Adding a Logo to your Forms

Last Modified on 12/19/2024 10:45 am EST

In the Updox Forms Dashboard, you can add a logo that will display on your forms with they are sent to your patients. Only users with administrative permissions can add the logo.

To begin, go to **Menu** and select **Forms**.

🆀 Home 🎤 Tools	📽 Admin
nbox	Q
Appointment Calendar	m
Patient Payments	-
/ideo Chat	
Forms	Pii Pii
Broadcast	1
Broadcast Reporting	.11
Release of Information	*
outoonno raxes	18
🛍 Refer & Sh	nare

From Forms Dashboard page, go to the **Settings** tab. Next, upload or drag and drop your logo.

updox			°.
Forms	Dashboard	Management	Settings
Settings			
Universal Form Settings			
Custom Logo Display practice logo			

Your logo will be visible on the page. To display your logo check the **Display practice logo** box. If this box is not checked, the logo will not show on your forms.

updox		e
Forms	Dashboard Management	Settings
Settings		
Universal Form Settings		
Custom Logo		
Display practice logo		
× Sample Practice		

You can remove your logo by clicking the \mathbf{X} next to the logo.

updox			2
Forms		Dashboard Management	Settings
Settings			
Universal Form Settings			
Custom Logo	Remove Logo		
	Are you sure you want to remove this logo?		
Sample Practice	Cancel		

After uploading your logo, you will see it when previewing the form in the Forms Library.

ms Management			Add New For	m
ms Library Send Forms				
Search by name	Contact Info - Small	🥒 Edit Form	▷ Send Form	
All Forms Packets	Contact Info - Small			
Customer Advisory Board Post M	Please fill out this form completely. This information helps us provide you the best medical care and treatment possible. If you have any questions, please contact the office.			
Easy Public	Required field			
FOR107TESTVENDOR	Please Complete The Entire Form.			
FormAllitemVEND	First Name: *			
) Health Intake - Medium				
How Does Forms Handle Duplicat	Middle Name			
New Form	Last Name *			

Finally, when the patient is completing their forms, the logo shows at the top of each form.

updox	
Completed Forms	0 of 2
	Welcome, Joe Sample Practice Please complete the following forms for Your Healthcare Provider Automation - Health Intake - Medium
	Contact Info - Small Partially-completed forms aren't saved. If your browser window is closed before a form is submitted, that form's information is lost.
	Begin