



# **A USER GUIDE TO THE IDEALS WEBSITE**

2<sup>nd</sup> Edition, February 2006

# INSTRUCTIONS

**URL** [www.ideals.ac](http://www.ideals.ac)

## HOMEPAGE



The screenshot shows the homepage of the International Dental Ethics and Law Society (IDEALS). At the top left is the IDEALS logo, which features a globe with the text 'INTERNATIONAL DENTAL ETHICS AND LAW SOCIETY' and 'IDEALS' in the center. To the right of the logo, the text 'IDEALS International Dental Ethics And Law Society' is displayed. Below this is a red banner with the text 'IDEALS :: Home'. On the left side, there is a yellow navigation menu with the following links: Home, About IDEALS, Board/Committees, Congresses/Events, Resources, Join IDEALS, Renew Membership, Members Only, and Admins Only. In the center, there is a blue banner for the '6th International Congress on Dental Ethics and Law: Conflicts of Interest'. Below this banner is a picture of Florence, Italy, with the text '6th International Congress on Dental Law and Ethics' and 'October 20-22, 2005 @ Florence, Italy'. To the right of the picture, there is text stating that IDEALS will be co-sponsoring the 6th International Congress on Dental Law and Ethics in Florence, Italy, Oct. 20-22, 2005, and providing a link for more information. Below the picture and text, there is a footer with the date 'June 14, 2005 00:21:42 GMT' and the text 'Designed and Hosted by PurpleBuilding.com'. Two teal arrows point from the bottom of the page to the yellow navigation menu and the congress announcement section.

**Home**  
About IDEALS  
Board/Committees  
Congresses/Events  
Resources  
Join IDEALS  
Renew Membership  
Members Only  
Admins Only

The **International Dental Ethics and Law Society (IDEALS)** has been established to foster an international dialogue on the values guiding the practice of oral health care.

**6th International Congress on Dental Ethics and Law:  
Conflicts of Interest**

**6th International Congress on Dental Law and Ethics**  
October 20-22, 2005 @ Florence, Italy

IDEALS will be co-sponsoring the 6th International Congress on Dental Law and Ethics in Florence, Italy, Oct. 20-22, 2005.  
**More about the Congress.**

If you wish to submit an abstract to be presented at the 6th International congress you can find all the necessary information and an abstract submission form **here**.

Copyright © 2001-2005, International Dental Ethics and Law Society  
June 14, 2005 00:21:42 GMT  
Designed and Hosted by PurpleBuilding.com

Main navigation options (yellow)

Coming Congress  
Info (click on picture)

## **PUBLIC VS. RESTRICTED SECTIONS**

In years past, the IDEALS website has always been publicly accessible in its entirety. This was not by design but simply because we lacked the expertise to restrict certain sections.

Consequently, we were not able to use the web for storage and communication of confidential information (such as membership information, minutes of meetings, and submitted congress abstracts). Moreover, there was little incentive for people with an interest in dental ethics and law to join because much of what we had to offer was available to non-members as well. Thus, members were de facto paying for making services available to non-paying onlookers.



The new website continues to have a sizeable public section. Information about IDEALS, such as its Mission Statement, Statutes, and organizational structure remains publicly accessible. So is the events calendar. However, other resources such as the extensive links database, will no longer be accessible to non-members.

Such members-only information is accessible to IDEALS members who (a) have registered as a member and (b) have paid their dues. Members who fail to pay dues will automatically lose their access to the members-only section of IDEALS when the due date passes (see below for ways to check your financial status). Members-only pages are marked with a small key icon.



Institutional members can request temporary access to the members-only pages for specific purposes. For example, a dental school, when becoming an institutional member, can identify three individuals to have all the access privileges of individual members. In addition, the school can request temporary members-only access for the duration of a course on dental ethics or law. This will allow students temporary access to such resources as on-line documents and links to codes of dental ethics or practice acts.

In addition, there are some sections of the website that are restricted to IDEALS administrators (such as the Secretary, Assistant-Secretary, Treasurer and Webmaster).



## PUBLICLY AVAILABLE INFORMATION

### *About IDEALS*

Some General information about IDEALS is publicly available by clicking on “ABOUT IDEALS” in the yellow navigation bar. A new page will display, giving viewers several additional options.

The screenshot shows the top navigation bar of the IDEALS website. It features a blue header with the 'LAW SOCIETY' logo on the left and 'About IDEALS' on the right. Below the header is a yellow navigation menu with the following items: Home, ABOUT IDEALS (highlighted), Board/Committees, Congresses/Events, Resources, and Join IDEALS. To the right of the menu, a text box explains that IDEALS stands for International Dental Ethics And Law Society and provides a list of links: History of IDEALS, Mission Statement, Objectives and Function of IDEALS, Statutes, and Activities.

### *Board/Committees*

All of the present Board members can be found by clicking on the “Board/Committees” link. Additional information about each Board member can be found by clicking on their name. Please note that personal contact information is not available here since this part of the website is publicly accessible. IDEALS members can access the members-only section and locate contact information that way (see below).

The profile card for Richard Speers, President, includes his name in blue, his title 'President', and 'Term Ends: 2009'. A 'Contact' link is positioned to the right of the card.

However, it is possible for members as well as non-members to email a Board member by clicking on the “contact” link. This will generate an email form.

The sender can thus email the Board member but will not get the actual email address from the Board member unless (s)he decides to return an email to that person.

The contact form is titled 'Contact Richard Speers, President of th'. It contains the following fields: 'Your name:' with a text input box, 'Your e-mail address:' with a text input box, 'Subject of your message:' with a text input box, and 'Enter your message:' with a large text area. A 'Send Message' button is located at the bottom of the form.

Please note that at the bottom of the list of all Board members, there are links to the other IDEALS Committees and their members.

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**Other IDEALS committees are:**

- Elections Committee
- 6th Int. Congress Organizing Committee
- Scientific Review Subcommittee, 6th Int. Congress
- Financial Review Committee

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In order to advance the effectiveness of the Society, a number of

### *Congresses and Events*

The IDEALS Calendar focuses on events in the areas of dental ethics and law. If timely notice is given ([secretary@ideals.ac](mailto:secretary@ideals.ac)) events in these two areas organized by organizations other than IDEALS will be added to the calendar. IDEALS reserves the right to decide which events to add to this calendar.

Past events can also be added, particularly if a link to an electronic report of the event can be added.

There are also links to on-line events search engines.

The screenshot shows the IDEALS website interface. At the top left is the logo for the Dental Law Society. The main navigation menu on the left includes: Home, About IDEALS, Board/Committees, CONGRESSES/EVENTS (highlighted in yellow), Resources, Join IDEALS, Renew Membership, Members Only, and Admins Only. Below the menu are sections for IDEALS Congresses (Proposal Guidelines), 2005 International Congress, Past Congresses (2003 International Congress), and a link back to the main events page. The main content area on the right features: IDEALS Congresses (with links to Proposal Guidelines, 2005 International Congress, and 2003 International Congress), Search Engines for Events and Conferences (with links to WHO Global Bioethics Calendar, International Bioethics Calendar, Conference Alerts, and FDI Congress Listing), and Events in Dental Law and Ethics (for 2005, listing the 6th International Congress for Dental Law and Ethics with probable dates of October 2005 and location in Florence, Italy).

### *Resources*

There is a list of resources that non-IDEALS members can view by clicking on “Resources”. However, most of the resources themselves that are included in that list can only be accessed by IDEALS Members. Members should first log-on to the Members Only section (see below) and then use

the red link to Resources (instead of the dark blue link) that will become visible after logging-on as a member.

## GETTING INTO THE MEMBERS - ONLY SECTION

To access the members-only section, click on “Members Only”. A window will show asking for your email address and your password. When you log-on for the first time, your password will be the same. The computer will next require you to change your password.

Welcome to the new IDEALS members only section. In the form below you must enter the email address we have on file in our membership database.

If this is the first time you have been here, you must leave the password blank. Upon verification of the email address you will then be routed to a page to enter your password.

If you do not remember the email address we have on file, please contact the IDEALS secretary at [secretary@ideals.ac](mailto:secretary@ideals.ac).

E-Mail Address:

Password:

[Forgot your password? Reset it here!](#)

## FORGOT YOUR USERNAME OR PASSWORD?

If you forgot the email address you gave us, you can email the secretary at [secretary@ideals.ac](mailto:secretary@ideals.ac). If you forgot your password, follow the “reset” instructions below the sign-in box. Please remember that the log-in procedure is CaSE- SENSitIVe. Switch off your caps-lock.

## INSIDE THE MEMBERS - ONLY SECTION

Once you have successfully logged on, the yellow navigation bar will expand and include (in red font) a number of additional features. More of these features may be added in the future. The ones presently available are listed in the picture on the right. But more will be added.



## CHANGE PASSWORD

Once you have logged-on to the members-only section, you can change your own password. You must enter the same password twice. Carefully read the instruction for password design. Remember that the log-in procedure is **CAse- SeNSitIVe** so switch off your caps-lock.

## MEMBERSHIP DATABASE

When a new member joins and completes the on-line form, all of the information entered is automatically saved in a database. Each member, once his/her access to the on-line section has been activated upon receipt of dues, can maintain almost all of his/her personal information.

*Viewing your own database record, including dues payment*

To see all of the stored information, including your payment status, click on "Maintain Your Record" in the yellow navigation bar. In addition to a lot of changeable information (see below), you can also see your dues payment status.

Members On

**Password requirements:**

- At least six characters long.
- Does not contain any spaces.
- Contain at least three of the following groups:
  1. UPPER case letters (A-Z).
  2. LOWER case letters (a-z).
  3. Numeric characters (0-9).
  4. Special characters (e.g. !,@,\$ etc - " and ' are not allowed)

EXAMPLE:  
PassWord: Incorrect, only contains characters from groups 1 and 2  
Pa5sWord: Correct, contains characters from groups 1, 2 and 3  
p@ssword1: Correct, contains characters from groups 1, 3 and 4

Old Password:   
New Password:   
New Password Again:

MEMBERS ONLY - Maintain Your Record

Home  
About IDEALS  
Board/Committees  
Congress/Events  
Resources  
Join IDEALS  
Renew Membership  
Members Only  
Admin Only

**MEMBERS ONLY**  
Maintain Your Record  
Meeting Minutes and Other files  
Resources  
Search Members  
IDEALS Chat  
Change Password  
Leave Members Only Section

Membership Record for user: [redacted]

Please make the changes to your record on the form below.

Member ID: 1003  
Prefix: Dr.   
First Name:  Middle Initial(s):  Last:   
Name:   
Degrees (e.g., DDS, PhD):    
Title: Professor  
Department: Center for Health Policy and Ethics & Dept. Comm  
Institution: Oregon Health Sciences Medical Center  
Street Address or PO Box:   
City, State or Province:    
Zip Code:   
Country:   
E-Mail:   
URL, Personal Website:   
Tel. Number:    
Fax Number:    
Interests and Expertise  
What are your specific areas of

This information is maintained by the IDEALS administration. You cannot change it yourself, but you can request a correction if you believe the information is incorrect. To do so, please email [treasurer@ideals.ac](mailto:treasurer@ideals.ac)

ip	Prefix:		<h3>Additional Background Information</h3> <p><b>Academic Background:</b> Jos Welie studied medicine cum laude at the University of Philosophy (MA, 1997) at the University of Chicago with a Fulbright Fellowship.</p> <p><b>Present Functions:</b> Professor, Department of Dentistry, Creighton University, Omaha, NE Founding Secretary, IDEALS</p> <p><b>Past Functions:</b> Dr. Welie taught in San Francisco (1997-2000) and the Netherlands (1997-1998) before settling down in Omaha.</p> <p><b>Publications:</b> Dentistry related article: <a href="http://www.creighton.edu/~jw">www.creighton.edu/~jw</a> 30. Welie, Jos V.M.: La denture: Défis à venir. Journal of Oral Rehabilitation 2003 30: 20-25</p>	<h3>Interests and Expertise</h3> <p>What are your specific areas of interest and expertise? (hold Ctrl key to select more than one)</p> <p>Access to care          Advertising          Business ethics          Codes and oaths          Concept of oral health</p> <p>If "Other" please enter here:          relationship between ethics and law. esthetic dentistry</p>
	Name:			
	Degrees (e.g., DDS, PhD):			
	Title:			
	Department:			
	Institution:			
	Street Address or PO Box:			
	City, State or Province, Zip Code:			
	Country:			
	E-Mail:			
URL Personal Webpage:		<h3>Membership Details</h3> <p><b>Date Joined:</b> 2001-02-01</p> <p><b>Expiration Date:</b> 2005-07-01</p> <p><b>Last Dues Payment Date:</b> 2004-07-01</p> <p><b>Last Dues Amount Paid:</b> 95.00</p>		
Tel. Number:				
Fax Number:				

### *Changing your own database record*

You can also change almost all of the information in your record (e.g., a change of address, new publications, better picture). Access your record by clicking on “Maintain Your Record”.

There are several blocks on information to be updated. Members who joined using the old form may not realize that much more information, including a picture, can now be stored in your electronic record.

For example, if you complete the “Interests and Expertise” box, other members can search the database on members with similar interests (see below) and thus get in touch with you.

### *Finding info about other members*

Click on “Search Members” in the yellow navigation bar. A new form will appear that allows you to search for other members (except for members who have not granted permission to be listed in the electronic database).

You must select at least one of the fields in which to search. So for searching on last name, type the member's last name in the first line and then select the "last name" field. (You do not have to choose a sorting criterion. By default, it will sort on last name).

MEMBERS ONLY - IDEALS Member Search

Search for:

In field(s):  (hold ctrl-key to select multiple fields)

And sort results by:

Spelling of name unknown? This is not a problem. You only need to enter the first two letter's of the person's last name.

You can search not only by their last name, but by several other characteristics of a member, such as: First Name, Last Name, City, State/Province, Country and Interests/Expertise.

This allows you to find all IDEALS members in your own country. Or if you have a particular question, you can search for members with relevant interests/expertise.

When you open another member's record, only part of his/her information will be available. Obviously, if a member has not provided information about his/her interests or present function, or has not uploaded a picture, that information is not there and hence cannot be shown. In addition, information about a member's payment status will not be shown to other members, nor will his/her membership number or user name.

## **CHAT ROOM**

IDEALS is eager to foster communication between members. A new electronic means of communication is the "chat room." In essence, a chat room is email in real time. When two or more IDEALS members enter the

same chat room, the monitor will show who is in the room. These members can then can type and send messages that will immediately appear on the monitor of each member in the room.

To arrange a chat room meeting, use email (or some other form of communication) to set up the date and time of the meeting (be mindful of different time zones!). The coordinator should create a room and share the name of the room with the intended participants. At the agreed-upon time, each participating member should “join” that room. (Temporary rooms will stay active as long as they are being used with some frequency)

**MEMBERS ONLY - IDEALS Chat**

[Home](#)  
[About IDEALS](#)  
[Board/Committees](#)  
[Congresses/Events](#)  
[Resources](#)  
[Join IDEALS](#)  
[Renew Membership](#)

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[Members Only](#)  
[Admins Only](#)

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**MEMBERS ONLY**  
[Maintain Your Record Meeting Minutes and Other files](#)  
[Resources](#)  
[Search Members](#)

**IDEALS CHAT**

[Change Password](#)  
[Leave Members Only Section](#)

1 rooms found.

Click on a room name to enter that room.

- [General](#) (0 users)

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**Create a temporary room:**

Room Name:  Private?

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**Join a Private Room:**

Room Name:

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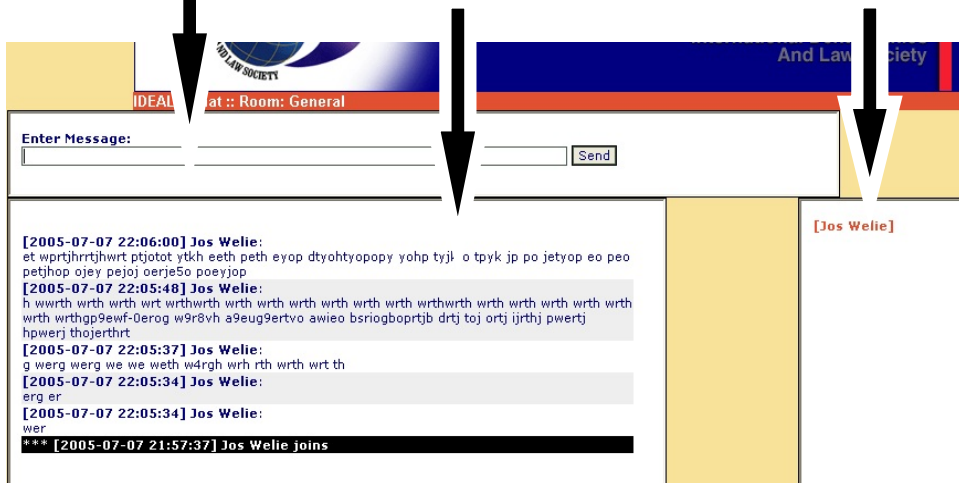
This chat uses IFRAMES. If your browser doesn't support this you should upgrade your browser. Get the latest version of [Mozilla](#), [Firefox](#), [Internet Explorer](#) or [Opera](#).

There are two kinds of rooms. Private rooms and Public rooms. If you decide to create a private room, the name of that room will not be listed on the screen. Hence you must tell the other participants exactly how you named the room or they will not know what room to join. If you give your room a public name, the name will be listed on screen and members can simply click on the room name to join it. (Ex: There is already one public room for common use, named “General”). Note that both kinds of rooms can only be entered by IDEALS members. So the “public room” is not “publicly accessible”.

**“User window”** Type your message here and click on “Send”

**“Chat Window”**. Your and other participants’ messages appear here

Lists all Logged-on participants



To leave a room, simply exit your browser by clicking on the small  in the top right corner of your screen.

*Note 1:* The ease of use of the chat room depends heavily on several factors. A slow internet connection can make a discussion with several people very annoying because of the significant delays in messages being posted to the room. If you use an old version of the Microsoft Explorer, this too can cause problems. The webmaster recommends uploading one of the following browsers instead: Mozilla, Firefox, or Opera. Links to these three free browsers can be found at the bottom of the main chat room window.

*Note 2:* The chat windows renew themselves regularly. You can set the renewal times at the bottom of the screen. A short chat window renewal time will result in new messages being posted frequently. However, if you set the time too short, it becomes very annoying and you don't have time to read the messages. Find the time that works best for you. If you set it too

[2005-07-07 22:05:34] jos went:  
 wer  
 [2005-07-07 21:57:37] Joe Walle joins

<b>Chat Window:</b> Update every <input type="text" value="5"/> Seconds <input type="button" value="change"/> Next refresh in 5 seconds	<b>User Window:</b> Update every <input type="text" value="10"/> Seconds <input type="button" value="change"/> Next refresh in 6 seconds
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Copyright ©2001-2005, International Dental Ethics and Law Society  
 Last updated: June 13, 2005 23:32:10  
 Designed and Hosted by PurpleBuilding.com

short and cannot get it reset, simply exit the chat room and re-enter. The chat window renewal time will automatically be reset to the default 5 seconds.

## OFFICIAL IDEALS DOCUMENTS

The IDEALS administration will try to make available in electronic format as many as possible official documents such as Board meeting minutes or the agenda for the upcoming General Assembly meeting electronically. Click on “Meeting Minutes and Other Files” in the left yellow menu bar.

The screenshot shows the IDEALS website interface. At the top is a blue header with the 'LAW SOCIETY' logo. Below it is a red horizontal bar. The main content area is divided into a left yellow navigation menu and a right white content area.

<ul style="list-style-type: none"> <li>Home</li> <li>About IDEALS</li> <li>Board/Committees</li> <li>Congresses/Events</li> <li>Resources</li> <li>Join IDEALS</li> <li>Renew Membership</li> <li>Members Only</li> <li>Admins Only</li> </ul>	<p><b>Annual Reports</b></p> <p><b>2001 Annual Report.pdf</b> (29442 bytes) 2001 Annual Report</p> <p><b>2002 Annual Report.pdf</b> (41581 bytes) 2002 Annual Report</p> <p><b>2003 Annual Report.pdf</b> (73297 bytes) 2003 Annual Report</p> <p><b>2004 Annual Report.pdf</b> (68993 bytes) 2004 Annual Report</p> <p><b>Bi-Annual Congresses</b></p> <p><b>2003 Final Report.pdf</b> (267340 bytes) 2003 Congress Final Report</p> <p><b>Board Meetings</b></p> <p><b>2000 Board Minutes.pdf</b> (61896 bytes) 2000 Annual Meeting Minutes</p> <p><b>2000 Board agenda.pdf</b> (157910 bytes) 2000 Annual Meeting Agenda</p>
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The navigation menu includes the following items: Home, About IDEALS, Board/Committees, Congresses/Events, Resources, Join IDEALS, Renew Membership, Members Only, Admins Only, MEMBERS ONLY, Maintain Your Record, MEETING MINUTES AND OTHER FILES (highlighted in yellow), Resources, Search Members, IDEALS Chat, Change Password, and Leave Members Only.

## OTHER RESOURCES

There are many on-line resources in the areas of dental ethics and law, but they are often hard to find. IDEALS will try to make as many as possible links to such resources available. If you know of an interesting site that is not yet included in this Resources list, please email [secretary@ideals.ac](mailto:secretary@ideals.ac) with a suggestion for an addition.

Non-members can see the descriptions of these resources by clicking on the dark blue “Resources” link in the yellow navigation bar. But they cannot access them. Members should first log-on to the Members Only section, and then click on red “Resources” link instead.

The image shows a screenshot of the IDEALS website's navigation bar. At the top right, there is a red banner that says "MEMBERS ONLY - Elec". Below this is a yellow navigation bar with several links. A list of 11 resources is displayed to the right of the navigation bar. Two black arrows point to specific links: one points to the "Resources" link in the yellow navigation bar, and another points to the "RESOURCES" link in the "MEMBERS ONLY" section. The "RESOURCES" link is highlighted in yellow.

MEMBERS ONLY - Elec

Home  
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Members Only  
Admins Only

MEMBERS ONLY  
Maintain Your Record  
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RESOURCES  
Search Members

1. Dental ethics and law internet sites
2. Codes and Practice Acts available on-line
3. Associations - Dental Ethics & Law and Related Associations & Centers
4. (Inter)National Dental Associations
5. Dental Schools
6. Dictionaries and Encyclopedias
7. Dictionaries and Encyclopedias
8. Articles, Books and Reports
9. Case studies
10. Databases
11. Dentistry in History and the Arts

Non-members: Click here

IDEALS members: Click here  
(after logging in as a member)