

Implementing Templates

A **quick guide** to help
get you started.

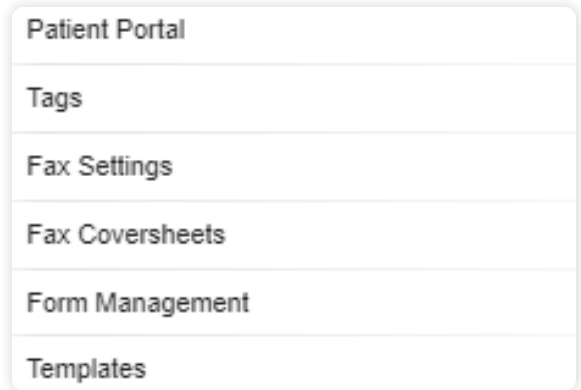
Responses made easier when implementing Updox templates

Set-up Templates in three easy steps

Access templates

1

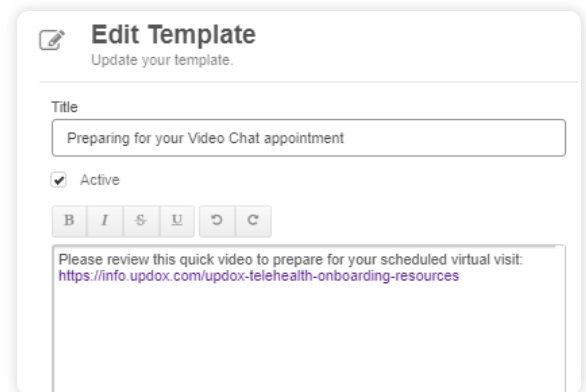
After logging into your Updox account, choose Menu – Admin – Templates. Click New at the bottom of the panel to start a new template.



Create new templates

2

Title your template and create the written content. When you are ready for your users to access this template, ensure Active is checked, and click Save.



Templates ready to choose

3

Templates can be used when sending a text or a fax. Users can choose from the template dropdown for efficient responses.

