



Step by step guidance for “ORDER CODE” for nursing homes (nD.NH)

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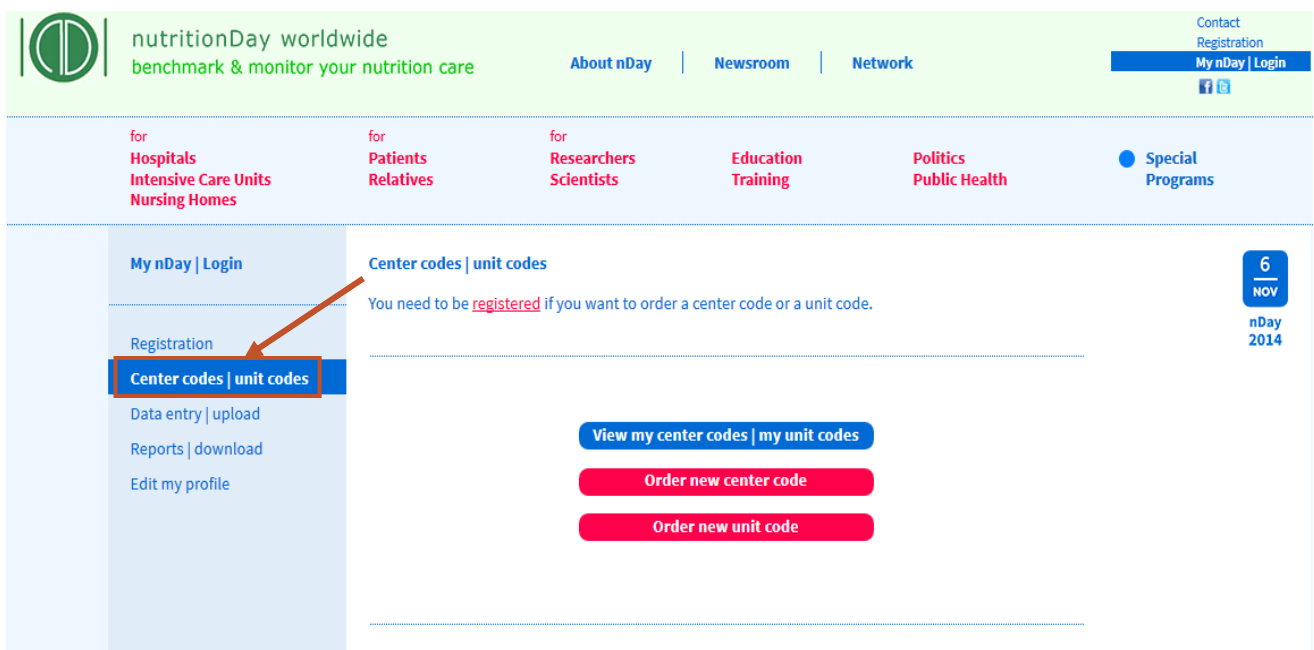
Every participating unit needs a center and an associated unit code. These codes allow correct and anonymous data handling. The first step is to order the center code for your nursing home. Then continue with the order of a unit code for each participating unit in the center.

A) Login

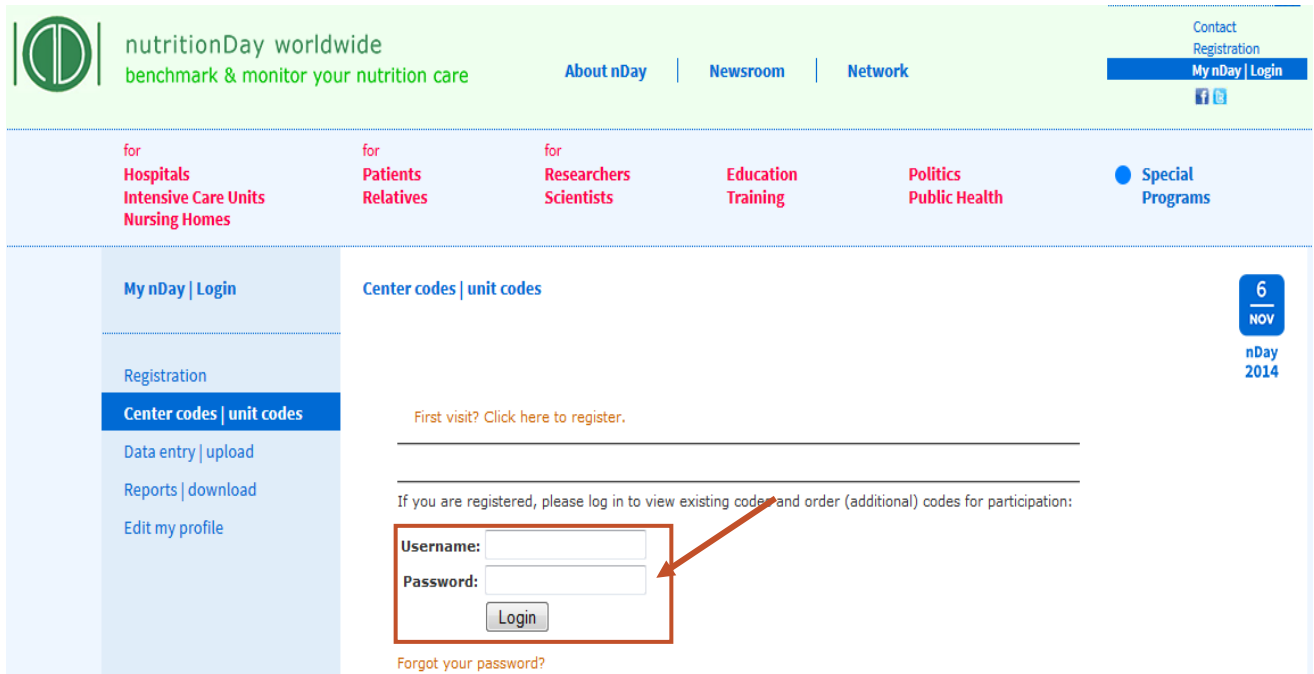
- key in www.nutritionday.org
- go to [my nutritionDay | Login](#)



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

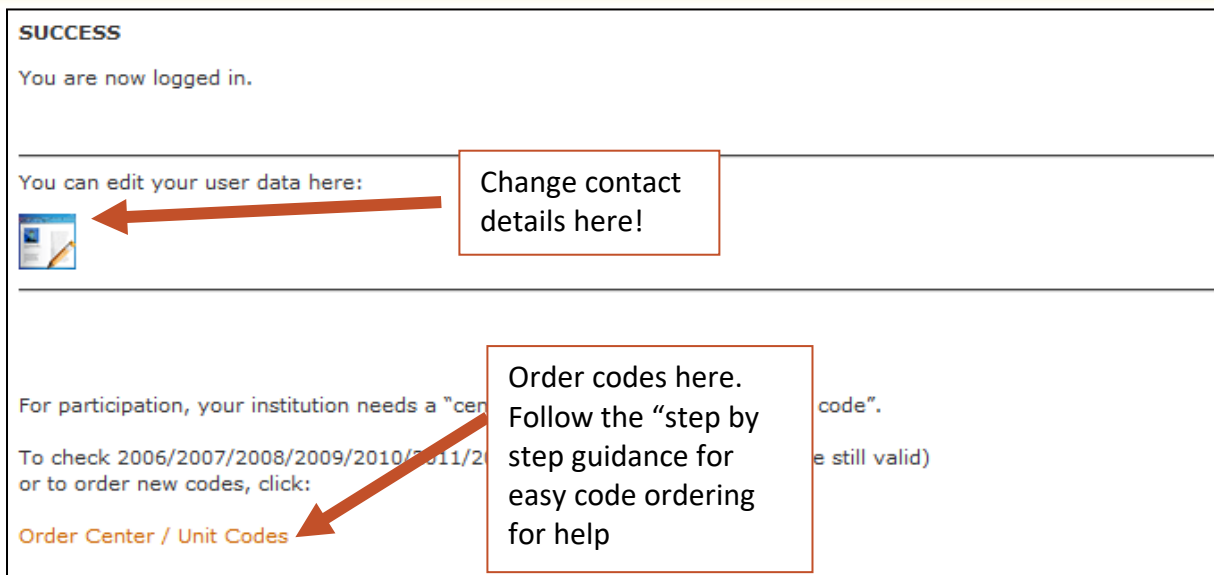


Only registered users are allowed to order codes. Please log in with your username and password.



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



Order Center and Unit Codes

Applicant: Testerin Tester

CENTER CODE List:
The following center codes are currently stored for you:

Code	Center name	Status	Add UNIT
2147	Test	active	Add

To check or order new unit codes, simply click on the 'Add' button above.

Click to enter the code order form

If you want to create an additional center with associated unit's, simply click on New Center.

[New Center](#)
[Back to Main Menu](#)

Scroll down and fill the small questionnaire about your hospital:

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

Order Center and Unit Codes

Applicant: Testerin Tester

New center code

Please enter a descriptive name for the new center code, for example the hospital's name:*

Please choose your center speciality/type:*

General Hospital Speciality Hospital
 Teaching Hospital Nursing Home

Capacity of the center/institution:*

< 100 beds 100-299 beds
 300-499 beds 500-900 beds
 > 900 beds

We will send a confirmation e-mail after the internal approval process.

e-mail address:*

You can create associated unit's (unit codes) for the new center after submitting this form.

Activate **Order a center code**

[Order a center code](#)

- 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

Order Center and Unit Codes

Applicant: Testerin Tester

CENTER CODE List:
The following center codes are currently stored for you:

C o d e	Center name	Status	Add UNIT
2147	Test	active	Add

To check or order new unit codes, simply click on the 'Add' button above.

If you want to create an additional center with associated unit's, simply click on New Center.

[New Center](#)
[Back to Main Menu](#)

Click on the center code's name in orange or the “Add” button to access the unit code order form.

Please scroll down and fill the small questionnaire about the unit:

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

Order Center and Unit Codes

Applicant: Testerin Tester

[← Back to the Center Code list](#)

UNIT CODE List

Center Name: Test CENTER CODE: 2147

Associated unit codes & unit data:

Category	Unit Code	Unit name	Status	Data-Input User Name
ND	5538	test	active	2147ND5538

You have 98 more unit codes available.

New unit code

Please enter a unit name for the unit
(For example the name of the hospital's division):*

Category:*

nutritionDay

nutritionDay in Nursing Homes

nutritionDay 1-2-3 ICU

We will send a confirmation mail after the internal approval process.

e-mail address:*

Please **choose** the category of your unit

- nutritionDay (for hospitals)
- nutritionDay in nursing homes
- nutritionDay in 1-2-3- ICU

carefully!
The selection of the category **cannot be changed!**

- 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:

Applicant: Testrin Tester

[Back to the Center Code list](#)

UNIT CODE List

Center Name: Test

CENTER CODE: 2147

Associated unit codes & unit data:

Category	Unit Code	Unit name	Status	Data-Input User Name
ND	5538	johanna test	active	2147ND5538
NDICU	7777	test ICU	active	2147ICU7777
NDNH	8476	NH Test	active	2147NH8476

You have 96 more unit codes available.

New unit code

Please enter a unit name for the unit
(For example the name of the hospital's division):*

Category:*

nutritionDay
 nutritionDay in Nursing Homes
 nutritionDay 1-2-3 ICU

We will send a confirmation mail after the internal approval process.

e-mail address:*

johanna.tripamer@meduniwien.ac.at

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!