ARGUS SECURE MESSAGING
QUICK REFERENCE GUIDE – ARGUS WORD V2

IMPORTANT: Please ensure you have 32 bit version of Microsoft Word installed not 64 bit.

SECTION 1: CHECK INCOMING ARGUS DOCUMENTS

Incoming documents from Argus will reside in the folder **'C:\Programs Files (x86)\ArgusConnect\Incoming'** Or **'C:\Programs Files\ArgusConnect\Incoming'**. (This is dependent on your computers operating system version)

SECTION 2: 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 and Login.
2) Click on **'Add Addresses'**.
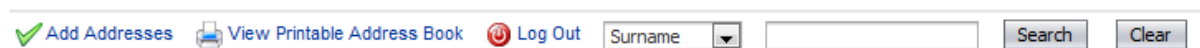
3) Type in the name (or part name) of the practitioner or practice you'd like to add.

(Alternatively you can use another search option).
4) Click **'Search the Human Services 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 Addresses'**.

SECTION 3: SENDING AN ENCRYPTED EMAIL USING ARGUS WORD V2

1) Open your Argus Word Template (usually on your desktop).
2) Type in the required patient information (Title, Name, Date Of Birth & Gender).
3) On **Recipients Tab**, select the recipient you want to send to & choose **'Add To'**.
4) On **Properties Tab**, confirm Title, Author, Report Date and Reference if required.
5) Clicking **'Save'** will prompt you to save your letter. Then click **'Close'**.
6) Type up your letter, you can use the keyboard shortcuts below to aid you.
7) Once you have completed the letter save it and then it is ready to send.
8) To send, click on the **'Add-Ins'** menu in the Toolbar, select **'Argus'** and choose **'Send Document'** **'Quick Send'** (or press **'F12'**)
9) A box will prompt you to confirm the correct recipient details, click **'Send'**.
10) You will then receive confirmation letter has been sent.

SECTION 4: KEYBOARD SHORTCUTS: (When typing a letter)

Patient DOB:	Ctrl-Alt-D	Author:	Ctrl-Alt-A
Patient Title:	Ctrl-Alt-T	Report Recipient CC's:	Ctrl-Alt-C
Patient First Name:	Ctrl-Alt-F	Primary Recipient:	Ctrl-Alt-P
Patient Last Name:	Ctrl-Alt-L	Patient Full Name:	Ctrl-Alt-N
Date of Report:	Ctrl-Alt-R	Reference Number:	Ctrl-Alt-#

SECTION 5: IMPORTANT ASPECTS OF ARGUS MAINTENANCE

Keeping Argus Informed

Notifying Argus of Practice Changes

As Argus utilises the National Health Services Directory, containing thousands of organisations and practitioners, it's important that we keep the directory up to date. Therefore, please ensure you inform Argus of any changes regarding your practitioners and/or organisation.

For example:

I. New doctors at your organisation
II. Doctors who have left your organisation
III. Change in Practice Manager and preferred contact details
IV. Changes to your organisation details, such as phone number, address, etc.

This is to ensure the Argus Users Database is up-to-date and senders are able to locate the correct recipient at the correct location.

Changes to server & workstation environments

The Argus software may need to be updated to work in co-ordination with any changes at your organisation. It is important to inform Argus of any of the following changes to your server environment:

- **Changing clinical software and or Internet provider**
  - o Argus may need to be reconfigured when changing your clinical software and or dedicated Argus email address or error notification address(es).
- **Major system upgrades**
  - o Some upgrades, including Operating System changes, can cause an effect on your Argus Software. Therefore it is beneficial to advise us of any upcoming changes
- **New workstations have been installed**
  - o The Argus software may need to be reinstalled or reconfigured on your new workstation computers
- **Changing 'file drop/file pickup directory'**
  - o If the directories for incoming and/or outgoing messages are altered, Argus will need to be reconfigured to work with the new directories
- **Server upgrades/replacements**
  - o Please ensure you inform us of any major server upgrades **PRIOR** to turning-off the existing server, as we will need to take a backup of the current installation database

When you have an Argus subscription, our Argus Support team are easily able to help you ensure your Argus is going to keep working, despite the changes happening in your organisation.

Managing Your Argus Subscription

Keeping your Argus subscription up-to-date ensures you have full support and a fully functional Argus installation, including future upgrades and patches.

Please refer to our website for further information.

Argus Support
Phone: 1800 952 282 Web: telstrahealth.com/argus