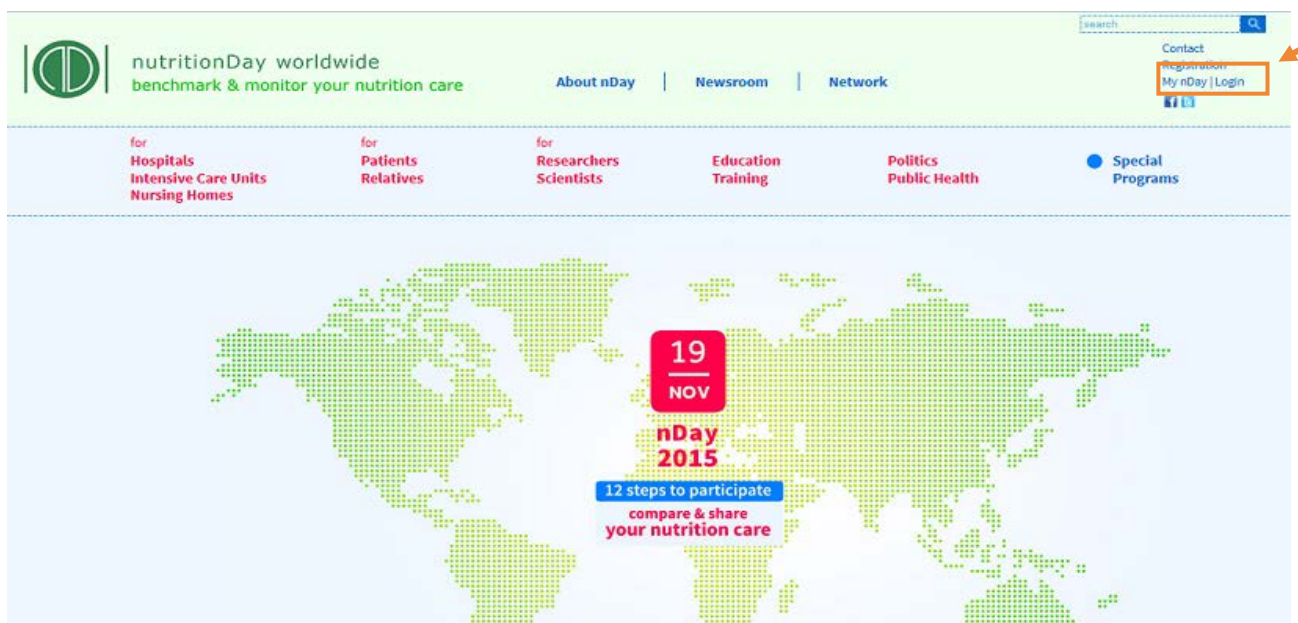


Step by step guidance for “DATA ENTRY” for Intensive Care Units (nD.ICU)

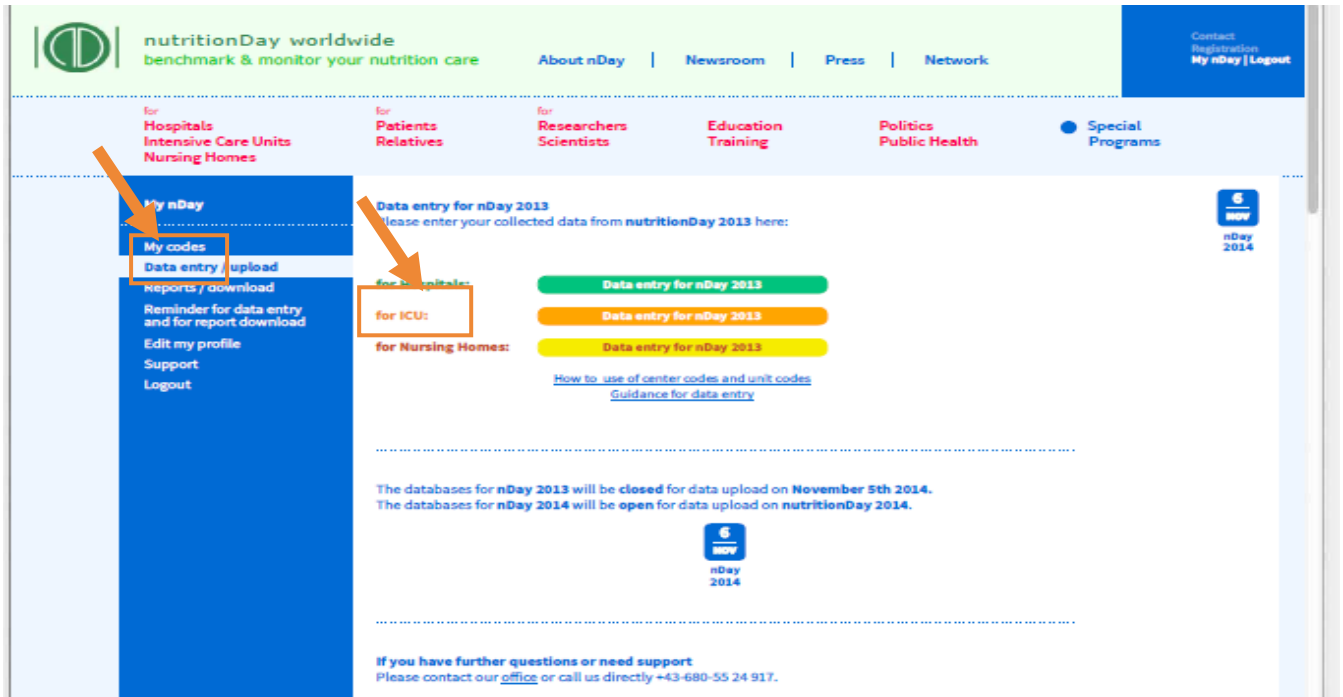
15
NOV
nDay
2018

A) Important steps for online data entry

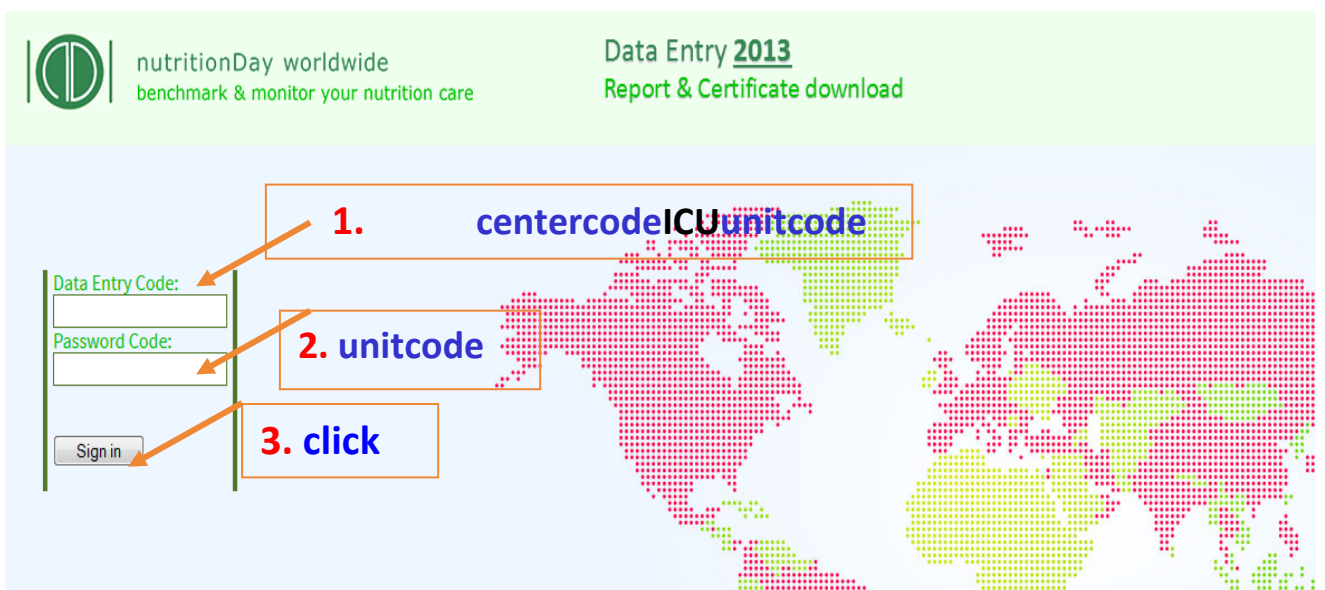
- go to www.nutritionday.org
- select **my nutritionDay | log in**



- go to **data entry | upload**
- choose subcategory **for Intensive Care Units (ICU)**



Log in for data entry

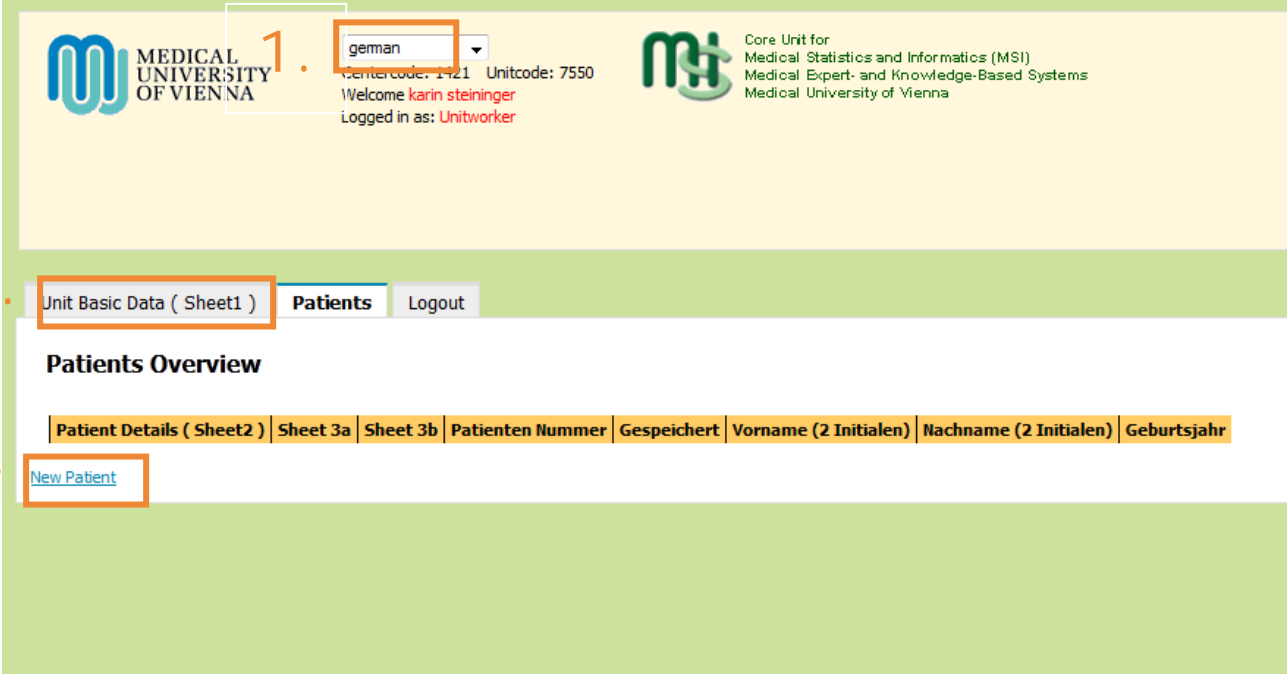


- to access the online data entry, you have to enter **username** and **password**

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

user:190**icu**123 **password:**123 (for nutritionDay ICU)

Starting with online data entry



- 1. select your language
- 2. fill in the Unit Basic Data (sheet 1)
- 3. enter a new patient
 - enter data of sheet 2 – 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 “**Logout**”.

Enter outcome nutritionDay data

Date of Outcome evaluation:

nutritionDay in Intensive Care Units: **60 days** after nutritionDay

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

Patients Overview

| Patient Details (Sheet2) | Sheet 3a | Sheet 3b | Patient's number | Saved |
|----------------------------|----------|----------|------------------|-----------------|
| | | | 1 | 27.10.2011 11:0 |
| | | | 2 | 27.10.2011 11:0 |
| | | | 3 | 27.10.2011 11:0 |
| | | | 4 | 27.10.2011 11:0 |
| | | | 5 | 27.10.2011 11:0 |

[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 click **"Logout"**.

Create your individual Feedback:

- go to **Reports | download**
- select **nD Reports for ICU**



My nDay | Login

Registration
Center codes | unit codes
Data entry | upload
Reports | download
Edit my profile

Reports | download

for Hospitals:

- nDay Report 2014
- nDay Report 2013
- nDay Report 2012
- nDay Reports 2006–2011
- nDay Reports 2009 Mini

for ICU:

- nDay Reports 2014
- nDay Reports 2006–2013

for Nursing Homes:


- nDay Report 2014
- nDay Report 2013
- nDay Reports 2007–2012

- **Enter** your personal centre and unit code
- And **download** your ICU report in English

Report Download for ICU

nutritionDay worldwide
benchmark & monitor your nutrition care

Nursing Home Data Entry 2013
Report & Certificate download



Data Entry Code:
Password Code:
Sign in

nutritionDay 1-2-3 ICU -
Report - download 2007 - 2012 / 2013 !!

Please enter your Center Code and your Unit Code:

Center Code:

Unit Code:

| | | |
|------------------|------------------|--|
| 2012 | 2013 | |
| Unit Report 2012 | Unit Report 2013 | |

2014 or later

Data entry code: centrecodeicuunitcode
Password code: unitcode

Example:
Centre code: 1234
Unit code: 5678

Data entry code: 1234icu5678
Password code: 5678

2013 or earlier

Centre code: centrecode
Unit code: unitcode

Example:
Centre code: 1234
Unit code: 5678

Centre code: 1234
Unit code: 5678

Click "Report (R)"

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

Patients Overview

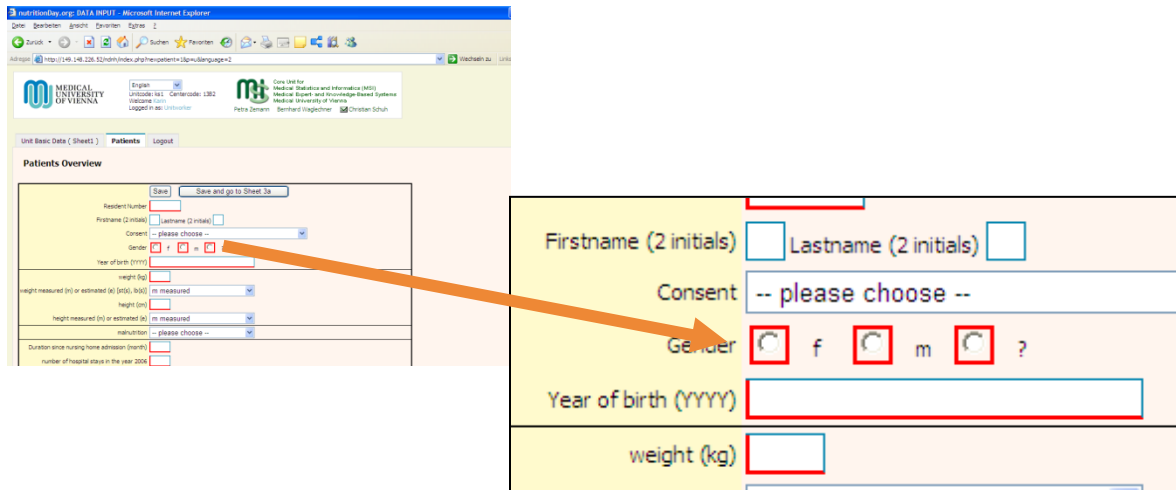
| Patient Details (Sheet2) | Sheet 3a | Sheet 3b | Patient's number | Saved | Firstname (2 initials) | Lastname (2 initials) | Year of birth |
|----------------------------|----------|----------|------------------|---------------------|------------------------|-----------------------|---------------|
| | | | 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](#)

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
 Skip this entry

If NO,
 I am not hungry
 I have problems with chewing/swallowing

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.

We will be happy to help!