



NDoc[®] Reference for Digitally Signing and Sending in Sfax


Summary:

This document provides a walkthrough of the steps to be taken in order to reply to, sign, and return a Plan of Care (485) or Physician Verbal Order within the Sfax v3 Inbox. This document follows the basic outline of the [Editing A Fax](#) Sfax Video, but includes recommendations specific to users receiving and sending documents to/from the NDoc application.


How To:


Reply to a Fax

Upon logging in, your default landing screen is your Sfax v3 Inbox. To reply to a fax, select the appropriate fax by checking the box next to it. Then,


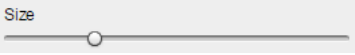
click the **Reply** icon . On the resulting screen, the **Outgoing number** and **Recipients** should be left at their default value. Your user has already been configured to default to a specific cover page that automatically populates its contents based on your user information, so there is no need to change anything under **Cover page** either.


Digitally Sign


Under the **Files** heading, click the **Edit** button . After a **Processing** window briefly displays, the fax you are replying to loads on the screen.

To see all pages of the fax, click the **Show Thumbnails** button . To remove the cover page and ensure it does not send with the reply, click the **X** in the upper right hand corner of that page. Once you have clicked the **X** to remove any unwanted pages, click the thumbnail of the page you

are going to sign. Once the page loads, click the **Show annotations** button , then click and drag (by holding down the left mouse button) the


Digital signature icon  to the location on the document where you intend to place the signature. Once the signature is over the location you prefer, release the left mouse button to place the signature. Once placed, the **Size** option  can be used to resize the signature as appropriate. If there are additional pages to sign, simply click the **Show Thumbnail** button again, click the next appropriate


page, and repeat the process until all pages are signed. When finished, click the **Save** button . This returns you to the reply screen on

which you can now click the **Send** button  to send the signed reply. Once you have clicked **Send**, the signed fax will remain in the **Outbox** folder until it has successfully reached its destination at which time it will automatically move to the **Sent** folder.


Additional Recommendations:

Keeping a clean Inbox – To ensure you're not replying to the same fax(es) multiple times, users may want to maintain a folder structure in the

Inbox to which they can move faxes they have replied to (or they can delete them entirely). To add a folder, click the **Add folder** button  at the bottom left hand corner of the screen. Select a destination on the **Add folder** window by clicking on the folder heading under which the new folder should be placed. Enter your folder name, then click **Add**. To move one or multiple faxes to a new folder, click the checkbox(es) to the left

of the folder, then click the **Move** button . On the resulting **Move fax(es)** window, select the appropriate folder to move the fax(es) to, and click **Move**.

Exporting to PDF – After you've signed a document and sent it, if there is any need to retain a signed copy of the document, you can use the **Export** function to do so. Once the message is sent, the saved version of the document, with any edits/annotations can be found within the **Sent** folder.

Once you've selected the fax to export, click the **Export** button . On the resulting **Export fax** window, select your desired output **Type** (PDF or TIFF), the number of **Pages** to export, and then click **Export**. The file automatically saves to your browser's designated downloads folder.

