



Every participating unit needs a center and an associated unit code. These codes allow correct and anonymous data handling. The first step is to order the center code for your intensive care unit. Then continue with the order of a unit code for each participating unit in the center.

A) Login

- key in <u>www.nutritionday.org</u>
- go to my nutritionDay | Login





- select Center codes unit codes
- choose Order new center code/unit code

nutritionDay worldw benchmark & monitor your	ride r nutrition care	About nDay	Newsroom N	etwork	Contact Registration My nDay Login	
for Hospitals Intensive Care Units Nursing Homes	for Patients Relatives	for Researchers Scientists	Education Training	Politics Public Health	Special Programs	
My nDay Login	Center codes unit code You need to be registered	es <u>d</u> if you want to order	a center code or a unit code	2.	6 Nov nDay	
Data entry upload Reports download Edit my profile		View my cen Orde Ord	iter codes my unit codes r new center code er new unit code		2014	



Only registered users are allowed to order codes. Please log in with your username and password.

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for Hospitals Intensive Care Units Nursing Homes	for Patients Relatives	for Researchers Scientists	Education Training	Politics Public Health	 Special Programs
 My nDay Login	Center codes unit (codes	Enter	your username	
Registration			and pa	assword to access	nDay 2014
Data entry upload	First visit? Cli	ck here to register.	and or	der codes	
Reports download Edit my profile	If you are regist Username: Password:	ered, please log in to view	existing codes and order (additional) codes for participation:	

Please note that codes from previous years remain valid. You can order additional codes via the same procedure if necessary.

B) Order a center code

SUCCESS			
You are now logged in.			
You can edit your user data here:	Change contact details here!		
For participation, your institution needs a "ce To check 2006/2007/2008/2009/2010/2011/2 or to order new codes, click: Order Center / Unit Codes	Order codes here Follow the "step step guidance fo easy code orderi for help	e. by r ng	code". e still valid)



Order Center and Unit Codes

Applicant: Testerin Tester				
CENTER CODE List: The following center codes are currently stored for you: C o d e Center name Status Add UNIT				
2147 Test Add To check or order new unit codes, simply click on the 'Add' button above.	Click to enter the code order form			
If you want to create an additional center with associated unit's, simply click on New Center.				
	Back to Main Menue			

Scroll down and fill the small questionnaire about your hospital:

(Fields marked with an asterisk (*) are mandatory)

rder Center and Unit Codes	
Applicant: Testerin Tester	
New center code	
lease enter a descriptive name for the new center code, or example the hospital's name:*	
lease choose your center speciality/type:*	
 ○ General Hospital ○ Speciality Hospital ○ Teaching Hospital ○ Nursing Home 	
apacity of the center/institution:*	
○ < 100 beds ○ 100-299 beds	Activate Order a center code
 ○ 300-499 beds ○ 500-900 beds ○ > 900 beds 	
/e will send a confirmation e-mail after the internal pprovement process.	
-mail address:*	
ohanna.tripamer@meduniwien.ac.at	
ou can create associated unit's (unit codes) for the new center after s	ubmitting this form.
	Order a conter o



1) Name:	Fill in the name of your institution.
2) Speciality:	Please choose your center speciality/type.
3) Beds :	Choose the right category for the max. number of beds in your center.
4) Email:	Please check your email address.
5) Activate	"Order a center code"

A new template form appears. In the first line your centre code is shown. You will receive an email about the processed center code order.

"ordered, not yet active" will change into "active" after your code has been confirmed. This will happen automatically within 24 hours.

You can immediately order unit codes for this center, please go on as follows:





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Please scroll down and fill the small questionnaire about the unit:

(Fields marked with an asterisk (*) are mandatory)

	In codes		
Applicant: Testerin Tester			
Back to the Center Code list			
UNIT CODE List			
Center Name: Test Associated unit codes & unit data: Category Unit Code Unit name Status Dr ND 5538 test active You have 98 more unit codes available.	CENTER CODE: 2147 sta-Input User Name 2147ND5538	Please choose the categor unit nutritionDay (for hose nutritionDay in nurs	ry of your spitals) ing homes
New unit code		 nutritionDay in 1-2-3 	3- ICU
Please enter a unit name for the unit (For example the name of the hospital's d Category:*	vision):*	The selection of the categories of the categorie	ory <mark>cannot</mark>
nutritionDay in Nursing Homes nutritionDay 1-2-3 ICU We will send a confirmation mail after the approvement process. e-mail address:* johanna.tripamer@meduniwien.ac.at	internal		
D nutritionDay wor benchmark & monitor	ldwide your nutrition care About nDay for for for Patients Researchers	y Newsroom Network Education Politics	search Contact Registration My nDay Lo Special
Intensive Care Units Nursing Homes	Relatives Scientists	Training Public Health	Programs
My nDay Login	Center codes unit codes		▲
Registration	Back to the Center Code list		201
Data entry upload Reports download	UNIT CODE List Center Name: Bacha CE	ENTER CODE: 3038	
Edit my profile	Associated unit codes & unit data: Category Unit Code Unit name Status [C ND 4671 diabetologia]active You have 98 more unit codes available.	Data-Input User Name 3038ND4671	
Edit my profile	Associated unit codes & unit data: Category Unit Code Unit name Status [C ND 4671 diabetologia]active You have 98 more unit codes available. New unit code	Data-Input User Name 3038ND4671	_
Edit my profile	Associated unit codes & unit data: Category Unit Code Unit name Status [C ND 4671 diabetologia]active You have 98 more unit codes available. New unit code Please enter a unit name for the unit (For example the name of the hospital's divi	Data-Input User Name 3038ND4671 (ision):* Activate New U	nit code
Edit my profile	Associated unit codes & unit data: Category Unit Code Unit name Status [C ND 4671 disbetologis]active You have 98 more unit codes available. New unit code Please enter a unit name for the unit (For example the name of the hospital's divi Category:* ① nutritionDay ① nutritionDay ① nutritionDay in Nursing Homes ① nutritionDay in Nursing Homes ① nutritionDay 1-2-3 ICU We will send a confirmation mail after the in approvement process. e-mail address:* 2	Data-Input User Name 3038ND4671 /ision):* Activate New U	nit code
Edit my profile	Associated unit codes & unit data: Category Unit Code Unit name Status [C ND 4671 disbetologis]active You have 98 more unit codes available. New unit code Please enter a unit name for the unit (For example the name of the hospital's divi Category:* Category:* O nutritionDay O nutritionDay 1-2-3 ICU We will send a confirmation mail after the in approvement process. e-mail address:* johanna.tripamer@meduniwien.ac.at	Data-Input User Name 3038ND4671 vision):* Activate New U Nernal Nernal Back to the Center Code list	nit code



1) Name:	Please choose a descriptive name for the unit
2) Category:	Select "nutritionDay" for nutritionDay in hospitals
	Select "nutritionDay nursing homes" for nursing homes
	Select "nutritionDay 1-2-3 ICU" if you register a unit of intensive care
3) Email:	Please check your email address.
4) Activate	"New Unit Code"

An overview of your registered center and the associated unit code is shown:

About nDay Newsroom	Network	Search Q Contact Registration My nDay Login I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
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for t	ame Status Data-Input User Marré na test active 2147ND5538 CU active 2147ND5538 es available. Source 2147NH8476 es available. Source 214	ame Status Data-Input User Mame a test active 2147ND5338 CU active 2147NR9538 es available. F r the unit he hospital's division):* p Homes U m mail after the internal wien.ac.at

Order another unit code for this center:

Please scroll down the form and repeat step 1-5. Go on until you have ordered codes for all units that plan to participate.

You receive an email about each processed unit code order.

"ordered, not yet active" will change into "active" after your code has been confirmed. This will happen automatically within 24 hours.



D) Next

You can always come back to check your allocated center and unit codes and order more codes, if necessary.

Additional information and necessary questionnaires can be found on <u>www.nutritionday.org</u>.

In case of difficulties please contact our office at <u>office@nutritionday.org.</u> We will be happy to help!