



Managing your Argus Address Book

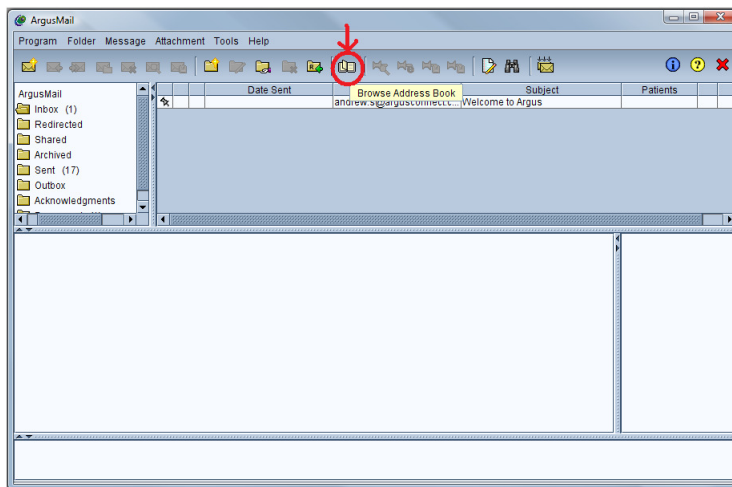
Based on Argus 4.3.x

Before you can send an encrypted email via Argus you must have the recipient in your Argus Address book.

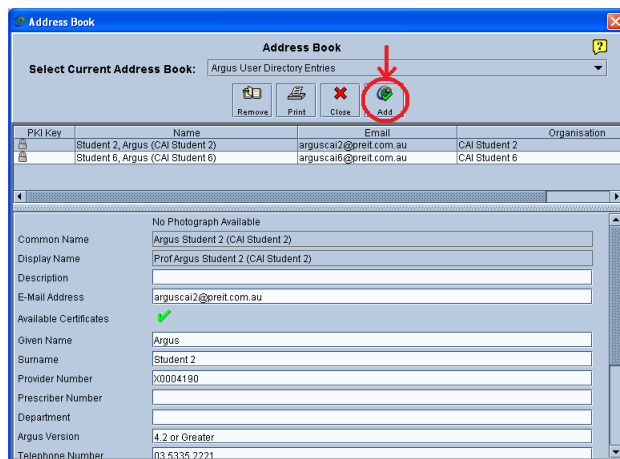
Your Argus Address book is usually managed from Argus Mail. It can also be managed from Argus Messenger and more detailed (Suburb, Medical Specialty, Postcode, Division) searches can be made from the Argus web site.

Argus Mail

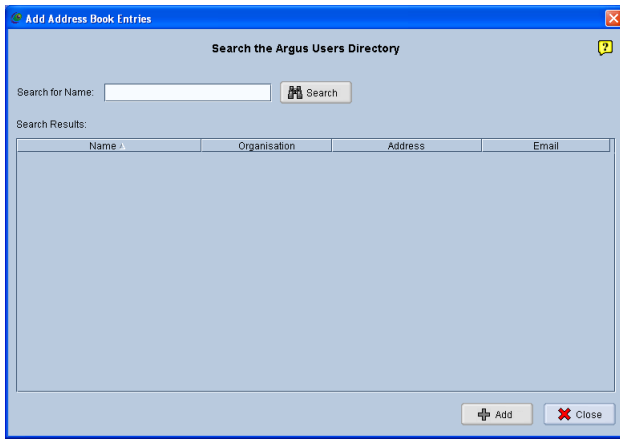
1. Open Argus Mail and click on the Address Book icon.



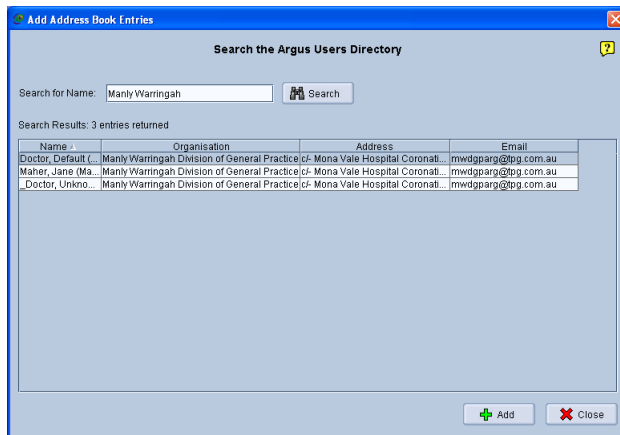
2. From the Argus Address book you can add and remove Argus contacts. To add a contact click on the **Add** icon.



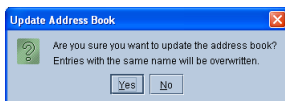
3. Enter the name of the practice, or practitioner you wish to find and click on **Search**. If you need to search using other criteria please see the section on [Searching the Argus Users Directory online](#) later in this documentation.



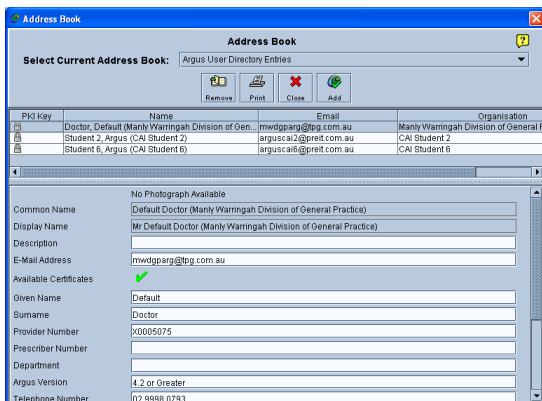
- The results of the search will be displayed. Select the entry you wish to add by clicking on it and then click on the **Add** button.



- You will be prompted to confirm that you wish to update the address book, and warned that any existing entry with the same name will be overwritten. Click on **Yes** to add to your address book. Take note of the email address for this practitioner as it will be required in step 7.



- You will then be returned to the search page where you can add extra entries from the existing search, run a new search or close. Once you close your address book, it will be updated and the new entries should be visible.



- Once you have added entries to the Argus Address book you **must** also modify (or add) the users email address in your clinical applications address book (Best Practice or Medial Director). If you are using any

other clinical application please refer to the <http://www.argusconnect.com.au/content/documentation> site for more details.)

Searching the Argus User Directory Online

This search will provide you with a listing of all Argus Users in the directory, based on the criteria you specify such as postcode, specialty or suburb. To search the Argus User Directory online you need access to your Argus site identifier (a file stored in your \Argus\Server folder). The following instructions provide detailed information on the process.

1. The first thing you need to do is to locate your Argus Site Identifier. It will be stored on the computer that has Argus Messenger installed on it. In some environments this will be your server, and in others it may be on one of the workstations. In a standard installation the file will be stored in c:\Program Files\Argus\Server.

Your Argus Site Identifier file will be your site name followed by the '.bin' extension (although this may be hidden depending on your Explorer options). For example, our Argus Site Identifier is called 'Manly Warringah Division of General Practice.bin'

Your Argus site identifier needs to be copied into a location that is accessible to each PC in your practice that requires the ability to search the Argus Users Directory. This can be achieved by copying it to a shared network drive (c:\Program Files\Argus\Client is usually shared on the PC that has Argus installed on it), or using a USB drive to transfer it onto each PC.

2. Open an Internet browser (Internet Explorer, Firefox etc) and go to http://www.argusconnect.com.au/secure/aud_search.
3. This will display the following login page that requires you to locate your **Argus Site Identifier** to continue.

ARGUS: SIMPLE, SECURE TRANSFER OF CLINICAL INFORMATION

Argus Connect

Argus Users: Login

Please login to the Argus Users Directory search page by selecting your site identifier below and clicking the 'Login' button. You will then be able to search for entries on the Argus Users Directory - for example, to search for any new Argus sites in your division, suburb or medical specialty. Access to the Argus Users Directory is restricted to activated Argus sites which have their own entry on the Directory.

Argus Site Identifier

Argus Site Identifier: **Browse...**

Your Argus Site Identifier was issued to you by ArgusConnect when you requested to install Argus at your practice. The file will be your site name followed by the '.bin' extension. For example, 'my_practice.bin'.

Automatic Login

From now on, log me in automatically from this computer

If you like, you can check this option to log in automatically from now on. Please note that you will have to login again if you clear your browser's cache of cookies at any time. This option is not recommended if you are sharing your computer with others. After logging in, you will have the option to logout at any time.

Login

Click on the **Browse** button and locate your Argus Site Identifier as discussed in point 1 above. If you want to Automatically login to the Argus Users Directory each time you visit the site click (recommended), select **From now on, log me in automatically from this computer**, then click on **Login**.

4. You will then see a screen similar to the following image.

ARGUS USERS DIRECTORY ? Help X Close Window

Argus Connect

Search the Argus Users Directory

This page allows you to search the Argus Users Directory by Practice/Practitioner Name, Suburb, Medical Specialty, Postcode, Division or Argus Email Address.
[View Detailed Help](#)

Select your Search Criteria

Practice or Practitioner Name Contains

Add another search criteria

Match Any Criteria Match All Criteria

Search the Argus Users Directory

You can select to search using one or more of the following Criteria (Click on the drop down box to change the search criteria):

Practice or Practitioner Name

Suburb

Medical Specialty

Postcode

Division

Email Address

Once you have found an entry you wish to add to your Argus Address Book you need to go back to Argus Mail and run the search using the Practice or Practitioner name as detailed in the Argus Mail section of this document.