

CHEAT SHEET (ARGUS REFERENCE GUIDE)

USING ARGUS WITH BEST PRACTICE:



CHECK INCOMING ARGUS DOCUMENTS:

Go to the "View" menu within Best Practice and click on "Import Investigation Results". Incoming Argus documents will appear the same as electronic pathology results.

1.

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

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 2 or 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. Take note of the email address for this practitioner as it will be required in the next section.
7. Repeat the process to populate your address book with all the practitioners you wish to send to.

3.

Add the users to your Best Practice Address Book.

ADDING ARGUS USERS TO YOUR BEST PRACTICE ADDRESS BOOK:

1. Open your Best Practice Address Book.
2. Replace existing email address with Argus email address.

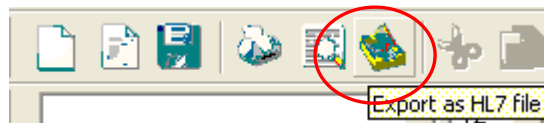
4.

Send the document using Best Practice.

SENDING AN ENCRYPTED EMAIL USING ARGUS IN BEST PRACTICE:

1. After typing your letter, click on the "Export as HL7 file" as depicted below.

Your message will have been sent successfully, if the steps above have been followed correctly. If not, an error notification will be sent via email and you will be informed.



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