

CHEAT SHEET (ARGUS REFERENCE GUIDE)

USING ARGUS WITH MEDTECH32:



CHECK INCOMING ARGUS DOCUMENTS:

Incoming Documents from Argus will go into the practitioners "Provider Inbox". (Where the Pathology and Radiology appears)

To get to the Provider Inbox, click on "Module" up the top, click on "Inbox" then "Provider Inbox".

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.

(Take note of who you want to send to then you can close this search. You will add them to your address book in the next section. This page is only used as a directory to look up Argus users.)

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 your CRS address book.
7. You can now close ArgusMail.

ADDING ARGUS USERS TO YOUR MEDTECH ADDRESS BOOK:

NOTE: The step above in ArgusMail will give you the practitioner's / site dedicated email address.

1. Open MedTechs Address-Book, open the practitioner that you've just added to Argus Mail.
2. In the "More" tab across the top, add the corresponding Argus email address to "Argus Email". Optionally, you can change the "Preferred Contact Method" to "Messaging".
3. Click "Ok" and close the address book.

2.

Add the users to Argus Address Book & MedTech Address book.

SENDING AN ENCRYPTED MESSAGE USING ARGUS WITH MEDTECH32:

1. After typing your letter, click the "Send Via" down the bottom in the middle.
2. Click on "Message Transfer", ensure the correct recipient is specified and change the "Messaging Platform" to "Argus(P)".
3. "Argus Email Address" field should be filled in, change the "Message Type" as appropriate.
4. You will be provided with a popup window that advises the PIT file has been lodged and your message will be sent the next time the "Message Transfer Utility" is processed.

3.

Send the document using MedTech32.

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