

How To: Access Forms Library for Sample Forms



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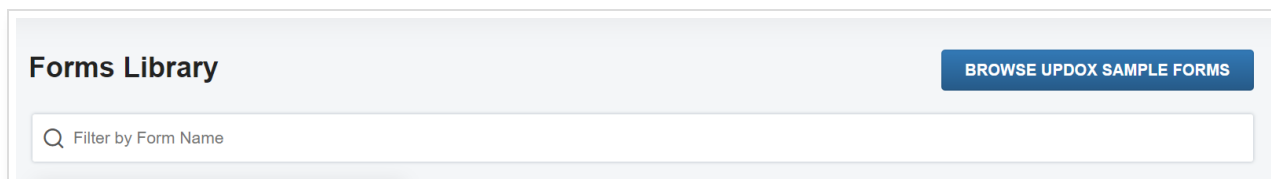
Accessing the Sample Forms in your Forms Library

Step 1:

In the Updox Inbox, go to **Menu - Forms Library**.

Step 2:

Click on **'Browse Updox Sample Forms'**




The screenshot shows a user interface for the 'Forms Library'. At the top left, the text 'Forms Library' is displayed. On the right side, there is a blue button labeled 'BROWSE UPDOX SAMPLE FORMS'. Below the title, there is a search bar with a magnifying glass icon and the placeholder text 'Filter by Form Name'.

Step 3:

To view the sample forms, click on the title under 'Available Forms'. This will allow a preview of the form that will be added to your Updox account. Click 'Copy Form' to add the sample form to your account's Form Library.

Patient Name *
Must include first and last

Patient DOB * 

Patient Phone Number *

Pharmacy - Please specify which location *

Medication Refill Request *

Please allow 72 hours for requests on all current medications. An appointment may be required.

* Required field

Tip: You may have to scroll down in the form preview to see the 'Copy Form' button.

Step 4:

To make edits to the sample form, go to **Menu - Admin - Forms Manager**. Here you can access your new sample form, make any edits to form title, fields or layout needed, then click 'Save'.