

SENDING ELECTRONICALLY USING ARGUS (MEDICAL DIRECTOR)

SEARCH FOR ARGUS USERS



The person you wish to send to must be an Argus User.

1	For Broad Users Search (ie: Everyone in "Melbourne Division")
2	Go to: www.argusconnect.com.au & Click on "Argus Users Search"
3	Browse to your Site Identifier, which is usually located on your desktop eg: "your-site-name.bin"
4	Add Search Criteria. Choose Criteria from first Dropdown box (ie: "Division") Refine by State (ie: VIC)
5	Refine by Division (ie: "Melbourne Division of General Practice").
6	Click "Add Criteria" Button
7	Scroll down the page and click Search the Argus Users Directory
8	You can then print out or view the entire division (or whatever criteria you've chosen to search by, ie: Practitioner Name, Suburb, Division, State, Postcode.. etc)

ADDING ARGUS USERS TO YOUR ARGUSMAIL ADDRESS BOOK

Anyone you want to send to via Argus must be first added to your ArgusMail (client) or ArgusMessenger (server) Address Book.

1	Open ArgusMail. *** If prompted for a database, please contact Argus Support. ***
2	Both Username & Password for ArgusMail will usually be an abbreviation of your site name ie: Diane Medical Heart Surgeons will be (username: dmhs / password: dmhs)
3	Go to "Tools" -> "Address Book"
4	Select Current Address Book: "Argus User Directory Entries". Click "Add"
5	Type in the name or part-name of the practitioner or practice you'd like to add. ie: typing "support" will bring up the Argus Support helpdesk guys.
6	Highlight the name of the practitioner and click "Add"
7	A Popup will ask: Are you sure you want to update the address book? Entries with the same name will be overwritten. Yes No -> Click "Yes" -> Click "Close".

ADDING ARGUS USERS TO YOUR CLINICAL SOFTWARE PACKAGE

1	The step above in ArgusMail will give you the practitioner's/site dedicated email address.
2	Open your Clinical Software's Address Book.
3	Replace existing email address with Argus email address.

SENDING AN ENCRYPTED EMAIL USING ARGUS IN MEDICAL DIRECTOR



1	After typing your letter, go to File -> Email -> Send.
2	Browse then Select the person you wish to send to. (Ok)
3	Ensure their Argus email address (not their normal email address) is specified in the Email field (Ok)
4	A new Argus Mail window will come up. Press Send.
5	You'll then be prompted with one of the following: 1) Argus will not be able to guarantee delivery of the message. Do you still wish to proceed? (Choose No - and contact Argus Support) 2) Would you like to send encrypted messages to all recipients with encryption certificate? (Choose Yes: - your message was sent successfully)

SUPPORT CONTACT NUMBERS & PASSWORDS



ArgusMail: Username: _____ Password: _____	ArgusMessenger: Username: _____ Password: _____
Argus Support Helpdesk support@argusconnect.com.au 03 5335 2221	IT Support Helpdesk Name: _____ Ph No: _____