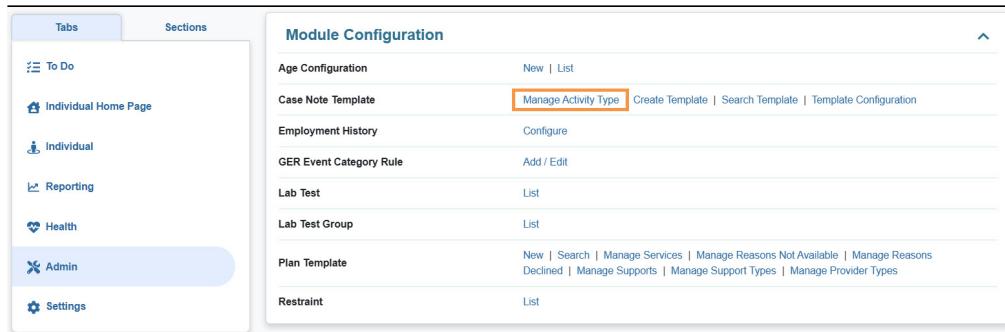


Create Activity Types for Case Note Templates

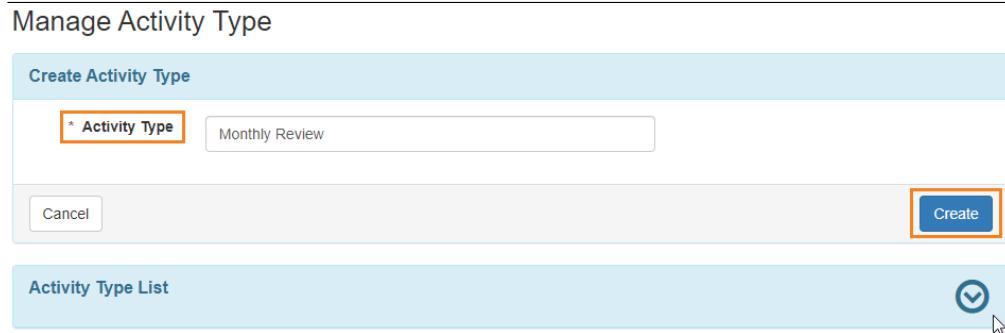
The **Activity Type** in Case Notes may refer to the type of visit or the purpose of the visit.

1. Click on the **Manage Activity Type** link beside the Case Note Template option from the **Admin** tab.



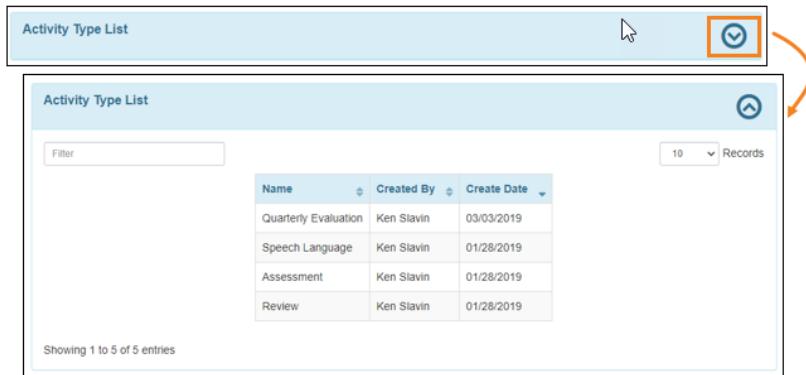
The screenshot shows the 'Module Configuration' section of the Admin tab. The 'Case Note Template' row contains a 'Manage Activity Type' link, which is highlighted with a red box. Other links in the row include 'Create Template', 'Search Template', and 'Template Configuration'.

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.



The screenshot shows the 'Create Activity Type' form. The 'Activity Type' field is highlighted with a red box and contains the value 'Monthly Review'. The 'Create' button is also highlighted with a red box. The 'Cancel' button is located to the left of the 'Create' button.

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.