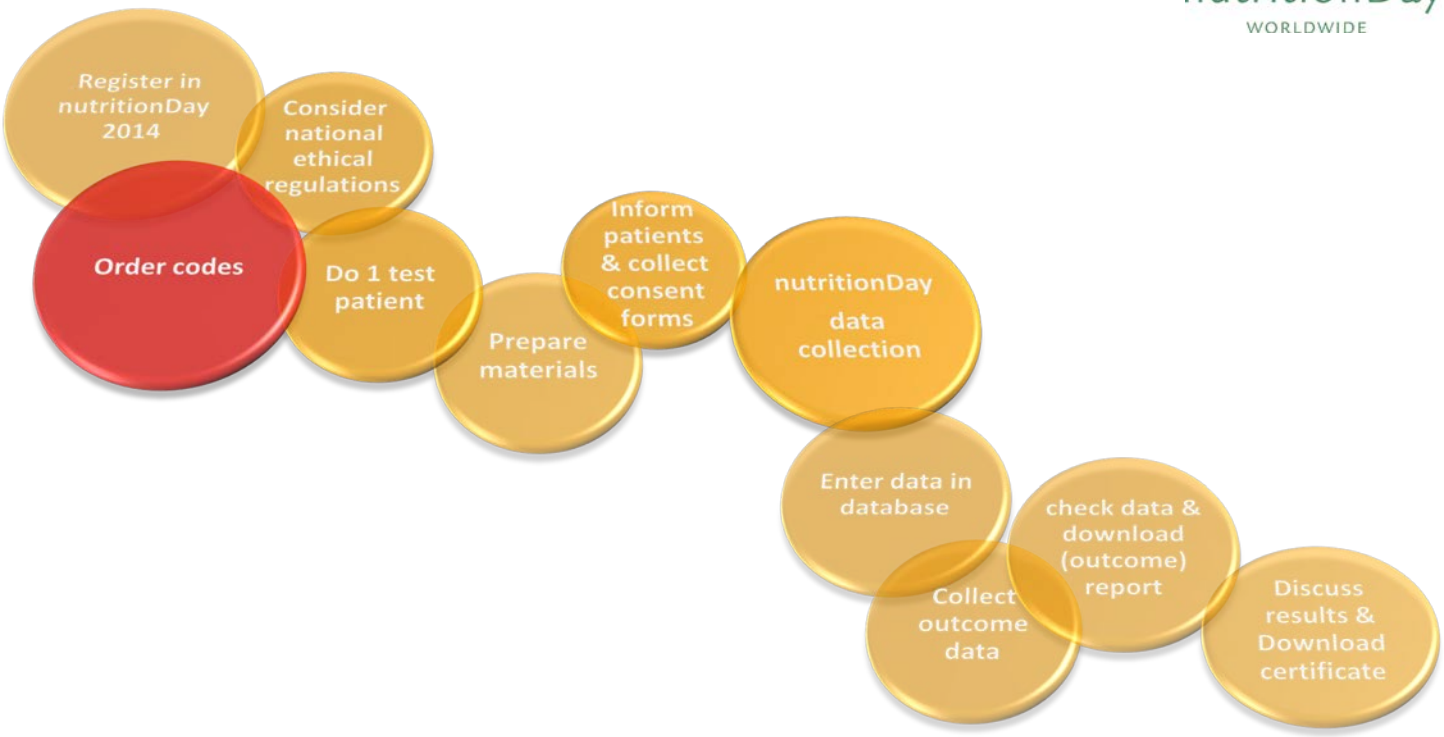
nutritionDay WORLDWIDE



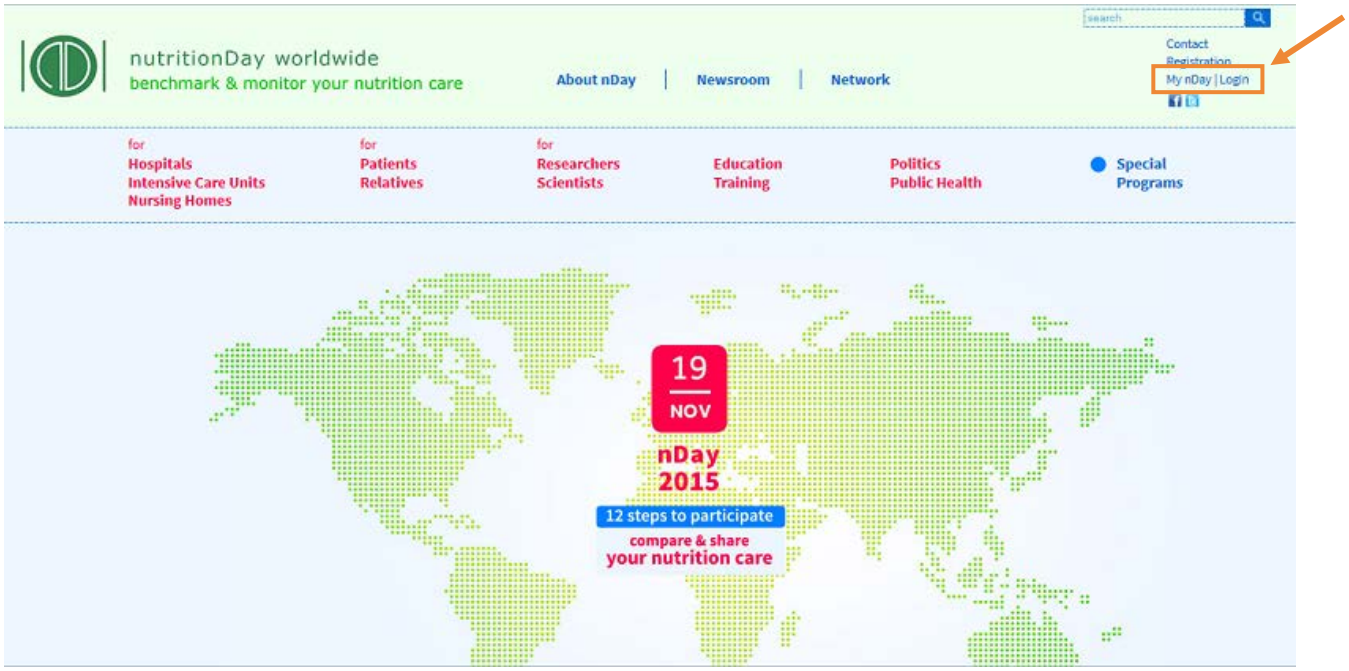
Step by step guidance for "ORDER CODE"
for Intensive Care Units (nD.ICU)

15 NOV
nDay 2018

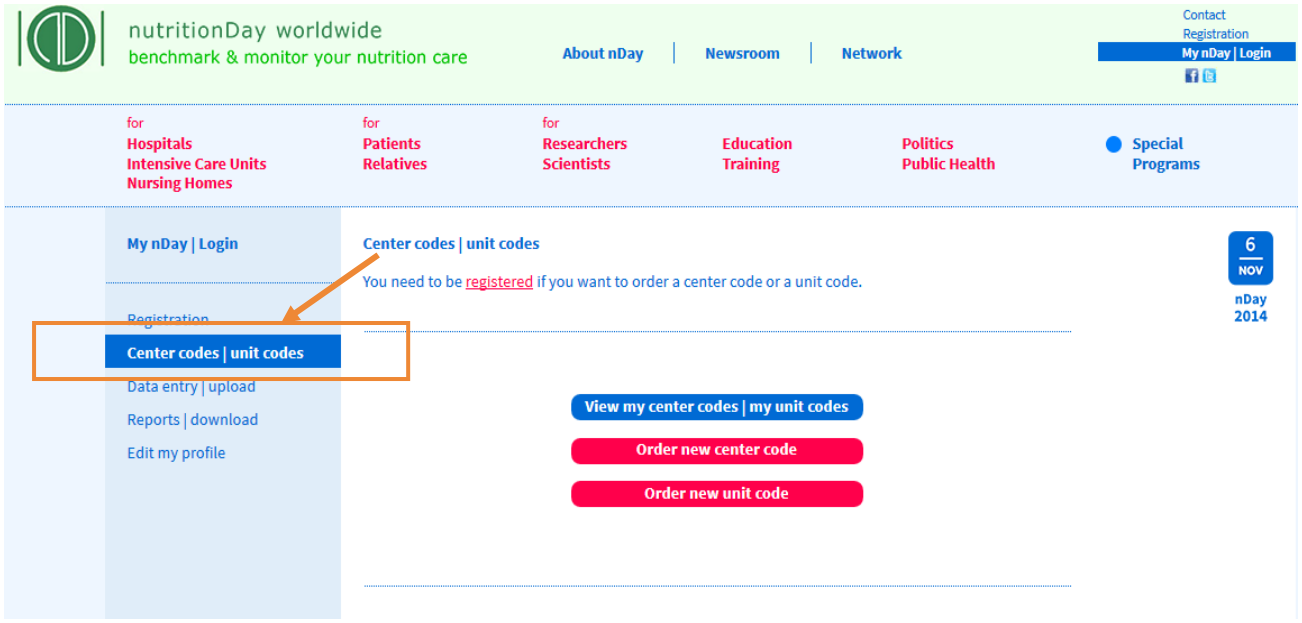
Every participating unit needs a center and an associated unit code. These codes allow correct and anonymous data handling. The first step is to order the center code for your intensive care unit. Then continue with the order of a unit code for each participating unit in the center.

A) Login

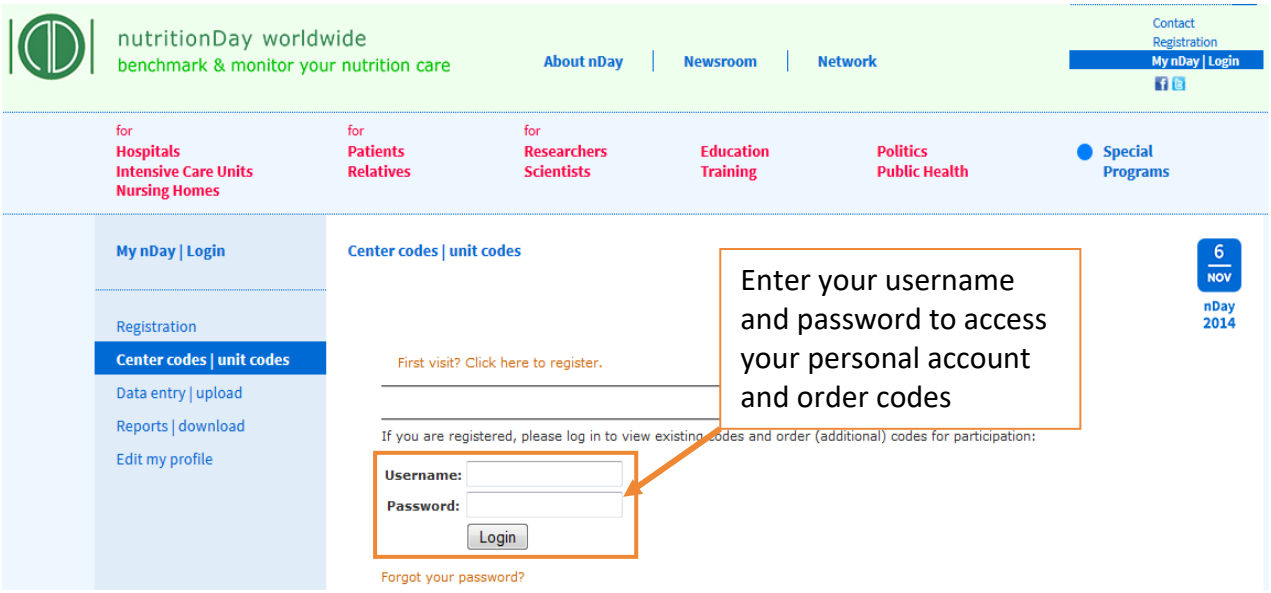
- key in www.nutritionday.org
- go to **my nutritionDay | Login**



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

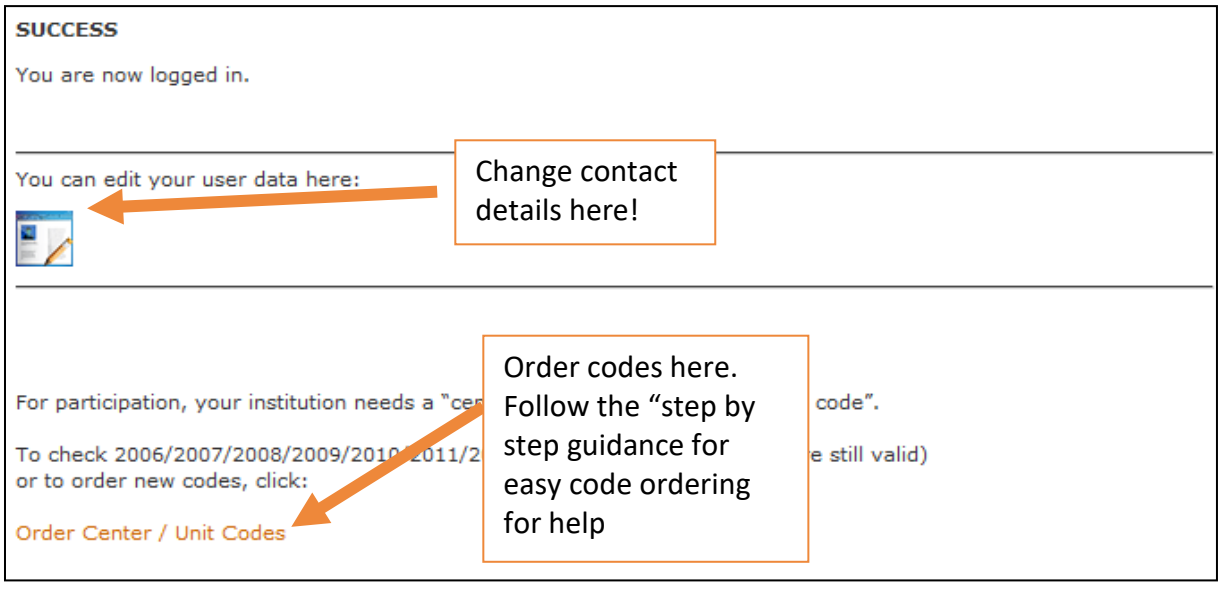


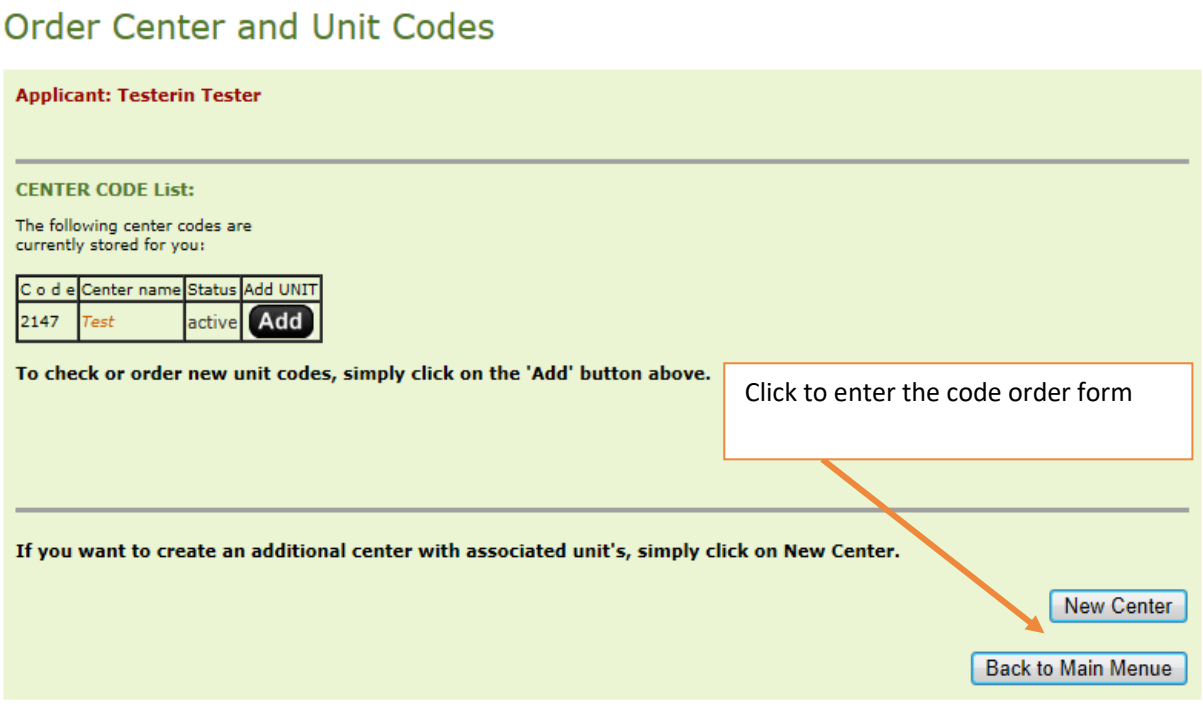
Only registered users are allowed to order codes. Please log in with your username and password.



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

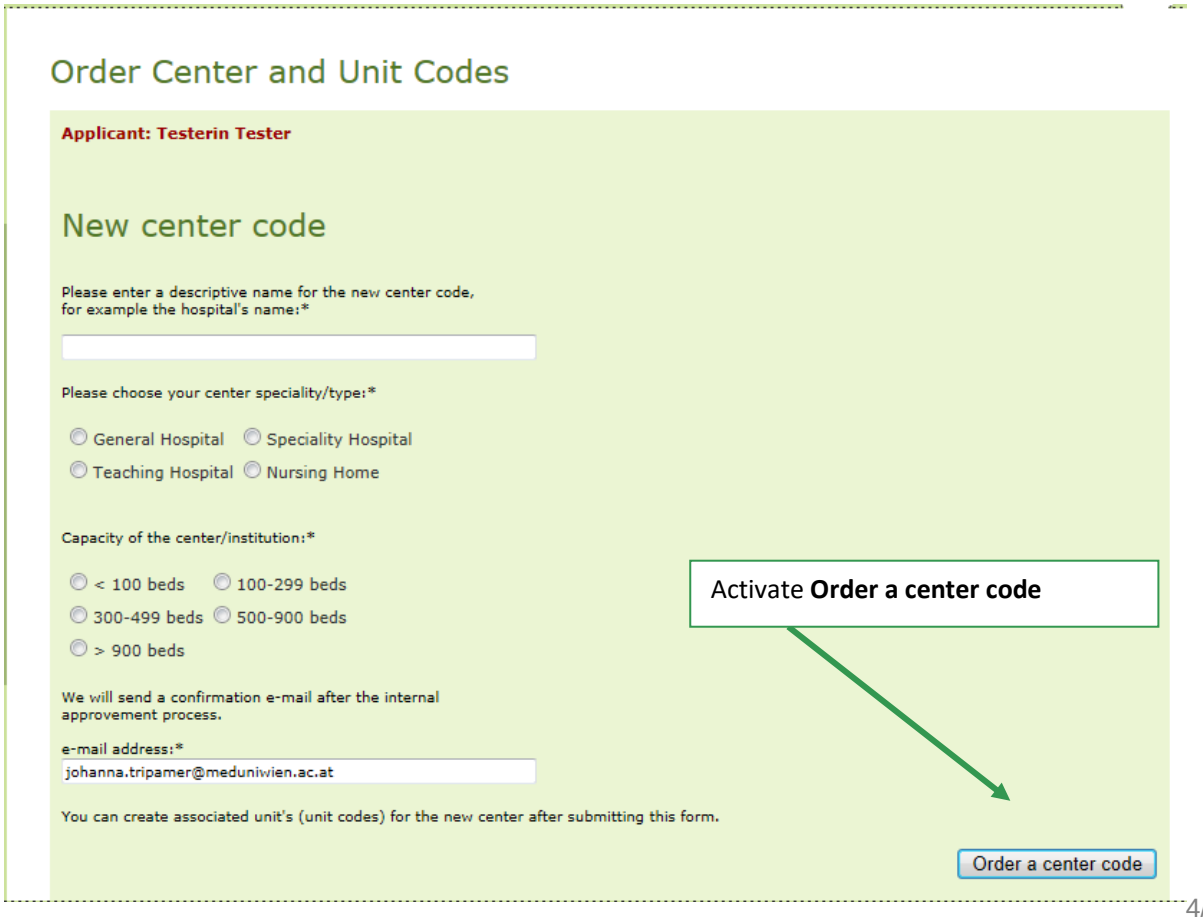
B) Order a center code





Scroll down and fill the small questionnaire about your hospital:

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



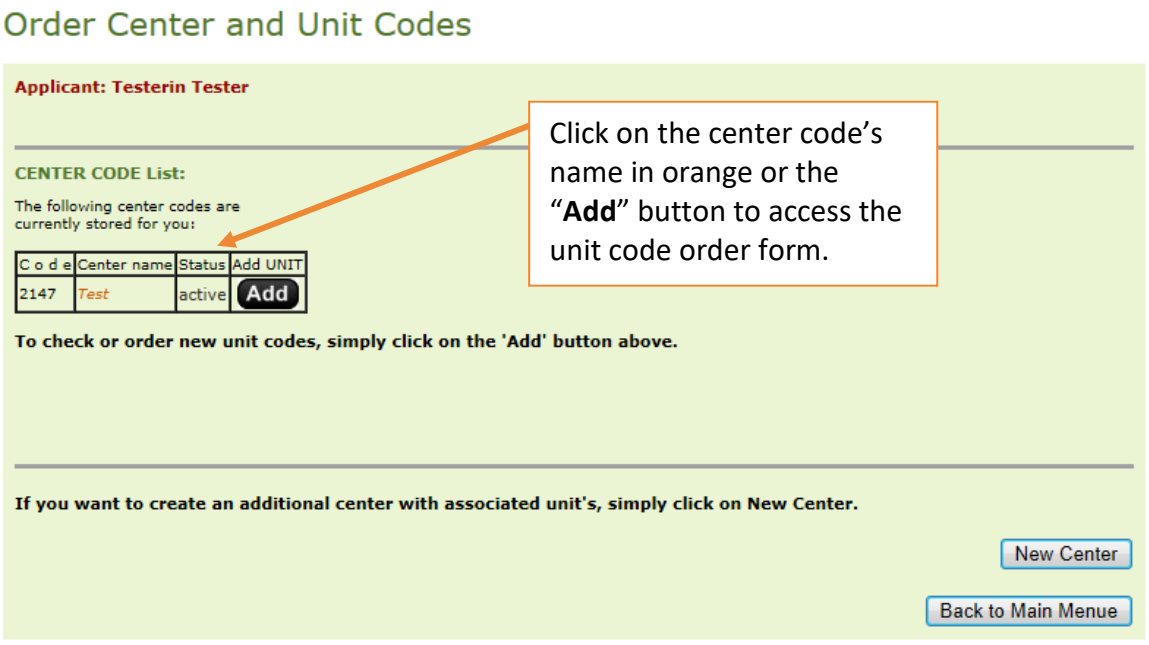
1) Name:	Fill in the name of your institution.
2) Speciality:	Please choose your center speciality/type.
3) Beds:	Choose the right category for the max. number of beds in your center.
4) Email:	Please check your email address.
5) Activate	**"Order a center code"**

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.

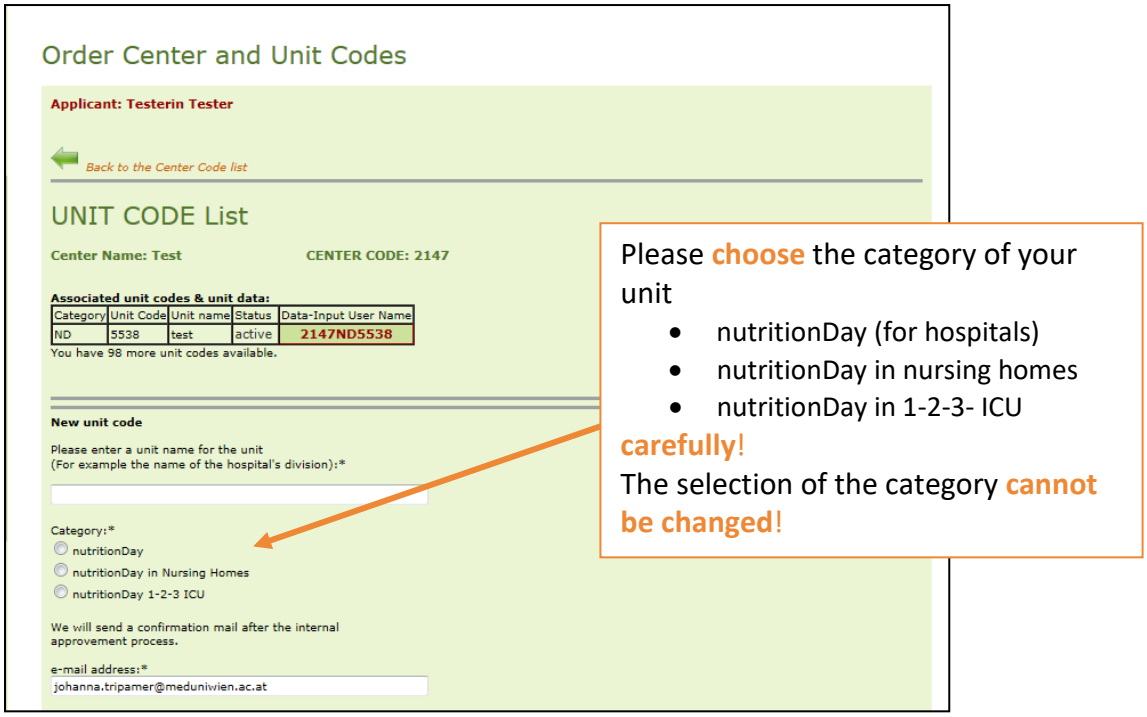
"ordered, not yet active" will change into "active" after your code has been confirmed. This will happen automatically within 24 hours.

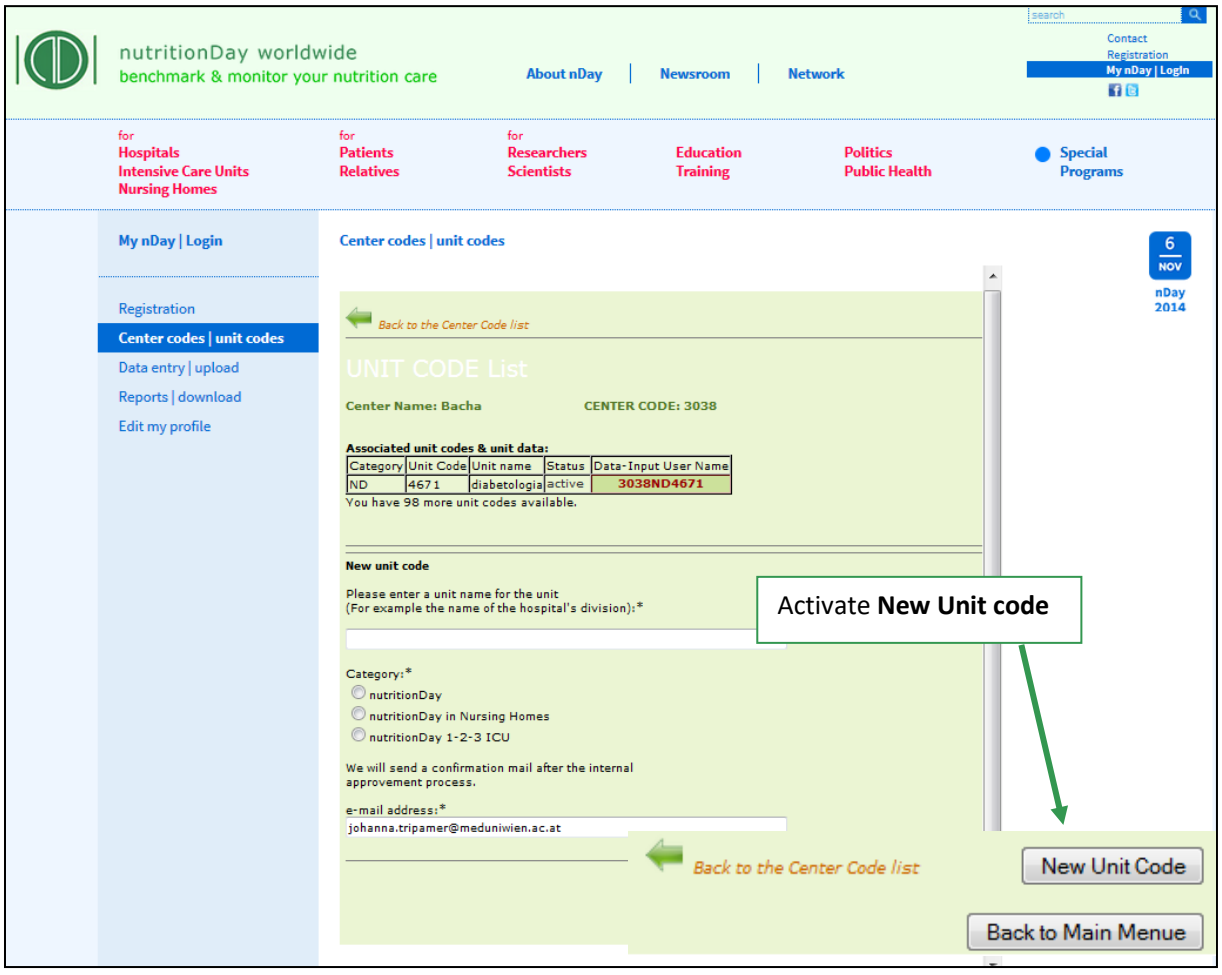
You can immediately order unit codes for this center, please go on as follows:

C) Order unit code



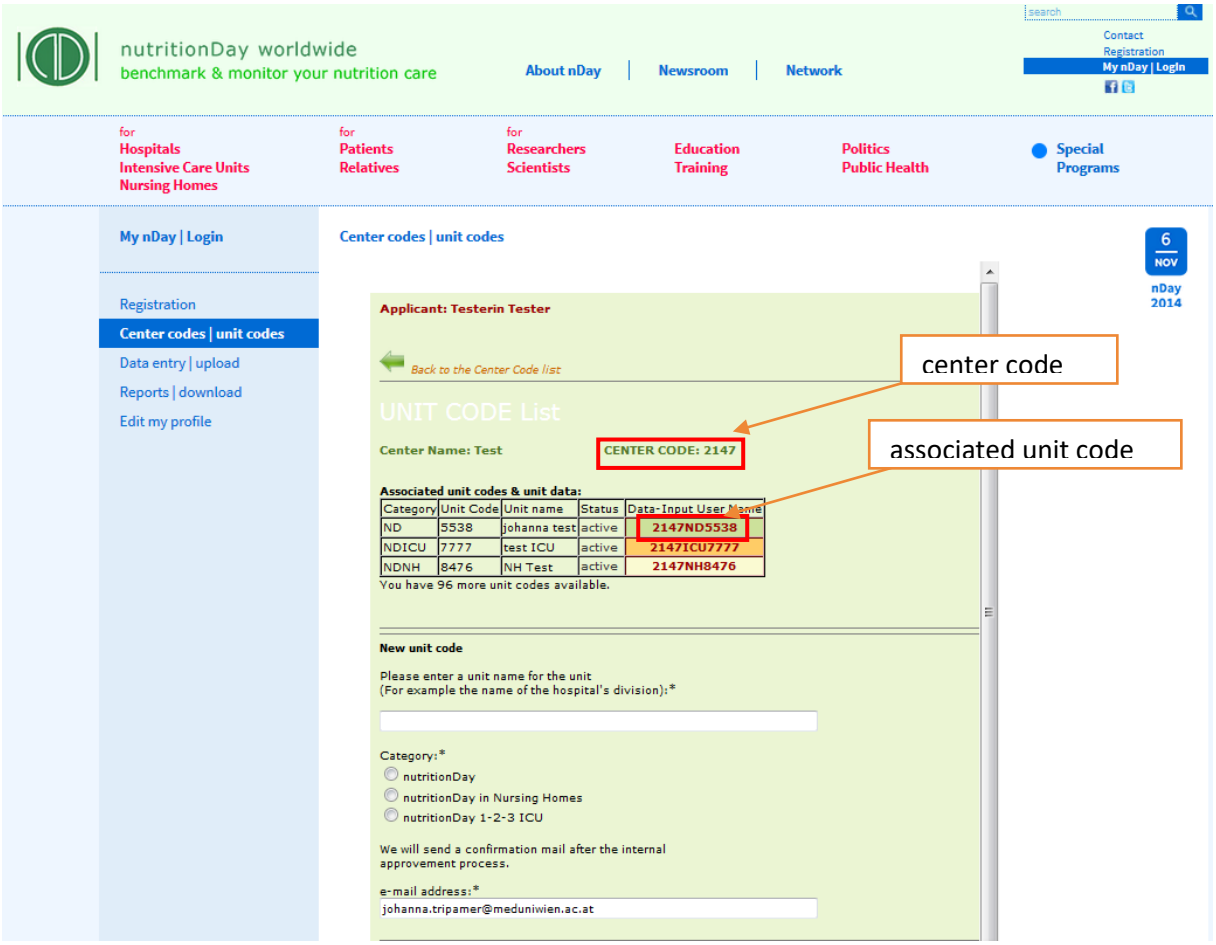
Please scroll down and fill the small questionnaire about the unit:
(Fields marked with an asterisk (*) are mandatory)





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:



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 www.nutritionday.org.

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