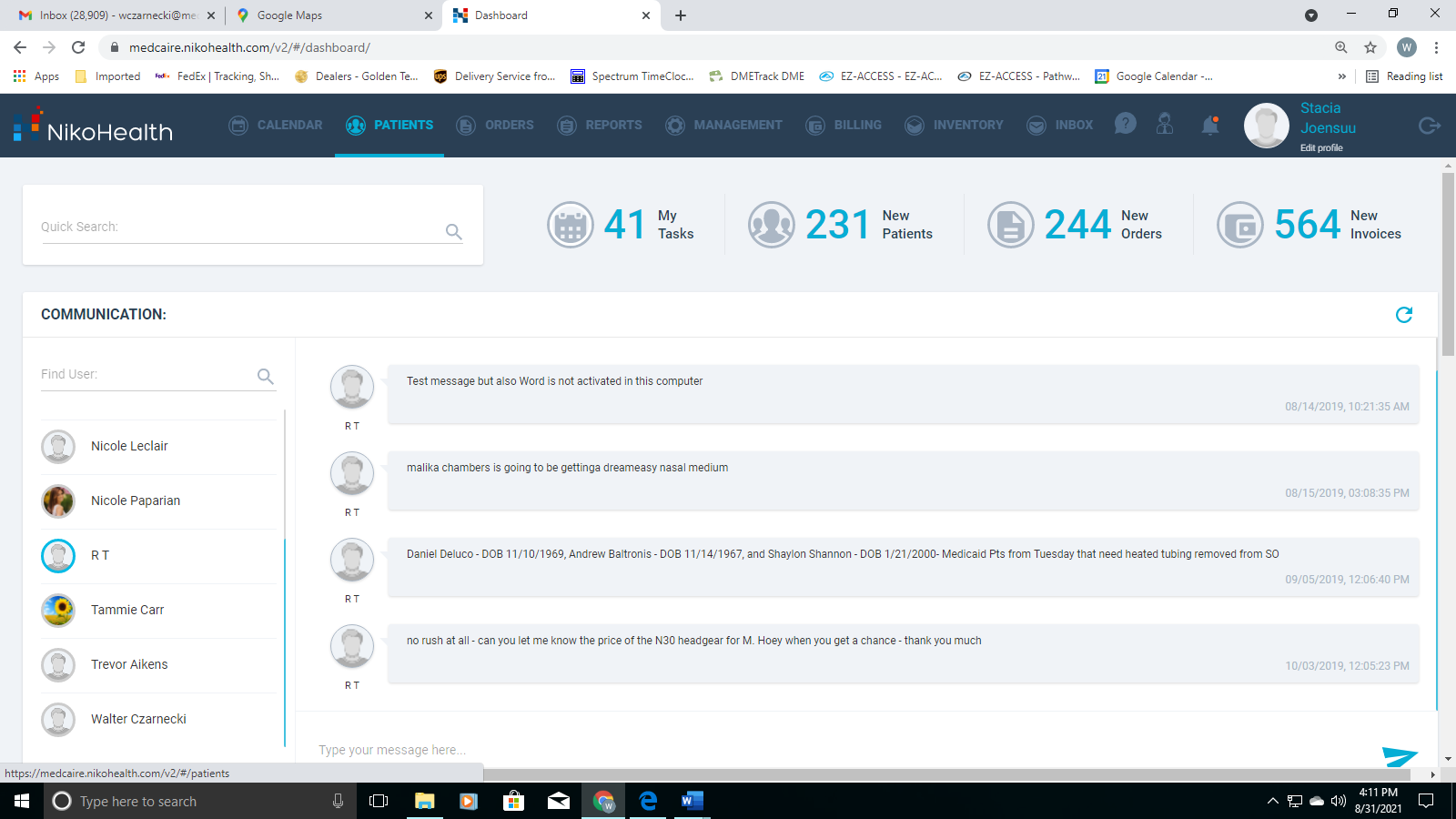
1 Niko Log In

Graphical user interface, application

Description automatically generated

2 Select “Patient” from the Blue Menu Bar



3 Enter Patient's name in the search field and select the patient file

Graphical user interface, text

Description automatically generated

4 Select the "Note" Field in the grey menu bar (Highlighted in blue)

A screenshot of a computer

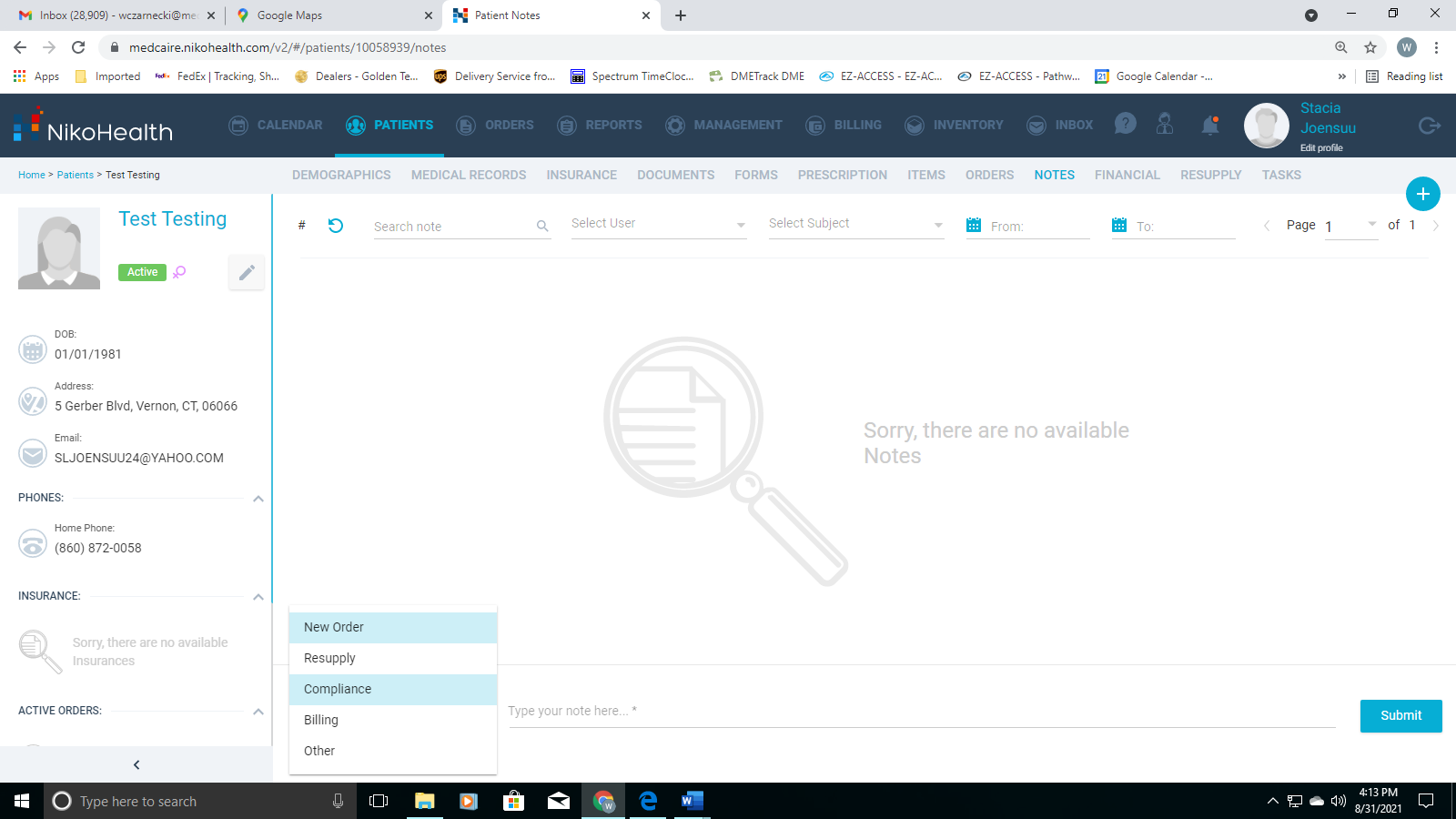
Description automatically generated with medium confidence

5 Use the drop down labeled "Select Subject", This is the reason for your note.

Graphical user interface, text, application

Description automatically generated

6 Choose your appropriate subject for the note your entering. If you’re not sure select “Other”



7 Create your note

Graphical user interface, text, application

Description automatically generated

8 Select the blue "Submit" button so the note is saved to the patient's file

Graphical user interface, text, application, email

Description automatically generated

You should see your note in the patient’s file and your done.