
        - `Unit: MDS – medium slice 4" x 2 ½" x 1 ¾"`
        - `Quantity: 1` (**TAB**)

    d. Select the **CONTINUE**> button to go to the next food (**ALT + I**).

41. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the wine?" Select the **CONTINUE>** button to start the food search for the wine (no additions) (**ALT + I**).

42. Describe the wine:
    a. Choose the following information from the list:
       - `wine`
       - `other table (<15% alcohol)`
       - `red`

    b. Describe the amount of wine using the following information: (**TAB** between fields)
       - `Unit: FO – fluid ounce`
       - `Quantity: 6` (**TAB**)

    c. Select the **CONTINUE>** button (**ALT + I**).

43. When you receive the **Meal Information** window, describe the snack:
    a. Select **HOME** from the drop-down list in the `Location:` field.

    b. Select the **CONTINUE>** button (**ALT + I**).

44. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the low calorie carrot cake?" Select the **CONTINUE>** button to start the food search for the low calorie carrot cake (no additions) (**ALT + I**).

45. When you receive the **Food Search** window, the following message will appear:

    No foods found.
    - Check the spelling.
    - Revise the search text.
    - Select the **EXPAND SEARCH** button for a broader search.
    - Select the **HIERARCHY** button for a list of food categories.

    The description of "low calorie" provided by the participant during the quick list pass is problematic to this food search. Type "`carrot cake`" into the **Search by** pane and press **ENTER**. Then, ask the participant for more information based on the results (e.g., "Tell me more about the cake, was it purchased or made at home?"). For this recall, the participant states that they had a store bought Weight Watchers Carrot Cake. You can find this product though selecting **EXPAND SEARCH** button (**ALT + E)** or by selecting `desserts – miscellaneous` from the search results and then using the `Limit To:` field by typing in "`weight watchers carrot`"

    a. Choose `desserts – miscellaneous, snacks – commercial packaged, brand name listing`... from the list.

    b. **TAB** to the `Limit To:` field.

    c. Type `carr`. The search is limited. Select **SHIFT + TAB** to move to the previous field and arrow down (↓) to `Weight Watchers Carrot Cake`.

    d. Press **ENTER** to select `Weight Watchers Carrot Cake`.

e.   Describe the amount using the following information: (**TAB** between field)
  - Unit: CAK cake – each 1 oz
  - Quantity: 1 (**TAB**)

f.   Select the **CONTINUE**> button (**ALT** + **I**) to start the food search for the next food.

46. When you receive the **Add Food** window, notice the prompt in the **Additions** pane: "Did you add anything to the water?" Select the **CONTINUE**> button to start the food search for tap water (no additions) (**ALT** + **I**).

47. Describe the tap water:
  a. Choose water – tap

  b. Describe the amount of water using the following information: (**TAB** between fields)
  - Unit: QT - quart
  - Quantity: 1
  - Ice: without ice (**TAB**)

  c. **TAB** to Notes: field. Type "consumed throughout the day".

  d. Select **PRIORITY NOTE** checkbox (**ALT** + **Y**).

  e. Select the **CONTINUE**> button (**ALT** + **I**).

Priority Note: A note flagged as a Priority Note alerts the dietary interviewer or quality assurance staff that an item may need further attention after the interview is completed. In this case, the investigators may want the beverage split into several eating occasions vs. appearing as if consumed all at one time. See "*Appendix 12, Protocol Considerations and Quality Assurance*" for more information about Priority Notes.

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48. A **Forgotten Foods** window will appear. Read the appropriate prompts and edit the Record as necessary on the **Food** tab. Arrow down to the appropriate place to add meals or foods. NDSR will insert a food or meal above the line that is highlighted. When edits have been completed. Select **CONTINUE RECALL>** button (**ALT** + **I**).

Forgotten Foods: This is a preference setting that must be selected on the **Project** tab. The Forgotten Food Pass provides prompts to get the participant thinking about some commonly forgotten foods when doing a recall. The interviewer can read any or all questions relevant to their study and can continue to edit the recall if necessary.

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49. An interview prompt will appear. Read the prompt and then select the **OK** button to proceed with the next pass of dietary portion of the recall (**ENTER**).

50. On the **Food** tab, review the information you've entered with the participant, making any changes as needed if new information is revealed.

> **Final Review Probing:** It is important to continue to engage the participant in the recall process as you complete the final review as important information about the intake may be revealed. Open the **Final Review Prompts** (**ALT** + **P**) for help with this review.
>
> Our participant now recalls that she consumed two cups of coffee, each closer to 10 fluid ounces, that there were two slices of tomato added to her sandwich, she had a portion of her eating companion's steak at dinner, and that the wine she had was merlot.
>
> To edit when the **Final Review Prompts** are open, **TAB** until first **Meal Information** line has focus and then arrow down.

51. On the **Food** tab, select `coffee, regular (caffeinated)`, made from `ground` (highlight, **ENTER**).
    a. When you receive the **Food Detail** window, Change the amount to:
       - `Unit: FO – fluid ounce`
       - `Quantity: 20` (**TAB**)

> **Amount Confirmation:** Always confirm with the participant the understanding of 1 cup. Do they mean 1 standard measuring cup or as in the case of this coffee, a larger cup? Use amount estimation tools to assist with this task. See "*Appendix 12, Protocol Considerations and Quality Assurance*".

    b. Select the **CONTINUE**> button (**ALT** + **I**).

52. Select the `chicken sandwich` (highlight, **ENTER**).
    a. When you receive the **Food Detail** window, select the **ADD FOOD** button below to open the **Add Food** window with the **Components/Ingredients** and **Additions** panes (**ALT** + **A**).

    b. Add a tomato slice to the **Components/Ingredients** pane for the sandwich.

    c. Type `tomato` and select the **CONTINUE**> button. Proceed to select the following:
       - `Tomato`
       - `Raw`
       - `Unit: MDS – medium slice – ¼" thick`
       - `Quantity: 2` (**TAB**)

    d. Select the **CONTINUE**> button (**ALT** + **I**).

> **Food Specific Units:** Be sure to select the FSU that best matches the food eaten. NDSR has FSU options for MDS (medium slice of tomato) and MD (medium whole tomato).

    e. Select the **CONTINUE**> button (**ALT** + **I**).

53. Highlight the 7pm meal. Select **INSERT FOOD** button (**ALT** + **T**). Receive the **Add Food** window, type `t-bone steak` in the `Name:` field. Notice the prompt in the **Additions** pane: "Did you add anything to this food?" Select the **CONTINUE**> button to start the food search for t-bone steak (no additions) (**ALT** + **I**).
    a. Choose the following:
       - `steak – beef, t-bone`
       - `no visible fat eaten`
       - `unknown preparation`
    b. Enter the following amount information (**TAB** after each field).
       - `Unit: OZ – ounces`

- Quantity: 4 (**TAB**)
- Cooked: before cooking
- Refuse: with refuse

Amount Information: The participant reports eating about ¼ of the T-bone steak, with a menu weight of 16 ounces. Select weight before cooking when the participant reports "menu weight". For this steak, the weight includes refuse (the bone). Note the actual amount eaten (2.20 ounces) appears on the **Foods/Additions** pane after you select the last amount detail and press **TAB**.

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     c.   Select the **CONTINUE**> button (**ALT** + **I**).

54. Select the wine (highlight, **ENTER**).
     a.   When you receive the **Food Detail** window, select the **CHANGE FOOD** button (**ALT** + **O**). Note the message "Discard the current food and search for another?"

     b.   Select **YES** and type merlot in the **Search by** pane as the participant has now recalled the name of the wine.
- Wine, merlot
- Red

Discard a Food: Note that the amount and quantity from the food discarded may be retained by NDSR. Confirm if it still applies to the new food.

---

     c.   Select the **CONTINUE**> button (**ALT** + **I**) to return to the **Food** tab.

     d.   Select the **CONTINUE RECALL**> button (**ALT** + **I**).

Entering Trailer Information

The **Trailer** tab captures information about the amount of food the participant reported and whether or not the record information is reliable.

When you receive the **Trailer** tab, read the first prompt to describe the intake:
1. Select the **CLOSE TO THE AMOUNT THAT YOU USUALLY EAT?** radio button (**ALT** + **E**).

2. **TAB** to the Information was: field and choose the **RELIABLE** radio button (**ALT** + **L**). You may determine the response to this question without consulting the participant.
3. **TAB** to the Rate satiety level: field and type "very satiated".

4. Select the **CONTINUE RECALL**> button (**ALT** + **I**).

NOTE: If you do not select **CLOSE TO THE AMOUNT THAT YOU USUALLY EAT?** and **RELIABLE**, you must write an explanatory note to document the reason why the record should be considered unusual or unreliable. Up to 600 characters entered into the Notes: field will appear in the **Record Properties** report and Intake Properties Output File.

Trailer Tab: Note that the amount of food and reliability questions on the **trailer** tab are a preference setting on the Project **Method** tab. NDSR default setting is to use both of these questions on the Record Trailer.

Begin the Dietary Supplement Interview

Once you have completed the **Trailer** tab, the Dietary Supplement Interview begins, based on the preferences selected earlier. Screening questions are used to prompt the participant to recall dietary supplements taken.

Dietary Supplements: Congress defined the term "dietary supplement" in the Dietary Supplement Health and Education Act (DSHEA) of 1994. A dietary supplement is a product taken by mouth that contains a "dietary ingredient" intended to supplement the diet. The "dietary ingredients" in these products may include: vitamins, minerals, herbs or other botanicals, amino acids, and substances such as enzymes, organ tissues, glandulars, and metabolites. Dietary supplements can also be extracts or concentrates, and may be found in many forms such as tablets, capsules, softgels, gelcaps, liquids, or powders. They can also be in other forms, such as a bar, but if they are, information on their label must not represent the product as a conventional food or a sole item of a meal or diet. Whatever their form may be, DSHEA places dietary supplements in a special category under the general umbrella of "foods," not drugs, and requires that every supplement be labeled a dietary supplement.

Ask the Dietary Supplement Use Screening Questions

Follow these steps to enter dietary supplements reported during Supplement Use Screening.

Receive and read the prompt on the Dietary Supplement Interview window. "Now I have questions about dietary supplements you took over the past 30 days." Select the **CONTINUE**> button (**ALT** + **I**).

1. Read **Supplement Use Screening Question 1.**
   a. The participant reports taking GNC® mega multivitamins and eye vitamins.

   b. Type `GNC mega vitamins`. Press **ENTER**.

   c. Type `eye vitamins`.

   d. Select the **CONTINUE**> button (**ALT** + **I**).

2. Read **Supplement Use Screening Question 2.**
   a. The participant reports taking no amino acids.

   b. Select the **CONTINUE**> button (**ALT** + **I**).

3. Read **Supplement Use Screening Question 3.**
   a. The participant reports taking no supplements containing oils or fatty acids.

   b. Select the **CONTINUE**> button (**ALT** + **I**).

4. Read **Supplement Use Screening Question 4.**
   a. The participant reports taking Echinacea.

   b. Type `Echinacea`.

   c. Select the **CONTINUE**> button (**ALT** + **I**).

5. Read **Supplement Use Screening Question 5.**
   a. The participant reports taking no fiber supplements.

   b. Select the **CONTINUE**> button (**ALT** + **I**).

6. Read **Supplement Use Screening Question 6.**
   a. The participant reports taking no other dietary supplements.

   b. Select the **CONTINUE**> button (**ALT** + **I**).

7. Read **Supplement Use Screening Question 7.**
   a. The participant reports taking no over-the-counter antacids.

   b. Select the **CONTINUE**> button (**ALT** + **I**).

Entering Supplement Detail

Once you have completed the screening questions, the following questions require viewing the product labels. This tier begins with asking the participant for the product containers.

1. Receive the **Collect Supplement Containers** dialog box and read the prompt:
   a. "Now I'll ask for detail about each of the products that you reported. It will be helpful to have the containers for as many of these products as possible. I can wait while you gather them."

   b. Select the **CONTINUE**> button (**ALT** + **I**).

2. Receive the **Review Product Label** dialog box and read the prompt:
   a. "You said you took GNC® mega vitamins in the past 30 days. Do you have the container for this product?"

   b. **TAB** to the **NO** button.

   c. Press **ENTER** to select.

3. Receive the **Product Search** window and read the prompt:
   a. "Please provide the complete name of the product."

   b. The participant reports from memory that the complete name is GNC Women's Multi Ultra Mega with Vitamin D-3®. Edit the name in the `Find:` field to `GNC Women's Multi Ultra Mega`.

   c. **TAB** to the **Product Name** pane and arrow down (↓) to and highlight `GNC Women's Ultra Mega Multivitamin 2X more D-3 With 1,600 IU of Vitamin D-3 Hair, Skin and Nails Blend With Collagen and Biotin With 500 mg of Calcium With Advanced Antioxidant Blend Timed-release`.

   d. Select the **SELECT PRODUCT** button (**ALT** + **P**).

4. Receive the **How Many Days** window and read the prompt:
   a. "In the past 30 days, on how many days did you take this product?"

   b. Type `25`

   c. Select the **NOTE** button (**ALT** + **N**).

   d. Type "`Ran out last week, threw away the bottle`".

e. Select the **CONTINUE**> button (**ALT** + **I**) twice.

5. Receive the **How Many Taken** window and read the prompt:
   a. "On average about how many caplets did you take each day you used the product over the past 30 days?"

   b. Type **1**

   c. Select the **CONTINUE**> button (**ALT** + **I**).

6. Receive the **How Long Taken** window and read the prompt:
   a. "For how long have you been taking this product or a similar type of product?"

   b. Type **5**

   c. Tab to move to the next field, **ALT** + ↓ to view unit options for length of time.

   d. Arrow down (↓) to **YEARS** and **TAB** to select from list.

   e. Select the **CONTINUE**> button (**ALT** + **I**).

7. Receive the **Taken Yesterday** dialog box and read the prompt:
   a. "Did you take this product yesterday?"

   b. Select the **NO** button (**ALT** + **N**).

8. Receive the **Reason Taken** window and read the prompt:
   a. "Why do you take this product?"

   b. Type "`I don't always have time to eat right`"

   c. Select the **CONTINUE**> button (**ALT** + **I**) twice.

9. Receive the **Review Product Label** window and read the prompt:
   a. "You said that you took eye vitamins in the past 30 days. Do you have the container for this product?"

   b. Select the **YES** button (**ENTER**).

10. Receive the **Product Search** window and read the prompt:
    a. "Please provide the complete name of the product."

    b. The participant reports Macuvites®

    c. Type **Macuvite** to search the DSAM database.

NOTE: The product Macuvite® is not in the database.

---

   d. Select the **ENTER MISSING PRODUCT** button (**ALT** + **M**).

11. Receive the **Missing Product Detail** window and type the following information: (**TAB** between fields)
    a. `Product name: Macuvite Eye Care`

b. `Serving size quantity: 2`
c. `Serving size unit: Tablet`

d. `Manufacturer/distributor: Nature's Blend`

e. `Product information source: Bottle/label` (Select from drop-down list) (**ALT** + ↓)

12. Select **ADD INGREDIENTS** (**ALT** + **A**).

13. Receive the **Add Ingredients** window and enter the following based on the Supplements Facts portion of the product label:

NOTE: Using quotation marks around the ingredient name limits the search.

Type:	And Press:
`Vitamin A, 14320 IU`	**ENTER**
`"Vitamin C", 226 mg`	**ENTER**
`Vitamin E, 200 IU`	**ENTER**
`Zinc, 34.8 mg`	**ENTER**
`Copper, .8 mg`	**ENTER**

Ingredient Entry for User Products: While ingredients can be added one at a time, you may find it more efficient to enter all of the ingredients from the product container at one time before proceeding. The amount information can be entered on the **Add Ingredients** window along with the ingredient. Use a comma to separate the ingredient name and the amount. NDSR will prompt for additional information when needed.

---

14. When you have entered all ingredients in the **Add Ingredients** window, select the **CONTINUE**> button (**ALT** + **I**).

15. Receive the **Missing Product Detail** window. Select the **CONTINUE**> button (**ALT** + **I**) to specify the `vitamin A`.
    a. When `VITAMIN A` appears in the `Find:` field, scroll ↓ to the `VITAMIN A`. Select **OK** (**ENTER**) to select and **TAB** to the next field.

    b. Confirm `14320` in the `Quantity:` field (**TAB**).

    c. Confirm `IU` in the `Unit:` field.

    d. Select the **CONTINUE**> button (**ALT** + **I**) to specify the next ingredient.

    e. When `VITAMIN C` appears in the `Find:` field, scroll down to the `VITAMIN C (ASCORBIC ACID)`. Select **OK** (**ENTER**) to select **TAB** to the next field.

    f. Confirm `226` in the `Quantity:` field (**TAB**).

    g. Confirm `mg` in the `Unit:` field.

    h. Select the **CONTINUE**> button (**ALT** + **I**) to specify the next ingredient.

i. When **VITAMIN E** appears in the **Find:** field, scroll down to the **VITAMIN E**. Select **OK** (**ENTER**) to select and **TAB** to the next field.

j. Confirm **200** in the **Quantity:** field (**TAB**).

k. Confirm **IU** in the **Unit:** field.

l. Select the **CONTINUE**> button (**ALT** + **I**) to specify the next ingredient.

m. When **ZINC** appears in the **Find:** field, scroll down to the **ZINC**. Select **OK** (**ENTER**) to select and **TAB** to the next field.

n. Confirm **34.8** in the **Quantity:** field (**TAB**).

o. Confirm **mg** in the **Unit:** field.

p. Select the **CONTINUE**> button (**ALT** + **I**) to specify the next ingredient.

q. When **COPPER** appears in the **Find:** field, **TAB** to the **Ingredient** pane, scroll down to the **COPPER**. Select **OK** (**ENTER**) to select and **TAB** to the next field.

r. Confirm **.8** in the **Quantity:** field.

s. Confirm **mg** in the **Unit:** field.

t. Select the **CONTINUE**> button (**ALT** + **I**).

16. Receive the **How Many Days** window and read the prompt:
    a. "In the past 30 days, on how many days did you take this product?"

    b. Type **30**

    c. Select the **CONTINUE**> button (**ALT** + **I**).

17. Receive the **How Many Taken** window and read the prompt:
    a. "On average about how many tablets did you take each day you used the product over the past 30 days?"

    b. Type **4**

    c. Select the **CONTINUE**> button (**ALT** + **I**).

18. Receive the **How Long Taken** window and read the prompt:
    a. "For how long have you been taking this product or a similar type of product?"

    b. Type **3**

    c. **TAB** to move to the next field, **ALT** + ↓ to view unit options for length of time.

    d. Arrow down to **YEARS** and **TAB** to select from list.

    e. Select the **CONTINUE**> button (**ALT** + **I**).

19. Receive the **Taken Yesterday** dialog box and read the prompt:
    a. "Did you take this product yesterday?"

    b. Select the **YES** button (**ENTER**).

20. Receive the **Number of Times Taken Yesterday** window and read the prompt:
    a. "How many times did you take this product yesterday?"

    b. Type `2`

    c. Select the **CONTINUE**> button (**ALT** + **I**).

21. Receive the **Number Taken** window and read the prompt:
    a. "How many tablets did you take the first time you used the product yesterday?"

    b. Type `2`

    c. Select the **CONTINUE**> button (**ALT** + **I**).

22. Receive the **Number Taken** window and read the prompt:
    a. "How many tablets did you take the second time you used the product yesterday?"

    b. Type `2`

    c. Select the **CONTINUE**> button (**ALT** + **I**).

23. Receive the **Reason Taken** window and read the prompt:
    a. "Why do you take this product?"

    b. Type "`Eye doctor recommended to prevent macular degeneration`"

    c. Select the **CONTINUE**> button (**ALT** + **I**) twice.

Missing Dietary Supplements: When a product is not found based on the brand name, it may be possible to select a generic supplement that matches the Supplement Facts on the product label. For example, Equate Calcium 600 + D® can be entered as CALCIUM 600 + VITAMIN D 400 IU because the Supplement Facts for this product lists 400 IU of Vitamin D per serving. In cases where the participant is unable to provide a product container and does not know the amount of the ingredients but does know that the product contains calcium and vitamin D, select DEFAULT CALCIUM WITH VITAMIN D.

---

24. Receive the **Review Product Label** window and read the prompt:
    a. "You said you took Echinacea in the past 30 days. Do you have the container for this product?"

    b. Select the **NO** button (**ALT** + **N**).

25. Receive the **Product Search** window and read the prompt:
    a. "Please provide the complete name of the product."

    b. The participant is not able to recall the brand name and is unable to tell you anything about the ingredients in this product.

c. **TAB** to the **Product Name** pane and highlight DEFAULT ECHINACEA

d. Select **VIEW DETAILS** button for the product (**ALT** + **D**).

NOTE: When possible, compare product label nutrients with ingredient nutrients and amounts. If no comparison can be made, select the default.

---

e. Select the **CLOSE** button (**ALT** + **C**) to return to **Product Search** window.

f. Select the **SELECT PRODUCT** button (**ALT** + **P**).

26. Receive the **How Many Days** window and read the prompt:
   a. "In the past 30 days, on how many days did you take this product?"

   b. Type **15**

   c. Select the **CONTINUE**> button (**ALT** + **I**).

27. Receive the **How Many Taken** window and read the prompt:
   a. "On average about how many caplets did you take each day you used the product over the past 30 days?"

   b. Type **1**

   c. Select the **CONTINUE**> button (**ALT** + **I**).

28. Receive the **How Long Taken** window and read the prompt:
   a. "For how long have you been taking this product or a similar type of product?"

   b. Type **5**

   c. **TAB** to move to the next field, **ALT** + ↓ to view unit options for length of time.

   d. Arrow down to **YEARS** and **TAB** to select from list.

   e. Select the **CONTINUE**> button (**ALT** + **I**).

29. Receive the **Taken Yesterday** window and read the prompt:
   a. "Did you take this product yesterday?"

   b. Select the **NO** button (**ALT** + **N**).

30. Receive the **Reason Taken** window and read the prompt:
   a. "Why do you take this product?"

   b. Type "`For immune support`"

   c. Select the **CONTINUE**> button (**ALT** + **I**) twice.

Reviewing Supplement Product Detail

1. Receive the **Product Review** dialog box and read the prompt:
   a. "Now we will review the product information. Please tell me if I have missed anything."

   b. Select the **CONTINUE**> button (**ALT** + **I**).

2. After reviewing the Dietary Supplements information, select **CONTINUE RECALL** (**ALT** + **I**) to conclude the interview.

3. Receive the **Interview Complete** dialog box and read the prompt: "This completes the interview. Thanks for your participation!" Select the **OK** button (**ENTER**).

Managing Projects and Records

Once you have completed a record, there are several things you may choose to do such as editing, creating reports and various data management activities. Keyboard shortcuts are provided, but you may find using the mouse to click and point and the right mouse click to be more efficient for these data management activities.

Create Record Reports

1. Select from the menu bar on the **Record Information** window: **Reports→Foods Report** (**ALT** + **O** then **F**).

2. If your computer is connected to a printer, select **PRINT** button (**ENTER**).

3. Select **OK** button on the **Printing Complete** window and the **CLOSE** button (**ALT** + **C**).

4. If your computer is not connected to a printer, select the **CLOSE** button (**ALT** + **C**).

5. Select **Reports→Nutrients Per Food Report** (**ALT** + **O** then **N**). Up to 35 nutrients may be selected for this report. Select the default nutrients displayed on this window.

6. Select the **OK** button (**ENTER**).

7. Select or use the scroll bar on the right side of the window to view the additional pages of the report.

8. If your computer is connected to a printer, select the **PRINT** button (**ALT** + **P**).

9. Select **OK** button on the **Printing Complete** window and the **CLOSE** button (**ALT** + **C**).

Checking the Accuracy of Tutorial Data Entry: The sample reports in Appendix 17 have been generated from the tutorial exercises, so you can check your work against these reports. Check the energy (kcal) totals as a first comparison. If there is a discrepancy, checking each food on the Nutrients Per Food Report helps to track down the data entry difference. After checking, edit any foods or amounts that may have been incorrectly entered.

---

10. Select from the menu bar: **File→Close** (**ALT** + **F** then **C**) or press **ESC** to close the record or **TAB** to the **CLOSE** button and press **ENTER**.

Creating a New Folder

1. Select from the menu bar: **Folder→New Folder** (**ALT** + **D** then **E**).

2. When you receive the **Folder Information** window, complete the fields using the information below:

    a. `Parent Folder:` **Main Folder**

    b. `Folder Name:` `My Practice Projects`

    c. `Notes: I'm creating this subfolder to store all of my practice projects. I can delete these projects when I'm comfortable with the program.`

3. Select the **OK** button (**ENTER**).

Move a Project to Another Folder

1. Highlight the Tutorial – Dietary Recalls project to move.

2. Select from the menu bar: **Project→Move** (**ALT** + **P** then **M**)

3. When you receive the **Move Project to Folder** window, select from the drop-down list: `My Practice Projects` to choose a folder to move selected project(s) to.

4. Select the **OK** button (**ENTER**).

5. Highlight `My Practice Projects` folder to confirm that your project has moved into the correct folder.

Move a Record to Another Project

1. Highlight (**TAB**) the folder `My Practice Projects`.

2. Select **New** from the **Project** menu (**ALT** + **W**).

3. When you receive the **Project Information** window, complete the fields using the information below:

    a. `Project Name: Tutorial 2`

    b. `Project Abbreviation: Tutorial2`

    c. `Record Type: Recall`

    d. `Dietary Supplement Assessment Module:` **24-HOUR AND PAST 30 DAYS INTAKE** (**ALT** + **3**).

4. Select the **PREFERENCE** button (**ALT** + **P**) or press **ENTER**. Select the **Dietary Supplements** tab (Right arrow →). On the **Dietary Supplements** tab, **TAB** to **REASON FOR USE**. Press **SPACE BAR** to select.

5. Select the **OK** button (**ENTER**).

6. Select the **OK** button again (**ENTER**).

7. Highlight the project named `Tutorial – Dietary Recalls` (Arrow up ↑) and then highlight the record with participant ID **123456789abc** (**TAB**).

8. Select from the menu bar: **Record→Move** (**ALT** + **R** then **M**).

9. When you receive the **Move Record to Project** window, select the project `Tutorial 2` by selecting the **OK** button (**ENTER**).

10. Notice that the record **123456789abc** is no longer in the project named `Tutorial`. Highlight the project named `Tutorial 2` on the **Project selection** pane and notice record **123456789abc** is now listed in this project (**TAB** until the project is highlighted).

NOTE: You may also use the mouse to drag and drops records into projects of the same record type.

Backing Up and Restoring Projects

1. On the **Folder, Project and Record Selection** window, highlight the project `Tutorial 2` on the **Project selection** pane and select from the menu bar: **Project→Backup→Selected** (**ALT** + **P** then **B** then **S**).

2. When you receive the **Browse for Folder** window, note the backup destination directory. Select **OK**.

3. Select from the menu bar: **Project Delete** (**ALT** + **P** then **D**).

4. A confirmation message will appear. Read the message and select the **YES** button (arrow left (←), **ENTER**).

5. Select from the menu bar: **Project Restore** (**ALT** + **P** then **R**).

6. When you receive the **Select Files to Restore** window, select the appropriate directory and file. Select `Main Folder` and select **OPEN**. Select `My Practice Projects` select **OPEN**. Select `File name: Tutorial 2`. Select **OPEN** (**ENTER**).

7. When you receive the **Project Information** window, select the **OK** button (**ENTER**) or select the **PREFERENCES** button to review the project preferences.

8. Note that your deleted project is now restored.

User Recipe Tutorial

Try to complete this section using the same Windows shortcuts as in the Intake Record Tutorials.

Creating a User Recipe Project

Before you can enter User Recipe data into NDSR, you must create a User Recipe project.

The following steps describe how to create a User Recipe project:

1. On the **Folder, Project and Record Selection** window, select **New** from the **Project** menu (**ALT** + **W**).

2. When you receive the **Project Information** window, type `User Recipe Project` in the `Project Name:` field.

3. Type `Recipes` in the `Project Abbreviation:` field.

4. Select **USER RECIPE** from the drop-down list in the `Record Type:` field.

5. Type `practice session` in the `Notes:` field and type **ALT** + **P** or press the **PREFERENCES** button to open the **Preferences** window.

6. In **Method Preferences,** **TAB** to **Display** to show non-required fields in recipe header. Press **SPACE BAR** to select.

7. **TAB** to **Method Preferences** and select **Customizable Data Fields** (Right arrow →). **TAB** to **HEADER DATA FIELD 1** and type "`Recipe Source`" as the Descriptor. Leave the **CHARACTER LIMIT** blank.

8. Select the **OK** button twice to close the **Project Preferences** and the **Project Information** windows.

Creating a User Recipe Record

After you have created a User Recipe project, you can create recipes within that project. The following steps describe how to create a User Recipe record.

1. Highlight the **Recipes** project and select **Record→New** (**ALT** + **N**).

2. When you receive the **Record Information** window, complete the fields on the **Header** tab using the information listed below:

Field Name:	Entry:
Recipe ID:	Snack Cake 1
Recipe name:	Old Time Apple Cake
Serving size description:	1 piece
Interviewer ID:	Your initials
Version number:	1
Site ID:	Any alpha/numeric characters
Recipe Source:	Cookbook
Notes:	Use for the low-fat study

3. When you have finished entering data, select the **CONTINUE RECIPE**> button.

Entering a User Recipe Record

This section of the tutorial covers entering a complete record for one recipe using the **Recipe** window. You will add yield information and amount details using the **Item Detail** pane of the **Food Detail** window.

Entering Foods in the Recipe Window

After you receive the **Recipe** window, list the ingredients of the recipe. Descriptive food detail is not entered in this window. Each ingredient is entered on a separate line.

Follow these steps to enter foods in the **Recipe** window:

1. Type the information listed below into the **Recipe** window:

NOTE:	Make sure you type the information exactly as it appears in the table.

Type:	And press:
sugar, 1 cp	ENTER
apple, 2 ¼ cp	ENTER
egg white, 2 lg	ENTER
Whole wheat flour, 1 cp	ENTER
baking powder, 1 ts	ENTER
cinnamon, 1 ts	ENTER
wheat germ, 4 tb	ENTER

Quick List Entry for Recipes: The amount information can be entered on the Quick List along with the ingredient. Use a comma to separate the food name and the amount (e.g., sugar, 1 cp). NDSR will probe for additional information when the description is incomplete.

2. When you have entered all ingredients in the **Recipe** window, select the **CONTINUE**> button.

Entering Food Detail

Follow these steps to enter ingredient detail:

1. When you receive the **Food Detail** window:
   a. Type **8** in the Servings made: field.

   b. Select the **REASSIGN** (**ALT** + **E**) button to begin the search for the NCC Serving Count System Food Group.

   c. Select: Grains (**ALT** + **I**).

   d. Select: Cakes, Cookies, Pies, Pastries, Danish, Doughnuts and Cobblers — Whole Grain as the NCC Serving Count System Food Group: field (**ALT** + **I**).

   e. Type **8** in the Serving Count: field. Count 8 servings made of this food as 8 servings of this Food Group.

   f. Select the **CONTINUE**> button.

NCC Food Group Serving Count System Information: The decision to assign this to the Cakes, Cookies, Pies, Pastries, Danish, Doughnuts and Cobblers – Whole Grain is based on the grain ingredients. The decision to count 8 servings made of this food as 8 servings of Cakes, Cookies, Pies, Pastries, Danish, Doughnuts and Cobblers – Whole Grain as the NCC Food Group Serving Count System is based on the weight of the ingredients in 1/8 of the recipe (81.67 g). The FDA serving size for cakes is 80 grams. Recipes containing liquid ingredients may require a conversion to allow for moisture loss during baking. See "*Appendix 10, Food Grouping*" for more information.

2. When you receive the **Food Search** window, describe the sugar:
   a. Choose `sugar`

   b. Choose `white granulated`

   c. When you receive the **Food Detail** window, you will note that the amount (which you typed on the **Recipe** window is automatically inserted in the **Item Detail** pane). Confirm:
      - `Unit: CP – cup`
      - `Quantity: 1`

   d. Select the **CONTINUE**> button to begin the food search for the apple.

3. When you receive the **Food Search** window, describe the apple:
   a. Choose `apple`

   b. Choose `baked or scalloped`

   c. Choose `without skin`

   d. Choose `unsweetened`

Food Search: As a rule, recipes list ingredients in the "raw" form. If the recipe is to be cooked, select the cooked NDSR food (e.g., baked or scalloped apple vs. raw apple) with minimal preparation (e.g., unsweetened, no fat or salt added in preparation). The calculations will reflect nutrients for the cooked food.

   e. Add to the description of the amount of apple using the following information:
      - `Unit: CP – cup`
      - `Quantity: 2 ¼`
      - `Form: CPC – cut pieces`
      - `Cooked: before cooking`

Cooked Field: The amount of the apple listed for the recipe is the raw measure. The Cooked Field permits you to specify the amount as measured before or after cooking. NDSR converts to the appropriate amount. As a general rule in recipes, select foods as prepared (cooked) and amounts as measured before cooking (raw).

   f. Select the **CONTINUE**> button to begin the food search for the egg.

4. When you receive the **Food Search** window, describe the egg using the following options:
   a. Choose `eggs, white only`

   b. Choose `cooked`

   c. Confirm the amount of egg using the following information:

- Unit: LG – large
- Quantity: 2

    d.   Select the **CONTINUE**> button to begin the food search for whole wheat flour

5. When you receive the **Food Search** window, describe the flour:
    a.   Choose `flour, whole wheat`

    b.   Choose `use in recipes not containing yeast`

Database Specificity: The contribution of phytic acid from whole wheat flour depends on the use of yeast in the recipe. Recipes containing yeast have a lower phytic acid content than non-yeast containing foods.

---

    c.   When you receive the **Food Detail** window, confirm:
- Unit: CP – cup
- Quantity: 1

    d.   Select the **CONTINUE**> button to begin the food search for the baking powder.

6. Describe the baking powder:
    a.   Choose `baking powder, regular`
    b.   Confirm the amount of baking powder using the following information:
- Unit: TS – teaspoon
- Quantity: 1

    c.   Select the **CONTINUE**> button to begin the food search for cinnamon.

Expand Search: Baking powder is found during the initial search, but sometimes search results may not find the desired food or ingredient. The "**EXPAND SEARCH**" feature locates many recipe ingredients (e.g., flour, dry cake mix, corn grits, vanilla). Alternatively, select the Ingredient Hierarchy (type `INGR`) to locate recipe ingredients.

---

7. Describe the cinnamon:
    a.   Choose `cinnamon (ground)` from the list.

    b.   Confirm the amount of cinnamon using the following information:
- Unit: TS – teaspoon
- Quantity: 1

    c.   Select the **CONTINUE**> button to begin the food search for wheat germ.

8. Describe the wheat germ:
    a.   Choose the following information from the list:
- `Cereal, ready-to-eat, wheat germ`
- `Toasted`

    b.   Confirm the amount of wheat germ using the following information:
- Unit: TB – tablespoon
- Quantity: 4

    c.   Select the **CONTINUE**> button.

9. Verify: **8 Servings made** and **8** in the **Serving Count** on the **Food** tab. If edits need to be made, highlight **Servings made** line and press **ENTER** to reopen the **Item Detail** pane. Edit as necessary and **CONTINUE>** (**ALT** + **I**).
   a. Select the **CONTINUE>** button.

10. Press **ESC** to close the record.

Checking a User Recipe Record

After entering a User Recipe record, check data entry to determine if the User Recipe is complete and accurate and ready to include in other records (menus, intake records, etc.). The following steps describe how to check a User Recipe record:

1. Highlight the project named **User Recipe Project**.

2. Select **Reports→Quality Assurance Reports→Records QA Report** (**ALT** + **O** then **Q** then **R**).

3. The report is a spreadsheet that can be opened or saved for later review.

4. Select the **OPEN** button. Look at each column.

5. Check the columns in the report against what is highlighted below (other fields have little impact on data). If the nutrients match, it's safe to assume you have selected the correct foods and entered the correct amounts for this recipe.
   a. Project Abbreviation = Recipes

   b. User Recipe ID = Snack Cake 1

   c. User Recipe Name = Old Time Apple Cake

   d. Entry Date = as entered

   e. Number of Servings Made = 8

   f. Serving Size Description = 1 piece

   g. NCC Serving Count System Food Group = Cakes, Cookies, Pies, Pastries, Danish, Doughnuts and Cobblers - Whole Grain

   h. NCC Serving Count System Food Group Servings = 8

   i. Secondary NCC Serving Count System Food Group = blank

   j. Secondary NCC Serving Count System Food Group Servings = blank

   k. NCC Database Food Group = blank

   l. Interviewer ID = your initials

   m. Sequence = 1

   n. Version = 1

o.   Site ID = as entered

p.   Header Notes = Use for the low-fat study

q.   Database Version = 2018

r.   Include in Food Search = No

s.   QA Status Flag = N

t.   Reviewer ID = blank

u.   Date of Review = blank

v.   Energy = 177.955 kcal

w.   Total Fat = 0.8 g

x.   Total Carbohydrate = 41.298 g

y.   Total Protein = 3.963 g

z.   Alcohol = 0 g

aa. Sodium = 76.184 mg

bb. Header Data Field 1 Descriptor = Recipe Source

cc. Header Data Field 1 Response = cookbook

dd. Header Data Field 2 Descriptor = Header Data Field 2

ee. Header Data Field 2 Response = blank

ff. Header Data Field 3 Descriptor = Header Data Field 3

gg. Header Data Field 3 Response = blank

hh. Header Data Field 4

ii. Header Data Field 4 Response = blank

jj. Header Data Field 5 Descriptor = Header Data Field 5

kk. Header Data Field 5 Response = blank

6.   When you have verified the information, you may close the report and complete the
     `Quality Assurance Status:` field on the **Header** tab to document this process.
     a.   Select the **RECORD REVIEWED** checkbox.

     b.   Enter your `initials` as the reviewer ID.

7. Select the **INCLUDE IN FOOD SEARCH** checkbox on the **Header** tab so this User Recipe will become available for inclusion in other NDSR records and select **Close**.

Adding a User Recipe to Another Record

1. Highlight the project named `Tutorial 2`.

2. Select Record ID `123456789abc`.

3. When you receive the **Record Information** window, select the **Food** tab.

4. Highlight the `12:30p LUNCH WORK` meal information line.

5. Select **INSERT MEAL** (**ALT** + **M**).

6. When you receive the **Meal Information** window describe the snack:
   a. In the `Time:` field enter `11a`

   b. In the `Name:` field enter `SNACK`

   c. In the `Location:` field enter `WORK`

   d. **TAB** to the **Foods** pane and type `Apple Cake`

   e. Select the **CONTINUE**> button.

7. At **Add Food** window, select the **CONTINUE**> button.

8. Select `Old Time Apple Cake (Snack Cake 1)` from the list.

9. At the **Food Detail** window, enter `1` in the `Servings eaten:` field.

10. Select the **CONTINUE**> button to return to the **Food** tab.

Inserting Items: Inserted foods appear above the food highlighted when **INSERT FOOD** is selected. Inserted meals appear above the meal highlighted when **INSERT MEAL** is selected.

---

11. When you have verified the information, select **Close** (**ALT** + **F** then **C**).

DSAM User Product Tutorial

Try to complete this section using the same Windows shortcuts as in the Intake Record Tutorial.

Creating a User Product Project

Before you can enter User Product data into NDSR, you must create a User Product project.
The following steps describe how to create a User Product project:

1. On the **Folder, Project and Record Selection** window, select **New** from the **Project** menu (**ALT** + **W**).

2. When you receive the **Project Information** window, type `Tutorial User Products` in the `Project Name:` field.

3. Type `TutorUP` in the `Project Abbreviation:` field.

4. Select **DSAM USER PRODUCT** from the drop-down list in the `Record Type:` field.

NOTE: The Dietary Supplement Assessment Module defaults to **NONE**.

---

5. Type `practice session` in the `Notes:` field.

6. Select the **PREFERENCES** button. On the **Method** tab, **TAB** until **INTERVIEWER ID** has focus. Press **SPACE BAR** to select.

7. Select the **OK** button twice.

DSAM User Products: The NDSR 2018 DSAM Database includes dietary supplements reported in the National Health and Nutrition Examination Survey (NHANES) Dietary Supplement Database 2013-2014. A DSAM User Product is a record type that allows for the description of ingredients and quantities to create a dietary supplement that does not exist in the DSAM Database. Once created and checked a DSAM User Product may be included in product search and selected during the DSAM interview. Products identified as Missing Products during the dietary interview may be saved, completed, reviewed, and included in product search for inclusion in the dietary intake record.

Creating a User Product Record

After you have created a User Product project, you can create products within that project. The following steps describe how to create a User Product record.

1. Highlight the **Tutorial User Products** project and select **Record→New** (**ALT** + **N**).

2. When you receive the **Record Information** window, complete the fields on the **Header** tab using the information listed below:

Field Name	Entry
Product ID:	2018-001
Interviewer ID:	Your initials
Product name:	XYZ for Joint Relief
Serving size quantity:	2
Serving size unit:	Tablet
Brand name:	XYZ
Manufacturer/distributor:	XYZ
City name:	Any town
State:	MN
Contact information:	www.xyzcompany.com
Product information source:	Bottle/label
Include in Product Search:	Check this box only after entering product information and checking data entry.

3. When you have finished entering data, select the **CONTINUE**> button.

Entering a User Product Record

This section of the tutorial covers entering a complete record for one product using the **User Product** window.

Entering Product Ingredients in the Add Ingredients Window

In the **Add Ingredients** window, list the ingredients of the product. Each ingredient is entered on a separate line.

Follow these steps to enter ingredients into the **Add Ingredients** window:

1. Type the information listed below into the **Add Ingredients** window:

NOTE:	Make sure you type the information exactly as it appears in the table.

Type:	And press:
`calories, 10 kcal`	**ENTER**
`total carbohydrate, 2 gm`	**ENTER**
`dietary fiber, 1 gm`	**ENTER**
`sodium, 120 mg`	**ENTER**
`glucosamine sulfate, 1500 mg`	**ENTER**
`chondroitin sulfate, 1200 mg`	**ENTER**
`MSM, 500 mg`	**ENTER**

Ingredient Entry for User Products: While ingredients can be added one at a time, you may find it more efficient to enter all of the ingredients from the product container at one time before proceeding. The amount information can be entered on the Add Ingredients window along with the ingredient. Use a comma to separate the ingredient name and the amount. NDSR will prompt for additional information when needed.

2. When you have entered all ingredients in the **Add Ingredients** window, select the **CONTINUE**> button.

3. Receive the **Ingredient Search** window. Press **OK** to select `CALORIES`.

4. Receive the **Product Ingredients** tab. Confirm the calorie information:
   a. `Quantity: 10`

   b. `Unit: kcal`

   c. Select the **CONTINUE**> button to begin the search for total carbohydrate.

5. Receive the **Ingredient Search** window. Press **OK** to select `TOTAL CARBOHYDRATE`.

6. Receive the **Product Ingredients** tab. Confirm total carbohydrate information:
   a. `Quantity: 2`

   b. `Unit: gm`

   c. Select the **CONTINUE**> button to begin the search for dietary fiber.

7. Receive the **Ingredient Search** window. Press **OK** to select DIETARY FIBER.

8. Receive the **Product Ingredients** tab. Confirm the dietary fiber information:
   a. Quantity: 1

   b. Unit: gm

   c. Select the **CONTINUE**> button to begin the search for sodium.

9. Receive the **Ingredient Search** window. Scroll to SODIUM. Press **OK** to select.

10. Receive the **Product Ingredients** tab. Confirm the sodium information:
    a. Quantity: 120

    b. Unit: mg

    c. Select the **CONTINUE**> button to begin the search for glucosamine sulfate.

11. Receive the **Ingredient Search** window. Scroll to GLUCOSAMINE SULFATE. Press **OK** to select.

12. Receive the **Product Ingredients** tab. Confirm the glucosamine sulfate information:
    a. Quantity: 1500

    b. Unit: mg

    c. Select the **CONTINUE**> button to begin the search for chondroitin sulfate.

13. Receive the **Ingredient Search** window. Scroll to CHONDROITIN SULFATE. Press **OK** to select.

14. Receive the **Product Ingredients** tab. Confirm the chondroitin sulfate information:
    a. Quantity: 1200

    b. Unit: mg

    c. Select the **CONTINUE**> button to begin the search for MSM (methylsufonylmethane).

15. Receive the **Ingredient Search** window. Scroll to MSM (methylsufonylmethane). Press **OK** to select.

16. Receive the **Product Ingredients** tab. Confirm the MSM (methylsufonylmethane) information:
    a. Quantity: 500
    b. Unit: mg

Selecting Ingredients: Enter the information from the supplement facts, not from the ingredients section on the label. Supplement Facts Panels generally list the amount of an elemental mineral rather than the mineral compound which is often also listed in parenthesis. Enter the elemental mineral. For example, calcium (as calcium carbonate) 600 mg should be entered as calcium, 600 mg.

Checking a User Product Record

After entering a User Product, check data entry to determine if the User Product is complete, accurate and ready to include in intake records. Compare the DSAM User Product Report to make sure that the serving size quantity and the supplement ingredients have been entered correctly.

1. Select **Reports→DSAM User Product Report** (**ALT** + **O** then **P**). If you are connected to a printer, select **PRINT** (**ALT** + **P**) or **SAVE** (**ALT** + **S**) the PDF.

2. Compare the following:
   a. Calories = 10 kcal

   b. Total Carbohydrate = 2 g

   c. Dietary Fiber = 1 g

   d. Sodium = 120 mg

   e. Glucosamine Sulfate = 1500 mg

   f. Chondroitin Sulfate = 1200 mg

   g. MSM (Methylsulfonylmethane) = 500 mg

3. When you have verified the information, return to the **Header** tab and check the box **RECORD REVIEWED**. Enter your initials as the reviewer.

4. Check the box **INCLUDE IN PRODUCT SEARCH**.

5. Select **Close** to close the record.

Saving a Missing Product to the DSAM Database

After you have created a User Product Project, you can resolve Missing Products and save them to the DSAM database for access in other dietary intake records.

1. Highlight the project named `Tutorial 2`.

2. Select Record ID `123456789abc`.

3. When you receive the **Record Information** window, select the **Dietary Supplements** tab.

4. Highlight the **Missing Product** `Macuvite Eye Care`. Press **ENTER**.

5. When you receive the **Product Detail** window select the **MISSING PRODUCT DETAIL** button (**ALT** + **M**).

6. When you receive the **Missing Product Detail** window, select **SAVE AS USER PRODUCT** button (**ALT** + **S**).

7. When you receive the **Save Record As** window, select the project `TutorUP` from the list. Press **TAB** and enter `2018-002` as the `Product ID`. Select the **OK** button.

8. When you return to the **Missing Product Detail** window, select the **FINISH LATER** button (**ALT** + **F**).

9. When you receive the **Product Detail** window, select the **FINISH LATER** button (**ALT** + **F**).

10. When you receive the **Dietary Supplements** tab, select **Close** to close the record.

11. Highlight the project named `Tutorial User Products`.

12. Select `Macuvite Eye Care` from the list. Press **ENTER**.

13. **TAB** to `Interviewer ID:` field. Enter your initials and press **TAB**. Select the **CONTINUE**> button.

14. Receive the **Product Ingredients** tab. Confirm the entry of the dietary supplement ingredients.

Confirming Dietary Supplement Product Information: If you have the product container, you may use that to double check that you have correctly entered the supplement ingredients and amounts. If no container is available, use other resources such as the product website.

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15. When you have verified the information, return to the **Header** tab. Use the mouse to check the box **INCLUDE IN PRODUCT SEARCH**.

16. Select **Close** to return to the **Folder, Project and Record Selection** window.

17. Highlight the project named `Tutorial 2`.

18. Select Record ID `123456789abc`. Press **ENTER**.

19. When you receive the **Record Information** window, select the **Dietary Supplements** tab.

20. Highlight the **Missing Product** `Macuvite Eye Care`. Press **ENTER**.

21. When you receive the **Product Detail** window select the **PRODUCT** button (**ALT** + **P**).

22. When you receive the **Product Search** window, note that `Macuvite Eye Care (2018-002)` is in the `Find:` field. Select this product (**ALT** + **P**).

23. When you receive the **Product Detail** window select the **CONTINUE**> button.

24. After reviewing your edit, select **Close** to close the record. Select **File→Exit** to exit the program.