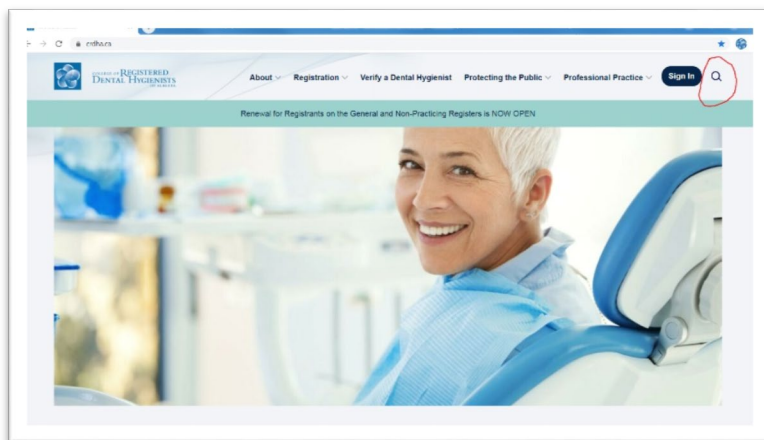# Website Tidbit – Using the Search Function

With the College's planned new website completion delayed due to COVID-19 projects, and the need to get practice permit renewal open on our new registrant database, we have had little opportunity to demonstrate some of the exciting new features of www.crdha.ca. This article highlights the search capabilities of the new website.
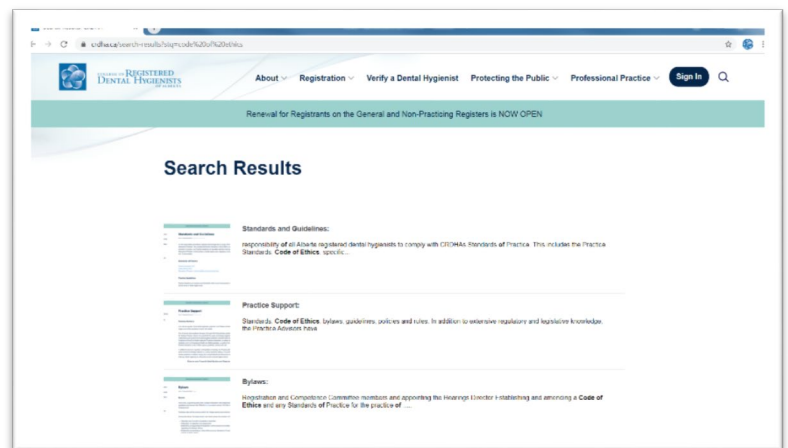
We heard comments about how difficult it was to find information on our old website. Even we had trouble locating information, often just due to the sheer volume of content. To facilitate organization, the new website was configured with two (2) sections. The public-facing section includes all the information the College is legislatively required to provide. Some of this material, such as links to the *Health Professions Act,* will also be relevant to dental hygienists. The password-protected section of the website, accessed utilizing the Sign In button located on the upper right-hand side of the home page, houses all the current (and future) regulatory, legislative, and resource content relevant to dental hygiene practice in Alberta. It will also contain the portal to the new registrant database. Currently, the portal accesses only the renewal function.
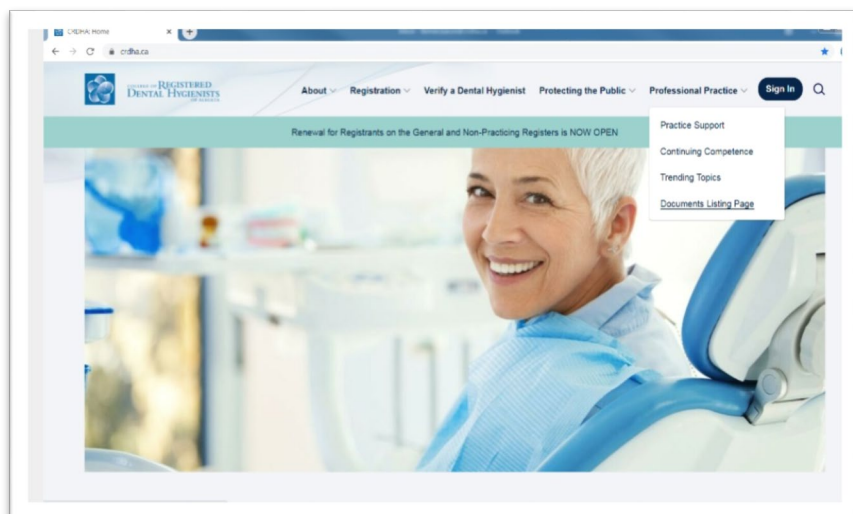
To assist with locating information, and the feature we are most excited about, are the search functions; two methods are available on the public facing section and one is on the password-protected section.

The first search function is accessed from the home page by selecting the magnifying glass. (Circled in red in the upper right corner.)
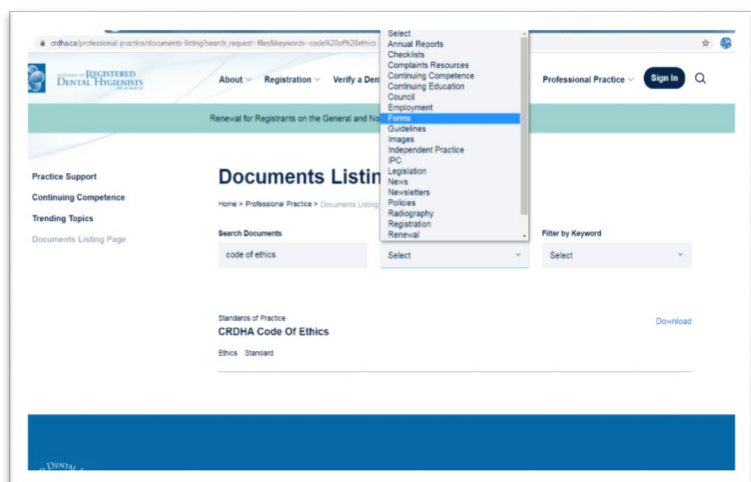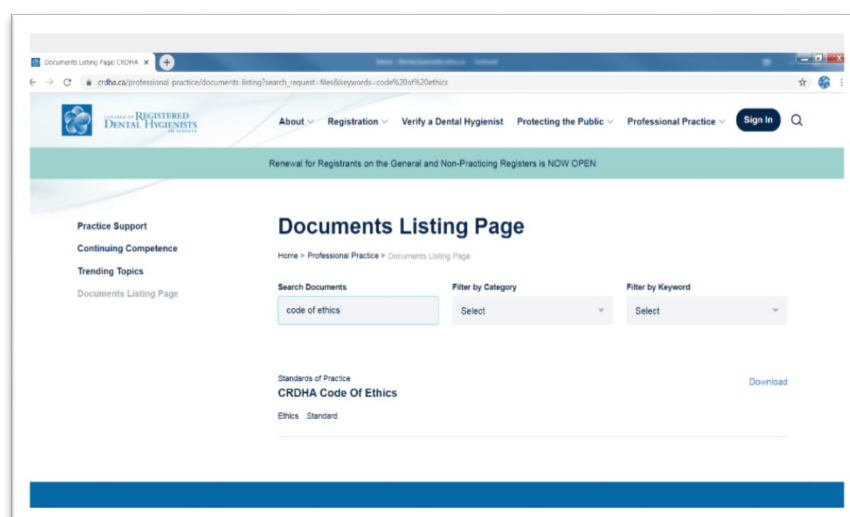
Clicking the magnifying glass and entering "Code of Ethics" in the search bar returns several choices, each one containing the text "Code of Ethics". Both a text description and a thumbnail of each selection, which includes documents and webpages, is presented to facilitate your choice. This search process relies on Google. The Googlebot cannot search the password-protected section of the website so only resources located on the public facing website will be found.
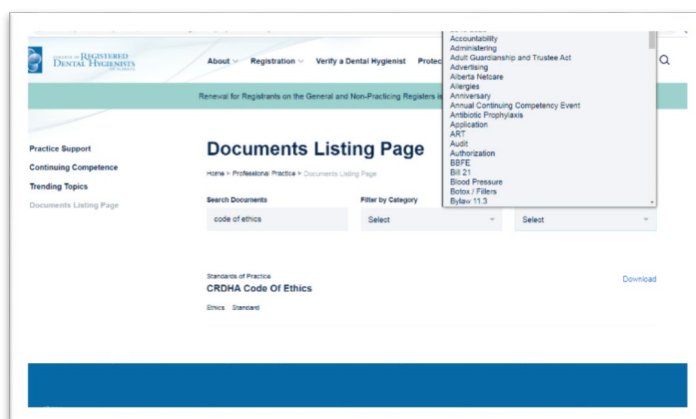
Another search function on the public facing side is accessed through the Documents Listing Page, which is located under the Professional Practice tab. This search function is only for documents.
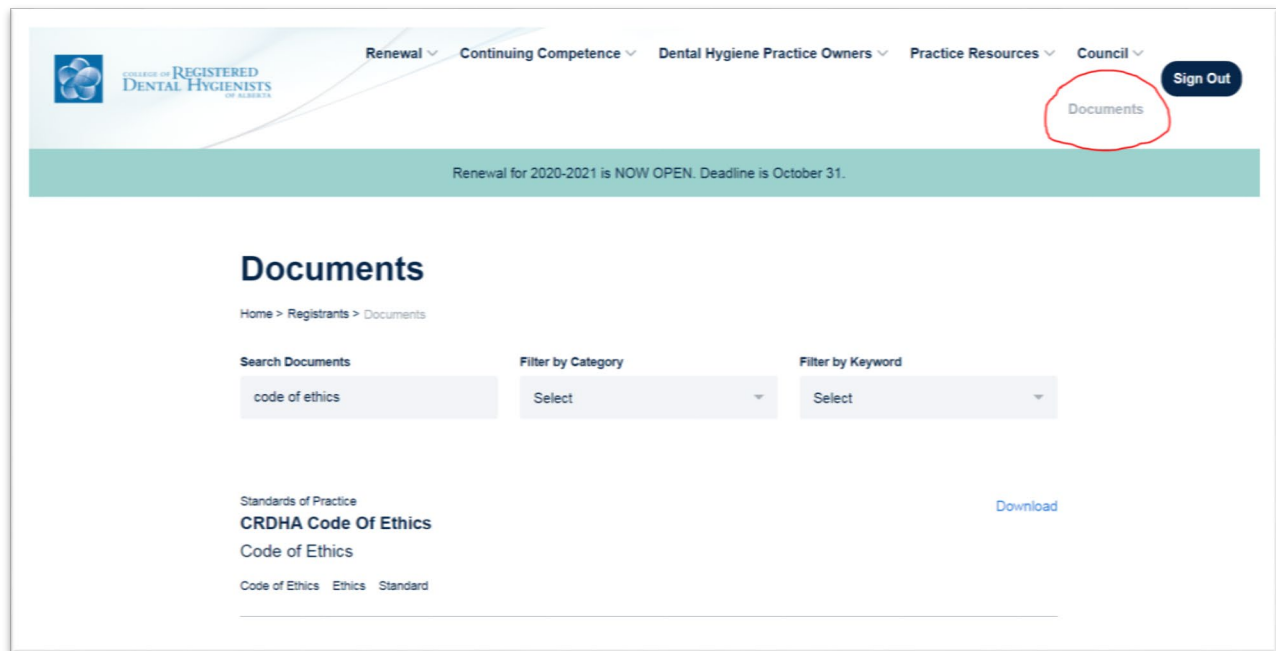
Entering "Code of Ethics" here returned the single document available with that name.

You can also filter a search by Category or Keyword. Each of these filters has a dropdown selection menu.

On the password-protected section of the website, the document search function is accessed through the Document tab, located just under the Council tab, and circled in red in the screen shot below.

The document search function on the password protected side of the website is dependent on the College's internal categorization of documents and selection and allocation of keywords. This is a manual process which we are continuing to refine. You can assist us in improving this process by letting us know, via the "contact" function, if you had difficulty locating what you were looking for, and any keyword suggestions you may have.