

# CHEAT SHEET (ARGUS REFERENCE GUIDE)

## USING ARGUS WITH MEDICAL DIRECTOR 3:



### CHECK INCOMING ARGUS DOCUMENTS:

Incoming documents from Argus will go into your holding file; they are then assigned to the appropriate patients.

With Medical Director 3 Open, click on 'Investigations' and click on 'Download'. Then click on 'Investigations' and click on 'Check Holding File'. It is suggested you check this holding file at least daily.

1.

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

### SENDING DOCUMENTS FROM MEDICAL DIRECTOR:

#### 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" (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 & Medical Director 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 your MD3 address book.
7. Repeat the process to populate your address book with all the practitioners you wish to send to.

#### ADDING ARGUS USERS TO YOUR MEDICAL DIRECTOR ADDRESS BOOK:

1. Open Medical Director's Address Book.
2. Replace any existing email address with Argus email address for the person you wish to send to.

3.

*Send the document using Medical Director.*

#### SENDING AN ENCRYPTED EMAIL USING ARGUS IN MEDICAL DIRECTOR:

1. After typing your letter, go to File -> Email -> Send. (Or click on the Email icon next to the print icon.)
2. Ensure the correct recipient is specified in the box that appears.
3. A new Argus Mail window will appear, ensure again correct recipient details and press Send.

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

You may be prompted to select the correct recipient if Argus isn't sure which recipient is correct, 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: \_\_\_\_\_

#### 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)