

**CHECK INCOMING ARGUS DOCUMENTS:**

Incoming documents from Argus will go into a shortcut folder on your desktop.

The shortcut points to C:\Program Files\Argus\Incoming

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" (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.

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. 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 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 Shexie Address Book.*

**ADDING ARGUS USERS TO YOUR SHEXIE ADDRESS BOOK:**

1. The step above in ArgusMail will give you the practitioner's / Site dedicated email address.
2. Open Shexie's Address Book. (Table Maintenance – Referral Doctors).
3. In "Internet Address" insert their Argus email address.
4. Select "Letters Send Method" as "Argus".

4.

*Send the document using Shexie.*

**SENDING AN ENCRYPTED EMAIL USING ARGUS IN SHEXIE:**

1. Type your letter in Shexie, save and close it.
2. Open the patient file and select 'O – Attachments'.
3. Click on the letter you wish to send via Argus. A cross will appear next to the Attachment Description.
4. Once you have selected all the letters you wish to send via Argus, select 'File' then 'Dispatch Documents'

**Argus Messenger**

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

**Pass:** \_masterkey\_\_\_\_\_

**Argus Mail**

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

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

**Argus Support:**

Phone: (03) 5335 2221

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