Faxing

Logging-in and Viewing Faxes
1. Go to ui.myupdox.com
2. **Log-in** to the Updox Web Application. *If you have not yet created a user name, your username will be the email address used to set-up the account or ask the Updox Admin for your practice for your username.*
3. 3. If you would like to view the items in the fax, **click on the arrow** next to the fax that you want to view.
4. 4. *Move the mouse over the thumbnail(s) to enlarge the image(s)*

Drag and Drop an Item
1. **Choose an item** on your desktop
2. **Drag the item** from your desktop and **drop** it into your Updox inbox
3. Once complete, **click the "x"** at the top of the complete box
4. **Click the Inbox icon** to refresh your inbox

Remember: You can expand an item by clicking the arrow on the left of the red upload box. You may scroll over the thumbnail with your mouse to view the document.

When the item is expanded, you can choose to **Send Item**, **Comment** on the item, or **Archive** the time.

Use the **Options** menu to
1. View audit trail
2. Print or Download as PDF
3. Mark Read or Unread
4. Route the Item
5. Delete

Use the **Actions** menu to
1. Select all or none
2. Rotate all 90° or -90°
3. Flip all

Sending a Fax
1. **Check the box** below that item(s) that you wish to fax
2. **Click SEND # SELECTED PAGE(S)**
3. **Type in the fax number or contact name** of the company/person you wish to fax
4. **Select "Send fax to"** by checking the box to the right
5. Give your fax a *Subject*
6. You may choose to:
    a. Send a Coversheet
    b. Send as a Practice
        i. *If you would like to send as a user, do not select send as practice.*
    c. Add notes
        i. *These will appear in the instructions section of your Coversheet*
7. When your fax is ready to send **click the green SEND button** in the bottom right of your fax window.

Adding a Signature

1. Go to **Menu** > **Tools** > **My Signature**
   a. Step 1: Choose file
      i. Using a dark, relatively heavy pen or felt-tip marker, **sign a blank sheet of paper**
      ii. **Scan to an image file** *(.jpg or .png are best)*
      iii. After you have scanned this sheet of paper to an image file on your computer, **click Choose file**.
   b. Step 2: Crop image
      i. **Crop the image** by using your mouse. Move and size the dotted rectangle below around the signature you wish to use. *Try to get the dotted line as close as possible to the edges of your signature.*
      ii. **Click Crop** after you have selected your signature.
   c. Your signature is now saved.

Adding a Contact to the Address Book

1. **Click the Address Book** at the top left of your screen, next to the Compose button
2. Then **click the +NEW** button
   a. *Here you can add a Patient Information or Contact*
3. When you have completed the information **click SAVE** in the top right of the Address Book window.