

## PATIENT ADVISOR QUICK START GUIDE

How to utilize the Patient Advisor Forum

### **Getting Started**

- Go to <http://www.knowyourteeth.com/>
- To start, click on “Patient Advisor” tab at the top of your screen use the image with Dental Advisor selected.



### **About the Patient Advisor**

The Patient Advisor offers several links to assist you. These links include:

**Ask Your Dental Questions**  
[Home](#) | [Profile](#) | [Register](#) | [Quick Start Guide](#) |  
[Active Topics](#) | [Members](#) | [Search](#) | [FAQs](#)

- Home: The main page of a Forum.
- [Profile](#): A mini-database of information about members on the Forum.
- [Register](#): Allowing a non-member to enter their information to access the Forum and become a member.
- [Active Topic](#): Topics that are currently on the Forum.
- [Members](#): Group of users that belong to the Forum.
- [Forum](#): a public facility to meet for open discussion. (Forum direction not included in link above.)
- [Search](#): Ability to look up information on the Forum.

- [FAQs](#) : Frequently Asked Question(s), are listed questions and answers, all supposed to be frequently asked and pertaining to a particular topic.

**Profile:** A mini-database of information about members on the Forum.

1. If you are a current member you can go to [Profile](#)

**Ask Your Dental Questions**  
[Home](#) | [Profile](#) | [Register](#) | [Quick Start Guide](#) |  
[Active Topics](#) | [Members](#) | [Search](#) | [FAQs](#)

2. Enter your User name and Password and press the Submit button.

It is up to you to keep your profile up to date.  
Please Fill the Form in with your details.

If you have not registered then [do so here](#).

User Name:	<input type="text" value="asmy500"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Submit"/>	



**Register:** Allowing a non-member to enter their information to access the Forum and become a member.

1. If you are not currently registered for the Forum click on [Register](#) in the upper right hand of the screen.

**Ask Your Dental Questions**  
[Home](#) | [Profile](#) | [Register](#) | [Quick Start Guide](#) |  
[Active Topics](#) | [Members](#) | [Search](#) | [FAQs](#)

2. This will take you to the Privacy Statement , which you can read through the document and if you agree with the statement, click Agree at the bottom of the screen.

**Privacy Statement for Know Your Teeth - 1-877-2X-A-YEAR (1-877-292-9327)**

If you agree to the terms and conditions stated below, press the "Agree" button. Otherwise, press "Cancel".

In order to use these forums, users are required to provide a username, password and e-mail address. Neither the Administrators of these forums, or the Moderators participating, are responsible for the privacy practices of any user. Remember that all information that is disclosed in these areas becomes public information and you should exercise caution when deciding to share any of your personal information. Any user who finds material posted by another user objectionable is encouraged to contact us via e-mail. We are authorized by you to remove or modify any data submitted by you to these forums for any reason we feel constitutes a violation of our policies, whether stated, implied or not.

This site may contain links to other web sites and files. We have no control over the content and can not ensure it will not be offensive or objectionable. We will, however, remove links to material that we feel is inappropriate as we become aware of them.

Cookies must be turned on in your browser to participate as a user in these forums. Cookies are used here to hold your username and password and viewing options, allowing you to login.

By pressing the "Agree" button, you agree that you, the user, are 13 years of age or over. You are fully responsible for any information or file supplied by this user. You also agree that you will not post any copyrighted material that is not owned by yourself or the owners of these forums. In your use of these forums, you agree that you will not post any information which is vulgar, harassing, hateful, threatening, invading of others privacy, sexually oriented, or violates any laws.

If you do agree with the rules and policies stated in this agreement, and meet the criteria stated herein, proceed to press the "Agree" button below, otherwise press "Cancel".

If you have any questions about this privacy statement or the use of these forums, you can contact the forum administrator at: [forums@agd.org](mailto:forums@agd.org)

- If the Agree button is clicked at the bottom of the screen, the next screen will give you the option to fill out the Contact and Basic Information. Once filled out, click the Summit Button at the bottom of the screen.

**All Fields marked with \* are required**

To complete your registration, you need to have a valid e-mail address.

Contact Info	Basics
* E-mail Address: <input type="text"/>	* User Name: <input type="text"/>
E-mail Address Again: <input type="text"/>	* Password: <input type="text"/>
Allow Forum Members to Send you E-Mail?: Yes <input type="button" value="v"/>	* Password Again: <input type="text"/>
AIM: <input type="text"/>	First Name: <input type="text"/>
ICQ: <input type="text"/>	Last Name: <input type="text"/>
MSN: <input type="text"/>	Country: <input type="button" value="v"/>
YAHOO IM: <input type="text"/>	Signature: <input style="width: 100%;" type="text"/>
<b>Links</b>	* HTML is OFF * Forum Code is ON
Homepage: <input type="text" value="http://"/>	<input type="button" value="Preview"/>
Cool Links: <input type="text" value="http://"/>	Signature checkbox checked by default?: Yes <input type="button" value="v"/>
<input type="text" value="http://"/>	

[Back To Forum](#)

- To finish the registration: check your email as listed under the Contact information and click the link that is provided in your email notification.

Please click on the link below to complete your registration.

If the link is split or broken, you will need to copy and paste the entire link into your web browser.

<http://www.knowyourteeth.com/patientadvisor/register.asp?actkey=kj3527x70773803zr3015308j359wf1x>

You can change your information at our website by selecting the "Profile" link.

Happy Posting!

5. This will complete your registration and you will view a screen the confirms this process is completed:

## Your Registration Has Been Completed!

You may now begin posting using your new UserName and Password.

[Back To Forum](#)

6. You may now begin posting by using your new User Name and Password. You can enter your User Name and Password information and click on the Login button.

**Ask Your Dental Questions**  
[Home](#) | [Profile](#) | [Register](#) | [Quick Start Guide](#) |  
[Active Topics](#) | [Members](#) | [Search](#) | [FAQs](#)  
Username: Password:  
    
 Save Password  
[Forgot your Password?](#)

7. There is the option to edit your profile or go back to the Forum.

## Edit User Profile

All Fields marked with \* are required

If you change your e-mail address, a confirmation e-mail will be sent to your new address.  
Please make sure it is a valid address.

Contact Info		Basics	
* E-mail Address:	<input type="text" value="andrea.young@yahoo.com"/>	* User Name:	<input type="text" value="asmy500"/>
Allow Forum Members to Send you E-Mail?:	<input type="text" value="No"/> <input type="button" value="v"/>	New Password:	<input type="text"/>
AIM:	<input type="text"/>	New Password Again:	<input type="text"/>
ICQ:	<input type="text"/>	First Name:	<input type="text" value="Andrea"/>
MSN:	<input type="text"/>	Last Name:	<input type="text" value="Young"/>
YAHOO IM:	<input type="text"/>	Country:	<input type="text" value="USA"/> <input type="button" value="v"/>
<b>Links</b>		Signature:	<input type="text"/>
Homepage:	<input type="text" value="http://"/>	* HTML is OFF	
Cool Links:	<input type="text" value="http://"/>	* Forum Code is ON	
	<input type="text" value="http://"/>	<input type="button" value="Preview"/>	
		Signature checkbox checked by default?:	<input type="text" value="Yes"/> <input type="button" value="v"/>

[Back To Forum](#)

**Active Topic:** Topics that are currently on the Forum.

1. You can view all the current topics by clicking on Active Topic. When clicking on "Active Topic Since" this will allow you to select a time period a topic has been active.

[All Forums](#)

Active Topics Since

	Topic	Author	Replies	Read	Last Post	
	<a href="#">Dental Questions / Halloween Candy</a>					
	<a href="#">How much is too much</a>	<a href="#">admin</a>	5	38	10/23/2008 22:29:22 by: <a href="#">jcomisi</a> →	
	<a href="#">Dental Questions / Some Oral Health Topic</a>					
	<a href="#">Question about oral health</a>	<a href="#">admin</a>	2	13	10/24/2008 07:05:11 by: <a href="#">jasonp</a> →	

**Members:** Group of users that belong to the Forum.

1. Member's link will allow you to view current members and click member's name to view their profile.

Search:  User Names  First Name  Last Name For:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	<u>Member Name</u>	<u>Title</u>	<u>Posts</u>	<u>Last Post</u>	<u>Member Since</u>	<u>Country</u>
	<a href="#">admin</a>	Forum Admin	3	10/21/2008	10/20/2008	-
	<a href="#">jasonp</a>	Starting Member	3	10/24/2008	10/21/2008	USA
	<a href="#">jcomisi</a>	Starting Member	2	10/23/2008	10/23/2008	USA
	<a href="#">goostardmd</a>	Starting Member	1	10/23/2008	10/23/2008	USA
	<a href="#">lamabashir</a>	Starting Member	1	10/21/2008	10/21/2008	USA
	<a href="#">asmy500</a>	Starting Member	0	-	10/29/2008	USA

**Forum:** a public facility to meet for open discussion.

- To view a forum discussion, select links under Dental Questions, for example, “ Halloween Candy.”

[Subscribe to this board](#)

	<u>Forum</u>	<u>Topics</u>	<u>Posts</u>	<u>Last Post</u>	<u>Moderator(s)</u>
<input type="checkbox"/>	<a href="#">Dental Questions</a>				
	<a href="#">Halloween Candy</a> Discussions about halloween candy.	1	6	<b>10/23/2008</b> 22:29:22 by: <a href="#">jcomisi</a> →	
	<a href="#">Some Oral Health Topic</a> This is a new forum about dental stuff	1	3	<b>10/24/2008</b> 07:05:11 by: <a href="#">jasonp</a> →	


- Select the topic for example “How much is too much,” which supplies you with the Author, Replies and how many reads.

	<u>Topic</u>	<u>Author</u>	<u>Replies</u>	<u>Read</u>	<u>Last Post</u>
	<a href="#">How much is too much</a>	<a href="#">admin</a>	5	40	<b>10/23/2008</b> 22:29:22 by: <a href="#">jcomisi</a> →



Showing topic 1 of 1, sorted by  in  order, from


- You will be able to scroll down the screen and view all of the topics.

Author	Topic
<a href="#">admin</a> 3 Posts	Posted - 10/21/2008 : 08:06:18    <hr/> As a parent, how much candy is too much for my children?
<a href="#">jasonp</a> USA 3 Posts	Posted - 10/21/2008 : 09:13:46    <hr/> Will my childrens teeth rot out when they eat a bunch of Candy?

4. By selecting the Profile  icon, this will allow you to view a member's profile.

### User Profile


<b>admin</b>	Member Since: 10/20/2008
<p><b>My Contact Info</b></p> <p>E-mail User: <a href="#">Click to send an E-Mail</a></p> <p><b>Recent Topics</b></p> <ul style="list-style-type: none"> <li> <a href="#">Question about oral health</a></li> <li> <a href="#">How much is too much</a></li> </ul>	<p><b>Basics</b></p> <p><b>User Name:</b> admin</p> <p><b>Total Posts:</b> 3  <small>[0.33 posts per day]</small>  <a href="#">Find all non-archived posts by admin</a></p> <p><b>Links</b></p> <p><b>Homepage:</b> No homepage specified...</p> <p><b>Cool Links:</b> No link specified...</p>

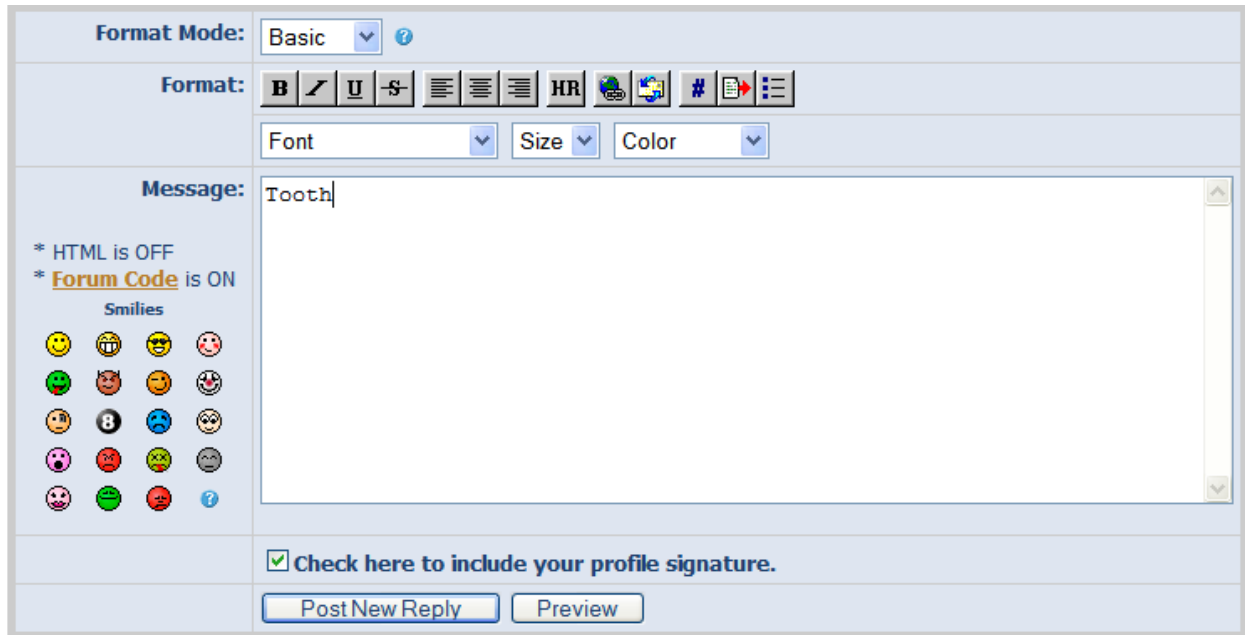
5. By selecting, Send an Email Message  icon, this will allow you to send an email to a member.

### Send an E-MAIL Message


<b>Send To Name:</b>	admin
<b>Your Name:</b>	asmy500
<b>Your E-mail:</b>	asmy500@yahoo.com
<b>Message:</b>	<input type="text" value="Hello"/>
<input type="button" value="Send"/>	

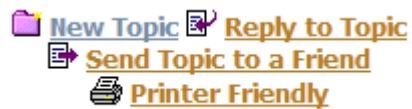
[Close Window](#)

- By selecting Post New Reply  icon this will allow you to post a reply to the topic. You can preview your message before sending and click “Post New reply” button at the bottom of the screen.



The screenshot shows a forum post editor interface. At the top, there is a "Format Mode:" dropdown menu set to "Basic". Below this is a "Format:" toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, horizontal line (HR), link, unlink, hash (#), and a list of three items. Underneath the toolbar are three dropdown menus for "Font", "Size", and "Color". The main area is a text input field labeled "Message:" containing the word "Tooth". To the left of the text area, there are settings: "\* HTML is OFF" and "\* Forum Code is ON". Below these are "Smilies" with a grid of 16 icons. At the bottom of the editor, there is a checkbox labeled "Check here to include your profile signature." which is checked. At the very bottom, there are two buttons: "Post New Reply" and "Preview".

- To post a new topic, click on  [New Topic](#) icon



- Enter in the Subject and Message and click Preview to preview message or click Post a New Topic button at the bottom of the screen.

<b>Format Mode:</b>	Basic
<b>Format:</b>	
	Font          Size          Color
<b>Subject:</b>	New Topic
<b>Message:</b>	Tooth <hr/> * HTML is OFF * <b>Forum Code</b> is ON Smilies 
	<input checked="" type="checkbox"/> Check here to include your profile signature.
	<input type="button" value="Post New Topic"/> <input type="button" value="Preview"/>

9. Once you click “Post New Topic” you will be able to view your new topic on the screen.

Author	Topic
<a href="#">asmy500</a> USA 2 Posts	Posted - 10/29/2008 : 14:57:09 <hr/> Tooth
	Topic

10. To forward a topic to a friend, click on [Send Topic to a Friend](#) .

11. Enter the Send to Name, Send to E-mail, message and press the Send button when you are finished.

## Send Topic to a Friend

<b>Send To Name:</b>	Jane Lowe
<b>Send To E-mail:</b>	jane.lowe@agd.org
<b>Your Name:</b>	admin
<b>Your E-mail:</b>	agdadmin@agd.org
<b>Message:</b>	
I thought you might be interested in this post:	
http://www.knowyourteeth.com/patientadvisor/topic.asp?TOPIC_ID=4	
<input type="button" value="Send"/>	

[Close Window](#)

**Search:** Ability to look up information on the Forum.

1. To search for a topic within the Forum, you can enter the content and press the Search submit button.

<b>Search For:</b>	<input type="text"/>
	<input type="radio"/> Match exact phrase <input checked="" type="radio"/> Search for all Words <input type="radio"/> Match any of the words
<b>Search Forum:</b>	All Forums <input type="button" value="v"/>
<b>Search In:</b>	Entire Message <input type="button" value="v"/> <input type="checkbox"/> Archived Posts
<b>Search By Date:</b>	Any Date <input type="button" value="v"/>
<b>Search By Member:</b>	<input type="text"/>
<input type="button" value="Search"/>	

**FAQs** : Frequently Asked Question(s), are listed questions and answers, all supposed to be frequently asked and pertaining to a particular topic.

1. If you have a question about the Forum, you can check FAQs Frequently Asked Question(s). FAQs are listed questions and answers, all frequently asked and pertaining to this forum. The following are example FAQs:

- [Do I have to register?](#)
- [How can I use smilies and images?](#)
- [Can I add a hyperlink to my messages?](#)
- [Can I change the format of my text?](#)
- [What are Moderators?](#)
- [Are cookies used?](#)
- [What are active topics?](#)
- [Can I edit my own posts?](#)
- [Can I attach files?](#)
- [Can I search?](#)

2. You can explore the Forum further or once you are ready to exit you can click Logout.

You logged out successfully!  
Thank you for your participation.

[Back To Forum](#)