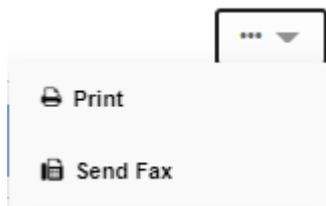


How do I send an outbound fax?

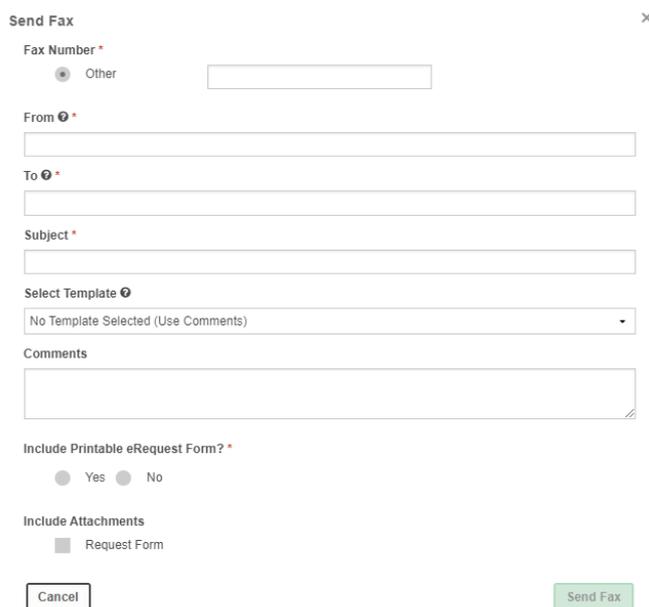
Rachel Carmickle - 2023-02-08 - [Fax Troubleshooting](#)

In the event you need to send a fax from an eReferral, follow these steps:

- Click the button with **ellipsis** and choose **Send Fax**



- Complete all fields in the Send Fax window (mandatory fields are marked with a *).

A screenshot of the 'Send Fax' window. The window title is 'Send Fax' with a close button (X) in the top right corner. The form contains the following fields and options:

- Fax Number ***: A radio button labeled 'Other' is selected, followed by an empty text input field.
- From ***: An empty text input field.
- To ***: An empty text input field.
- Subject ***: An empty text input field.
- Select Template**: A dropdown menu showing 'No Template Selected (Use Comments)'.
- Comments**: A large empty text area.
- Include Printable eRequest Form? ***: Two radio buttons, 'Yes' and 'No', both unselected.
- Include Attachments**: A checkbox labeled 'Request Form' which is unchecked.
- At the bottom, there are two buttons: 'Cancel' and 'Send Fax'.

- Validate the fax number, if incorrect click other and enter the correct fax number.
- Add a template when applicable
- You can choose to include attachments and the Print version of the eReferral.
- Once complete, click Send Fax.

You can view faxes that were sent outbound under the history tab.