



How to Get Started with Argus

This is a condensed document based on the detailed Installation Guide for Argus users.

A Step by Step Guide

1. Register to obtain your PKI Key Pair (or Healthcare Location Certificate) from the Health e-Signature Authority (HeSA). Go to their website at www.hesa.com.au to apply. You will be sent a CD from HeSA with your location certificate installed and be provided with a password to activate the certificates. (3. [Adding your PKI to Argus](#), Step 8)
2. Get a dedicated email address for the practice to be used by Argus send and receive clinical messages.
3. Register to use Argus via the ArgusConnect website at www.argusconnect.com.au. You will be emailed an **Argus License File** and install CD as part of the registration process. Save the license file in a local directory.
4. Insert the install CD into the PC where you wish to have Argus installed
5. Run the Install Program that suits the operating system of the PC to create an Argus Messenger and Argus Mail programs (1. [Getting Started – The Argus Install CD](#), Steps 1 - 8)
6. Open Argus Messenger and load the Argus license file (2. [Configuring Argus Messenger](#), Steps 1-2)
7. Configure Argus Messenger using the in-built wizard setting mail server and mail account details from your existing internet service (2. [Configuring Argus Messenger](#), Steps 3-26)
8. Use the Argus Messenger Address book to store clinical contacts. Either download or manually input contacts (4. [Adding Contacts in the Argus Address Book](#), Steps 1 – 6)
9. Contact the ArgusConnect Service desk to arrange for a test message to be sent to confirm your Argus set-up.

The attached step by step table goes through the Argus processes in detail.

1. Getting Started – The Argus Install CD

| Step | Action | Expected Result |
|-------------|---|---|
| 1 | Insert the CD into the CD drive of the PC Argus is to be installed on. | Files on the CD accessible via Windows Explorer or My Computer. Folder Name will be Argus_4.2 (D:) in the CD Drive of the PC. |
| 2 | From Windows Explorer or My Computer open the folder entitled V4.2. In that folder are the files you need to install Argus. | Files on the CD are available |
| 3 | Open the program entitled Argus 4.2 for Windows | The Set-Up process begins with a welcome to the set-up process |
| 4 | Click Next on the Welcome screen | License Agreement screen appears |
| 5 | Read and accept the license conditions to continue | Some important information about Argus appears next. The most important of this is the password of 'masterkey' for the database program. This will be used later in the set-up. |
| 6 | Click next to select a directory for Argus to be installed under | Argus Directory set up on PC |
| 7 | Click Next to select a set-up type. For single PC installs this will be the <i>Full Install</i> which includes the database software (Firebird Interbase). Interbase is not needed if Profile, Medtech32 or Medipak are installed already. For the purpose of this guide, we will choose the full install. Click next again to choose the program group which the set-up process defaults to Argus. | Install Process begins. When complete, a message appears stating that the install has successfully completed. |
| 8 | Choose Finish | Install Program ends. An Argus Messenger and Argus Mail icon appear on the desktop of the PC and in the Program Directory. |

2. Configuring Argus Messenger

| Step | Action | Expected Result |
|------|---|--|
| 1 | Double click on the Argus Messenger icon on the desktop or open the program from the program menu | The first time Argus Messenger is opened, it will ask if you have a license file. This will not happen once Argus messenger knows where the license file is. |
| 2 | Choose Yes for the license file | Use the browse function to show Argus Messenger where the license file is installed. Argus Messenger login screen then appears |
| 3 | Login ID is SYSDBA (defaulted). Login to Argus Messenger by typing the password <i>masterkey</i> in lower case | Message appears advising that this is the first time you have run Argus Messenger and that the settings controller will guide you through the process. |
| 4 | Click OK | Opens the Settings Controller Starting Page |
| 5 | Read the descriptions provided. For this guide we will go through the required settings only. On the left hand side of the screen click on Step 1 – System | An introduction is provided and a button at the bottom right of the screen to start the wizard |
| 6 | Start Wizard | A guide to the wizard appears |
| 7 | Select Next at bottom right of screen | First data entry page appears |
| 8 | Enter the name of the install location, eg. The practice name or site name. Enter the SYSDBA password of <i>masterkey</i> . | Screen appears stating that connection to the security database has been successful. Reference to a Firebird database will be displayed. |
| 9 | Choose Next | Screen appears enabling the SYSDBA password to be changed. Not necessary except for security purposes, but not required for the set-up. |
| 10 | Choose Next | Error notification screen appears |
| 11 | Type an email address where errors should be reported to – any email address can be used here. The error types are <i>Rule</i> errors, where a rule fails, and <i>ACK</i> errors where, where acknowledgement files have not been received from | System Set Up completed. Returns to the start page of the settings controller. Green tick appears on the menu item Step 1 - System |

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| | encrypted messages that have been sent. Click finish. | |
| 12 | Click on Step 2 – Mail Servers | An intro to setting up mail servers appears |
| 13 | Read and choose Continue | A list of existing mail servers appears. Since we have not added any this will be empty |
| 14 | Choose Add to add a mail server | A Mail Server Configuration Wizard appears. |
| 15 | Read and choose Next | Screen appears to enter the Mail Server Details |
| 16 | Enter the name of your Internet Service Provider (ISP). In most cases this will be a POP3 server (if unsure check with your ISP). The ports are defaulted, so no need to update. Enter your mail server address eg. Mail.bigpond.com.au Click next. | Screen appears asking to commit changes |
| 17 | Choose Finish | Shows screen with list of Mail Servers added. Green tick appears on menu item. Step 2 – Mail Servers |
| 18 | Select Step 3 – Mail Accounts by clicking on the menu item | An introduction to mail accounts appears |
| 19 | Read and select ‘Continue’ | The list of existing Mail Accounts is presented. Since we have not entered any, this will be blank |
| 20 | Select Add to start adding mail accounts | A User Account Configuration Wizard will appear |
| 21 | Select Next | Data Entry screen appears |
| 22 | Enter the name and email address of the first account to be added. The email address must be hosted by a mail server entered in Step 2. Click next. | Screen appears entitled Account Details – Mail Server. A drop down list containing all the mail servers entered will appear. This will contain one item, if only one was entered in Step 2. |
| 23 | Enter the Mailbox login (or user name) and password. The Set-up program defaults the same for the SMTP settings. Unless you know it is different, it is the same. Enter and choose next | The next screen enables Argus Messenger to set up a user name and password for this user in Argus Mail. This will be specific to Argus Mail and not impact any other mail program. |
| 24 | Enter an Argus Mail username and password. Commit | Required set-up for Argus messenger is complete |

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| | changes | |
| 25 | Close the settings controller by choosing close (bottom left of the screen) | Argus Messenger System Screen appears |
| 26 | Confirm mail account set-up by clicking on the account icon in the Argus Messenger menu | Accounts entered appear |

3. Enabling encryption

| Step | Action | Expected Result |
|------|--|---|
| 1 | Open Argus Messenger using the SYSDBA Password | Argus Messenger Start Page appears (System Tab) |
| 2 | Click on the Encryption tab on the front page | Encryption tab opens |
| 3 | Click Confirm to run the PKI encryption wizard | Setting controller opens up with introduction to the wizard |
| 4 | Choose start wizard, read intro and click next | Argus asks for the location of the HeSA encryption keys (called site key pair – ie public and private keys) |
| 5 | Click the ... button to browse directory. | Directory browse function opens |
| 6 | Select directory where the site keys were stored | Key location stored in wizard |
| 7 | Click Next | Password for PKI encryption is requested |
| 8 | Enter password twice (the Passwords must be entered exactly as they were issued) | Message that site keys were loaded successfully |
| 9 | Choose next | Option to export certificate provided |
| 10 | Choose yes if you would like to install your public certificate on the network for others to send you encrypted messages. Else choose no and finish the wizard – go to Step 12 | Directory search function |
| 11 | Choose location of a directory for public keys and select export | Public Key exported to network directory |
| 12 | Choose Finish to complete to encryption process | Message that Encryption is now enabled. |

4. Adding Contacts to the Argus Address Book manually

| Step | Action | Expected Result |
|------|---|--|
| 1 | Open Argus Messenger using the SYSDBA Password | Argus Messenger Start Page appears (System Tab) |
| 2 | Open Address Book by clicking on the Addresses Icon (A Red book) in the top menu | Address book page is displayed |
| 3 | Click on New (A red Icon with a + sign) | Action opens the lower part of the screen where details of contacts can be entered |
| 4 | Enter contact information for first contact, select Add key | Opens a Browse window |
| 5 | Choose location of the recipients PKI (Public Key). Click 'Open' when key located | Address item appears with a tick next to certificate loaded |
| 6 | Choose confirm to load the contact to the address book | Contact added to address book |