

CHEAT SHEET (ARGUS REFERENCE GUIDE)



USING ARGUS WITH FRONTDESK:

Frontdesk is a registered trademark of Smartsoft (Australia) Pty Ltd

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.

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"
 2. Add Search Criteria. Choose Criteria from first Dropdown box (ie: "Division") Refine by State (ie: SA)
 3. Refine by Division (ie: "Adelaide Central and Eastern Division of General Practice").
 4. Click "Add Criteria" Button.
 5. Scroll down the page and click Search the Argus Users Directory.
- You can now print out this list or review it periodically.

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. Select Current Address Book: "Argus User Directory Entries". Click "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 Front Desk Address Book.

ADDING ARGUS USERS TO YOUR FRONTDESK ADDRESS BOOK:

1. Open your Frontdesk Address Book. (File -> GP/Medical Referrers)
2. Replace existing email address with Argus email address. (This is not an important step but it will help people at the practice know who they can send to via Argus)

4.

Send the document using Front Desk.

SENDING AN ENCRYPTED EMAIL USING ARGUS IN FRONTDESK:

1. Open Patient. Click on "Additional" Tab. Select the GP you wish to send to.
2. Click on "Billing" Tab. Click on the "Letter" Button and select the Argus Template.
3. Write your letter, then click on "Argus" menu and choose "Send".
4. Select the sender from your Argus Address Book dropdown menu, and choose Send. Say "Yes" to "Would you like to send encrypted messages to all recipients with encryption certificate?" The message is now sent.
5. Front Desk will now prompt you to save the file to the patient attachments.

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