

Downloading Patient Email Addresses

You can easily download a list of patient email addresses from the [Patient Return Rate](#) report, located on the Dashboard:

The screenshot shows the 'Patient Return Rate' report creation form. It includes fields for 'Start Date' (2022-06-20) and 'End Date' (2022-06-21). Below these are buttons for 'Today', 'This Week' (selected), 'last Week', 'This Month', 'Last Month', 'Year to Date', and 'Last Year'. A dropdown menu is set to 'Alexa Hulseley'. A 'Create Report' button is at the bottom.

Select your date range and Practitioner (or All Practitioners), and click Create Report. To download your results to a spreadsheet click the download button at the top of the report:

The screenshot shows the top of the report. It says 'Patient Return Rate' and 'For Alexa Hulseley' with the date range 'Wed Jun 1, 2022 - Thu Jun 30, 2022'. A blue download icon is visible, and a tooltip 'download return results' is shown below it.

Your patient names and email addresses will then export to a downloaded spreadsheet, where you can sort and arrange your data:

1655821324958

Patient	New	RNG	PST	FUT	WP	WF
Snow White; joedavid@artdudegraphics.com		1	25	0	15	0
Minnie Mouse; minnie@disney.com		1	43	0	27	0
Daffy D Duck; daff@disney.com		1	21	0	13	0
Totals	0	3	3	0	3	0

Revision #1

Created Tue, Jun 21, 2022 2:23 PM by [Alexa Hulseley](#)

Updated Tue, Jun 21, 2022 2:27 PM by [Alexa Hulse](#)