



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”.

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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

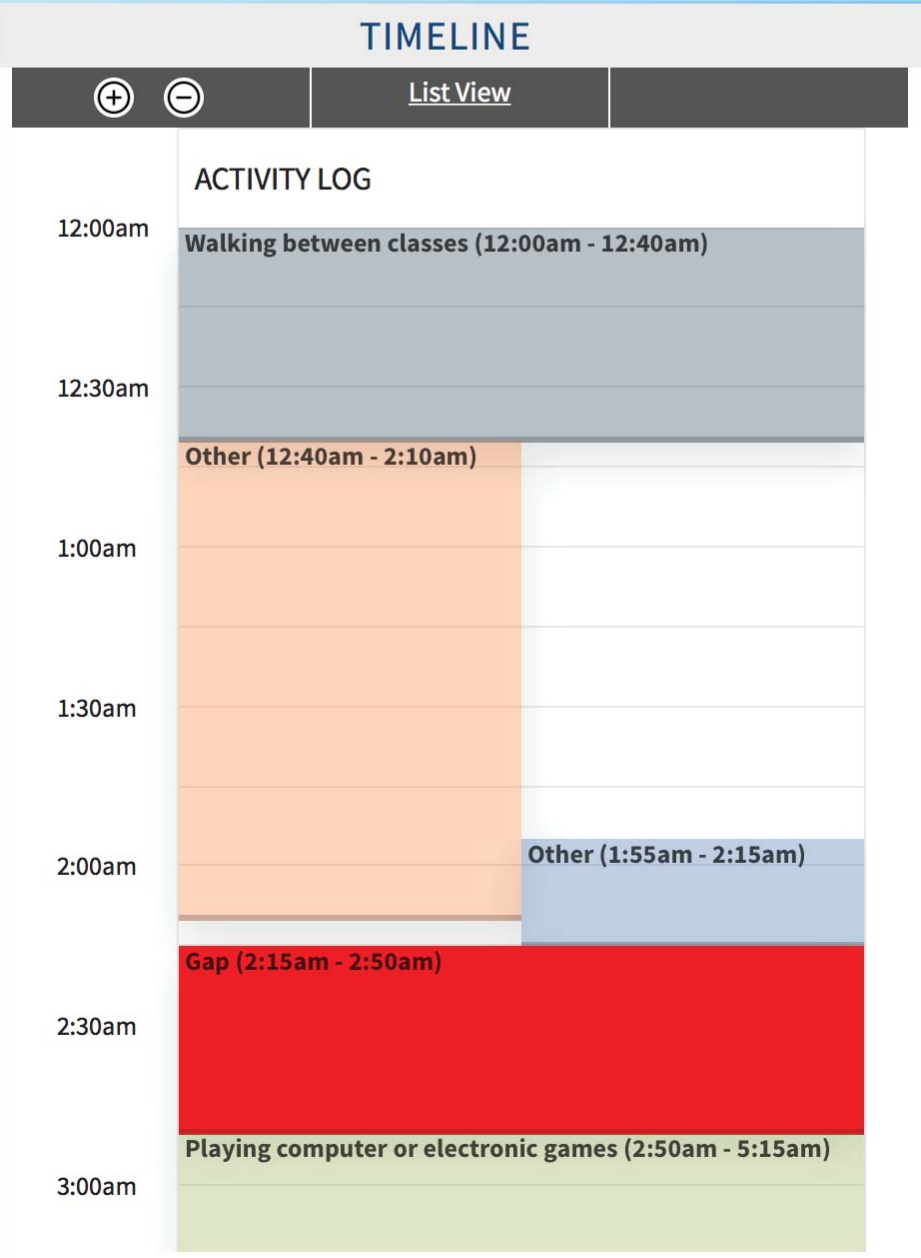
Cancel

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, under the 'ACTIVITIES' tab, 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 highlighted with a red box. A red arrow points from this box to the 'Other' section of the 'DETAILS' form on the right. The 'DETAILS' form includes fields for 'What time did you start?' (12:00am) and 'What time did you stop?' (12:05am (5min)). It also has a text box for 'Please type in the box the other activity you did.' and 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 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**.

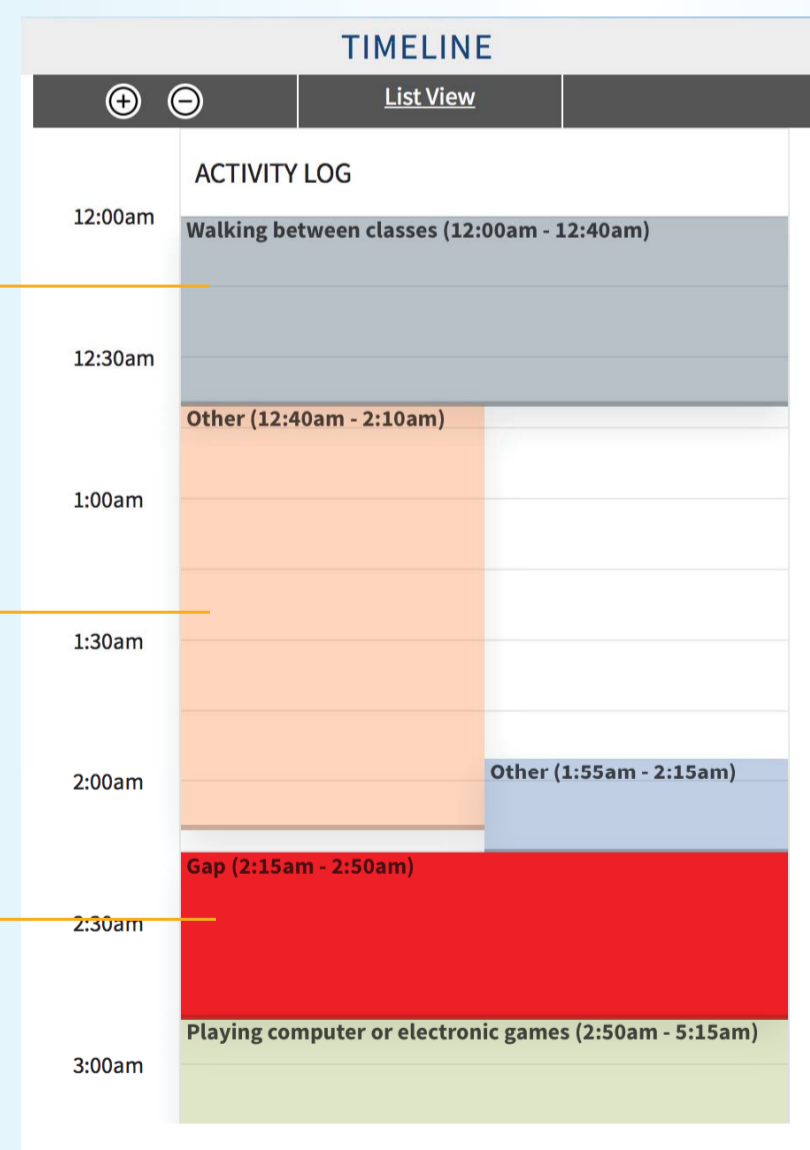
Gaps will be shown in **red** in your timeline for easy identification and correction.

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

Main activity with no overlap

Overlap activities

GAP



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”.



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.

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Help Log Out

ACT24

ACTIVITIES

DETAILS

TIMELINE

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

>

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.

1

<

Start by selecting from Activities. Remember the time represents the 24 hours for yesterday. Midnight - Midnight

2

>

Fill in the hours and associated questions

3

>

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.

+ -

List View

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