

Healthy Food Finder User Guide

What is Healthy Food Finder?

Healthy Food Finder (HFF) is a product lookup tool, developed by NSW Health. HFF is designed to help those involved in implementing the *NSW Healthy School Canteen Strategy* and *NSW Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework* find foods and drinks suitable for NSW school canteens and NSW Health facilities.

What can I use Healthy Food Finder for?

You can use Healthy Food Finder to:

1. Search a specific packaged food or drink product

Simply type the product name into the search bar. Search results will tell you if the product is Everyday, Occasional or a Sugar-Sweetened Drink. It will also tell you if the product meets the portion size and Health Star Rating (if relevant).

2. Find the Health Star Rating for a product

Once you have searched for a product, click on the product name to find out more about the product, including the Health Star Rating.

3. Search by food category to find suitable alternatives

Type the food category in the search bar and use Advanced Search filters, such as 'HSR \geq 3.5 stars' to find suitable alternatives.

4. Add new products to the tool

If you cannot find your product, you can use Item Request to add the product to Healthy Food Finder. Once it is in Healthy Food Finder you can find out if the product is Everyday, Occasional or a Sugar-Sweetened Drink and the Health Star Rating (where relevant).

How do I access the HFF?

1. Click on the following link:
<https://foodfinder.health.nsw.gov.au/>

OR

2. Open a supported browser (Internet Explorer 9 or above, Google Chrome or Safari) and type: '<https://foodfinder.health.nsw.gov.au/>' into the address bar.

The following Home page will display:



To search for a product, you will need to sign in or register for an account.

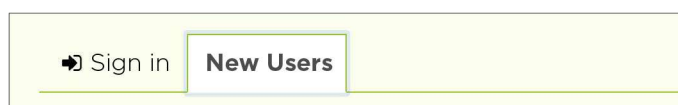
How do I register for an account?

1. Select the 'Sign in/Register' button on the homepage:



Once selected, you will be taken to the **Sign in** page.

2. Select the 'New Users' tab in order to begin the registration process:



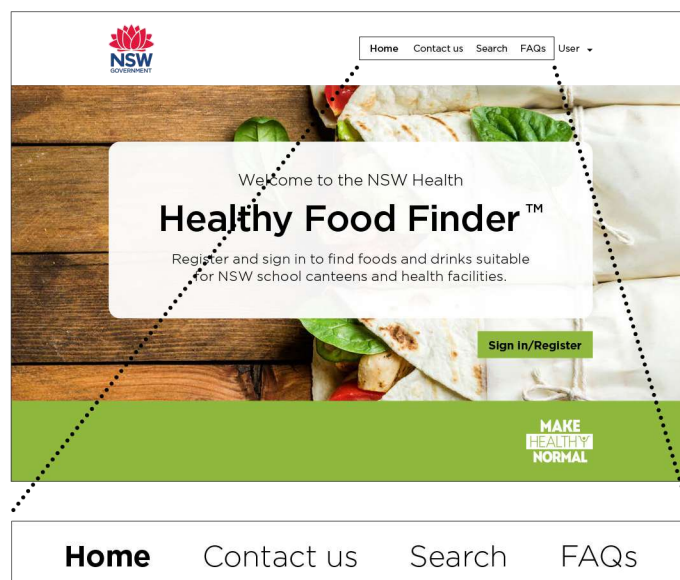
Healthy Food Finder User Guide

3. Enter your email address, a strong password, confirm, and select register. A strong password consists of:
 - (i) A minimum of 8 characters
 - (ii) Includes at least one uppercase letter
 - (iii) Includes at least one lowercase letter
 - (iv) Includes at least one special character (for example: ! @ # etc.)
 - (v) Includes at least one numeral (0 through 9)
4. To complete your registration, enter your first and last name and select your role from the following options:
 - (i) NSW school canteen staff and volunteers (Government, Catholic and Independent schools)
 - (ii) NSW Health food and drink suppliers and retailers
 - (iii) NSW Department of Education employees
 - (iv) Association of Independent Schools of NSW staff
 - (v) Catholic Schools of NSW staff
 - (vi) NSW Health staff and volunteers; and
 - (vii) Staff of other NSW Government organisations
5. Answer all sub-questions
6. Read the Privacy Statement and Disclaimer. Select the check box.
7. Select Update.
8. Check your email account for an email from the *Healthy Food Finder*. Click on the link in the email to verify your email address and you will be directed to the **Profile** Page.

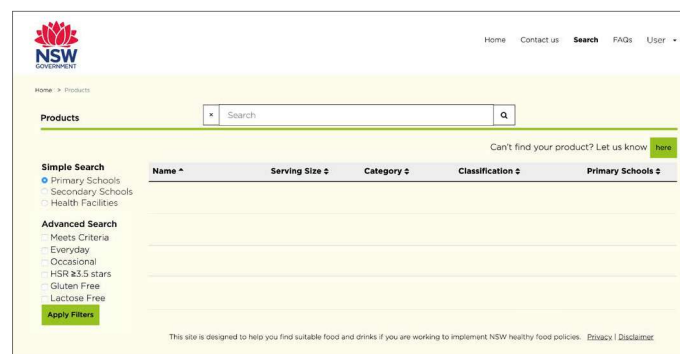
Once registered, you will need to login to use Healthy Food Finder.

How do I use the search function?

To search for a product, select the **Search** tab located on the banner of the HFF website:



From there you will be directed to the **Search** page:



Search results will tell you if the product is Everyday, Occasional or a Sugar-Sweetened Drink. It will also tell you if the product meets the maximum portion size limit and Health Star Rating (if relevant).

Before you use the search function:

1. Make sure you have registered for an account and verified your email. Once this is complete, you will be able to access the search page by logging in.
2. Select your setting: Primary Schools, Secondary Schools or Health Facility. Note - you will only be able to access either school or healthy facility settings based on where you work.

Healthy Food Finder User Guide

Search tips - how to search for an individual product

Healthy Food Finder uses a keyword search. Use the tips below to get best out of your search:

- Less is more: use 3-4 search terms (keywords)
- Best search results are found using the following search terms: Brand + product description

Example product:

Barney's Chewy Muesli Bar, Berry Nice

Example search terms:

Barney Berry (Brand + product description)

- Avoid entering pack size
- Double-check your spelling

Search tips - how to search for suitable alternatives

- Use **advanced search** filters

Example 1: Finding an Everyday snack that meets criteria

Search term: 'snack' (enter this into the search bar; press search)

Select advanced search filters: 'Meets Criteria' and 'Everyday' (press Apply Filters)

The screenshot shows a search for 'snack' with 58 results. The 'Advanced Search' panel is open, showing the following filters: Meets Criteria (checked), Everyday (checked), Occasional (unchecked), HSR ≥3.5 stars (unchecked), Gluten Free (unchecked), and Lactose Free (unchecked). The 'Apply Filters' button is highlighted in green. The search results table shows various snack products with their classification and primary schools status.

Name	Size	Classification	Primary Schools
Brand A Snack Olives, Chili Flavour	50g	Everyday	Meets Criteria
Brand B Snack Olives, Kalamata	50g	Everyday	Meets Criteria
Brand C Chocolate		Everyday	Meets Criteria
Brand E Fun-Size Sn		Everyday	Meets Criteria
Brand F Natural Cho		Everyday	Meets Criteria
Brand G Vintage Cho		Everyday	Meets Criteria
Brand H Original Cris		Everyday	Meets Criteria

Example 2: Finding Frozen Yoghurt that meets criteria

Search term: 'frozen yoghurt' (enter this in to the search bar; press search)

Select Advanced Search filters: 'Meets Criteria' (press Apply Filters)

The screenshot shows a search for 'frozen yoghurt' with 11 results. The 'Advanced Search' panel is open, showing the following filters: Meets Criteria (checked), Everyday (unchecked), Occasional (unchecked), HSR ≥3.5 stars (unchecked), Gluten Free (unchecked), and Lactose Free (unchecked). The 'Apply Filters' button is highlighted in green. The search results table shows various frozen yoghurt products with their classification and primary schools status.

Name	Size	Classification	Primary Schools
Brand A Frozen Yoghurt, Mango	125ml	Occasional	Meets Criteria
Brand A Frozen Yoghurt, Strawberry	125ml	Occasional	Meets Criteria
Brand B Frozen Yo		Occasional	Meets Criteria
Brand B Frozen Yo		Occasional	Meets Criteria
Brand C Frozen Yo		Occasional	Meets Criteria
Brand D Frozen Yo		Occasional	Meets Criteria
Brand D Frozen Yo		Occasional	Meets Criteria

The resulting list will only contain items that meet criteria.

This screenshot is identical to the previous one, showing the search results for 'frozen yoghurt' with 11 results and the 'Advanced Search' panel open.

How do I know which products are Everyday or Occasional and meet criteria?

1. Search for a product. Search results will display as per below. Click on the product name to determine if it meets the relevant criteria OR look at the last column as per below:

The screenshot shows a search for 'air popped popcorn' with 4 results. Below the search results, there is a legend for the 'Classification' and 'Primary Schools' columns. The legend shows that 'Occasional' corresponds to 'Meets Criteria' in the Primary Schools column.

Classification	Primary Schools
Occasional	Meets Criteria

Healthy Food Finder User Guide

How do I locate the Health Star Rating (HSR) of a product?

1. Search for a product. Search results will display as below. Click on the product name to display the product details.

Name	Size	Classification	Primary Schools
Brand A Air Popped Corn, Lightly Sea Salted	20g	Occasional	Meets Criteria
Brand A Air Popped Corn, Sweet & Salty	20g	Occasional	Meets Criteria
Brand B Popcorn, Air Popped	25g	Everyday	Meets Criteria
Brand C Airpopped Popcorn, Lightly Salted	13g	Occasional	Meets Criteria

2. The product details will display as per below and the Health Star Rating can be found on the left-hand side of the page.

Product Detail

Name: Brand A Air Popped Corn, Lightly Sea Salted

Serving Size: 20g

Category: Lightly Salted / Salted / Flavoured Popcorn

Health Star Rating: 4.0

Nutritional claim: NA

Classification: Everyday

MEETS CRITERIA

Note: Some products will not display a HSR, this is because they are not required to meet a HSR to be compliant in selected setting.

Why doesn't my product meet criteria?

1. Search for a product. Search results will display as per below. Click on the product name to display the product details.

Name	Size	Classification	Primary Schools
Brand A Kettle Cooked Potato Chips, Sea Salt	149.1g	Occasional	Does not meet Criteria
Brand A Kettle Cooked Potato Chips, Hickory Barbecue	141.7g	Occasional	Does not meet Criteria
Brand B Kettle Style Olive Oil Potato Chips, Cracked Pepper & Sea Salt	28g	Occasional	Does not meet Criteria
Brand C Kettle Style Olive Oil Potato Chips, Garlic	141.7g	Occasional	Does not meet Criteria
Brand D Kettle Style Olive Oil Potato Chips, Rosemary	28g	Occasional	Does not meet Criteria
Brand E Kettle Style Olive Oil Potato Chips, Sea Salt	141.7g	Occasional	Does not meet Criteria

The reason the product does not meet the criteria can be found on the right side of the product details screen as per below. The product size and Health Star Rating can be found on the left side of the product details screen.

Product Detail

Name: Brand A Kettle Cooked Potato Chips, Sea Salt

Serving Size: 49.1g

Category: Potato Chips / Crisps

Health Star Rating: 2.5

Nutritional claim: Gluten Free

Classification: Occasional

DOES NOT MEET CRITERIA
Reason # 1 Portion size too large
Reason # 2 HSR too low

Where can I find more information about the criteria?

The criteria are found in the:

- (i) *NSW Healthy School Canteen Strategy*
<https://healthyschoolcanteens.nsw.gov.au> and the
- (ii) *Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework*
<http://www.health.nsw.gov.au/heal/Pages/healthy-food-framework.aspx>

What do I do if I cannot find a product?

You can tell us about a missing product through the **Item Request** feature. To access **Item Request**:

1. Go to the **Search** page
2. Click on the green **'here'** button as per the screenshot below:

Can't find your product? Let us know [here](#)

3. You will be directed to the Item Request page where you can enter the product details you want added to the HFF.

We will investigate and update the item as soon as possible. Data in the HFF is refreshed on a weekly basis.

Where can I get more information?

More information can be found on the Healthy Food Finder's FAQ page. Access the FAQs at <https://foodfinder.health.nsw.gov.au/FAQs>.

For any other questions about Healthy Food Finder or the products listed you can contact the Healthy Food Information service by clicking on "Contact Us" in the top right corner of your screen or by contacting 1800 930 966 or healthyfood@health.nsw.gov.au