

## Viewing Outgoing Faxes Online

1. Please go to [www.faxem.com.au](http://www.faxem.com.au) and select the **InterFAX Login** option under the Login drop down menu – enter your username and password to access your InterFAX Account.

You are here: Login

Username

Password

Login

2. Click on the **Fax Queues** tab and select **Outbound Queue** to look at an overview of your sent faxes.

**InterFAX**  
 Let your email do the faxing

Support  
[support@interfax.net](mailto:support@interfax.net)

**Fax Queues** | Preferences | Lists | Purchase | Account Management | Logout

**Outbound Queue** | Search Outbound Queue

You are here: [Logged In](#) > Outgoing Faxes

Status	Fax Number	Subject	Start Time/End Time	Pgs	Username / Reply Address	
✓	+327035224740	Invoice number 23305	25 Oct 23:43 25 Oct 23:44	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+322029661047	Invoice number 23289	25 Oct 20:07 25 Oct 20:09	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+323015881020	Invoice number 23290	25 Oct 20:07 25 Oct 20:08	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+323125731516	Invoice number 23288	25 Oct 19:43 25 Oct 19:48	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+327035224740	Invoice number 23286	25 Oct 19:29 25 Oct 19:31	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+322023315875	Invoice number 23285	25 Oct 19:13 25 Oct 19:19	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+327035224740	Invoice number 23283	25 Oct 19:10 25 Oct 19:12	1	funnyname user@domain.com	[Resend] [Display] [Hide]
✓	+322023315875	Invoice number 23284	25 Oct 19:07 25 Oct 19:09	1	funnyname user@domain.com	[Resend] [Display] [Hide]

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3. To view a sent fax please click on **Display** right next to the individual fax transaction.

4. You can **search for fax transmissions** by using **<Previous** and **Next>** as well as sorting the transmissions by **Status**, **Fax Number**, **Subject**, **Start Time/End Time**, **Pgs** or **Username/Reply Address**.

Or to **search for a particular fax send** based on subject, fax number, send date, status etc. please select Search **Outbound Queue** under the **Fax Queues** tab.

Select your search terms and click on **Search**.

**Fax Queues** | Preferences | Lists | Purchase | Account Management

**Outbound Queue** | Search Outbound Queue

You are here: [Logged In](#) > Search for Outgoing Faxes

Subject

Fax Number

Date Range 2008 - 11 - 05 to 2008 - 11 - 05 (dd/mm/yy)  
 Not Older Than 1 Days  
 No Date Range

Fax Status

Reply Address

Records per page

Export data to CSV file  (Maximum 5000 lines)

Username

Search

1 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email [interfax@faxem.com.au](mailto:interfax@faxem.com.au)