

CHEAT SHEET (ARGUS REFERENCE GUIDE)

USING ARGUS WITH ZEDMED CRS:



CHECK INCOMING ARGUS DOCUMENTS:

Incoming Documents will go into your Zedmed CRS. Have Clinical Records open.

Click on Results and then open Import Laboratory Results (then click close on the log). Click on Results (menu item up the top) then open Results Inbox (F6). You can review the electronic correspondence from here.

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.

2.

Add the users to Argus Address Book & ZedMed 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 CRS address book.

Are you sending to a site using Medical Director? If so, there's an additional checkbox within your CRS address book for that person. This will help to avoid any issues with the formatting of the letter.

ADDING ARGUS USERS TO YOUR ZEDMED CRS ADDRESS BOOK:

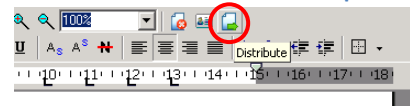
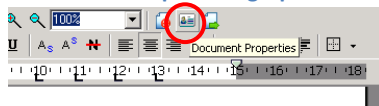
1. The step above in ArgusMail will give you the practitioner's / site dedicated email address.
2. Open Zedmed's Address Book, open the practitioner that you've just added to Argus Mail.
3. Add the corresponding Argus email address to the Esend Email Address.
(You may need to click on the magnifying glass on the right and then "Add New" down the bottom if you haven't added their Argus email address before. Paste in the Argus email address and type in the clinic name, click "Okay" and "Okay" again.)
4. Change the ESend method to "Argus" and set the preferred delivery method to Email Only Hardcopy Letter & Email based on your requirements. Click "Okay".

3.

Send the document using ZedMed CRS.

SENDING AN ENCRYPTED EMAIL USING ARGUS IN ZEDMED CRS:

1. After typing your letter, click the "Document Properties" graphical icon.
2. Once your document properties are correct, click on "Distribute" then follow step 3 below.



3. If you do "batch sending", click on "Add to distribution queue", otherwise click on "Send electronically to all electronic recipients". Optionally, you can print the document here if you wish.
4. If your "document properties" were set correctly, CRS will inform you of its success. If the "document properties" options are incorrect, CRS will tell you to fix those options first.

Your message has been sent successfully.

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