

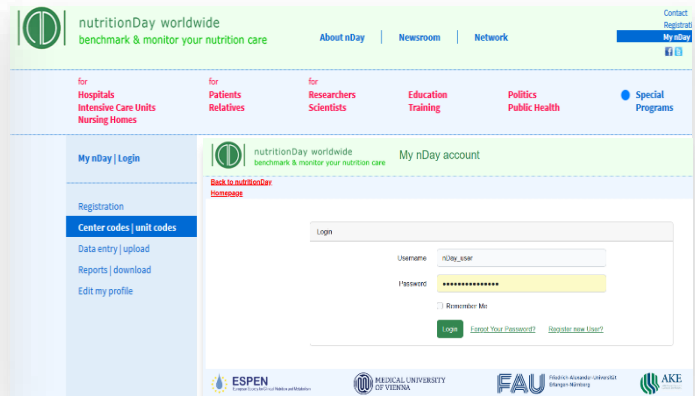
“ORDER CODES for Center and Unit”

nDay HOSPITAL

Every nDay participant needs a center code and an associated unit code. These codes allow anonymous data handling. The first step is to **order a center code** for your hospital. Then **order a unit code** for each participating unit in the hospital.

Please note that codes used in previous years **remain valid**.

- Go to www.nutritionDay.org
- Click on **my nDay | Login** and **select center codes | unit codes**
- **Login** into your nDay account **with username and password** you chose at registration.



- This is your nDay account with an overview of ordered centers and units

Account Overview
Centers in your Account: 0
Units in your Account: 0
First Center created: 2023-06-07 06:49:57
Last Center created: 2023-06-07 06:49:57

Click here to order a Center code

Contact the nDay office if you need help.

• Fill in the following information:

- 1) Center Name: name of your institution.
- 2) Type: please choose your center speciality/type.
- 3) Beds: Indicate the maximum number of beds in your center.

Click **SUBMIT** to proceed.

Overview of your centers and unit codes

Center has been created successfully.

Add Center

You can add as many Centers to your nDay Account. Once a Center is created, you can add Units to a Center. Only Units can enter data from questionnaires into the nDay database. Centers/Units codes, once created remain valid for participation each year.

[Add an additional Center](#)

Account Overview

Centers in your Account: 1
Units in your Account: 0
First Center created: 2023-06-07 07:17:48
Last Center created: 2023-06-07 07:17:48

Center: General Hospital of Vienna - AKH (4105)

General Hospital 500-900 beds - Units: 0 - Created At: 2023-06-07 07:17:48

[Add a Unit to your Center](#)

This is your ordered Center

Click here to **order a UNIT code for this Center**

Home - Add Unit to Center

Center Name: General Hospital of Vienna - AKH
Center Type: General Hospital
Center Code: 4105
Beds: 500-900 beds
Number of Units at this Center: 0

Unit Name: Internal Medicine I

Unit Category: NutritionDay in Hospitals
 nutritionDay in Nursing Homes
 nutritionDay in Intensive Care (ICU)

Comments: Unit staff was informed, Dr Paul is responsible in this unit, unit contact +4312355567

[Submit](#) [Cancel](#)

Fill in the following information:

- 1) Unit Name: name of your institution.
- 2) Unit category: please choose the nutritionDay unit category according if you wish to participate with a normal hospital ward; with a nursing home unit or with an intensive care unit (ICU)
- 3) Comments: add here comments if you wish.

You can order additional codes via the same procedure if necessary.

An overview of all your ordered centers and associated units is available for you in your nDay account.

Center: General Hospital of Vienna - AKH (4105)
General Hospital 500-900 beds - Units: 1 - Created At: 2023-06-07 07:17:48

nDay category	Unit Code	Unit Name	Data Entry Code ¹	Notes and Comments	Created	Approved
Hospital (ND)	13677	Internal Medicine I	4105ND13677	Unit staff was informed, Dr Paul is responsible in this unit; unit contact +4312355567	2023-06-07	t

[Add a Unit to your Center](#)

Use Data Entry Code and unit code to access the nutritionDay database.
You can then enter data, download unit report, and request a nDay certificate.

For any help in ordering center and unit codes, please use the “do you need help?” box or write an email to office@nutritionDay.org