

EFAQ- Instructions to add a Custom Property String to Faxes

Strings – Feature Overview and Benefits

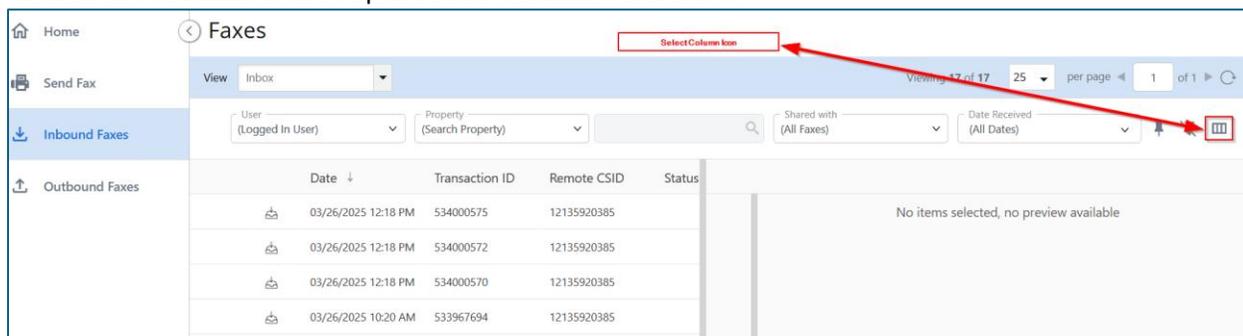
For group EFAQ users, the EFAQ service provides the capability for any user in a fax group to add a Custom Property of String as an identifier to an incoming fax. The primary purpose of this feature is to assign incoming faxes to designated owners for follow-up.

Please see the detailed Custom Properties (strings) directions below to add these capabilities to your EFAQ service.

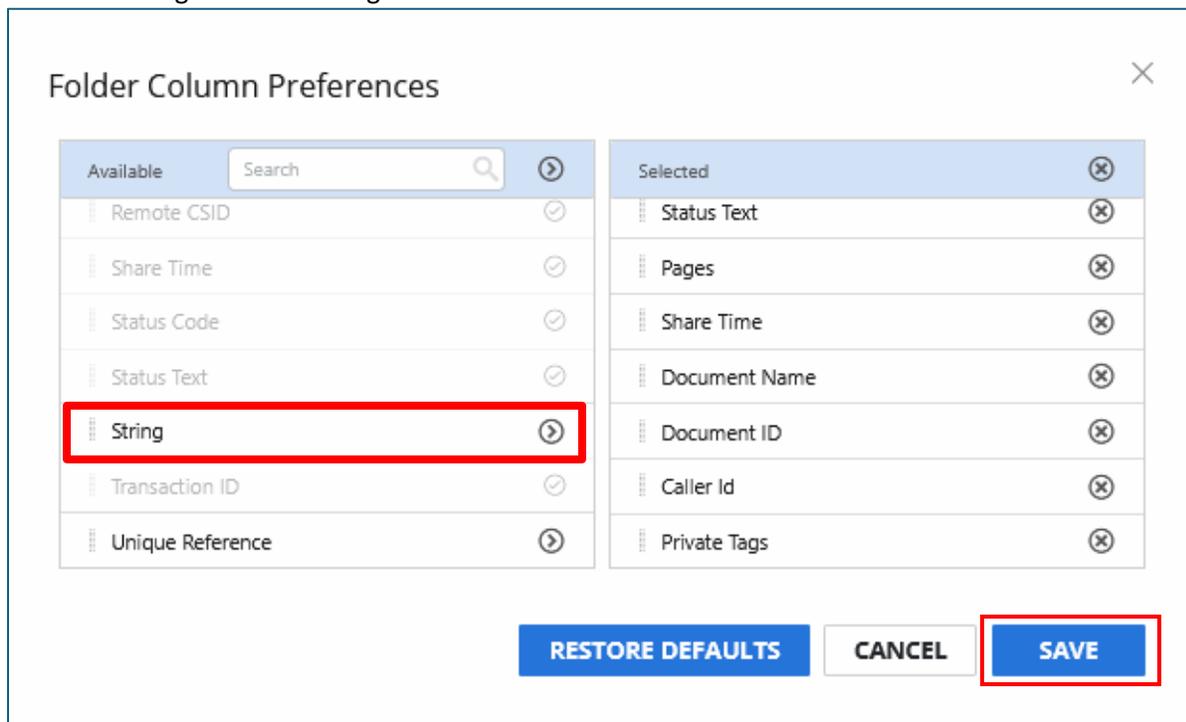
Note that only the owners of a fax and shared users with the “View and edit” sharing permission can add Custom Properties to a fax.

Set-Up Folder Column Preferences in Inbound Faxes to Display “String” Column Heading

1. Login at [Interfax Login](#) and go to the Inbound Faxes tab to set the String column to view in the inbound faxes section
2. Click on the **Columns** icon to open Folder Column Preferences



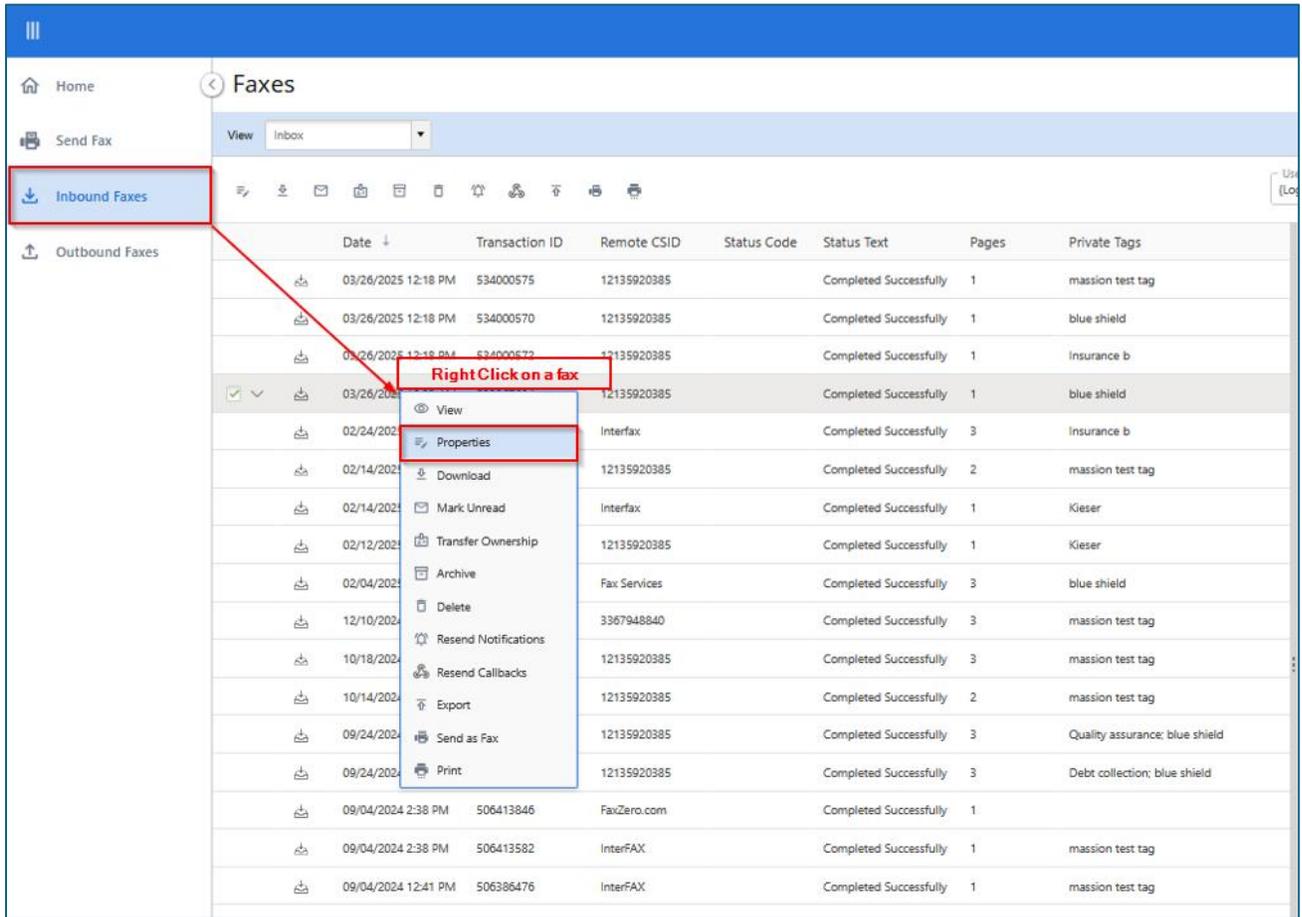
3. Click the String arrow to the right and click SAVE.



TIP: You may need to move the column over to the right to see Strings

Create Custom Property/Strings

1. From the Inbound faxes list, select a fax and right click on it, then select **Properties** to open Document Properties.



The screenshot displays a web interface for managing faxes. On the left sidebar, the 'Inbound Faxes' link is highlighted with a red box. A red arrow points from this link to a specific row in the main table. A context menu is open over this row, with the 'Properties' option highlighted by a red box. The table contains the following data:

Date	Transaction ID	Remote CSID	Status Code	Status Text	Pages	Private Tags
03/26/2025 12:18 PM	534000575	12135920385	Completed Successfully	1	massion test tag	
03/26/2025 12:18 PM	534000570	12135920385	Completed Successfully	1	blue shield	
03/26/2025 12:18 PM	534000572	12135920385	Completed Successfully	1	insurance b	
03/26/2025 12:18 PM	534000573	12135920385	Completed Successfully	1	blue shield	
02/24/2025		Interfax	Completed Successfully	3	Insurance b	
02/14/2025		12135920385	Completed Successfully	2	massion test tag	
02/14/2025		Interfax	Completed Successfully	1	Kieser	
02/12/2025		12135920385	Completed Successfully	1	Kieser	
02/04/2025		Fax Services	Completed Successfully	3	blue shield	
12/10/2024		3367948840	Completed Successfully	3	massion test tag	
10/18/2024		12135920385	Completed Successfully	3	massion test tag	
10/14/2024		12135920385	Completed Successfully	2	massion test tag	
09/24/2024		12135920385	Completed Successfully	3	Quality assurance; blue shield	
09/24/2024		12135920385	Completed Successfully	3	Debt collection; blue shield	
09/04/2024 2:38 PM	506413846	FaxZero.com	Completed Successfully	1		
09/04/2024 2:38 PM	506413582	InterFAX	Completed Successfully	1	massion test tag	
09/04/2024 12:41 PM	506386476	InterFAX	Completed Successfully	1	massion test tag	

- To create a new custom String to a fax to assign ownership to a fax, enter the String name in the String box, then click **Save**. The String will automatically be added to the selected fax.

Document Properties

GENERAL PRIVATE TAGS **CUSTOM PROPERTIES** SHARING

date

Integer

String

CANCEL SAVE

- To remove a String from a fax, click **Remove (X)** next to the user in the **Selected** box. Click **Save**

Sorting, Searching, and Downloading Faxes by String

- To sort all faxes by a String. Select the property down arrow and select **String**, then type the tag name and click the search icon

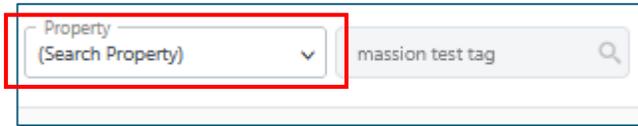
Home Send Fax Inbound Faxes Outbound Faxes

Faxes View: Inbox

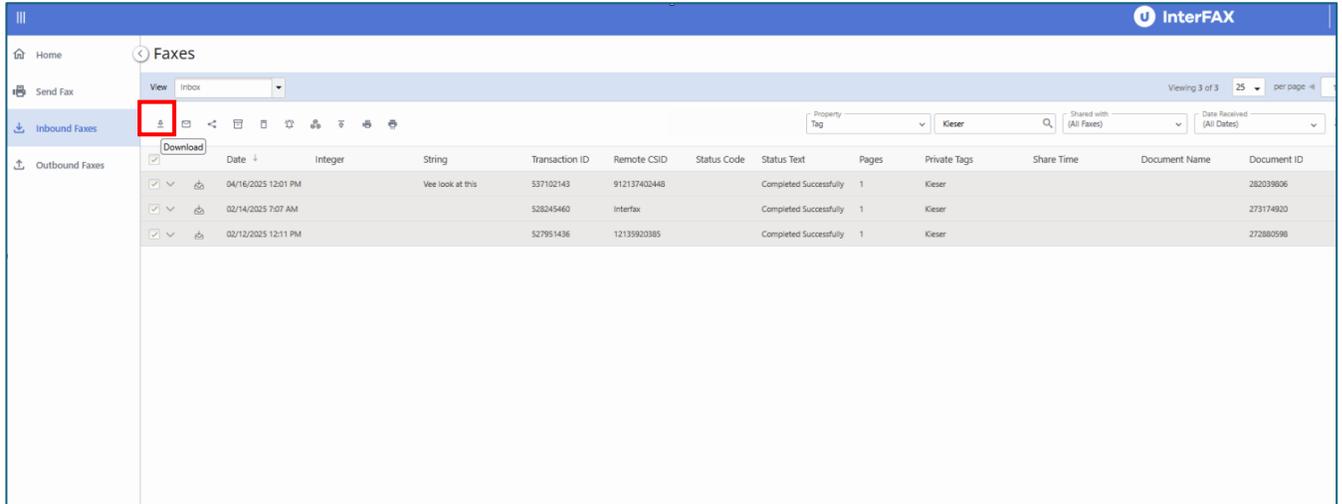
User: (Logged In User) Property: String blue cross

Fax Code	Status Text	Pages	String	Share Time	Document Name	Document ID	Caller Id	Private Tags
	Completed Successfully	2	blue cross		MASSION TEST	282011888		
	Completed Successfully	1	blue cross			278935673	2135920385	massion test tag
	Completed Successfully	1	blue cross			278935670	2135920385	Insurance b
	Completed Successfully	1	Blue cross			278935668	2135920385	3-25-25; blue shield

2. To see all faxes again, Set the Property back to (search Property)



3. To download and save all faxes by a String, select the property down arrow and select **String**, then type the string name and click the download icon.



4. When downloading all select the file type you want

