

# Fax (UpDox)

Last Modified on 08/05/2025 1:28 pm EDT

## Overview of My Task - Fax (UpDox)

The My Tasks Fax (UpDox) portal is used to manage electronic faxes that are sent to your practice. This portal allows you to see new faxes received for numbers that have been assigned to you. Once received, you will use this queue to manage these faxes. Also, users can access the sent box for faxes here as well.

The screenshot displays the 'Task Fax UpDox' interface for 'Neighborhood Physicians Practice'. The top section shows 'Inbox' with 23 items and 'Sent Items' with 0 items. A table lists received faxes with columns: Received From, Sent To, Posted (MDT), and Filename. The table contains 23 rows of fax data. On the right, a detailed view of a selected fax is shown, including the subject 'This is a fax test', a message body 'user setting message', and a list of actions: Urgent, Review, Comment, Reply (X), and Info (X). The interface also includes a status bar at the bottom with login information and session details.

Received From	Sent To	Posted (MDT)	Filename
(317) 406-4255	(317) 680-7149	05/10/2021 12:30PM	fax-442712.pdf
(317) 406-4255	(317) 680-7149	05/06/2021 6:26AM	fax-442041.pdf
(317) 406-4255	(317) 680-7149	05/05/2021 1:20PM	fax-441960.pdf
(317) 406-4255	(317) 680-7149	05/05/2021 7:56AM	fax-441889.pdf
(317) 406-4255	(317) 680-7149	05/05/2021 7:00AM	fax-441859.pdf
(613) 248-4872	(317) 680-7149	05/05/2021 7:00AM	fax-441855.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 2:07PM	fax-441794.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 1:53PM	fax-441790.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 1:39PM	fax-441786.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM	fax-441771.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM	fax-441770.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 11:18AM	fax-441744.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 9:54AM	fax-441712.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 9:40AM	fax-441706.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:48PM	oemfax.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:47PM	fax-441571.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:47PM	fax-441570.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:33PM	fax-441568.pdf
(317) 406-4255	(317) 406-4251	04/27/2021 8:11AM	oemfax.pdf
(317) 406-4255	(317) 406-4251	04/26/2021 11:53AM	oemfax.pdf
(317) 406-4255	(317) 406-4251	04/26/2021 11:52AM	oemfax.pdf
(317) 406-4255	(317) 406-4251	04/26/2021 11:13AM	oemfax.pdf
(317) 406-4251	(317) 406-4255	04/06/2021 11:27AM	fax-435697.pdf

## My Task Fax (UpDox) Inbox

The Inbox within the Fax (UpDox) My Task lists provides a user with a queue of faxes that have been sent to a [fax number that the logged-in user has access to](#). From this Inbox, users will be able to make a decision on what to do with each fax that has been received. Users may decide to send the fax as a communication, send the fax to a patient's chart, or delete the fax. This article describes how to complete these various tasks.

### Inbox List

The Fax Inbox will contain a list of faxes that have been sent to a fax number that you have been assigned to. The list will contain the following details:

- **Received From:** This is the fax number that sent the fax to you.

- **Sent To:** This is the fax number that the fax was sent to.
- **Posted:** This is the date/time that the fax was received.
- **Filename:** This is the name of the file that was sent.

Task Fax Updoox

Type

Count

Inbox

23

Sent Items

0 (today)

317 406

Received From	Sent To	Posted (MDT)	Filename
(317) 406-4255	(317) 680-7149	05/10/2021 12:30PM	fax-442712.pdf
(317) 406-4255	(317) 680-7149	05/06/2021 6:26AM	fax-442041.pdf
(317) 406-4255	(317) 680-7149	05/05/2021 1:20PM	fax-441960.pdf
(317) 406-4255	(317) 680-7149	05/05/2021 7:56AM	fax-441869.pdf
(317) 406-4255	(317) 680-7149	05/05/2021 7:00AM	fax-441856.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM	fax-441794.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 1:53PM	fax-441790.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 1:39PM	fax-441786.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM	fax-441771.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM	fax-441770.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 11:18AM	fax-441744.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 9:54AM	fax-441712.pdf
(317) 406-4255	(317) 680-7149	05/04/2021 9:40AM	fax-441706.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:48PM	oemfax.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:47PM	fax-441571.pdf
(317) 406-4255	(317) 680-7149	05/03/2021 12:47PM	fax-441570.pdf

## Inbox Search

Users will be able to use the Search box at the top of the inbox to search for an item in the inbox. You can search by any of the fields described above. Simply type in the details and click the search icon.

Task Fax Updoox

Type	Count	
Inbox	23	
Sent Items	0 (today)	

317 406

Received From	Sent To	Pos
(317) 406-4255	(317) 680-7149	05/10/2021 12:30PM
(317) 406-4255	(317) 680-7149	05/06/2021 6:26AM
(317) 406-4255	(317) 680-7149	05/05/2021 1:20PM
(317) 406-4255	(317) 680-7149	05/05/2021 7:56AM
(317) 406-4255	(317) 680-7149	05/05/2021 7:00AM
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM
(317) 406-4255	(317) 680-7149	05/04/2021 1:39PM
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM
(317) 406-4255	(317) 680-7149	05/04/2021 12:43PM
(317) 406-4255	(317) 680-7149	05/04/2021 11:18AM
(317) 406-4255	(317) 680-7149	05/04/2021 9:54AM
(317) 406-4255	(317) 680-7149	05/04/2021 9:40AM
(317) 406-4255	(317) 680-7149	05/03/2021 12:48PM
(317) 406-4255	(317) 680-7149	05/03/2021 12:47PM
(317) 406-4255	(317) 680-7149	05/03/2021 12:47PM

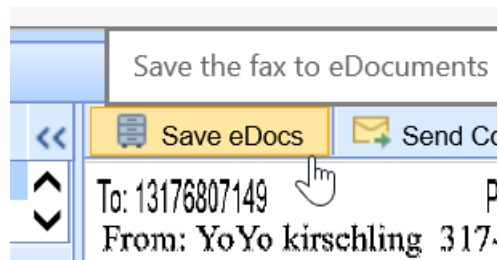
## Inbox Work Area

By selecting a fax from the Inbox List, that fax will be displayed to the right in the Inbox Work Area. This is where you will be able to take action on an item from your inbox.

### Save to eDocs

The Save to eDocs feature allows a fax to be stored into the eDocuments portion of the application. Most commonly, eDocs are associated with a patient. However, other types of documents can be stored here as well. The system supports documents related to specific resources, payers, or the company as a whole.

1. **Select the fax from the Inbox List**
2. Click **Save to eDocs**



3. Complete the **Save to eDocs** settings:

1. For the Following: Based on your selection here, the search and folder navigation will change.
  1. Patient - Allows the document to be stored at the patient level.
  2. Practice - Allows the document to be stored at the practice level.
  3. Resource - Allows the document to be stored at the resource level.
  4. Payer - Allows the document to be stored at the payer level.
  - 5.
2. Search: Based on the type of document you are saving, you will be able to search for that entity as needed.
3. Under this Folder: Based on the type of document you are saving, you will see the pre-defined folder structure for that type. Select the Cabinet, Drawer, and Folder you wish to save this document to.
4. To Be Reviewed By: By selecting a user to user group from this list, this document will be assigned to the appropriate individual within the My Task eDocuments list.
5. Review Message: If sending a document to a user for review, this comment will accompany that review request.

Save the fax to eDocuments

Move the following documents

#	Document Name	Size
29	fax-442041.pdf	

For the following

☒ Patient
 ☐ Practice
 ☐ Resource
 ☐ Payer

Search for Patient

Under this folder

<Navigate to folder to select>

Therapy Notes

first\_cabinet

New Cabinet

Charts

Insurance

Responsible Party

Lab Results

X-Rays, MRIs, etc.

Consents

Letters

ITB Pump

bsk\_testing

testbsk

Private

drawer3

To be Reviewed By

Groups

better  
 biller  
 cccccc  
 eLabs  
 Electronic Labs  
 hello  
 HIE  
 Nurse  
 Office Staff  
 Other  
 Provider - Physician  
 RxRefills  
 Technician  
 Unsolicited Results  
 ype

Users

Badiola, Liza (leza)  
 Barnes, Brooke (Ibbarnes)  
 barnes, brooke (bbarnes)

Review Message

Received Date

Normal Priority

OK

Apply

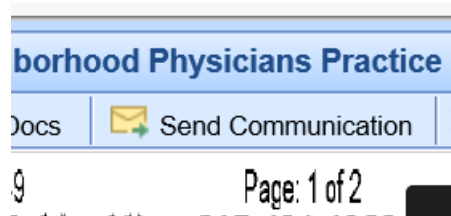
Cancel

4. Click **OK**.
5. The item will be removed from your inbox.

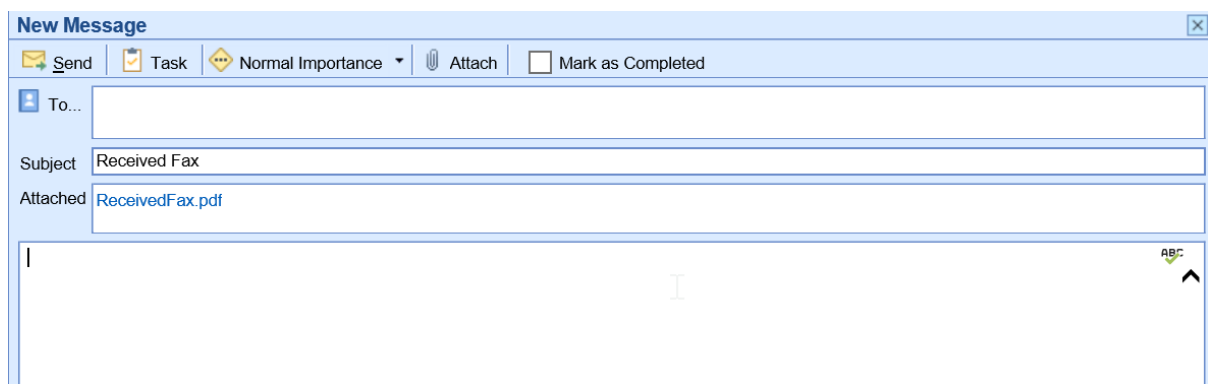
## Send Communication

The Send Communication feature allows a fax to be sent as an attachment to a user via My Tasks - Communications. When doing this, the fax is not permanently saved into eDocuments.

1. **Select the fax from the Inbox List.**
2. Click **Send Communication**



3. A new communication window will appear with the fax automatically attached. **Complete the communication information and click Send or Task.**

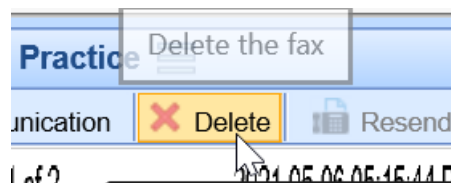


4. The item will be removed from your inbox.

## Delete

The Delete feature allows a fax to be permanently deleted. This is most commonly used for "junk" faxes that are not needed.

1. **Select the fax from the Inbox List.**
2. Click **Delete**



3. **Confirm that you would like to delete the message.**
4. This item will be removed from your inbox and permanently deleted.

---

## MyTask Fax (UpDox) Sent Items






The Sent Items within the Fax (UpDox) My Task lists provides a user with a list of faxes that have been sent out by the practice for the [fax number that the logged-in user has access to](#). From this Sent queue, users will be

able to see the status of faxes sent and re-send faxes that failed.

## Sent Items List

The Fax Sent Queue will contain a list of faxes that have been sent out for fax number that you have been assigned to. The list will contain the following details:

- **Status: The status of the sent fax**
  - Success - A green checkmark icon will be displayed to indicate the fax was successfully sent.
  - Retrieve - A download icon will be displayed to indicate the fax status has not been updated. Clicking this will retrieve the most current status.
  - In Process - A clock icon will be displayed to indicate the fax is in the queue to be processed. Click this will retrieve the most current status.
  - Error - A red circle with an exclamation point will be displayed to indicate the fax failed.
- **Sent To** - The name of the recipient that received the fax.
- **Fax #** - The fax number that the fax was sent to.
- **Subject** - The subject line for the fax.
- **Posted** - The date the fax was sent.
- **Chart #** - The chart number for the patient associated with the fax.

Task Fax Updax					
Type	Count				
Inbox	23				
Sent Items	0 (today)				
<div><input type="text"/></div> <div></div>					
Status	Sent To	Fax #	Subject	Posted (MDT)	Chart #
✓	***	(317) 680-7149	This is a fax test	05/10/2021 12:28PM	311786
✓	***	(317) 680-7149	This is a fax test	05/06/2021 6:15AM	311322
✓	***	(317) 680-7149	This is a fax test	05/05/2021 1:05PM	311322
	***	(317) 680-7149	This is a fax test	05/05/2021 7:46AM	
	Audubon Plaza	(317) 680-7149	This is a fax test	05/05/2021 6:45AM	10458
✓	***	(317) 680-7149	This is a fax test	05/04/2021 1:57PM	10495
✓	Smith MD, Maria N.	(317) 680-7149	This is a fax test	05/04/2021 1:39PM	10495
✓	Smith MD, Maria N.	(317) 680-7149	This is a fax test	05/04/2021 1:34PM	10495

## Sent Items Search

Users will be able to use the Search box at the top of the sent items list to search for an item in the inbox. You can search by any of the fields described above. Simply type in the details and click the search icon.

Task Fax Updax		
Type	Count	
Inbox	23	
Sent Items	0 (today)	
317 406 [X] [🔍] [📄] [🔄]		
Received From	Sent To	Pos
(317) 406-4255	(317) 680-7149	05/1
(317) 406-4255	(317) 680-7149	05/C
(317) 406-4255	(317) 680-7149	05/C

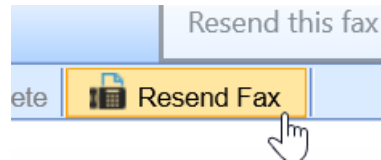
## Sent Items List Work Area

By selecting a fax from the Sent Items List, that fax will be displayed to the right in the Sent Items Work Area. This is where you will be able to take action on an item from your sent box.

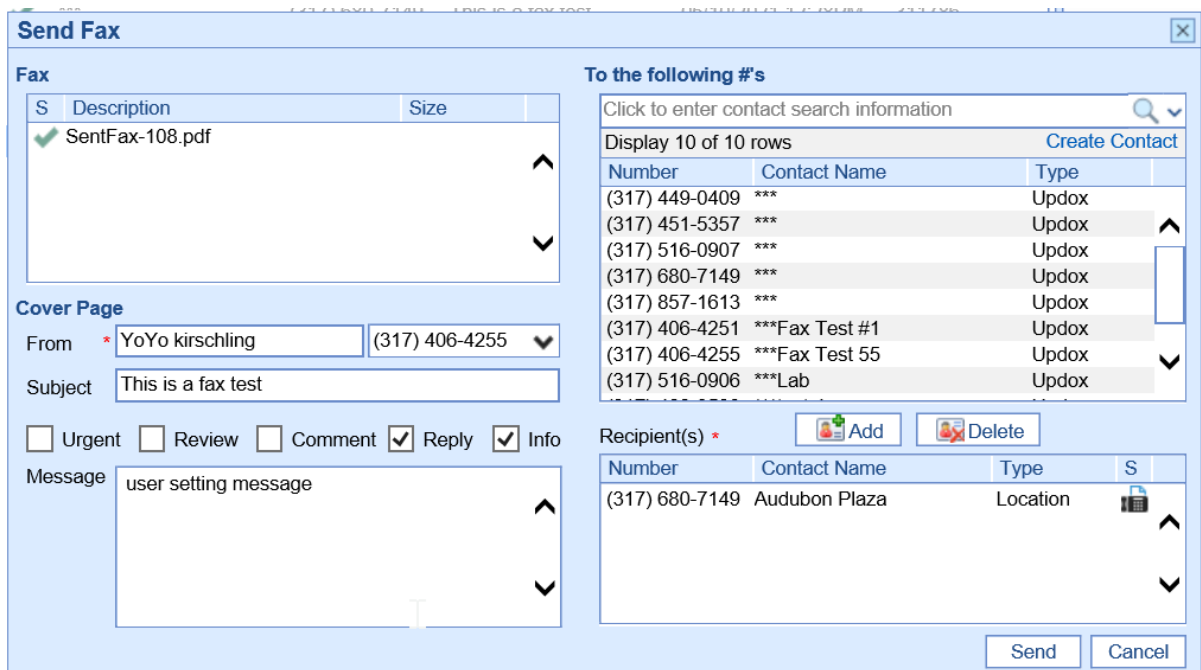
## Resend Fax

The Re-Send Fax feature allows a fax to be re-sent as needed. This is especially helpful if the fax does not send successfully the first time.

1. **Select the fax from the Sent Items List**
2. Click **Resend Fax**.



3. **Complete the Fax Details.**

A screenshot of a 'Send Fax' dialog box. The dialog is divided into several sections. On the left, under 'Fax', there is a table with one row: 'SentFax-108.pdf'. Below this is a 'Cover Page' section with fields for 'From' (YoYo kirschling), 'Subject' (This is a fax test), and a 'Message' box containing 'user setting message'. There are also checkboxes for 'Urgent', 'Review', 'Comment', 'Reply' (checked), and 'Info' (checked). On the right, under 'To the following #'s', there is a search bar and a table of contacts. The table has columns for 'Number', 'Contact Name', and 'Type'. Below the table are 'Add' and 'Delete' buttons. At the bottom right are 'Send' and 'Cancel' buttons.

S	Description	Size
✓	SentFax-108.pdf	

**Cover Page**

From: \* YoYo kirschling (317) 406-4255

Subject: This is a fax test

☐ Urgent ☐ Review ☐ Comment ☒ Reply ☒ Info

Message: user setting message

**To the following #'s**

Click to enter contact search information

Display 10 of 10 rows [Create Contact](#)

Number	Contact Name	Type
(317) 449-0409	***	Updox
(317) 451-5357	***	Updox
(317) 516-0907	***	Updox
(317) 680-7149	***	Updox
(317) 857-1613	***	Updox
(317) 406-4251	***Fax Test #1	Updox
(317) 406-4255	***Fax Test 55	Updox
(317) 516-0906	***Lab	Updox

Recipient(s) \* [Add](#) [Delete](#)

Number	Contact Name	Type	S
(317) 680-7149	Audubon Plaza	Location	

[Send](#) [Cancel](#)

4. Click **Send**.

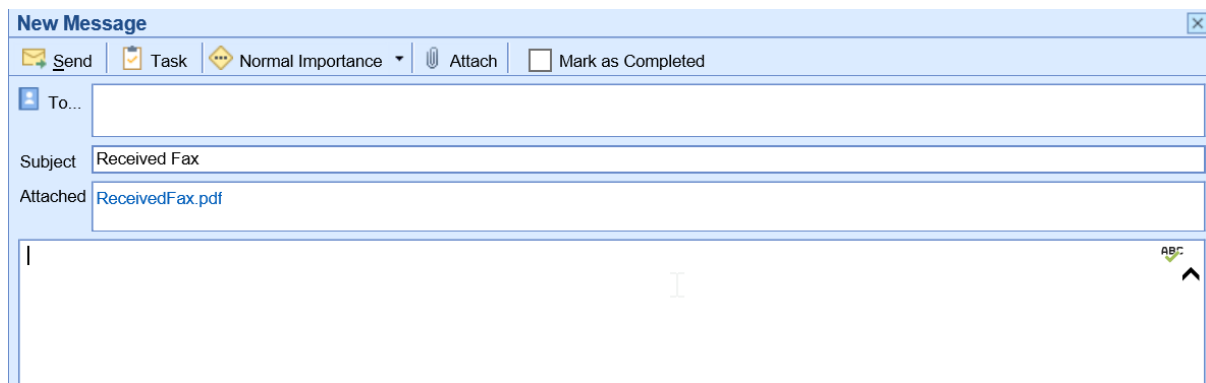
## Send Communication

The Send Communication feature allows a fax to be sent as an attachment to a user via My Tasks - Communications.

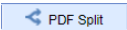
1. **Select the fax from the Inbox List.**
2. Click **Send Communication**



3. A new communication window will appear with the fax automatically attached. **Complete the communication information and click Send or Task.**



## Quick Use: PDF Splitter for Inbound Faxes

This article describes the functionality of the  feature available within **My Tasks > Fax Updox - Inbox**. The PDF splitter allows users to organize pages of a received fax and upload individual pages (or groups) to separate patients and folders. This feature removes the need for third-party document management software and reduces the time spent managing the fax inbox. An [article for screen definitions](#) is available for further clarification of additional features and pop-out screens.

This feature is only available for Updox eFax clients. If you are not currently signed up for OfficeEMR's integrated eFax service and would like to learn more please visit: <https://officeemr.knowledgeowl.com/help/fax>. If you wish to sign up for Updox faxing, please open a ticket through [support@isalushealthcare.com](mailto:support@isalushealthcare.com) or the support portal.

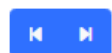
## Designed Functionality

- Separate pages of received faxes in order to save specific pages for individual patients and eDocument locations.
- Group specific pages of a PDF that can be saved as a single file in eDocuments
- Send a Communication to user/user groups containing an attachment of the split pages
- Audit specific pages of faxes to see the associated activity
- Mark the fax in the inbox as completed from within the PDF Split window

# PDF Split

## Page

3



☐ Exclude

Details

Total: 7

UnGrouped: 7

UnSaved: 7

## Group



[New Group]

[New Group]



Preview

Total: 0

UnSaved: 0

## Completion

Mark as Completed

✓ eDocs   Comm.   Audit   Page: 3   fax-534785.pdf

1 / 1

From Wes Cassidy   13175160742   11/3/2022 11:58:19 PDT   Page 3 of 7

**Diagnosis**

- M47815: Spondyls w/o myelopathy or radiculopathy, thoracolum region

**Procedures**

- 80307: DRUG TEST(S) PRESUMPTIVE, ANY NUMBER OF DRUG CLASSES, ANY NUMBER OF DEVICES OR PROCEDURES, BY INSTRUMENT CHEMISTRY ANALYZERS
- 99213: TEST 123 1 2 4 (Modifiers: 25)
- 99203: OFFICE/OP VISIT, NEW PT, 3 KEY COMPONENTS: DETAILED HX; DETAILED EXAM; MED DECISION LOW COMPLEXITY (Modifiers: 25)

**Diagnosis**

- M47815: Spondyls w/o myelopathy or radiculopathy, thoracolum region

**Procedures**

- 80307: DRUG TEST(S) PRESUMPTIVE, ANY NUMBER OF DRUG CLASSES, ANY NUMBER OF DEVICES OR PROCEDURES, BY INSTRUMENT CHEMISTRY ANALYZERS

## Prerequisites

1. (iSalus Support Step) Enable PDF Split Feature via Database Setup

Contact support to enable this feature. If you are already an Updax Faxing client within iSalus this feature would have been enabled on 3.23.23, however, the next step will still need to be completed.

2. Practice eDocuments - Processing - PDF Split Role: Enable **Write** Access

## Steps to Complete

1. Within **My Tasks - Fax Updax** navigate to the **Inbox**
2. **Select a fax** from the Inbox
3. In the Toolbar (right-hand side), select the **PDF Split** button.

Task Fax Updax

Type	Count
Inbox	142
Sent Items	1 (...)
Deleted	9

Received From   Sent To

(317) 449-0408	(317) 680-7149
(317) 449-0408	(317) 680-7149
(317) 449-0408	(317) 680-7149
(317) 449-0408	(317) 680-7149
(317) 680-7149	(317) 680-7149
(317) 449-0408	(317) 680-7149
(317) 449-0408	(317) 680-7149

Save eDocs   Send Communication   Delete   Resend Fax   PDF Split

fax-476003.pdf

From Wes Cassidy

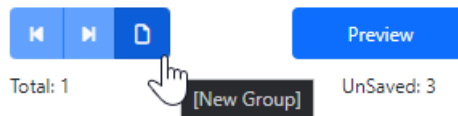
From: Wes Cassidy 317-449-0408  
To: \*\*\*Auto-Fax Number  
Subject: 12381

Depending upon the contents of the fax, you may decide to save individual pages to their own files within



eDocuments while saving them to separate eDocument Folders. Otherwise, you may want to group multiple pages together to be uploaded as one file and saved to a single eDocument location. If you wish to assign the **pages to groups**, **continue to Step 4**. If uploading individual pages, skip to Step 5.

4. To assign pages to a group, select the option **next to Select Group, [New Group]**



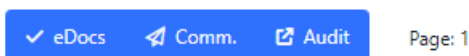
- This item has a default description of [New Group], you may **rename this group** to keep track of what documents are to be added to the Group. This description may be used as the File Name when saving to eDocuments. ex. *Radiology, Referral Records*
- Using the **Page** section, you can navigate using the **Previous & Next** buttons as well as the supplied dropdown. Once you are on a page that fits within the created Group, use the **ADD** button to assign the page to the Group



- Repeat Steps 4 - 4c until all pages are organized into each "file" you intend to upload.
- Select **Preview** once completed. This will display all pages associated with the selected group in the viewing pane. Confirm the contents are accurate.

You **MUST SELECT PREVIEW** in order to upload all pages as opposed to the page currently in focus. Be sure to take note of what is seen next to the audit button. This will show the item in focus; Page: {Page Number} or Preview: {Group Name}

5. Select **Save eDocs** once the appropriate page or group is displayed. Use the navigation buttons or dropdown under the Page section to upload individual pages. If uploading a group, select it from the Group section and Preview it. The current item in context is indicated by the label next to the Audit:



6. From the Save eDocuments window:
- Search** for the appropriate **Patient & Folder**
  - Set Filename** (use group name as filename available via checkbox)
  - Set Received Date** (if applicable)
  - Search & Select User/Group** for eDocument Review & add a Review Message w/ priority if desired.
7. **Save - Next** - This option will save & assign the eDocument and navigate to the next unsaved group.

## Save eDocuments



☒ Patient ☐ Practice ☐ Resource ☐ Payer

Patient

Search Patient

Search



Folder

Search Patient Folders

Search

Filename

☐ Use Group Name

fax-529331

.pdf

Received Date



To Be Reviewed By

Group

☐ HIE

Search User/Group

Search

Review Message

Priority

☐ Low

☒ Nomal

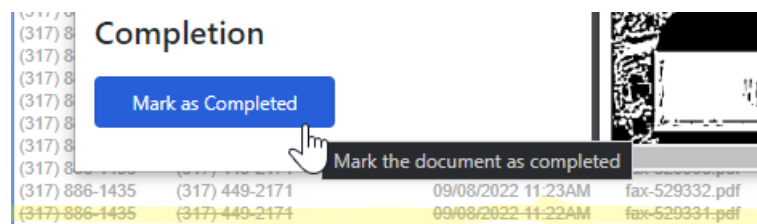
☐ High

Group: Referral Records; Page(s): 1

Save - Next

Save

8. Once all desired pages/groups are indexed, **Mark as Completed**. This will add a strikethrough to the fax in the inbox and will be moved to the **Fax Uppdox - Deleted** category once refreshed.



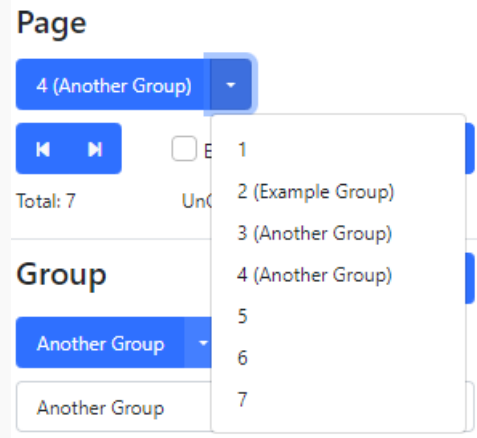
## Screen Definitions: Fax Inbox - PDF Split

This article describes the functionality of all buttons and pop-out screens within the PDF Split window. A [quick use guide](#) is available for step-by-step instructions on the screen.

### Page Section

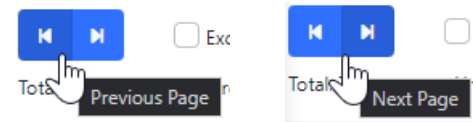
### Page Selection

The dropdown is available to navigate between all pages non-sequentially quickly and will display the currently associated group alongside the page number.



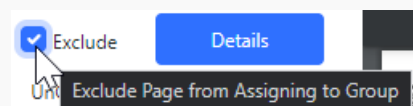
### Page Navigation

The arrows allow you to navigate forward and backward through the pages.



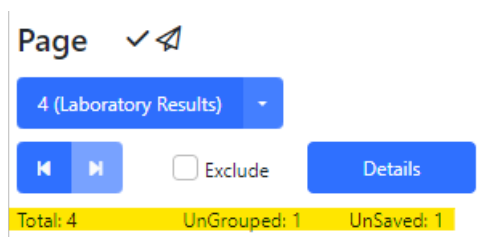
### Exclude Page

The checkbox will allow a specific page to be removed/excluded from group assignments. The main purpose of this feature is to allow Cover Pages to be excluded when doing mass page associations.



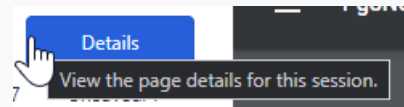
### Page Counts

- **Total**  
Label to display the Total number of pages in the PDF Split session.
- **UnGrouped**  
Label to display the number of pages unassigned to a group
- **UnSaved**  
Label to display the number of unsaved pages



## Details (Page Summary)

The Page Details pop-out window allows the user to view a summary of the state of each page within the session. The **Details** screen allows the user to gain insights into the current state of all pages within the PDF Split window. This includes Page Exclusion, Group Assignment, Saved Status, and Communication Status.



Page Details				
Page #	Excluded	Group Name	Page Saved	Communication Sent
1	Yes			
2		Imaging Report	Yes	
3		Imaging Report	Yes	
4		Laboratory Results	Yes	Yes

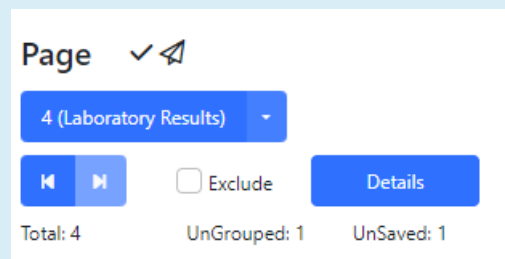
The Icons seen next to the **Page** header indicate these same details:

**eDocument Saved** =

Page or Group containing the selected page has been saved to the eDocuments portal & MAY also be assigned for eDocument review.

**Communication Sent** =

Page or Group containing the selected page has been sent to a user/user group containing an attachment of the selected page.

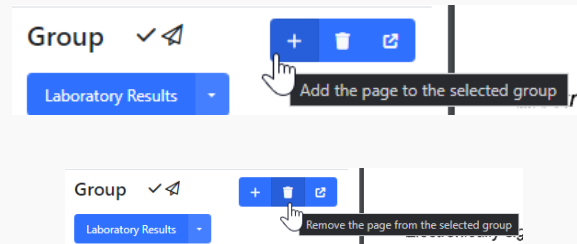


## Group Section

**Groups = Individual eDocuments**, when utilizing groups treat each group as an eDocument to be saved within a specific chart/location. The group name will typically be used as the eDocument file name which will be displayed throughout the system.

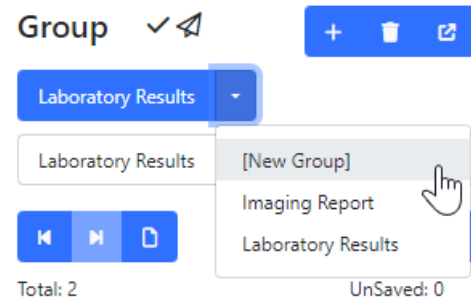
## Page Assignment

- **Add Page to Group**  
The plus icon will allow for the page in focus to be added to the currently selected group.
- **Delete Page from Group**  
The minus icon will allow for the page currently assigned to the selected group to be dissociated



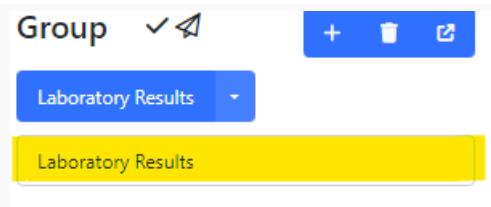
## Group Selection & Navigation

- **Group Selection Dropdown**  
Use the dropdown to navigate to a new group OR create a new group by selecting the first item within the list.
- **Group Navigation**  
Use the left and right arrows to navigate between groups.



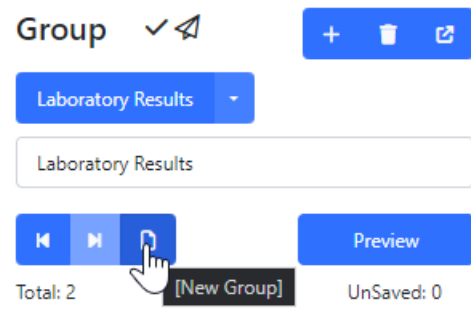
## Group Name

The text field may be used to name the group to be used for organization purposes as well as the Default File Name when saving to eDocuments.



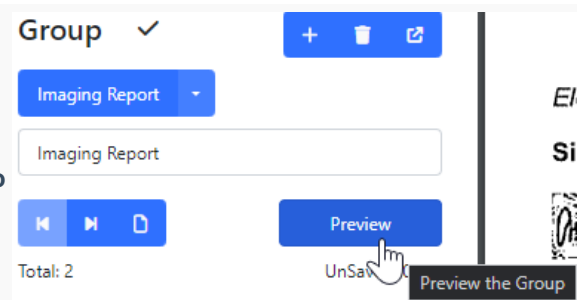
## Group Creation

In addition to the [New Group] option within the dropdown, the New icon can be used to create a new group with a single click.

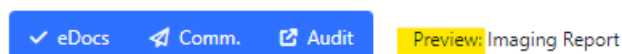


## Group Preview

**IMPORTANT!** The preview is used to display the prepared pages in the selected group. **Prior to saving the Group to eDocuments, it MUST BE PREVIEWED to bring the group into context.**



The page/group "in context" is shown in the toolbar (see highlighted section). This is the item to be Saved to eDocument and/or Sent via Communications.

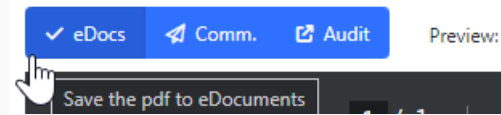


## Toolbar

The toolbar contains the actions related to either the Previewed/Displayed Group or Page, with the exception of the Audit which shows the historic actions related to PDF Split for the entire Fax Inbox item.

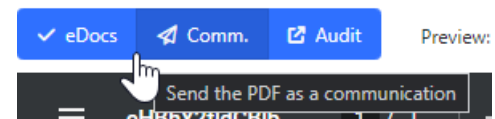
### Save to eDocuments

This screen contains the same functionality as other Save eDocuments / Mark for Review screens within the system. This screen allows for individual Pages or Groups to be Saved to a specified eDocument Location AND/OR assigned to a User/User Group's My Task eDocuments list for review.



### Send Communication

This screen contains the same functionality as other Send Communication screens within the system. This screen allows for individual Pages or Groups to be attached to a communication and sent to User(s)/User Group(s).



### Audit History

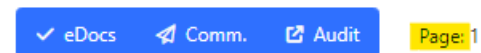
The Audit contains the relevant information to the entire fax and will show a detailed history of finalized actions for each of the pages/groups organized chronologically.



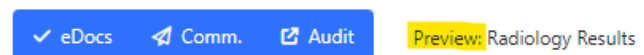
### Displayed Page/Group

The currently Displayed Page or Previewed Group will be shown within the toolbar. The toolbar actions such as Save to eDocuments & Send Communication affect the shown Page/Group.

*Page Displayed*

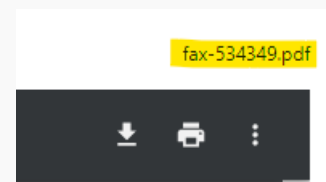


*Group Previewed*



### Working File

The working file (*the PDF being split*) is shown in the top-right of the screen indicating which item within the Fax Inbox is being split.



## Completion

**Mark as Completed**

The 'Mark as Completed' button will place a strikethrough on the fax record and navigate to the next item within the Fax Inbox.

Task Fax Updbox

CA

Type

Count

Inbox

681

Sent Items

0 (today)

Deleted

33

Received From

Sent To

Posted (EDT)

Filename

(317) 516-0742

(317) 449-2171

11/03/2022 2:35PM

fax-534782.pdf

(317) 516-0742

(317) 449-2171

11/03/2022 2:21PM

fax-534781.pdf

(317) 886-1435

(317) 449-2171

11/01/2022 2:11PM

fax-534661.pdf

(317) 886-1435

(317) 449-2171

10/31/2022 4:07PM

fax-534639.pdf

(317) 886-1435

(317) 449-2171

10/31/2022 4:07PM

fax-534638.pdf

(317) 516-0742

(317) 449-2171

10/31/2022 1:47PM

fax-534630.pdf

~~(317) 886-1435~~

~~(317) 449-2171~~

~~10/20/2022 3:32PM~~

~~fax-534345.pdf~~

(317) 886-1435

(317) 449-2171

10/19/2022 4:59PM

fax-534305.pdf

(317) 886-1435

(317) 449-2171

10/19/2022 4:59PM

fax-534304.pdf

(317) 886-1435

(317) 449-2171

10/19/2022 4:59PM

fax-534305.pdf

Stop

Radiology Results

Radiology Results

◀

▶

🔍

Total: 1

Completion

Mark as Completed

fax-534349.pdf