

# CHEAT SHEET (ARGUS REFERENCE GUIDE)

## USING ARGUS WITH MEDICAL DIRECTOR 3:



### CHECK INCOMING ARGUS DOCUMENTS:

Incoming documents from Argus will go into your holding file; they are then assigned to the appropriate patients.

With Medical Director 3 Open, click on 'Investigations' and click on 'Download'. Then click on 'Investigations' and click on 'Check Holding File'. It is suggested you check this holding file at least daily.

1.

Add the users to  
your Argus  
Address Book.

2.

Add the users to  
your Medical  
Director Address  
Book.

3.

Send the  
document using  
Medical  
Director.

### ADDING ARGUS USERS TO YOUR ARGUS ADDRESS BOOK:

Anyone you wish to send to using Argus must be in your Argus Address Book.

1. Open Argus Address Manager V5 and Login. (Default username is argus and default password is argus)
2. Click on "Add Addresses".



3. Type in the name (or part name) of the practitioner or practice you'd like to add.

#### Search Options:

Practice or Practitioner Name Contains argus

(Alternatively you can use another search option).

4. Click "Search the Argus Users Directory"
5. Click in the checkbox next to the required practitioner(s) name so the box(es) now contains a tick.
6. Click on "Add selected entries to Address Book"
7. Repeat the process to populate your address book with all the practitioners you wish to send to.
8. Click on 'Return to Address Book'
9. Click on the "Copy Email" link at the end of the practitioner's detail to copy their Argus email address to your clipboard to enable you to paste their email address into your clinical application.

### ADDING ARGUS USERS TO YOUR MEDICAL DIRECTOR ADDRESS BOOK:

1. Open Medical Director's Address Book.
2. Replace any existing email address with Argus email address for the person you wish to send to.

### SENDING AN ENCRYPTED EMAIL USING ARGUS IN MEDICAL DIRECTOR:

1. After typing your letter, go to File -> Email -> Send. (Or click on the Email icon next to the print icon.)
2. Ensure the correct recipient is specified in the box that appears.
3. The Argus 'Send New Document' window will now appear
3. Ensure the details in the "Recipient:" field are correct, otherwise click on "Select Recipient", and click on the required recipient so they are highlighted, then click "Use now"
4. If errors in red writing are displayed below the recipient field, contact Argus Support, otherwise Click "Send".

#### Argus Messenger

User: ArgusAdmin

Pass: masterkey

#### Argus Client

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

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

#### Argus Support:

Phone: (03) 5335 2221

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