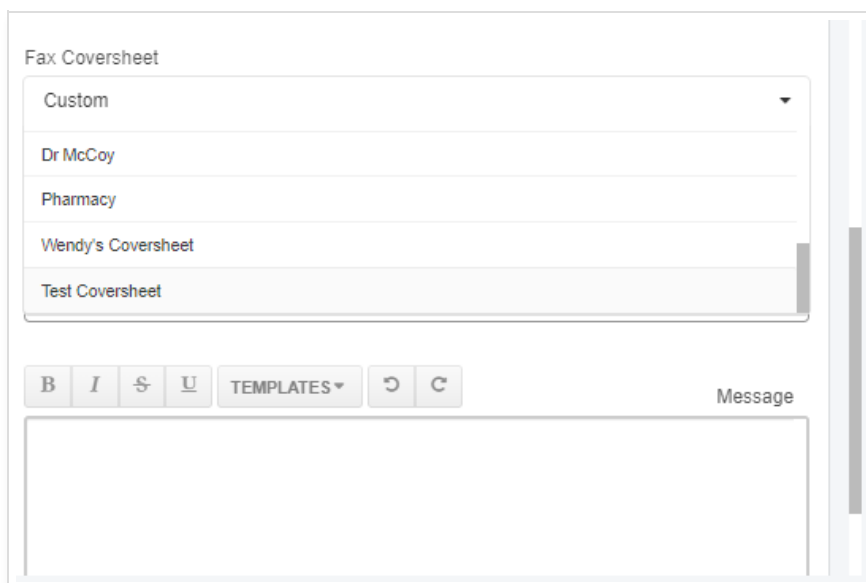


When you are completed with your edits, click **Save**.

Step 4:

When you are sending a fax, you will now be able to choose your new coversheet from the dropdown list.



The screenshot shows a web interface for selecting a fax coversheet. At the top, there is a dropdown menu labeled "Fax Coversheet" with "Custom" selected. Below the dropdown is a list of coversheet options: "Dr McCoy", "Pharmacy", "Wendy's Coversheet", and "Test Coversheet". The "Test Coversheet" option is highlighted. Below the list is a rich text editor with buttons for Bold (B), Italic (I), Strikethrough (ABC), Underline (U), a "TEMPLATES" dropdown, and Undo/Redo icons. A "Message" label is positioned to the right of the editor.

Tip: Many of the variable tokens will pull directly from your Updox information:

- **[fromName]:** Full name for the sending user as it appears in Updox.
- **[fromFax]:** Fax number as it is listed in Admin - Practice Settings.
- **[fromTel]:** Main number as it is listed in Admin - Practice Settings
- **[fromLocation]:** Only applicable if multiple locations is supported for your account. If supported, it will show the location name instead of the Updox account name.
- **[toName]:** Name of the contact as it appears in the Updox Address Book.
- **[toFax]:** Fax number associated with the contact in the Updox Address Book.
- **[doctorName]:** This is only applicable if your account is tied to an integrated EMR. The drop-down will appear when sending the fax.

Tip: Under each User's profile in (*Menu --> Admin --> Users*), you will find a setting that allows for a Default Cover Sheet for specific Users.

The video below will take you through an in-depth tutorial on Creating Fax Coversheets in Updox!

For additional information and assistance please head to our [Faxing](#) tab.
