



Welcome to ACT24.

Please review this guide to using ACT24

This guide will show you the basic steps required to complete ACT24, and give you a few tips that should simplify the process.

## Step 1: Find an Activity

The **ACTIVITIES** column lists several major categories

Select a **category** to see specific activities you can choose from.

Choose the **activity** that fits best to record what you did.

**Important:** Be sure to record your paid work activities using the “**Occupation, working for pay**” category

Category —

Activity —

- Sleeping or Napping
- Personal Care
  - Eating a meal or a snack
  - Dressing or undressing
  - Grooming activities
  - Going to the bathroom
  - Showering or bathing
  - Other
- Household Chores
- Transportation, Commuting or Travel
- Communicating with others
- Leisure, relaxation, social activities
- Shopping, errands and appointments

## Step 2: Provide details about the activity

Record the time you spent doing the activity

Note: The activity Start time will be defaulted to the end time of the prior entered activity

The time reported for the activity is shown in Parentheses

What time did you stop?

- ✓ 7:45am (5min)
- 7:50am (10min)
- 7:55am (15min)

Answer all questions, then select “Add Activity”.

NATIONAL CANCER INSTITUTE Frequently Asked Questions

### ACT24

#### DETAILS

##### Eating a meal or snack

What time did you start? 12:00am

What time did you stop? 12:05am (5min)

While doing this activity, were you?

- Sitting or lying down
- Standing
- Combination of sitting/lying down and standing

Add Activity Cancel

## Step 3: View the activity in your timeline

Fill in the timeline with your activities.

As you are adding new activities, review the timeline to help you remember what you did next.

**Note:** You can edit an activity details by selecting the activity in your timeline.



## Tips for Completing Your recall

### Tip 1: Finding “best fit” activities

Select **i** to see examples for the more general activities.

Select the activity that is the best fit for what you did.

**Can't find your activity?** Choose the “**Other**” activity option and type in your activity.

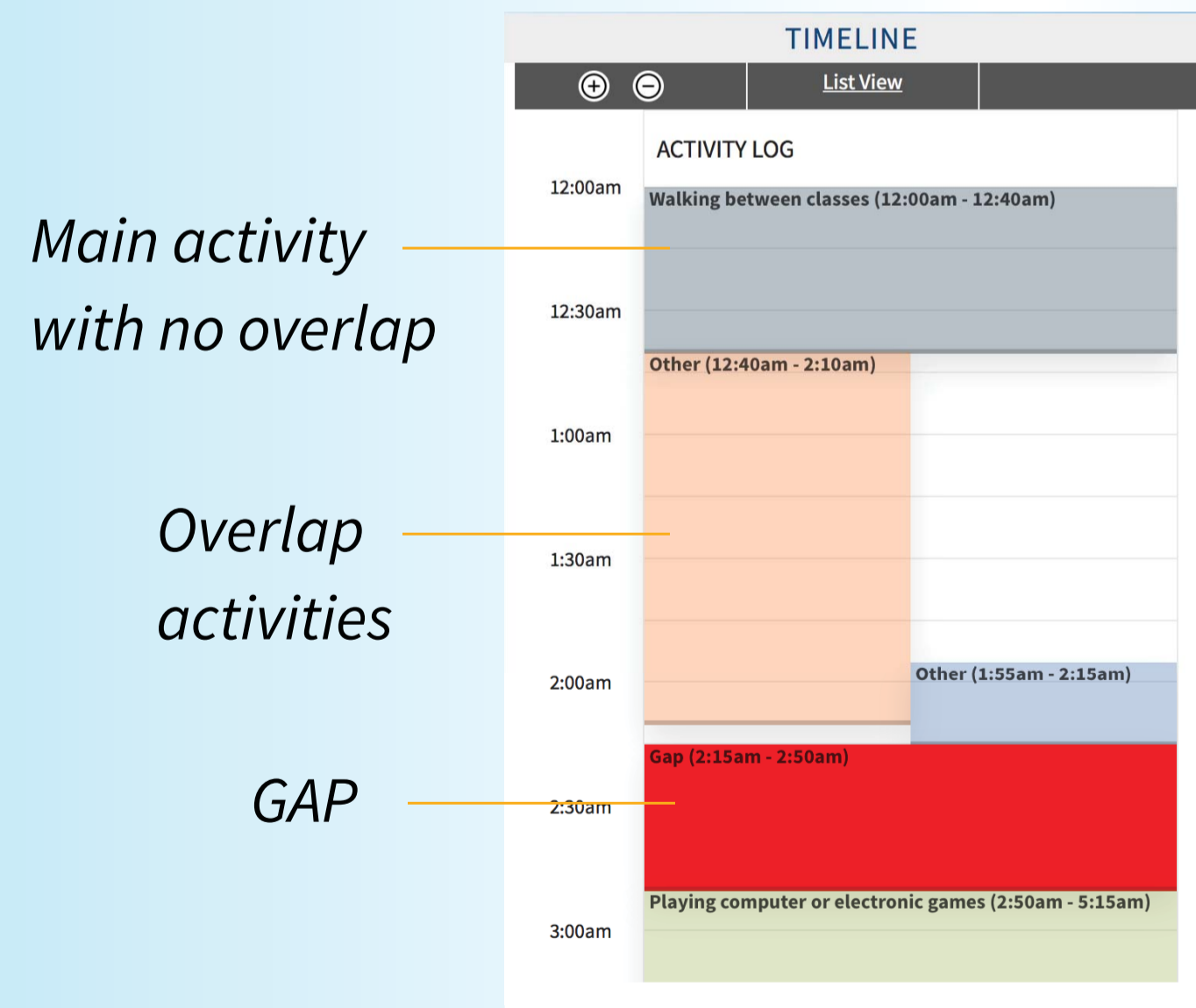
The screenshot shows the ACT24 app interface. On the left, there is a list of activity categories: Sleeping or Napping, Personal Care, Eating a meal or snack, Dressing or undressing, Grooming activities, Going to the bathroom, Showering or bathing, Other, Housework, Transportation, commuting or travel, and Television, internet, digital media. The 'Other' category is selected and highlighted with a red box. On the right, the 'DETAILS' form for the 'Other' activity is shown. It includes fields for 'What time did you start?' (12:00am) and 'What time did you stop?' (12:05am (5min)). Below these fields is a text input box for 'Please type in the box the other activity you did.' There are also radio buttons for 'While doing this activity, were you?' (Sitting or lying down, Standing) and 'While you were doing this activity, how hard were you working? Was the level of effort similar to?' (Reading or eating, Brushing teeth or washing dishes, Walking briskly or vacuuming rug, Jogging, running or chopping wood). At the bottom, there are 'Add Activity' and 'Cancel' buttons.

### Tip 2: Fixing time Gaps and activities Overlaps

Your goal is to fill the Time-line up completely for yesterday, with **no time gaps**.

Gaps will be shown in **red** in your timeline for easy identification and correction.

If you are doing more than one thing at a time, report your main activity only to avoid overlapping activities.



### Tip 3: What to do for activities lasting a few minutes?

It's okay to leave out these activities and just enter your main activity around that time.

### Tip 4: What if you were doing more than one activity?

Please report your main activity. If both activities were important, enter them one after the other.

**Example:** If you were eating a snack while watching TV for 30 minutes, you could enter 15 minutes of “Watching TV” and then 15 minutes of “Eating a snack”. BUT if watching TV was your main activity, just enter 30 minutes of “Watching TV”.

# ACT24

Hope this Quick Reference Guide was helpful.

You can find more help in the ACT24 Frequently Asked Questions by clicking [here](#) or selecting the Help link in the ACT24 page header.

The screenshot displays the ACT24 web application interface. At the top left is the NIH National Cancer Institute logo. At the top right, a red box highlights the 'Help | Log Out' link. The main content area is divided into three sections: 'ACTIVITIES', 'DETAILS', and 'TIMELINE'. The 'ACTIVITIES' section on the left lists various activity categories with right-pointing chevrons. The 'DETAILS' section in the center features a welcome message and a three-step guide: 1. Select an activity from the list, 2. Fill in the hours and associated questions, and 3. Submit and add it to the timeline. The 'TIMELINE' section on the right shows an 'ACTIVITY LOG' with a red bar for a 'Gap (12:00am - 1:00am)' and a grey bar for 'Sleeping or in bed (1:00am - 3:00am)'. A row of colorful icons at the bottom illustrates various activities like sleeping, sitting, walking, and exercising.

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Help | Log Out

ACT24

ACTIVITIES

- Sleeping or Napping
- Personal Care
- Housework
- Transportation, commuting or travel
- Television, internet, digital media
- Communication, leisure, social activities
- Shopping, errands and appointments
- Caring for or playing with others
- Occupation, working for pay
- Exercise, sports, active recreation
- Lawn and garden

DETAILS

Welcome to ACT24.  
If you require help with the system, select the Help link in the top right corner of your screen. Otherwise, start by selecting your first activity for your recall.

- Start by selecting from Activities. Remember the time represents the 24 hours for yesterday. **Midnight - Midnight**
- Fill in the hours and associated questions
- Submit and add it to Timeline. Timeline will track the hours you submit and show you if there is any gap or overlay of time.

TIMELINE

ACTIVITY LOG

- 12:00am Gap (12:00am - 1:00am)
- 12:30am
- 1:00am Sleeping or in bed (1:00am - 3:00am)
- 1:30am
- 2:00am
- 2:30am
- 3:00am