Fax Blocklist Overview

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If you receive spam faxes to your Updox Inbox, you can block a number from interrupting your daily workflows by adding it to the Fax Blocklist. When a fax number is added to the Fax Blocklist, all future faxes from the number will automatically be moved to the spam folder.

You can block a number in two different places - from the fax in your Inbox or within the Fax Blocklist . The Fax Blocklist displays who blocked the number, when the number was blocked, and the reason why.

The Blocklist can be accessed by going to **Menu** > **Admin** > **The Blocklist** (for Admins only) or by going to **Home** > **Outbound Faxes** and clicking on the **Blocklist** tab.

Admins and non-admins with the **Allow non-admins to block incoming fax numbers** setting checked in **Menu** > **Admin** > **Practice Settings** can add numbers to the Blocklist.

To add a fax number to the Blocklist, click **+ Add Blocklist Number** and provide the fax number and reason.

Fax numbers can also be added to the Blocklist from the fax item in the Inbox. Within the fax item, click **Mark as Spam,** select the checkbox, and add a reason. Once confirmed, the number will be added to the Blocklist.

Only admins can delete numbers from the blocklist.

To delete a number, simply click the **red trash can** at the end of the row and confirm the pop up.

Fax Number	Blocked By	Date Blocked	Reason	Action
(111) 111-1111	Shiela Rao-Lasota	05/15/24	Spam number	🗑