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## The Certified Argus Installer

A one day course presented by  
**Chris Crawley**

## Course Objectives

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This course aims to provide IT support personnel with the skills required to deploy the suite of Argus programs. Upon completion of training, students will be able to:

- Install Argus and associated 3rd party software
- Register new users
- Navigate the Argus documentation
- Configure Argus for message sending and receipt
- Conduct on-site audits
- Perform live testing of installed sites

## Who should attend

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This course is aimed at the IT support staff of software companies and Divisions of General Practice who wish to deploy Argus to their clients in order to establish an interconnected group of people who can exchange data securely using Email.

## Prerequisites

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Attendees are assumed to be IT-literate to the point of being able to navigate within Windows comfortably, including being able to install Windows programs. To be able to complete the course satisfactorily, you are required to have the following skills:

- Comfortable with concepts such as files, directories, network shares and shortcuts.
- Knowledge of the registry, services and scheduled tasks within Windows.
- Basic understanding of how Email works, what settings are necessary for any POP3/IMAP and SMTP setup. Advanced email configuration knowledge for trouble-shooting is ideal.
- Good understanding of computer networking including servers, workstations, and routers. Knowledge of UNC path usage is ideal. Firewall knowledge is highly recommended.
- Good understanding of domain and workgroup configurations is ideal.

## Optimum number of attendees

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Individual attention to each student's needs is best achievable in groups of 4-6 people.

## Infrastructure needs for the course

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Each student has the opportunity to perform a full, supervised installation during the practical sessions. It is ideal for students to pair up during the practical, so they can send messages to each other. This necessitates one PC and internet availability for every student. A data projector is essential, as is a white board supplied with a variety of coloured markers.

### **In summary:**

- One PC per student with Windows 2000 or greater, with Office 2000 or greater.
- One data projector for the lecturer
- Internet connectivity available to everyone attending
- Whiteboard and markers

# Lesson Plans

## **Lesson 1 (09:05 – 09:35) - Before Installing**

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**Objective:** knowing what information, software and infrastructure to have in place before commencing.

## **Lesson 2 (09:40 – 09:50) - The Argus Suite**

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**Objective:** to familiarise students with the various programs and the diversity of their core functions

## **Lesson 3 (09:50 – 10:00) - The Argus Database**

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**Objective:** understanding the manner in which Argus stores data and settings.

## **Lesson 4 (10:00 – 10:20) - PKI Encryption and Digital Signing**

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**Objective:** to understand PKI, the difference between encryption and signing and how to use it.

## **Lesson 5 (10:20 – 10:30) - What are HL7 and PIT?**

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**Objective:** being able to recognise different data formats, and understanding the importance of their use.

## **Short tea break (10:35 – 10:45)**

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## **Lesson 6 (10:45 – 11:30) – Installing & Configuring Argus**

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**Objective:** seeing how to use the Settings Controller for configuring Argus

## **Lesson 7 (11:30 – 11:40) - Using the address book**

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**Objective:** to discern why an advanced address book is needed, and how the various types of entries differ

## **Lesson 8 (11:40 – 12:00) – Tracking the Message**

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**Objective:** to learn how to track the journey of a message, including its acknowledgement

## **Lesson 9 (12:00 – 12:15) - ArgusWord**

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**Objective:** to gain an awareness of what ArgusWord offers, and how to set it up (if asked to) ArgusConnect will usually deploy ArgusWord

## **Lesson 10 (12:15 – 12:20) - Using Argus for MAPI**

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**Objective:** understanding what is needed to enable Emailing from within Medical Director etc.

## **Lesson 11 (12:20 – 12:30) – Uninstalling, Reinstalling, Upgrading**

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**Objective:** ensuring that students are aware of what components need to be removed and/or deactivated

## **Lunch Break (12:30 – 13:15)**

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## **Lesson 12 (13:15 – 13:30) – Testing & Troubleshooting**

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**Objective:** Understanding what needs to be working and tested, also what to do with errors

## **Lesson 14 (13:30 – 13:40) – Question & Answers**

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## **Lesson 15 (13:40 – 16:30) – supervised installation**

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**Objective:** confirming that students are capable of performing an installation on their own.

# Evaluation

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**Objective:** student assessment.

Upon conclusion of the theory part of this course, students will be required to complete a number of practical tasks.

These tasks are detailed in a checklist on the last page of the student lecture notes.

Completion of all tasks will be verified by the lecturer, upon which the student's checklist will be signed so that a certificate of satisfactory completion can be issued.

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