

CHEAT SHEET (ARGUS REFERENCE GUIDE)

USING ARGUS WITH ARGUS WORD:



CHECK INCOMING ARGUS DOCUMENTS:

Incoming documents from Argus will go into a shortcut folder on your desktop.

The shortcut points to C:\Program Files\Argus\Incoming

1.

Used to see who is using Argus. A broad search utility.

SENDING DOCUMENTS FROM ARGUS WORD:

COMPLETE USERS SEARCH FOR ARGUS USERS:

Anyone you wish to send to using Argus must be an Argus User.

1. Go to: www.argusconnect.com.au & Click on "Argus Users Search" (if prompted for a site identifier, please contact our support desk on the number listed at the bottom of this sheet.)
2. Add your search criteria. A common search we do is: "Postcode" in the first Dropdown box, "Starts With" in the second box, and enter the first 3 numbers of your postcode in the third box.
3. Click "Add Criteria" Button. You can repeat step 2 to add more information to search for.
4. Scroll down the page and click Search the Argus Users Directory.

2.

Add the users to your Argus Address Book.

ADDING ARGUS USERS TO YOUR ARGUSMAIL ADDRESS BOOK:

Anyone you wish to send to using Argus must be in your Argus Address Book.

1. Open ArgusMail. (If prompted for a username/password/etc, please contact Argus Support)
2. Click on "Tools" (up the top) and click on "Address Book".
3. Click "Add" to bring up the box to search for the person you wish to add.
4. Type in the name (or part name) of the practitioner or practice you'd like to add.
5. Highlight the name of the practitioner and click "Add". Click "Yes" if you are sure.
6. Repeat the process to populate your address book with all the practitioners you wish to send to.

3.

Sending a document via ArgusWord

SENDING A DOCUMENT USING ARGUSWORD:

1. Open your ArgusWord (usually on your desktop).
2. Type in the required patient information (name & date of birth).
3. Select the recipient you want to send to, & choose "Add".
4. Clicking ok will prompt you to save your letter, save it where-ever you wish.
5. Type the details into your letter.
6. To send, click on the "Argus" menu in the toolbar and choose "Argus Send" (or press 'F12')
7. A box will prompt you to confirm the correct recipient details, click "Send".

KEYBOARD SHORTCUTS- (It is suggested that you create a macro to insert all fields into your document at once.)

PATIENT DOB:	CTRL-ALT-D	AUTHOR:	CTRL-ALT-A
PATIENT TITLE:	CTRL-ALT-T	REPORT RECIPIENT:	CTRL-ALT-R
PATIENT FIRST NAME:	CTRL-ALT-F	PRIMARY RECIPIENT:	CTRL-ALT-P
REPORT DATE:	CTRL-ALT-R	REFERENCE:	CTRL-ALT-#

Argus Messenger

User: SYSDBA

Pass:

Argus Mail

User:

Pass:

Argus Support:

Phone: (03) 5335 2221

Email: support@argusconnect.com.au

Web: www.argusconnect.com.au