How to enter data in the nDay Database HOSPITAL
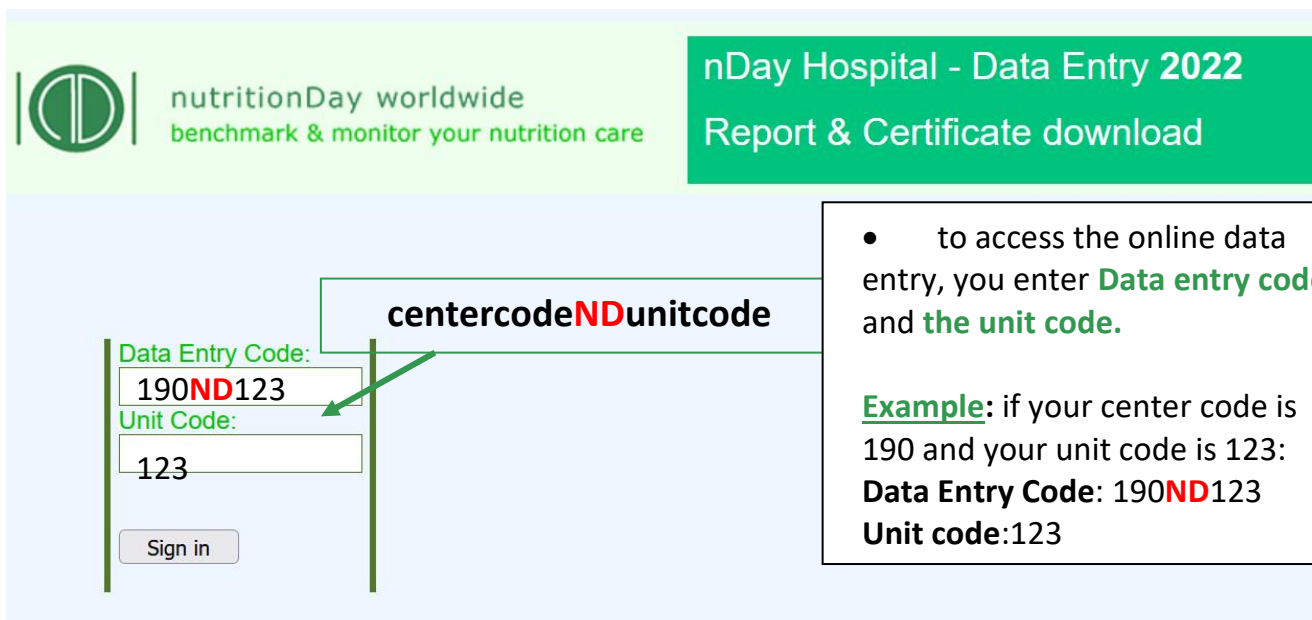
- www.nutritionDay.org
- Click on my nDay/login
- go to **data entry│upload**
- choose subcategory **for Hospitals**

- to access the online data entry, you enter **Data entry code** and **the unit code.**

Example: if your center code is 190 and your unit code is 123:
Data Entry Code: 190**ND**123
Unit code:123

- **1.** select your language
- **2.** fill in the Hospital Sheet und Unit Sheet (1a/b)
- **3.** enter a new patient
  - a) enter data of sheet 2a/b – then click "Save and go to Sheet 3a"
  - b) enter data of sheet 3a – then click "Save and go to Sheet 3b"
  - c) enter data of sheet 3b – then click "Save and begin a new Patient"

- After you have entered data of your last patient click "**Save**" and "**REPORT (R)**".

1. Check the box " Report Acceptance"
2. Choose "**Generate Report**" (numerical)
3. Generate "**Smart Report**" (graphical)
4. Download the PDF report

HOSPITAL **OUTCOME 30 days** after nutritionDay

Open PATIENT DETAILS AND OUTCOME and enter his/her outcome data. Patient icon will turn green <u>when outcome is entered</u>.

Click "**Save**" to save outcome data.

After Outcome entry, regenerate a "**REPORT**" to include outcome data in report your final

Remarks on data entry

1. Mandatory fields
Fields with a red border are mandatory

If for any reason there is 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. Comma
When entering numbers please use a **dot** to indicate a comma.
E.g. **indicate 62.4 kg** – do not indicate 62**,**4 kg

If you have more questions, please contact us at <u>office@nutritionDay.org</u>.