# Create Activity Types for Case Note Templates

The **Activity Type** in Case Notes may refer to the type of visit or the purpose of the visit.

1. Click on the **Manage Activity Type** link beside the Case Note Template option from the **Admin** tab.
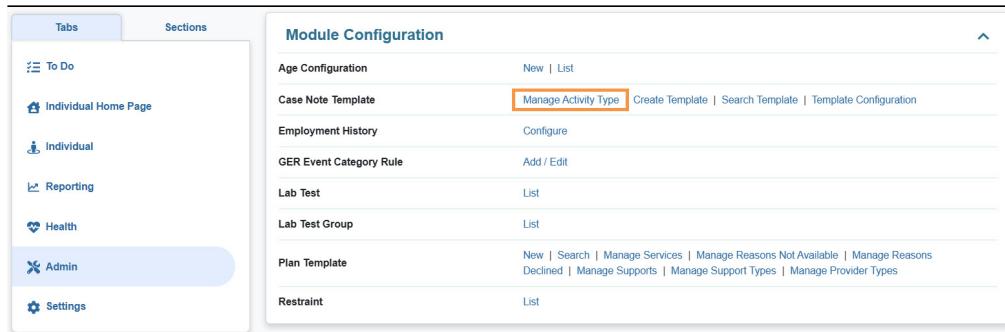
2. On the **Manage Activity Type** page, enter a name in the 'Activity Type' field and click on the **Create** button. An Activity Type cannot be edited or deleted once it is created.
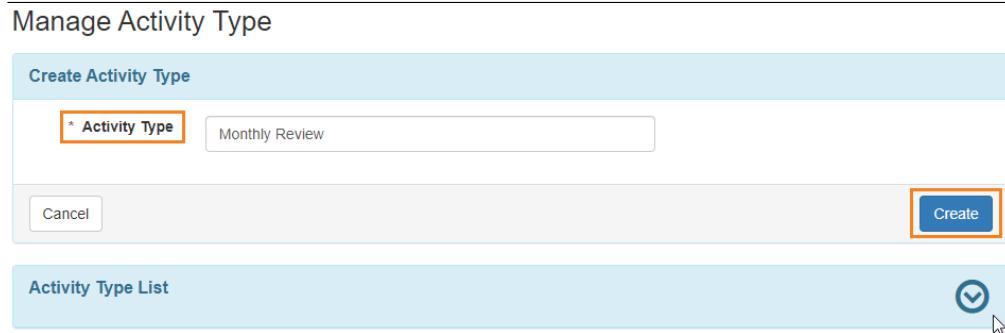
Clicking on the arrow beside the **'Activity Type List'** section will expand the list of saved Activity Types.
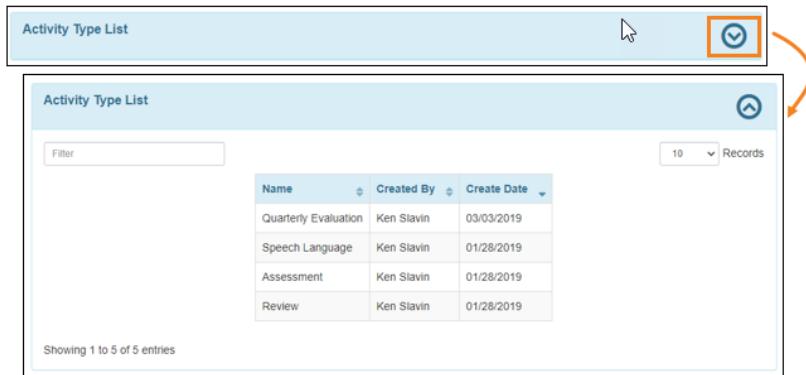
Notes: Once locations and activity types have been added they will be available when creating case note templates.