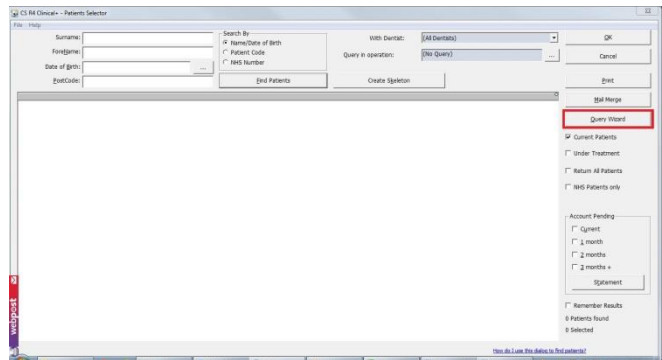
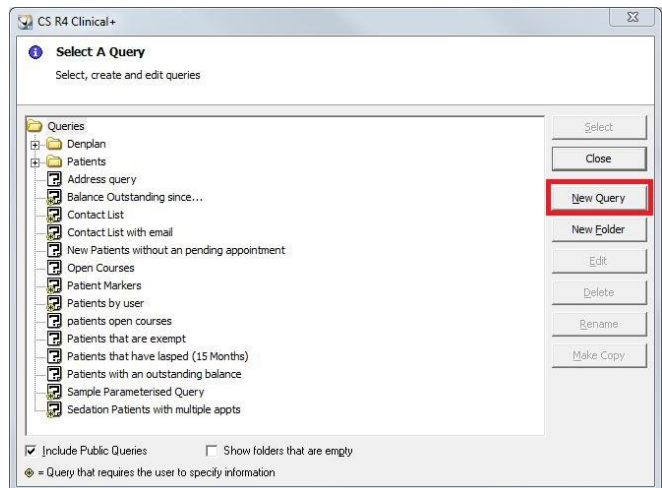


How to Create a Query in R4 that Shows All Patients with an Email Address

1. From the Patient Selector screen, click on the Query Wizard button.



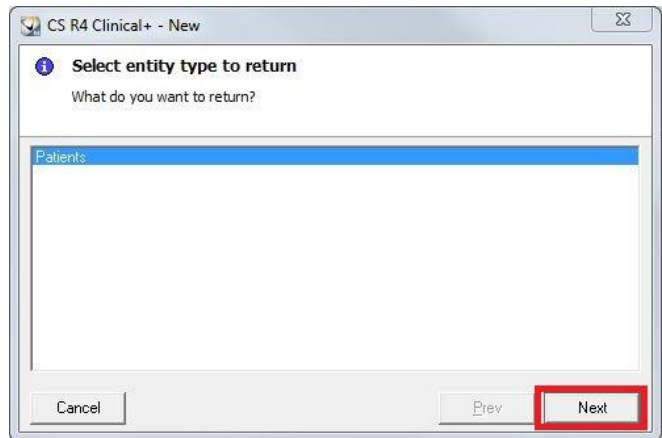
2. Click on the New Query button.



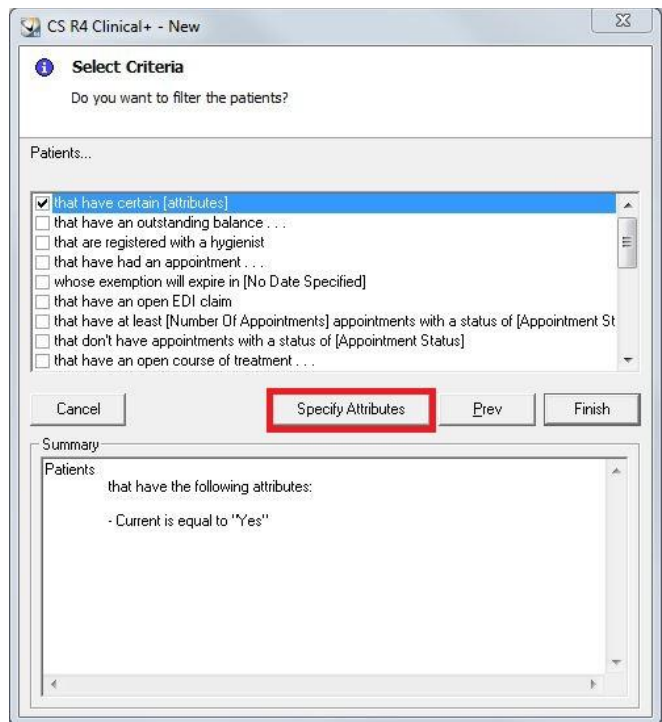
3. If the Welcome to the Query Wizard box appears, click on the Start button.



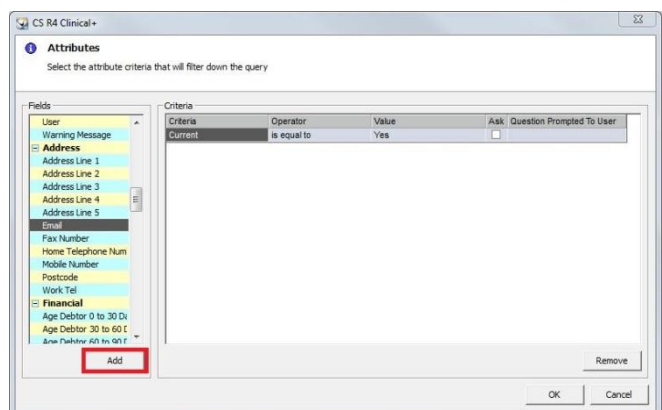
4. Ensure that 'Patients' is highlighted and then click on the Next button.



5. Ensure that 'that have certain [attributes]' is highlighted and then click on the Specify Attributes button.



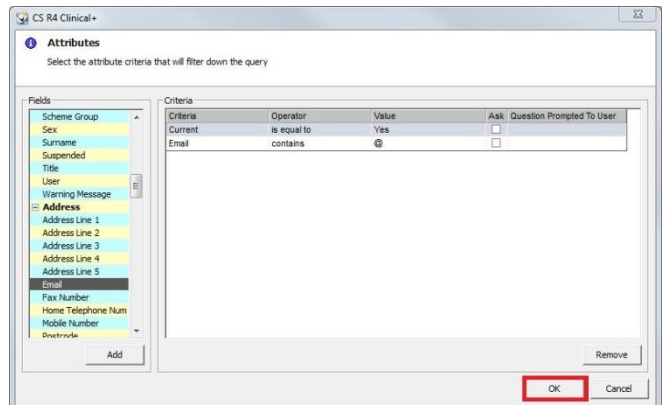
6. Scroll down the list of 'Fields' and select 'Email'.
Click on the Add button.



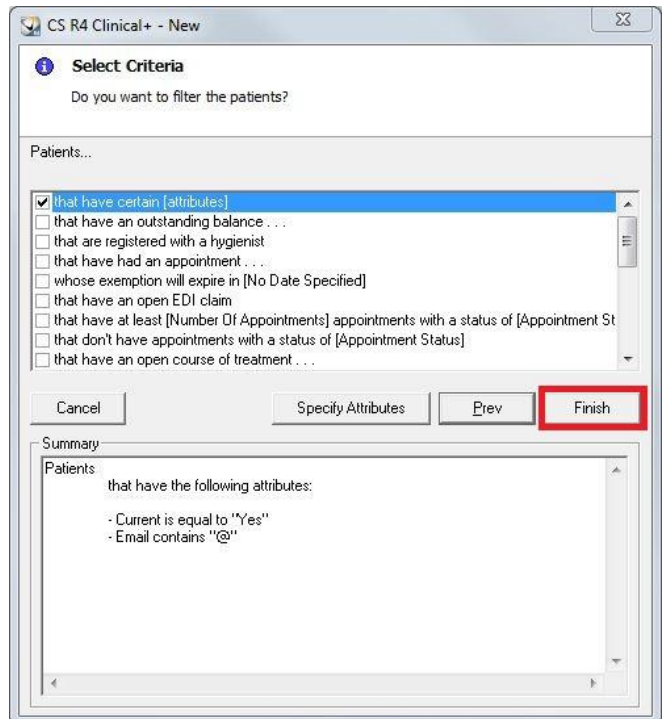
Click in the 'Operator' box to the right of Email and select 'Contains'.

- Click in the 'Value' box and type @.

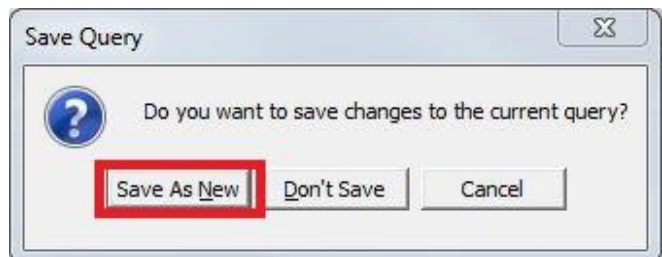
Press the OK button.



- Click on the Finish button.



- Click on the Save As New button.



10. Type a name for the new query and then click on the OK button to save the query.

