

## ONLINE FOOD DIARY Instruction Guide

### **WHAT TO DO**

You will have received a notification email about the online food diary (OFD). You may begin the food diary anytime between receiving the notification email and your child's 3<sup>rd</sup> birthday. Please read this email carefully and ensure you have watched the online food diary instruction video first. Then fill out the paper Food Record, one day at a time and ensure you carefully detail portion sizes of everything your child consumes. **At the end of each day** of recording your child's intake on paper, you will need to enter in that day's intake online. You can access the OFD by using the link for the day you have completed (i.e. day 1, 2, 3, 4 or 5) within your notification email. You will need to have your paper diary and a pen and paper with you whilst completing the OFD.

### **EASY STEPS TO USING THE ONLINE FOOD DIARY INTERVIEW SYSTEM**

- ❖ WELCOME Screen:
  - Check your child's name and date of birth are displayed correctly. If not, DO NOT proceed with the OFD but send an email to [eatstudyofd@gstt.nhs.uk](mailto:eatstudyofd@gstt.nhs.uk)
  - If your child's details are displayed correctly, read the information on the welcome page then enter the date the foods you are about to enter were consumed and click "start"
  -
- ❖ FOOD HOME PAGE:

You will now see the OFD food home page which includes the following features:

  - A "Back" button (please avoid using this button and the back button within your browser at any stage in the interview- even if you make a mistake. You will have an opportunity to tell us about any mistakes at the end of the interview.)
  - A "Save data" button (please do not use this as the OFD works best if completed in one sitting for each day)
  - Help text: includes explanation notes on the options shown in the current screen, or the next screen. (Not all screens will include help text).
  - A list of 9 options to choose from: All foods have been separated out into 8 different groups- represented by options 1-8. Option 9 leads to the drinks home page and should only be selected once all food consumed at any one meal/snack has been entered.
- ❖ Starting with Breakfast:
  - Choose the food group that best describes the food consumed. This will then take you to a follow up menu of options or a follow up question.
  - Some options will lead to a "pop-up" screen (a screen where you need to scroll up and down to see all the available options- in alphabetical order). Please make sure you CLICK on your chosen option, even if it already appears highlighted on the screen. Only by CLICKING on your chosen option will your selection be recorded.
  - Once a food/option is selected, you will be returned to the food home page.
  - Repeat this for each of the foods eaten during the breakfast meal. When all the foods for 'Breakfast' have been entered, choose option 9 to go to the drinks page -even if your child did NOT have a drink. (You will not be able to return and enter more food for this meal, so please check you have entered everything from your paper diary before selecting this option).

❖ **DRINKS HOME PAGE:**

You will now see the OFD drinks home page which includes the same features as the food home page (“Back” and “Save data” buttons, help text and a list of 9 options).

- Options 1-7 are various milk and formula feeds/drinks. For these options you will be taken to a drop down menu to enter how much your child drank or how long he/she fed for if it was a breastfeed.
- Option 8 leads to a selection of other common drinks such as juice or fizzy drinks and hot drinks. (There is no option for water as we do not require this information except for where it is used to dilute fruit juice)
- Option 9 will take you to the food home page for the next meal or snack and should only be selected once all drinks consumed at any one meal/snack have been entered.

❖ **Continuing with breakfast:**

- Enter in one drink at a time from the 8 drink categories shown. Once a drink is chosen, you will be returned to the drinks home page
- When all the drinks for ‘Breakfast’ have been entered select option 9 to go to the next meal or snack. (You will not be able to return and enter more drinks for this meal, so please check you have entered everything from your paper diary before selecting this option).

❖ Repeat these steps for each subsequent snack and meal your child had (mid-morning, lunch, mid-afternoon, dinner, and evening/bedtime), entering foods first using the food home page, before moving onto the drinks home page.

❖ **Stop and Check!**

When you get to the food home page for the evening/bedtime snack, this is your last chance to check that you have entered in all foods/drinks for that day from the paper record. If you see a food or drink from a previous meal/snack that has not already been entered, you can enter it now as part of the evening/bedtime snack. At the end of the interview, please select “submit”.

❖ **Forgotten items and items added by mistake**

You will now be given the opportunity to tell us about any items you added by mistake and any items you forgot to include. This section of the OFD works in exactly the same way as the quarterly questionnaires.

- Please enter your child’s name, date of birth, the day and date for which you have just entered foods (e.g. day 1, foods consumed on 28.09.12)
- If you have forgotten to add food(s) or drink(s) for this day please select “yes” when prompted, then list all the forgotten items in the box provided. Please include as much detail as possible (e.g. brand, cooking method or spread on bread) and also state the meal where the item(s) was actually eaten.
- If you have added additional items by mistake, select “yes” when prompted, then list all the items you added by mistake in the box provided. Please include as much detail as possible (e.g. type of milk and sugar added to cereal or spread on bread) and also state the meal where the item(s) was included. This will help us to locate and delete these items from your submitted online diary.
- Once you have finished entering all items added by mistake, select “submit” to finish.

## **HELPFUL TIPS/NOTES**

- ❖ To help you keep track of where you are, place a tick mark '✓' next to each food or drink that you have entered online into the program.
- ❖ You will not be asked to enter portion sizes onto the Online Food Diary but it is important that portion sizes are carefully recorded in the paper diary.
- ❖ Pick the BEST option possible! In some cases, the exact particular food or drink your child had that day may not be displayed. Just choose the closest option that is most similar to what your child had. For example, for 'turkey stir-fry' choose 'chicken stir-fry' as the best fit option. You can also use the online food diary "Quick find" guide ([www.eatstudy.co.uk/links](http://www.eatstudy.co.uk/links)) to help you locate some common foods.
- ❖ Drinks:
  - Breastfeeding or expressed breast milk can be entered in the Drinks screen.
  - Water: you will not be asked to enter in your child's water intake during the day.
- ❖ If your child did not have a certain snack or meal during the day, just select option 9 within the food and drinks home pages for this meal/snack to go to the next meal/snack.

## **FREQUENTLY ASKED QUESTIONS**

***Qn: The OFD does not appear to be working properly. What should I do?***

***Ans:*** If your OFD diary appears to be frozen on a particular page or some of the features do not appear to be displayed correctly, please check that you are using Internet Explorer 9 (or later), Firefox 15 (or later) or Google Chrome. The OFD will NOT work with other browsers. (You can download Google chrome for free using this link: [www.google.com/chrome](http://www.google.com/chrome)).

***Qn: I've completed 5 days of my child's intake on the Online Food Diary Web Program. What do I do now?***

***Ans:*** Please send the paper food record as soon as possible to this free post address in an A5 (half of A4) size or smaller envelope:

FREEPOST RSGL-ZBUE-YSYL  
The EAT Study  
Children's Allergy Dept (South Wing)  
St Thomas's Hospital  
249 Westminster Bridge Road  
LONDON SE1 7EH

**THANK YOU FOR YOUR PARTICIPATION!**

***If you have questions concerning the completion of this online food diary web program, please contact the EAT Study Team:***

***0800 358 0021 or [eatstudy@gstt.nhs.uk](mailto:eatstudy@gstt.nhs.uk)***