



The Bauman College Nutrition Analysis Tool User Guide

v1.38

Bauman College is proud to make available its first professional software product, the Bauman College Nutrition Analysis Tool (BCNAT). This tool is designed to track, manage and analyze diet records for you and your clients. It can be used simplistically to complete homework assignments for Bauman College classes as well as at a professional level to provide accurate diet analysis for your clients. You can produce high quality color reports with detailed analysis of nutrient intake per meal, per day, for a range of days, or even an entire diet. These reports can easily be printed out and customized to include detail on macro and micronutrients, fatty and amino acids, and other nutrition details. The tool is web-based for maximum accessibility on all platforms, from Windows to Macintosh and even Linux.

Current students can access the BCNAT directly at the following URL.

URL: <http://www.baumancollege.org/bcnat/>

You can also find a link to the tool from the top menu in the forums. Your regular forum log-in user name and password should work for access to the tool and if you are already logged-in to the forums, you should have immediate access to the tool with your own client and diet records.

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The Opening Page

The BCNAT is divided into four primary work areas, Client, Food, Tools and Help. You can access each from the picture frames on the initial “home” screen or from the tabs along the top of the interface.

The Client functions are Create Client, Edit Client Info, and Manage Diet Records. Create and Edit Client both deal with basic client info such as name, age, height, weight, medical conditions, etc. Once a client is entered into the system the first time you can easily add diet records to their overall diet.

Manage Diet Records will be your primary method of interacting with the tool. It allows you to enter new diet records, edit existing records, and analyze any record(s) previously entered. Diet records are entered on a per-meal basis. Each meal constitutes a separate “record.”

The Food functions are Manage Meal Type, Manage Recipes, Manage My Custom Foods, Rank Foods, Analyse Single Food, and Compare Two Foods. These functions allow you to manage various elements that may become parts of your meals (meal types, recipes, new foods) as well as perform simple analysis on individual or multiple foods in the database, outside the context of a regular meal or diet record. While diet record management focuses on working with one or more diet records associated with a specific client, these tools work independently of your clients and are not tied to any specific diet record.

The Tools area contains a Body Mass Index Calculator, Unit Converter, and Eating 4 Health section. These tools are basic and should be largely self-explanatory. Further detail will be provided on specific use later in this document.

The Help section will contain help resources such as Frequently Asked Questions and video walk-throughs of the basic software functions. This content will be added in the near future.

Navigation Aids

All interior pages have a location indicator and navigation assistant on the top-left which shows you the name of the current page and its location in the function hierarchy. For example if you go to the Client menu and click Manage Diet Records you will see “Client -> Manage Diet Records” in this area, indicating that you are on the Manage Diet Records page which is a part of the Client functions.

In addition the navigation tabs will highlight in light brown to indicate the function area that you are currently in.

Basic Principles

The BCNAT consists of a set of tools for tracking and analysis of daily diets for individuals, as well as additional useful tools for general food analysis such as comparing nutrient values in 2 foods or ranking foods based on the amount of a nutrient they contain.

The diet tracking functions are “client-centric” meaning they are designed around the analysis of diets for multiple individuals or “clients.” This is in contrast with a “user-centric” approach which would focus on allowing you to enter and analyze only your own diet. The BCNAT is intended for use by nutrition professionals, and as such it is important that it be able to track multiple individual's diets. This is one of the primary differences between the BCNAT and other available online nutrition analysis systems.

General Process and Workflow

The BCNAT is web-based to ensure maximum accessibility across computer platforms. This approach does come with certain limitations, particularly in the workflow of the tool's functions. Primarily you must focus on only one task at a time and follow a specific process from beginning to end for each function. Multitasking is likely to cause problems and is not advised.

A good example of how this may affect your daily use of the tool would be in entering a day's diet for a client. If you are entering a diet from a written record and encounter a food not available in the current database you would then need to go to Manage My Custom Foods and then click ADD FOOD to enter its nutrition details. Doing this will end your current meal/diet edit session, and you will have to find this specific meal record again to add the food once you have input it into the system.

So in general your process should be to first ensure that you have entered all new foods, recipes, and meal labels that you will need when entering your next diet record and only then proceed to enter the record itself. This way you will have all the elements needed to complete the record and you will not have to interrupt your workflow unnecessarily.

You should also keep an eye out for any explanatory texts, notifications, asterisked values, etc. We have tried to provide as much contextual information as possible, and it may help to reference this while you are finding your way around the system.

In particular, you will want to pay attention to red colored text as it is used to indicate important information. For example, red asterisks generally denote a food entry that has been made by a user of the system. Red text at the top of the Add New Food page also advises the user to be as careful as possible in entering data as it is available to all users. Note that new food items entered by another user can only be edited by that user. Other important information like this is presented in a similar way throughout the tool.

Current Limitations and Workarounds

There are certain limitations in the current version of the tool. Most of these will be addressed in future updates. Many of them also have functional workarounds in the current version.

One of the most significant and common issues you may run into is use of the “Back” button in your browser causing error messages. This is due to the web-based nature of the tool. In general you want to avoid use of the Back button. Navigation links are provided in most areas to allow you to move through the tool functions without using Back. For example when entering a meal record and editing the food list, after adding your first food you are taken to a list of foods in the current meal. Rather than using Back to return to the food search screen use the ADD MORE FOODS button to continue adding foods.

You will also find some issues regarding the editing of data after it has been entered, specifically for the day, date and time of meal records. It is not possible to edit these values after you’ve submitted them. Editing of them by a user will be possible in the future. For now, simply ensure that all data you enter is accurate before you submit it for inclusion in the records database. Note that editing new foods that you may add is now possible by the user after the new food has been submitted (see the Add New Foods section for changes to this function).

Lastly, users can only enter one search term in the client name search function. This means that when looking for a client, Joe Schmoe, searching for either “Joe” or “Schmoe” will bring up the relevant record but “Joe Schmoe” will not. While it is unlikely that client names will overlap, the fastest way to use this tool is to enter the **least** common term in your search criteria.

On the other hand, the food name search field has been updated and now has search capabilities of more than one search term! See that section for modifications on this function.

Login and Logout

Login

In order to begin using the tool, you must first login. You will be prompted to login when you first access any of the tool's functions. As a current Bauman College student or registered graduate you will already have a forum login, so do not use the Register function. Choose Login and enter your normal Forum login and password information on the next screen.

If you are already logged in to the forums the tool may not ask you to log in. In this case simply proceed with the instructions below. If you have problems with the login process please see Appendix A at the end of this document or contact support at bcnatsupport@baumancollege.org

Once you have logged in initially you should not need to login again in the future, however you should write down your user name and password just in case. If the system does ask you to login again in the future use the “Already a Member! - Login” link and enter the login and password information you originally provided.

Current students will have access to the tool included as part of their materials fee. Nutrition Educator and Nutrition Consultant students will have 18 months of access to the tool from their class start date. Natural Chef students will have 12 months of access. After this time a yearly fee will be required to maintain access. If you are a graduate and you attempt to login and you see an error message that mentions the “bcnat-access” group, then you are not currently authorized for access to the system. Please contact us if you feel you should still have access, or call our central office at 800-987-7530 to purchase a license to continue using the tool.

Logout

You will seldom, if ever, have a need to logout. However the option for doing so is provided in a text link in the upper-right of the tool at all times in case it becomes necessary. Possible reasons for logging out include using a public or shared computer and troubleshooting purposes.

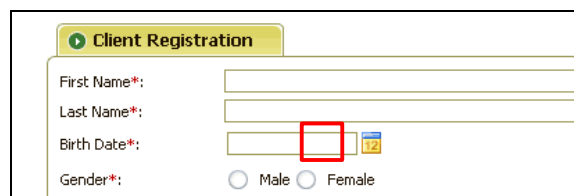
Client Functions

Create Client

This allows you to create a client to track and analyze their diet history.

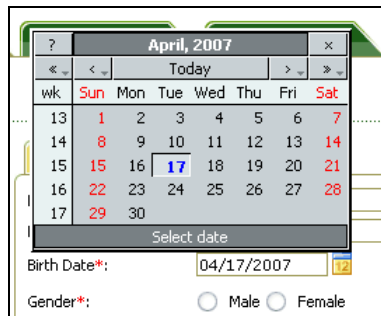
Click CREATE CLIENT. You will be presented with a Client Registration form to complete. Be sure to fill in all of the mandatory fields.

Note that entering a date currently requires you to **click the small date button (“12”) next to the field** to bring up a date selector.



The image shows a screenshot of a web form titled "Client Registration". The form is enclosed in a light green border. At the top left of the form is a green header with a white arrow icon and the text "Client Registration". Below the header are four rows of input fields, each with a label and an asterisk indicating it is mandatory: "First Name*", "Last Name*", "Birth Date*", and "Gender*". The "Birth Date*" field has a small date selector button to its right, which is highlighted with a red square. The date selector button has a blue background and the number "12" on it. Below the "Birth Date*" field are two radio buttons labeled "Male" and "Female".

Select the month with the arrows directly to the left and right of “Today.” The outside double-arrows allow you to select the year. If you click and hold these buttons a drop-down will appear from which you can select the year. Alternating clicks will bring up odd and even years (this issue will be addressed in the future).



Complete the form then click either REGISTER or REGISTER & ENTER DIET at the bottom.

REGISTER will take you to the View Client Data Screen which is a master list of all the clients you have entered into the tool. You may access the client's information by clicking on EDIT on the right hand side of the page. You may then edit the client's personal data and click UPDATE at the bottom of the page to save any changes you have made.

REGISTER & ENTER DIET will take you directly to the Manage Diet Records Screen. This is where you will enter the client's diet records. You can reach this area at any time using the Manage Diet Records option from the Client menu.

Edit Client Info

Quite simply this allows you to edit the basic information for the clients you have entered so-far. This is the same information as entered in the Create Client function above.

When you use the Edit Client Info function you are initially presented with a screen listing your current clients. Their basic information is presented to more easily differentiate specific clients.

On the left is a search box allowing you to find specific clients by name, ID or registration date. The ID is a uniquely assigned number in the system and is indicated in the 2nd column of the client list. Searching by name will likely be most intuitive, however keep in mind that only 1 search term at a time may be used. So for example search for only the first or last name, not both. Search results will be displayed in the client list by removing all non-matching client records.

Once you have found the client you wish to edit, simply press the EDIT text link to the right of their name and you will be brought to a screen where you can adjust all their personal information. When you are done updating this information, press the UPDATE button at the bottom of this screen. To cancel changes simply close the window, use the Back button in your browser, or navigate to another area of the tool.

You can also choose to remove a client entirely by using the DELETE text link to the right of the client in the Edit Client Info list. Be advised that deleting a client is permanent. You are offered one chance to confirm the deletion, after which **the client and all diet records you have entered for them will be removed.**

Manage Diet Records

In the Manage Diet Records area you will find a list of clients that you have already created, similar to the list found in Edit Client Info, except here you can edit their existing diet records or add new ones. After you have entered your clients, this is the area in which you will do the majority of your work with the tool.

To edit or analyze **existing** diet records, press the VIEW DIET RECORDS text link to the right of the client entry. This will take you to a screen listing all previously entered diets for this client along with links to perform analysis at the bottom of this list. We will go into more detail on editing and analyzing previously entered diet records shortly. For now go back to Manage Diet Records.

To begin entering new diet information click ADD NEW MEAL on the upper-right of the client list. On the next screen you must first select the client, day, time and meal-name in the left-hand box titled "Select Client" before you can proceed with diet entry. Once you are finished specifying this information click the SELECT button at the bottom to move on to creating a food list for this meal. Note that you may not choose either the same meal time or meal name in a given day, so if you have already created a meal at 7AM or a meal named "Breakfast" for the date you select, it will give you an error message. A good way to circumvent this is to have custom meal types like, "snack 1," "snack 2," "snack 3" etc, as the program will not let you enter multiple "snacks."

After you select your client and meal information you will be taken to a food search area to select foods or previously created recipes to add to the meal record. Enter a search keyword and/or select a food category and press one of the "GO" buttons to perform your search. Search keywords will be used to search for both recipe and individual food/ingredient results.

It is optimal to search for foods by entering both a keyword and a category from which to search. This will greatly narrow your search results. In addition, the search function has been greatly enhanced, and users can now use multi-term search queries, quotes for exact matches on search *phrases*, or the "-" for exclusion of individual terms.

To get an exact match, users can simply put their query in quotes as a search *phrase*. For example "cheddar cheese". Be mindful of both spelling and placement of commas, as well as the order of words as used by the database. Brown rice, for example, is cataloged in the database as "Rice, brown, long-grain, cooked," and might be more easily searched for using a simple key word and category search. Users of previous versions of the program will also note that food titles are now no longer abbreviated, which improves searching convenience.

To use the exclusion feature, users should put in any desired search terms (using quotes for phrases as needed), then enter any undesired terms preceded by a minus symbol (-) to exclude those specific words. The minus symbol must be attached to the word, without a space. The search: 'brussels sprouts -salt', for example, will turn up all entries matching 'brussels' and 'sprouts' that do not contain the word 'salt.' Keep in mind however that this will exclude all entries with the word 'salt,' including those which have the text 'without salt'. Thus, the exclusion tool is recommended for use with more

concrete and unique ingredients as opposed to broad categorical themes or additions. To exclude more than one term simply use a minus symbol in front of each term. Search *phrases* cannot be excluded at this time, so for example 'cheddar -"goat cheese"' will not work.

Note that you may use multiple search terms, phrases, and exclusions in a single search, for example "'cheddar cheese" aged -goat'.

From the search results list you can either click a food or recipe name to see a basic analysis of this specific food in a new pop-up window, or press the ADD button to the right of the food name to add it to your list of foods for this meal. Adding a recipe works the same as adding a food.

If you click the food name to bring up the analysis remember that it will display in a separate window. If you have a popup blocker in your browser you may not see this window or it may give you a warning that a popup is attempting to open. You should allow the popup. The popup window itself will be identical to Analyze Single Food; please refer to that entry below for further details on its use. When you are done reviewing the information in this window simply close it to return to your food search.

Adding a food or recipe will take you to the food list for the current meal. From this list you can remove existing foods and modify serving sizes and quantities. Use the check box next to a food and press the REMOVE CHECKED button to remove it from your list. When modifying serving sizes or quantities, be sure to press the SAVE CHANGES button before continuing on to add more foods or finalize your meal record with the DONE button.

Use ADD MORE FOODS to continue defining your meal record by adding additional foods until your meal is complete. Be sure to specify appropriate quantities and serving sizes for all added foods. Click DONE to finalize the meal record and return to the Manage Diet Records area.

In order to edit an already created meal record, please see instructions in Analyzing A Diet Record below.

Analyze A Diet Record

In the Manage Diet Records area, locate the client whose diet records you wish to analyze and press the VIEW DIET RECORDS button to the right of their name. This will bring you to a list of all diet records entered for this client, grouped by day. If you have not yet entered any diet records you will see the text "No records found."

You may narrow the list of day's diet records to a specific date range by using the Select Period function on the left. Use the From and To date selectors to specify a starting and ending date, then press SELECT. Filtered results will be shown in the list on the right.

By clicking on a check box next to a date for a diet record you will display all meals entered for that day. A 'loading' screen will be briefly displayed while data for that day is

retrieved from the system. At the top of the meal record list is a display of macronutrient values for the sum total of your selected meal records.

Click MEAL ANALYSIS next to the meal type label to view a basic report on the nutrition values for this single meal. You can click on the meal food list text or the EDIT button on the right to edit the food list for this meal. You may also press DELETE to remove this meal record entirely. Removing the only meal entry on a given day will remove that day from the displayed diet records.

To quickly view a default report for **a single day's meal records** press the FOOD CONSUMPTION button to the right of the day in question. To analyze multiple days check the box next to each desired day for analysis then click one of the report options at the bottom to generate a report for these days. At the bottom of the list you can choose between DEFAULT REPORT and CUSTOM REPORT.

The DEFAULT REPORT will give you a report with the most important and commonly used options. These include client information (name, age, weight, contact information), macronutrients, a calorie and fats pie chart, a list of selected micronutrients, and a list of foods consumed.

The Full Daily Food list is shown on DEFAULT REPORTS. It can be toggled on and off by clicking "VIEW FULL DAILY FOOD LIST" under Nutrition Facts.

The CUSTOM REPORT will give you a list of optional components from which to choose the exact details presented in your report. Clicking CUSTOM REPORT will pop up a list of options below the diet record list. Select options with the check boxes to the left then press SHOW REPORT at the bottom to display the results. Note that CUSTOM REPORT can optionally include more **or** less detail than DEFAULT REPORT, depending on which selections you make.

To print a report simply use the PRINT THIS REPORT button on the upper-right of each report. This will open a new window with a printable version of the report, with navigation and other extraneous elements removed. Press the PRINT THIS REPORT button on the top-right of the new window to call up the print dialog, or use your browser's standard print capability. Once you are finished printing, close the popup report window to return to working with the tool. Make sure you use the PRINT THIS REPORT function when printing, otherwise the printed output will contain extraneous internet navigational information and BCNAT tabs. However, BCNAT version 1.37 does now offer compatible direct printing from a web browser, if you so chose.

You may also wish to save your report to a file for later reference or to email to a client. There is no file saving capability built-in at this time however you can use a number of free tools to output to a standard PDF format. Please see **Appendix B** for a list tools and methods by platform.

Food Functions

Manage Meal Types

A Meal Type is a simple label to identify a meal, for example Breakfast, Lunch and Dinner, as well as possibilities like Snack, Pre-Workout, etc. Editing Meal Types is very simple. First choose MANAGE MEAL TYPE from the Food main menu dropdown. On the next screen you can add new Meal Types by using the text entry field under ADD CUSTOM MEAL TYPE on the left and then pressing ADD. You can also EDIT and DELETE existing Meal Types using the respective options next to each entry in the list on the right. If you attempt to delete a meal type that is being used by a meal record, you will receive a warning and be prevented from completing the action. You will need to delete any associated meal records before deleting the meal type. Note that meal types are no longer global, and can only be accessed, edited and deleted by an individual user.

Meal Types do not need to be created uniquely for each person, meal or day. You can enter Breakfast on any number of days, with any number of clients, etc. The only limitation is that you cannot use the same Meal Type label on two meals in a single day, so if you may have multiple snacks in a day, you will need to define something other than “Snack”, for example “Snack 1” and “Snack 2”, or “Morning Snack”, “Afternoon Snack”, etc.

Manage Recipes

The tool allows for basic creation of recipes, with multiple ingredients in appropriate quantities, along with simple preparation instructions and other text. Recipe creation is most useful for storing frequently used recipes. It is not yet capable enough to be used as a software cooking assistant, however we do hope to expand this area of functionality in the future.

Unlike Custom Added Foods, recipes are unique to each individual user. Any recipe you create will only be available to you when you are logged in with your private user name and password. Recipe sharing functions may be added in a future version of the tool.

To create a recipe start by clicking ADD RECIPE on the upper-right of the recipe list. You will be taken to a screen with fields for Recipe Name, Number of Servings in the recipe, and Preparation Instructions. **Filling out the Number of Servings field correctly is absolutely vital** because this number will be used to divide the nutrient values for appropriate consumption levels and to allow people to specify reasonable quantities for a meal. The Recipe Name field is also mandatory, while the preparation instructions field is optional and simply consists of plain text which you may arrange in any way you like.

When you have filled out the basic information use ADD MORE INGREDIENTS or “Search Ingredients/ Food to Add in this Recipe” at the bottom to begin adding recipe components. Searching for and adding food to a recipe is very similar to working with a Food List for a meal record. You can specify a category, use multiple keywords, quotes

for exact matches or “-“ for exclusion. After you find the appropriate food, then press ADD. You will then be taken back to the recipe editor where you can adjust quantities and units for the ingredient you have just added. Remember to click SAVE CHANGES whenever you modify quantities or units for an ingredient before you navigate away to a different part.

Add additional ingredients in the same way until your recipe is complete. Use the check boxes next to each ingredient name and the REMOVE CHECKED button to remove incorrect ingredients. When you are finished click FINISH RECIPE. You will be taken back to the recipe list where your new recipe should show up immediately. Clicking the recipe name will provide a basic nutrient analysis.

Editing an existing recipe works in much the same way as creating a new one. First find the recipe you wish to edit in the list of already entered recipes then click the EDIT text link next to it. You will be brought to an ingredient and text edit screen that works just like initial recipe creation. You may also DELETE recipes from the recipe list, but remember that this will remove the recipe permanently from the system so use this carefully.

Manage My Custom Foods

Although the BCNAT comes with a large database of commonly used foods based on the USDA “SR-19” database, many of the foods you may consume, either packaged or alternatively produced, might not be included in this database. For this reason we have included a function in the tool which allows you to add your own foods into it for your and other user's analysis and inclusion in meal records.

Added foods are “global,” and all users have access to them. The Add New Foods feature (now accessed through Manage My Custom Foods) has been updated from previous versions so that once a food is added you can edit or remove it without the help of an administrator. However, you should still take great care to enter proper information and verify that the transcription from your label or other data source is correct. Changes you make after the food has been in use can greatly affect other users who have already included that food in their food logs and analysis.

Editing and deleting custom foods will only work for foods entered after these fixes have been implemented, as of 12-12-08; previously entered foods that have errors should be reported to support for editing or removal at bcnatsupport@baumcollege.org.

The first thing you want to do before adding a new food is make sure that it doesn't already exist in the database. Use various search terms and approaches to attempt to find the food, being sure to cover any differing names that might be used for it. Once you have verified that the food is not in the database you can proceed to add it, provided you have an accurate nutrient reference for it.

To add a new food, first click on MANAGE MY CUSTOM FOODS under the Food tab. This will bring you to a list of all of your custom added foods. Then click on the ADD

FOOD button. You will be presented with a page of fields for entering all the information about your new food including a category, name, manufacturer, etc. Fields marked with a red asterisk * are required.

The most important thing to be aware of when adding new foods is that 100 grams is the baseline unit of measure for all foods in our database. Even after you enter the serving size and whatever data that you're going to enter, all values will be converted for analysis into the 100g weight. The converted values are stored along with the original values you entered under that new food record. This means that the gram weight you enter for a serving size is vitally important as it ensures proper conversion to this 100g "baseline." You may use the UNIT CONVERTER on the TOOLS menu to perform any necessary conversions from your food label or other data source into the gram measure needed by the tool.

Aside from basic nutrient value entry, which is largely self-explanatory, there are a few fields that require some special attention. In this program, what we commonly think of as a "Serving Size" of a food is created and represented as a combination of the "Serving Unit" and "Unit Quantity," which are found at the top of the page. The "Serving Unit" is what the serving size is measured in, and the "Unit Quantity" is the amount of the "Serving Unit" that makes a single serving. So, for example, for Frozen Enchiladas (organic and vegetarian, of course!), the Serving Unit would be a package and the Unit Quantity would be a half (0.5) - as in one serving is half a package and there are two servings per package. A user would enter the Gram Weight and corresponding macro-, micro- and nutrient values for one serving, not the whole package. For more basic whole foods, an example might be adding a new type of grain. You might use Cup as the base unit in the "Serving Unit" field. If your nutrient values are for 2 cups you can then enter 2 in the "Unit Quantity" field. Finally and most importantly for "Gram Weight" you would specify how much the given unit and quantity of this food weighs in grams, in this case, 2 cups of grain might weigh something like 400 grams. Your food packaging or other nutrition information source should specify this in a valid unit that can be converted to grams.

Currently field naming and arrangement are not very intuitive. You will also find there are a great many extraneous fields for nutrition data that you are unlikely to ever find a source for, much less have time to enter if you did. The Add New Food page will be greatly improved in the future to resolve these problems and make it much easier and faster to use overall. As users only have to fill in fields marked with a red asterisk *, you may safely ignore any field that you either don't have data for or that seems unclearly labeled. Only fill in the fields that you have accurate data for and pay close attention to the unit being used for the nutrient value. You should convert if necessary. Unfilled fields will be reflected with an "NA" in a nutrient analysis.

If your item doesn't specify a specific serving size, you can just enter the data you have for the gram weight that your values are in and approximate the serving size. When you analyze the food you will have the opportunity to use either the entered serving size or the 100 g baseline, and if you use the food in a food log, you will be able to adjust how many servings you use, including decimal values.

At the bottom of the form is a so-called “long name” field. This is not intended to be used for an actual description of the food but should instead be a longer, more descriptive title or name for the food, while the Food Name field at the top may be more abbreviated. It is not a required field.

When you are finished filling out the information for your new food you can use either ANALYZE ENTRY, which will enter the food into the database and then immediately show you a nutrition analysis of the food, allowing you to adjust serving sizes to see the effect. Or you can use the ADD FOOD button to simply enter the food into the database and return to another function. Both options will store the entered values into the database; the first is just useful if you want to immediately analyze your food.

Rank Foods

The Rank Foods function can be very useful for finding new healthful alternatives with desired nutrient characteristics. You are able to choose to search for foods highest and/or lowest in any nutrient, optionally specifying a food category, and then have them ranked in order from highest to lowest in the specified nutrients. Note that foods which do not have values for a certain nutrient cannot be properly ranked on nutrient. Many foods in the database will not necessarily include more detailed information such as specific fatty acid types, for example. Nonetheless this can be an extremely useful tool.

Use of this function is quite simple. Select a Category at the top only if you wish to limit the ranked foods to those from a specific food group. Then select options from the “Highest in” or “Lowest in” drop-downs depending on what you wish to search for. There are 3 fields for each “Highest in” and “Lowest in” which can be used to narrow and specify the search; it will find foods that meet all criteria and rank them in order of suitability.

When you have determined your search criteria press SHOW RESULTS at the bottom and you should see the ranked values display below the search box shortly after. Data columns for calories, fat, carbohydrates and protein are provided in all cases. In addition the first choices in the “Highest in” and “Lowest in” selections will be shown in individual columns with their respective ranked values. Clicking on a food name will bring up an analysis of that particular food.

Analyze Single Food

Quite simply Analyze Single Food allows you to view a basic nutrition analysis for a single food entry or recipe in the database. You have access to the basic search functions which work exactly the same as when you are creating a meal record (described above). Simply enter search keywords and optionally specify a food category then press GO. A list of search results will show up at the bottom. Use the page numbers or arrows at the bottom to move between pages. Click on a food name or the ANALYZE link to the right to bring up an analysis of the food. Note that only basic information is shown. Details such as those shown in a Custom Report like Amino Acids

and Fatty Acids cannot be viewed through the Analyze Single Food interface at this time.

Compare Two Foods

This function is used to compare nutrition values for two different foods side-by-side. The process is very simple. When you first click on COMPARE TWO FOODS you will be taken to a screen requesting you to select your first food for comparison. Use the standard search functions here, entering keywords and/or choosing a category, then press GO. Browse through the list of search results to find your first food. You may click on the name of any food to bring up an individual analysis of it in a separate window. Once you have found your first choice press the SELECT text link next to the food name to select.

On the next screen you can adjust quantity and serving size for this first food. Be sure to press SAVE CHANGES after you make any adjustments. You will also be able to make these changes later if desired.

To continue press SELECT SECOND FOOD at the bottom. Repeat the process above for selecting a food for comparison. Once you have selected your second food you will be able to adjust serving quantities and serving sizes for both selections as needed. Be sure to press the appropriate SAVE CHANGES button depending on which food you have adjusted. When you are ready to see the comparison press COMPARE at the bottom.

You should now see a side-by-side comparison of the two selected foods. Note that only the respective values are shown – there is no indication at this time of which values are higher or lower. Improvements will be made to this report interface which will show visually which food is higher or lower in a given nutrient.

If you wish to adjust the comparison press EDIT SELECTED FOODS on the upper-left. You will be taken back to the food comparison edit screen where you can adjust quantities and serving sizes. You can also change either food in the comparison by pressing the CHANGE FIRST FOOD and CHANGE SECOND FOOD buttons respectively.

Tools Functions

Body Mass Index Calculator

The Body Mass Index (BMI) Calculator is a simple tool that uses height and weight values to determine the "body mass index" – a potentially useful value in health analysis. It applies to both adult men and women. Note that BMI is not considered a specific measure of health or appropriate weight level. This tool is only provided as a convenience and should be used appropriately.

To use the calculator simply enter height and weight in Standard or Metric measurements (Standard on the left, Metric on the right) then press the respective

COMPUTE BMI button. The computed BMI will appear below the data fields in green. A basic BMI chart may be added in a future update to show the general healthy ranges.

Unit Converter

This tool is a simple converter between commonly used units of measure. It includes both liquid volume and solid mass measurements. To perform a conversion simply select the first unit of measure from the drop-down on the left, enter a value to convert from, then select the 2nd unit of measure on the right. Press UPDATE to and you will see the number for the 2nd unit update to reflect the appropriate conversion factor. For example if you select Gallon and enter 1, then select Quart and press Update, it should display 4 on the right – there are 4 quarts to the gallon.

The unit converter will adjust available “conversion to” units in the right-hand drop-down depending on the first unit chosen. If you select a fluid measurement, only units such a measure could be reasonably converted to will be shown. You will need to press the Update button to update the list of appropriate conversion units before selecting a unit, then press Update again to show the values after you choose a unit type to convert to.

Eating 4 Health

This area discusses Dr. Bauman's Eating for Health nutrition model. In the future it may be expanded to include Eating for Health-related interactive tools and functions. It is planned to integrate this system more tightly with the tool in the future.

Help Functions

About

Here you can find out about the Bauman College Nutrition Analysis Tool, including purpose, capabilities, and supported browsers.

FAQs

Frequently Asked Questions about the BCNAT, including troubleshooting tips, usage questions, and other important information. If this User Guide doesn't answer your question, the FAQs are the next place you should check.

Support/Feedback

Using this support/feedback form you can send a message directly to a support representative at Bauman College. You can use this to send a problem report or just to give general feedback on the tool. Be sure to include a correct, valid email address so we can reply.

bcnatsupport@baumancollege.org

Contact Us

If you wish to contact Bauman College for more general inquiries or information you may do so here. This form should not be used for any support-related inquiries. You can also find our mailing address and telephone here, however keep in mind we only provide support for the BCNAT through email at this time. Phone support is not available.

Guided Tour

You can find this User Guide here as both an online reference and a downloadable PDF. In the future we may also provide animated video walkthroughs of the tool's functions.

Sitemap

The sitemap shows all the major areas of the tool in a simple outline format. If you're having trouble finding any area of the site you can use this to get an overview and find what you need. Each area title is also a link to that section.

Final Words

Although this guide covers all current functions of the Bauman College Nutrition Analysis Tool, it is left to the user to discern much of the actual information presented by the system. The use of the tool's functions is the focus of this guide. It is assumed the information presented will be seen and understood by the user without specific instruction.

Appendix A - Troubleshooting

You are encouraged to visit the [FAQ](#) area of the BCNAT website regularly for the latest updates to Frequently Asked Questions and other issues.

Login and Access Issues

If you are having trouble logging in to the tool, review the following information.

The BCNAT is integrated with our community forum system. Thus you use the same username and password information to access the tool as you would use to access the forums. Under normal circumstances if you are logged in to the forums you should also be logged in to the tool seamlessly. You can see if you are logged in on the tool by looking for a small blue text link on the upper-right of any page that says "Logout." If you do not see this text then you are not logged in.

An important point to keep in mind is that staying logged in to the forums will keep you logged in to tool. It is therefore desirable in many cases to set the forum to remember

your login “forever,” rather than letting it log you out after a certain period of time. There are specific circumstances under which you might not want to stay logged-in, such as using a shared or public computer, but in general it can be helpful to enable this. The option is presented wherever you enter your username and password to login.

Sometimes when you attempt to access the tool you will be told you need to login or register even though you may have already been logged in to the forums. Press the Login button and you should be taken to the forums and automatically logged out. Simply login again with your normal username and password and you will be redirected to the tool again where you should now be logged in and have proper access. Look for the blue Logout link in the upper-right to confirm this.

If you are still having problems with access, for example if you are not logged out of the forums when you click Login from the tool, you should first manually log out of the forums using the Logout button on the far right of the top menu. Then visit the tool manually at the following address:

<http://www.baumancollege.org/bcnat/>

Now, attempt to access a tool function and you should be asked to login again. Follow the Login link, enter your forum username and password, and you should now have access.

If you continue to have problems or are encountering the following message:

“Could not locate your user details. Please login again into SMF Forum or you can try closing and re-launching the browser window. Also make sure you are a member of “bcnat-access” group.”

then please contact support at bcnatsupport@baumancollege.org

Incorrect Birth Date or Age for Client

Sometimes when creating a client their birth date or age will show up incorrectly even though you have entered it properly in the first place. The birth date may show as 00/00/0000 in their client data.

This is an intermittent problem which we are currently investigating. Until it is resolved it is simple to address it. Go to Edit Client Info, find the client in question, click the Edit link next to their name and then enter the correct birth date. Click Update at the bottom when finished. The correct birth date and age should now be shown consistently. As far as we are aware this problem only shows up when initially entering a client.

Appendix B - Tips and Tricks

Saving Reports to a File

Although the BCNAT does not currently provide a function to output a report to a file for archiving, emailing, etc, there are several ways of accomplishing this through your own means.

First, in most browsers on any platform (Mac, PC, etc.) you can use the standard SAVE PAGE, SAVE AS or SAVE AS HTML function from the File menu. Simply select the relevant option, choose a destination and allow it to save fully. It may take some time due to saving a number of images. Once saved you can then always open your report from the saved location. Specifics of the saved files will vary depending on the browser used to save the page. This is the simplest way to save your report to a file but it is not very flexible and the resulting file(s) are cumbersome to deal with. A better alternative is the free, cross-platform PDF format which can be used to easily transfer documents between systems, through email, etc. while maintaining correct formatting, etc.

If you are working on a modern Macintosh system running OS X then you already have an easy, built-in method of outputting a PDF file from any application. Simply use the PRINT function when viewing your report and then press and hold the PDF button to bring up a list of options for PDF output. Set the options, specify an output location, and you're done. You can now open the file with any standard PDF reader (there is one built-in to OS X) as well as easily email or otherwise transfer the document to another computer. It can also easily be printed from this source document.

If you are on an older Macintosh system running OS 9 or older, you will need a special plugin to enable this sort of functionality. Click [HERE](#) for a free plugin from Adobe that will enable this feature. After it is installed the process is similar to the above except you will choose the PDF print driver as an actual secondary printer rather than using a dedicated PDF button.

For Windows PC users there are a number of free options for PDF printer drivers which allow you to use the standard Windows printer interface to output to PDF. Below is a list of several popular, free programs. Our recommendation is the first entry. Instructions for basic use follow.

[DoPDF](#)

[PrimoPDF](#)

[CutePDF Writer](#)

Once your PDF print driver is installed you can access it from any program that allows printing. Simply use the application's print function and then select the PDF print driver from the list of available printers. Depending on the version you have installed you will be offered various options in the conversion process. You will have to familiarize yourself with the specifics of your chosen application using the included help files,

website documentation, etc. Once saved as PDF you can use the standard Adobe Acrobat Reader to view it or the free [Foxit PDF Reader](#) which we recommend as a faster, more lightweight alternative. You can also send the file easily via email, transfer it to a USB flash drive, etc.