



## Step by step guidance for “DATA ENTRY” for hospitals (nD.H)

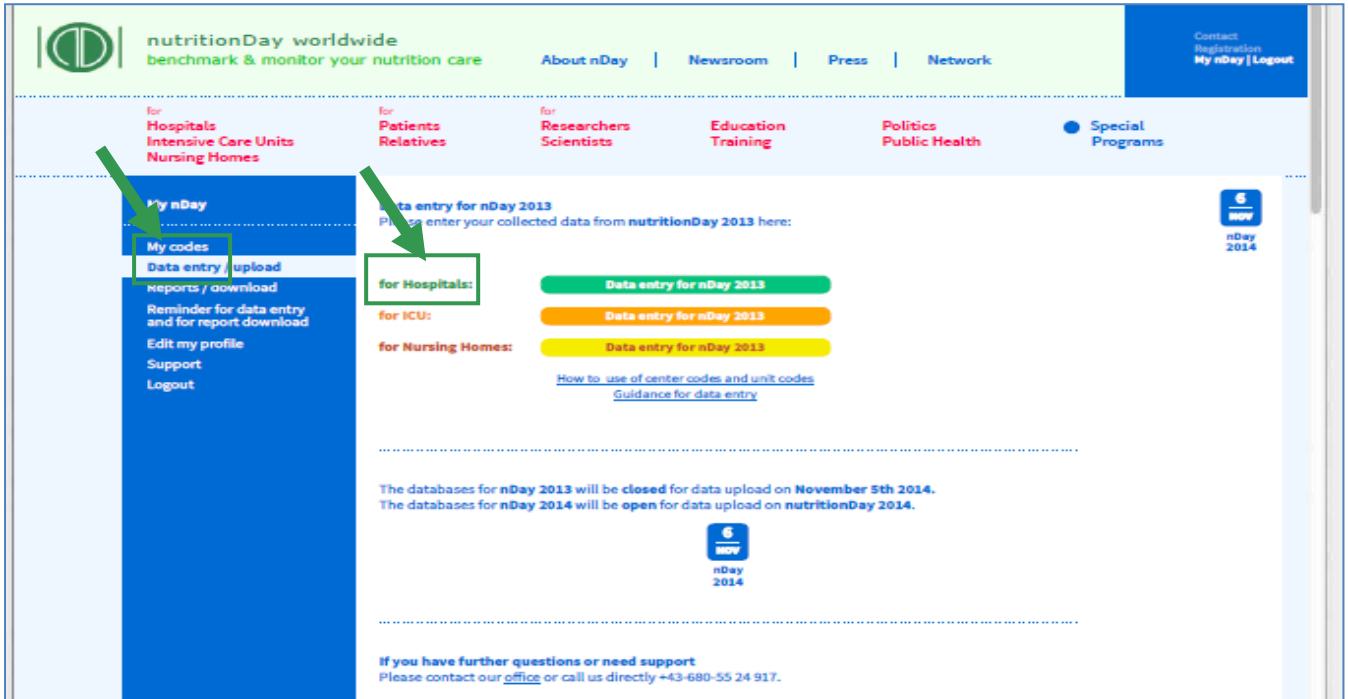
15  
NOV  
nDay  
2018

### Important steps for online data entry:

- go to [www.nutritionday.org](http://www.nutritionday.org)
- select **my nutritionDay** | log in

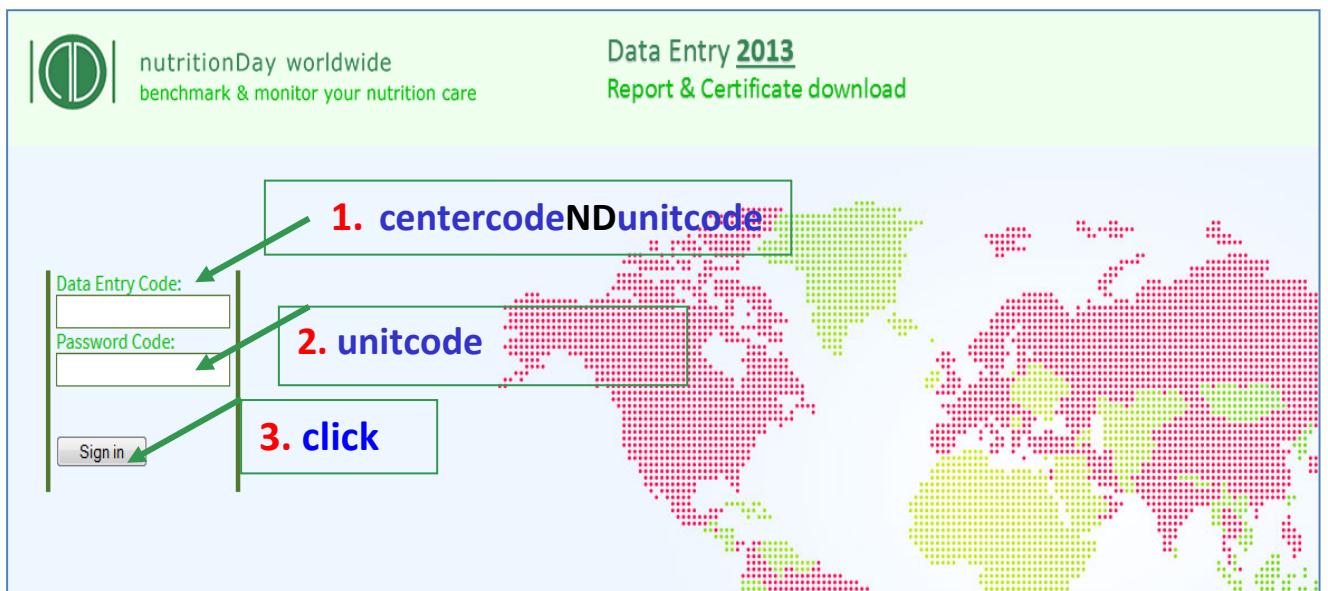


- go to **data entry | upload**
- choose subcategory **for Hospitals**



The screenshot shows the nutritionDay website interface. At the top, there is a navigation bar with the logo and the text "nutritionDay worldwide benchmark & monitor your nutrition care". Below this, there are several menu items: "for Hospitals Intensive Care Units Nursing Homes", "for Patients Relatives", "for Researchers Scientists", "Education Training", "Politics Public Health", and "Special Programs". A blue sidebar on the left contains a "My nDay" menu with options: "My codes", "Data entry | upload", "reports / download", "Reminder for data entry and for report download", "Edit my profile", "Support", and "Logout". The main content area is titled "Data entry for nDay 2013" and includes the instruction "Please enter your collected data from nutritionDay 2013 here:". Below this, there are three colored buttons: a green button for "Data entry for nDay 2013" under the heading "for Hospitals:", an orange button for "Data entry for nDay 2013" under "for ICU:", and a yellow button for "Data entry for nDay 2013" under "for Nursing Homes:". There are also links for "How to use of center codes and unit codes" and "Guidance for data entry". A calendar icon shows "6 NOV nDay 2014". At the bottom, there is a notice: "The databases for nDay 2013 will be closed for data upload on November 5th 2014. The databases for nDay 2014 will be open for data upload on nutritionDay 2014." and a contact information section: "If you have further questions or need support Please contact our office or call us directly +43-680-55 24 917."

**Log in for data entry:**



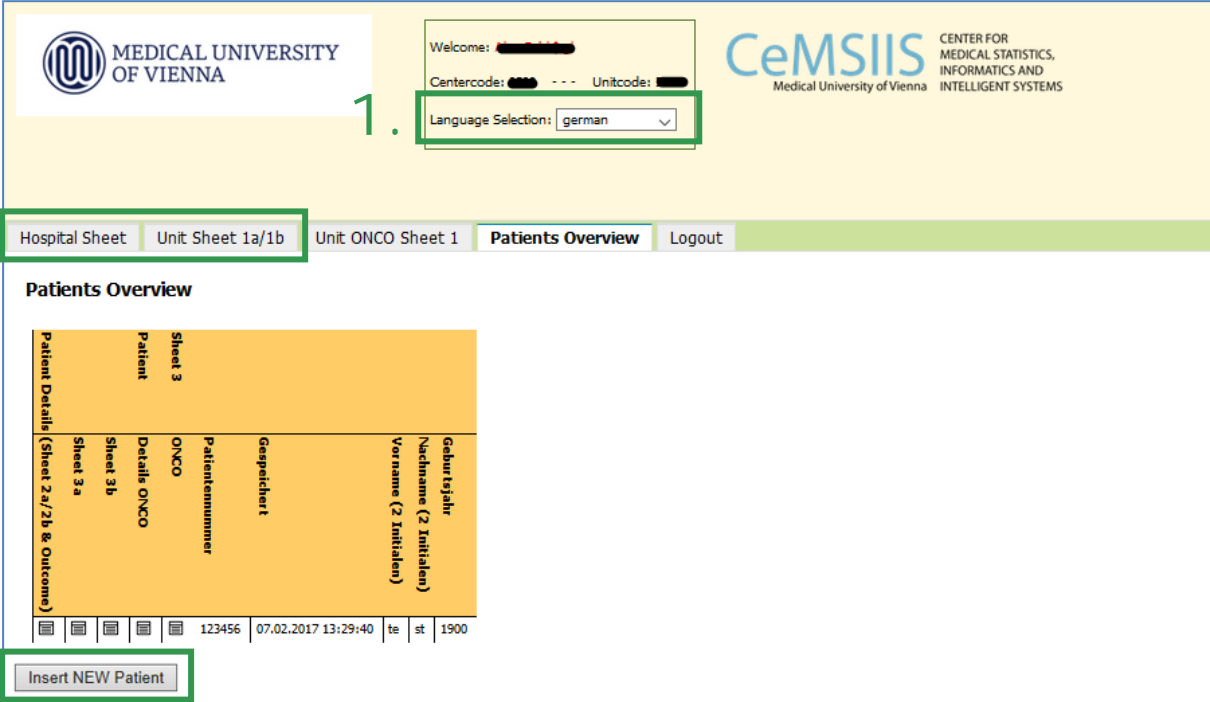
The screenshot shows the "Data Entry 2013 Report & Certificate download" page. It features a login form on the left with two input fields: "Data Entry Code:" and "Password Code:", and a "Sign in" button. Three numbered instructions are overlaid on the form: "1. centercodeNDunitcode" points to the "Data Entry Code" field, "2. unitcode" points to the "Password Code" field, and "3. click" points to the "Sign in" button. The background of the page is a stylized world map composed of colored dots.

- to access the online data entry, you have to enter **username** and **password**

**Example:** if your center code is 190 and your unit code is 123:

**user:190nd123 password:123** (for nutritionDay hospitals)

### Starting with online data entry:



1. Language Selection: german

2. Hospital Sheet | Unit Sheet 1a/1b | Unit ONCO Sheet 1 | **Patients Overview** | Logout

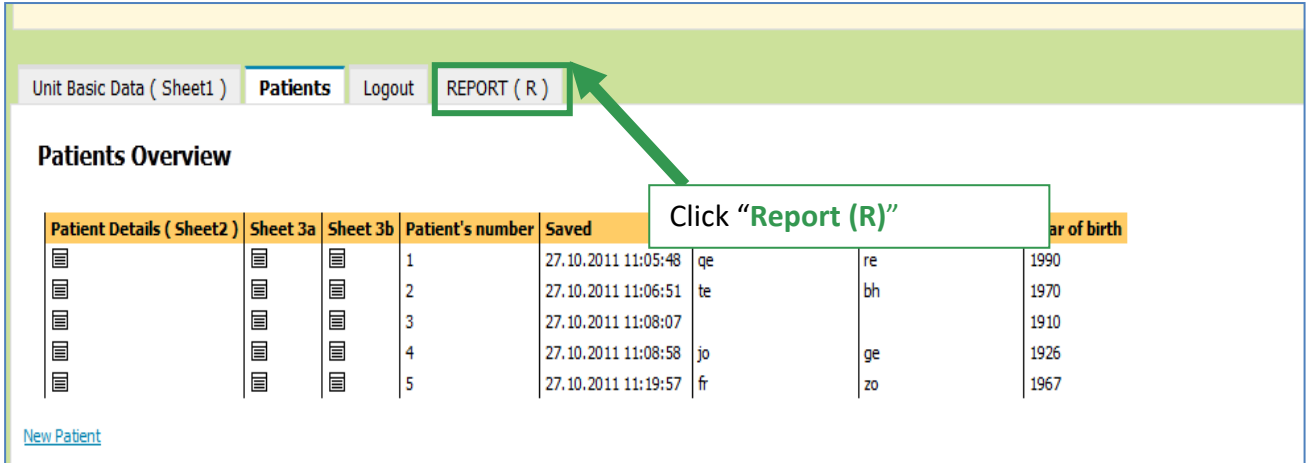
**Patients Overview**

Patient Details (Sheet 2a/2b & Outcome)	Patient	Sheet 3	Patient ONCO	Gezeichnet	Patientnummer	Vorname (2 Initialem)	Nachname (2 Initialem)	Geburtsjahr
Sheet 3a	Sheet 3b	Details ONCO	ONCO					
123456	07.02.2017	13:29:40	te	st	1900			

3. Insert NEW Patient

- 1. select your language
- 2. fill in the Hospital Sheet (1c) und Unit Sheet (1a/b)
- 3. enter a new patient
  - enter data of sheet 2a/b – then click “Save and go to Sheet 3a”
  - enter data of sheet 3a – then click “Save and go to Sheet 3b”
  - enter data of sheet 3b – then click “Save and begin a new Patient”
- After you have entered data of your last patient just click “**Save**” and “**REPORT (R)**”.

Create your individual Feedback:



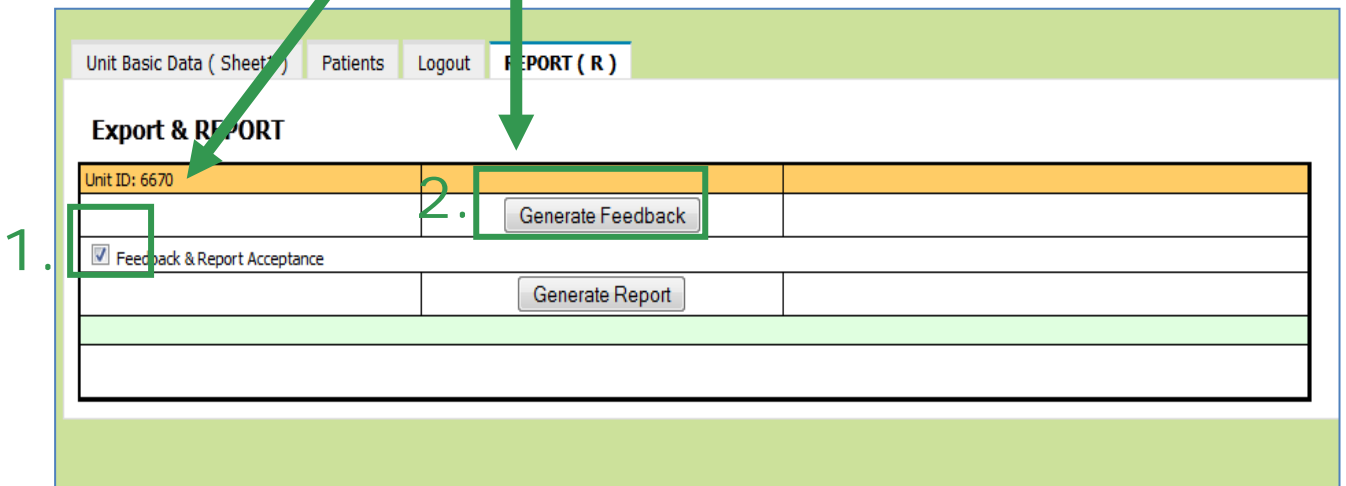
Unit Basic Data ( Sheet1 ) Patients Logout **REPORT ( R )**

### Patients Overview

Patient Details ( Sheet2 )	Sheet 3a	Sheet 3b	Patient's number	Saved	Click "Report (R)"	Year of birth	
			1	27.10.2011 11:05:48	qe	re	1990
			2	27.10.2011 11:06:51	te	bh	1970
			3	27.10.2011 11:08:07			1910
			4	27.10.2011 11:08:58	jo	ge	1926
			5	27.10.2011 11:19:57	fr	zo	1967

[New Patient](#)

1. If you are sure to download your Feedback please approve by checking the box "Feedback & Report Acceptance"
2. Choose "Generate Feedback"



Unit Basic Data ( Sheet1 ) Patients Logout **REPORT ( R )**

### Export & REPORT

Unit ID: 6670

<input checked="" type="checkbox"/> Feedback & Report Acceptance	<b>2.</b> <input type="button" value="Generate Feedback"/>
	<input type="button" value="Generate Report"/>

**Feedback requested**

Unit Basic Data ( Sheet1 ) Patients Logout **REPORT ( R )**

**Export & REPORT**

Unit ID: 6501

Feedback & Report Acceptance

FEEDBACK Files - Version: 1

File to download	Download Date & Time
<a href="#">Feedback Report File (pdf) - English</a>	27.10.2011 14:35:52

**3. Download your Feedback**

**3.**

**Create your individual Report:**

**Feedback requested**

Unit Basic Data ( Sheet1 ) Patients Logout **REPORT ( R )**

**Export & REPORT**

Unit ID: 6501

Feedback & Report Acceptance

FEEDBACK Files - Version: 1

File to download	Download Date & Time
<a href="#">Feedback Report File (pdf) - English</a>	27.10.2011 14:35:52

**1.**

**2.**

**1.** If you are sure to download your Report please approve by checking the box "Feedback & Report Acceptance"

**2.** Choose "Generate Report"

**Report requested**

Unit Basic Data ( Sheet1 ) Patients Logout **REPORT ( R )**

**Export & REPORT**

Unit ID: 6501 3. Download your preliminary Report

Feedback & Report Acceptance

**FEEDBACK Files - Version: 1**

File to download	Download Date & Time
<a href="#">Feedback Report File (pdf) - English</a>	27.10.2011 14:36:50

**REPORT Files - Version: 1**

File to download	Download Date & Time
<a href="#">Report File (pdf) - English</a>	27.10.2011 14:36:50

3.

**Enter outcome nutritionDay data:**

Date of Outcome evaluation:  
 nutrionDay in Hospitals: **30 days** after nutritionDay

Unit Basic Data ( Sheet1 ) **Patients** Logout REPORT ( R )

**Patients Overview**

Patient Details ( Sheet2 )	Sheet 3a	Sheet 3b	Patient's number	Saved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	27.10.2011 11:05
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	27.10.2011 11:06
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	27.10.2011 11:08
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	27.10.2011 11:08
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	27.10.2011 11:19

[New Patient](#)

Open sheet 2 for each patient and enter his/her outcome data.

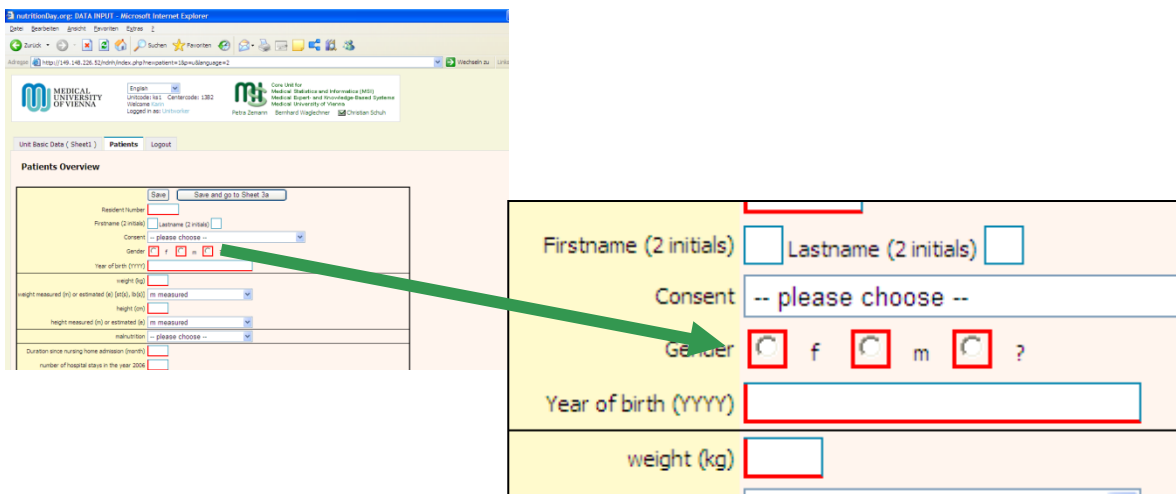
Click **"Save"** to save outcome data.

After you entered each patient's Outcome please go to **"REPORT (R)"** to download your final report.

**Additional information to your notice:**

**1. Mandatory fields**

All fields that have a red border are mandatory e.g.



If there is for any reason no data for a mandatory field, please enter “ - ” (minus). Data cannot be saved if you leave mandatory fields blank.

**2. Missing sheet 3a and/or sheet 3b**

If there is no data of sheet 3a and/ or sheet 3b (e.g. if the patient receives artificial nutrition only) just save the blank data sheets and go on with the next patient.

**3. Inconsistencies**

If there is inconsistent information given, please relate to the information that is given in the first question.

Example:

**Do you think you have your usual appetite today?**

YES       NO       I am not hungry       I have problems with chewing/swallowing

If NO,       nausea       others (please describe) \_\_\_\_\_

In this case please indicate “YES” for the question “Do you think you have your usual appetite today?” and do not indicate an answer for the question “If NO,...”.

#### 4. Comma

Wenn entering figures please use a **dot** to indicate a comma.

E.g. **indicate 62.4 kg** – do not indicate 62,4 kg

In case of difficulties please contact our office at [office@nutritionday.org](mailto:office@nutritionday.org).  
We will be happy to help!