

CHEAT SHEET (ARGUS REFERENCE GUIDE)

USING ARGUS WITH BLUE CHIP:



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)

This folder should be checked daily for incoming Argus documents.

1.

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

SENDING DOCUMENTS FROM BLUE CHIP:

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. Repeat the process to populate your address book with all the practitioners you wish to send to.

3.

Send the document using Blue Chip.

SENDING AN ENCRYPTED EMAIL USING ARGUS IN BLUE CHIP:

1. After typing your letter, go to Argus -> Send Mail. (This can take 20 seconds to come up!)
2. Drop down the address book option, select who you wish to send to.
3. Press Send! Click "Yes" to send the message with encryption.

****If the window disappears, your message has been sent correctly****

However if you see...

"Argus will not be able to guarantee delivery of the message. Do you still wish to proceed?"

(Choose No - and contact Argus Support)

Argus Messenger

User: _SYSDBA_____

Pass: _masterkey_____

Argus Mail

User: _____

Pass: _____

Argus Support:

Phone: (03) 5335 2221

Email: support@argusconnect.com.au

Web: www.argusconnect.com.au