

Getting started with an Intake24 study – a guide for external users

This guideline aims to take you through the Intake24 basic study setup and access to functions on the Intake24 administration tool.

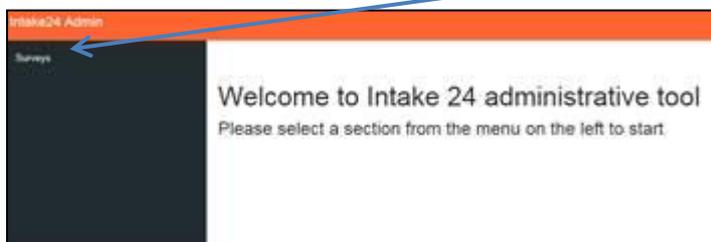
1. Providing initial information required for study setup

After an initial discussion/email request, Cambridge will set up a study on Intake24, ready for you to administer independently. You will have been sent a separate Word document form, 'Intake24 study setup form', to complete with the details required to set your study up. Please fill this in and [email](#) it back to the team at Cambridge.

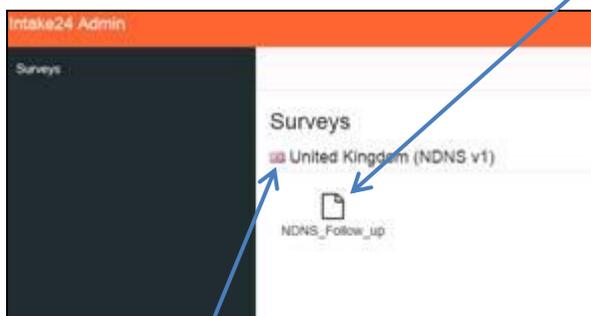
2. Accessing functions on the Intake24 admin tool

Once the study is set up on Intake24 by the Cambridge team, you will be sent an email containing a URL to access the Intake24 Admin Site. Use the following steps to access your study:

- Click on the 'forgotten password' link and follow the instruction to set your new password.
- Once logged into the Intake24 admin tool, click on 'Surveys', to show you your own study/studies.



- Click on the study (here, for example, "NDNS_Follow_up") to display the setup details for that study:



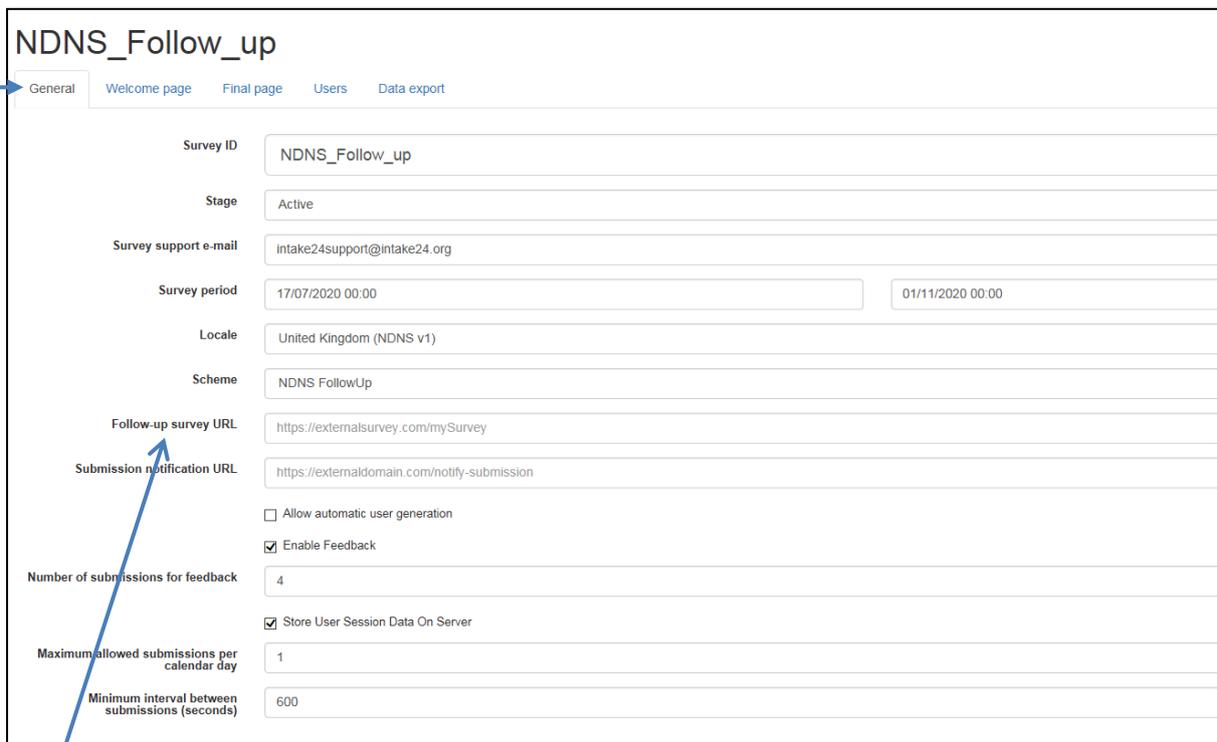
This field – "United Kingdom (NDNS v1)" – shows the food database (locale) that is set for your study.

Within the study setup details window, there are five tabs: **General**, **Welcome page**, **Final page**, **Users** and **Data export**.

The **General** tab shows the details of your study setup, including your survey support email address.

- Check these carefully and report any problems to Cambridge.

Most of the **General** tab is pre-set and cannot be edited by you. The exceptions are **'Stage'**, **'Survey support email'**, **'Survey period'** and **'Follow-up survey URL'**.



Follow up survey URL: This field can be used if you wish to add a link to another questionnaire at the end of the Intake24 survey. If this applies, paste the questionnaire URL here. Click save. *Note:* you will need to make sure the follow up survey used allows linking between Intake24 username and follow up survey if you want to be able to see who has completed the follow up survey. For more information, please get in touch and request our 'integration with 3rd party systems' document.

The **'Welcome'** and **'Final'** pages have been set up for you with the text you provided. You are able to edit these pages if you wish, however, please carefully follow the current text formatting.

Cont./.....

The **Users** tab allows you to: create usernames and passwords and create single log-in URLs for your participants (respondents).



To add respondents/participants to your study: under the **Users** tab select **Respondents**. There are 3 options under Respondents:

- **NOTE – for participants: user IDs, names and passwords must NOT include personal information (such as names, emails or dates of birth)**

Upload CSV: this allows you to upload your own participant usernames and passwords to Intake24 for your study. Create a CSV file with your usernames and passwords, ensure the column headings are named `user name` and `password`. The usernames and passwords you create **should not contain any spaces (or personally identifiable information)**.

The **minimum requirements for creating usernames and passwords** are as follows:

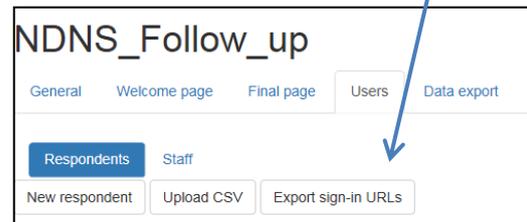
- Separate codes for both username and password
- Minimum 8 character length (for both)
- Character set to include both lower/upper letters [a-zA-Z] and digits [0-9]
- Usernames and passwords must NOT include personally identifiable information

	A	B	C	D
1	user name	password		
2	sadsD8gerht	dtyryuH7		
3	sdffdH5ryurtt	fgyrtuY5tuty		
4	sdfS3ghgdfg	T1fhdfdfsd		
5	sE2fweterty	sdgD8ghfuryt		
6	egfhghF0uy	hjhjhgF4dg		
7	ertY6fuyuty	yfH7ggsrrsdg		

Example CSV format for uploading usernames and passwords

If your CSV file with usernames and passwords is not uploading to Intake24 and you have carefully checked that the headings match those given above and that the usernames and passwords do not contain any spaces, it may be that your CSV file contains a 'BOM' (byte order marking) character. To check and remove this, open the file in an editor that supports encoding (e.g. Notepad++). In Notepad++ if you see it says UTF-8 BOM in the bottom right corner of the screen, you can remove it by clicking 'Encoding' on the top menu and then 'UTF-8'. Save the file and try uploading this new version. If this does not work or if you encounter any further issues, please contact your IT or technical department.

Export sign-in URLs: Once you have uploaded your usernames and passwords, a single URL log-in for individual study participants can be created and exported by selecting the “Export sign-in URLs” option. The URL length is set and cannot be shortened. A CSV file is created containing the Intake24 user ID, Survey user ID, Authentication URL and Feedback URL. Once you have created the export sign-in URLs file, your participants will only need the Authentication URL to access their recalls; they will not require their separate usernames and passwords.



NOTE – it is recommended that participants are advised to complete their recall on Google Chrome where possible and to click ‘Log out’ at the top right of the submission page after completion.

New Respondent: Additional respondents (participants) can be manually added separately, if required.

PROTOCOL NOTE for respondent information –

- Personally identifiable information should **NOT** be used for usernames (see above)
- The fields for Name, Email, and Phone should **NOT** be completed.

The ‘Export sign-in URLs’ function will need to be repeated to generate log in URL’s for new respondents.

User details ×

Complete these fields but DO NOT use personal details (e.g. name, email, phone number)

User login

Password

Name

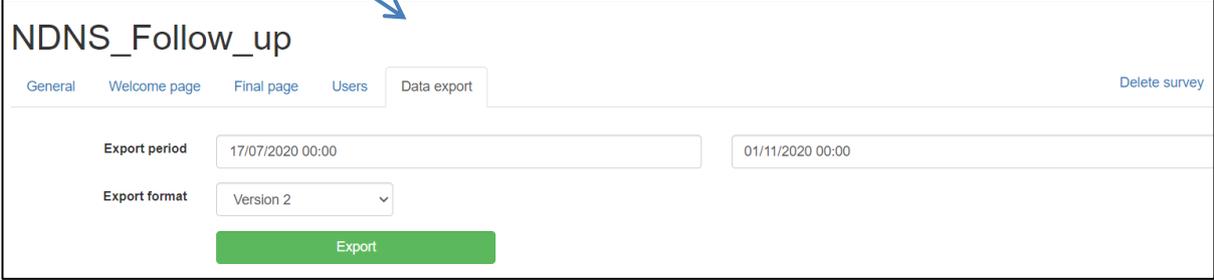
Email

Phone

LEAVE BLANK

Requirements for manually adding in extra respondents

The **Data export** tab allows you to extract the dietary intake data for your study. It also allows you to select a specific period of the study if needed. Select version 2 of the export format to ensure all variables are available for your study.



NDNS_Follow_up

General Welcome page Final page Users Data export Delete survey

Export period 17/07/2020 00:00 01/11/2020 00:00

Export format Version 2

Export

The dietary data export can be saved as a CSV or in Excel format. Please refer to the Intake24 data dictionary, on our [webpage](#), for the list of variables in the data export.

3. Ongoing changes to the Intake24 food database/system updates

The UK version of Intake24.org is provided as per provision for the UK National Diet and Nutrition Survey Rolling Programme. The tool and food databases are maintained through an ongoing programme of updates to keep the food and nutrient databases current and to rectify issues. This may result in periodic updates to the Intake24 tool including:

- Addition of foods to the food database
- Edits to the naming of foods e.g. *`Beef, roasted`* changed to *`Roast beef`*
- Nutrient updates to the food composition codes (generally managed at intervals)
- Addition/editing of associated food prompts
- Updates to portion sizes/images
- Updates to probing questions
- Other system updates e.g. addition of extra reporting variables in the data extract

Significant changes and updates will be communicated to the Intake24 researcher community. Smaller changes (e.g. the addition of an associated food probe or a slight rewording of a food) may occur during use without specific notification.