

# CHEAT SHEET (ARGUS REFERENCE GUIDE)

## USING ARGUS WITH GENIE:



### CHECK INCOMING ARGUS DOCUMENTS:

Depending on original setup, incoming documents will either go into the Patient file and a Task is assigned to the corresponding doctor or into the 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](http://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: VIC)
3. Refine by Division (ie: "Melbourne 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 Genie Address Book.*

### ADDING ARGUS USERS TO YOUR GENIE ADDRESS BOOK:

1. The step above in ArgusMail will give you the practitioner's / Site dedicated email address.
2. Open Genie's Address Book.
3. Replace existing email address with their Argus email address.
4. Click the "Correspondence Tab". Select 'Preferred Method of Communication' as "Argus".

4.

*Send the document-using Genie.*

### SENDING AN ENCRYPTED EMAIL USING ARGUS IN GENIE:

1. After typing your letter, select the "Send via 3<sup>rd</sup> Party" checkbox. (Tick Reviewed & Printed)
2. Ensure the From & To fields are populated with the desired practitioners.
3. Click the Save button.
4. This will create a file in your C:\Genie\Argus\Outgoing folder, ready to be processed by Argus.

#### Argus Messenger

User: \_SYSDBA \_\_\_\_\_

Pass: \_\_\_\_\_

#### Argus Mail

User: \_\_\_\_\_

Pass: \_\_\_\_\_

#### Argus Support:

Phone: (03) 5335 2221

Email: [support@argusconnect.com.au](mailto:support@argusconnect.com.au)

Web: [www.argusconnect.com.au](http://www.argusconnect.com.au)