

# NUTRITION PROGRAM – DIET ANALYSIS PLUS

**Please read and follow ALL the steps in this document very carefully** to prevent problems that can only be fixed by reentering all your data. *If you have any problems or questions, ask someone at the Help Desk (B388) before continuing to the next step.* Go to the Help Desk to get your logon account if you don't already have one.

**Logon to the computer:** *You must follow these instructions to logon to your account!*

1. Press **Ctrl+Alt+Delete** to get the login screen.
2. Enter your username and password for **your computer account** at FLCC.
3. Ensure you are on the **Student** domain and click **OK**.  
Note: Instructors should be on the **Employee** domain.

**Ensure that the laser printer is the default** (the reports are too long for the Epson printers):


1. Click **Start** in lower left corner and then select **Printers and Faxes**.
2. If the B390\_Laser on s3 is checked, click on  in the upper-right to close the **Printers** window.  
*If it is not, select the **Laser Printer** by clicking on the printer icon once.*  
*Right-click and then click **Set as Default Printer** (or click **File > Set as Default Printer**).*  
Click on  in the upper-right to close the **Printers** window.

**Open the Diet Analysis Plus Program (Version 8.0.1):**

1. Double-click the **Instruction** icon on the desktop.
2. Double-click the **Health and Phys Ed** folder.
3. Double-click **Diet Analysis 8.0.1**.
4. Click **DA+** after this window loads.  
Note: This window remains active (open) but is minimized to the Task Bar. It *must* remain open until you are finished working with Diet Analysis Plus.



**Tips:**

1. *You may need to use the multiple scroll bars to view everything.*
2. It's a good idea to **Maximize** each window: click on  in the upper right.
3. Use the buttons in the top of the Diet Analysis plus program to navigate back and forth.



4. *Save your work to the U: drive before logging off per the instructions on page 3. (Save As will not save your work.)*
5. If you are doing this outside of class, click on **Click Here for Quick Start Tutorial** if you need more information.

1. Click **Profile**. (If someone has already set up a profile on this computer, click **\*Create a New Profile**, too.)
  - a. Enter your information. (If your name is hyphenated, it's best to omit the hyphen.)
  - b. Click **How Active am I?** to decide your level and then click  to close the window.
  - c. Click **Submit Changes**.
2. Click **Enter Student Information** and enter your first and last names for your printout header. You may fill in all the information except *do not fill in your student ID number*. Click **Done** and then click **Done** again.

3. Click **Track Diet** to record what you ate:

Click on the calendar for your first day to enter food. It can be today - the actual time you recorded your food doesn't matter *but you must enter food for three consecutive days!*



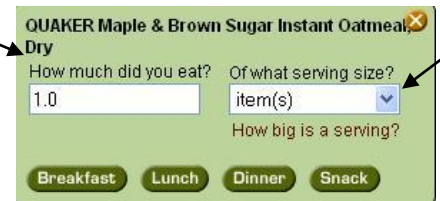
4. In the **Search** text box, type the name of the food you ate and then click **Search**. You may need to treat milk and sugar as separate items.  
Note: You can click the **Search Tips** link and read the helpful hints if you need help.



5. Find your food in the list and *click on the item itself* to get the quantity dialog box. You may have to scroll to view the quantity dialog box.




6. Fill in the amount of the food that you ate:
- To change the quantity, click and drag over the amount and type in a new one (*use decimals; avoid fractions*).
  - Click on the drop-down arrow on the right to change the serving size measurement.



7. Choose the meal to which the food should be added by clicking that button.

*If you need to later edit the food you entered:*

- To change the amount, serving size or meal, click the name to select that food. Make changes as needed to the pop-up dialog box that's displayed.
- To delete an item, click the delete  button to the left of the food name.

8. Go back to the **Search** box, and type in the name of the next food. Continue this process until you have entered all the food items for this day.

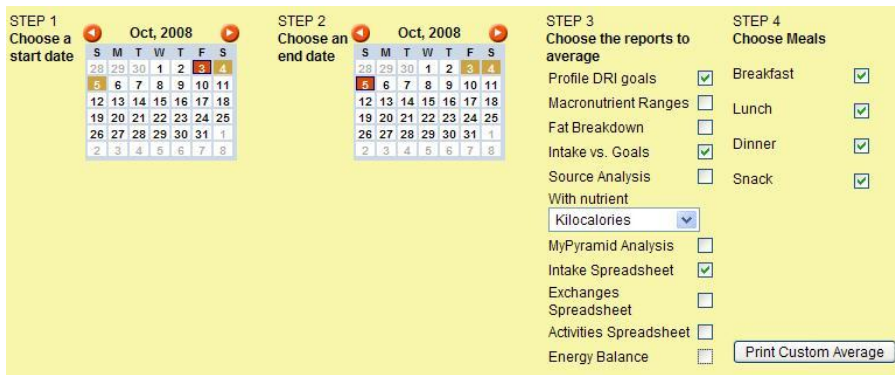
9. Enter your food for the next two days. Remember *the three days for entering food must be consecutive*.
- Click on the second day in the calendar and repeat the above process
  - Click on the third day in the calendar and repeat the above process.

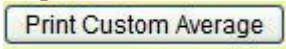

**Delay printing reports until you are finished recording your complete assignment.**

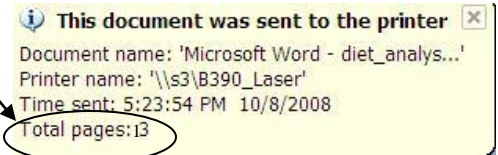
10. **Print your reports.** **IMPORTANT:** *Print to the laser printer.*

- Click **Print Reports**.
- Click "Custom Average Reports".





- c) STEP 1: Click your *start date* on first calendar. (The selected date will have a red background.)
- d) STEP 2: Click your *end date* on second calendar. (The selected date will have a red background.)
- e) STEP 3: *Keep only* “**Profile DRI Goals**”, “**Intake vs. Goals**”, and “**Intake Spreadsheet**” *checked*. Uncheck all the other reports in this column.
- f) STEP 4: Keep all meals checked.
  - a. Click  . Wait a little while and you will see your reports.
  - b. Click **File**, then **Print Ctrl+P**, and then **OK**.
  - c. Click  to close the report window.
- g) *Note the total pages in the printer pop-up window in the lower right corner* to ensure you pick up all your pages. Proceed to pick up your reports. Page numbers will be in the lower right corner on the reports. Keep the pages together because your name may not be on every page.
- h) Have your reports reviewed if your instructor is in the room.





**Save your work to the U: drive** (so can make changes later without having to reenter all your data):

1. On the Diet Analysis Plus menu, click **Profile** and then *ensure your name is displayed*.
2. Click **Export**, ensure “Save to disk” is selected and then click **OK**.
3. Ensure you are on your U: drive and click **Save**. (The filename is [your name].dap.)

**Delete your Profile from this computer** *after you have saved it to the U: drive* :

1. Click **Profile**
2. Ensure your name is displayed in the dropdown box by “Select a profile”.
3. Click **Delete**.
4. Click **OK** in the dialog box that asks “Are you **SURE** you want to delete this Profile . . .?”

**Exit the program and log off the computer:**

1. Click **File > Quit Ctrl+Q** in the menu (or click the  in the upper right)..
2. Click  in the upper right of the “Welcome to DA PLUS” window to close the program.
3. Click **Yes** that you do want to stop Diet Analysis Plus.
4. Close the **Health and Phys Ed** window.
5. Click **start** and then click **Log Off** to log off the computer.

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**If you have saved your Profile on the U: drive and you need to retrieve your work later, to the Computer Help Desk for assistance.**