Add Note Type
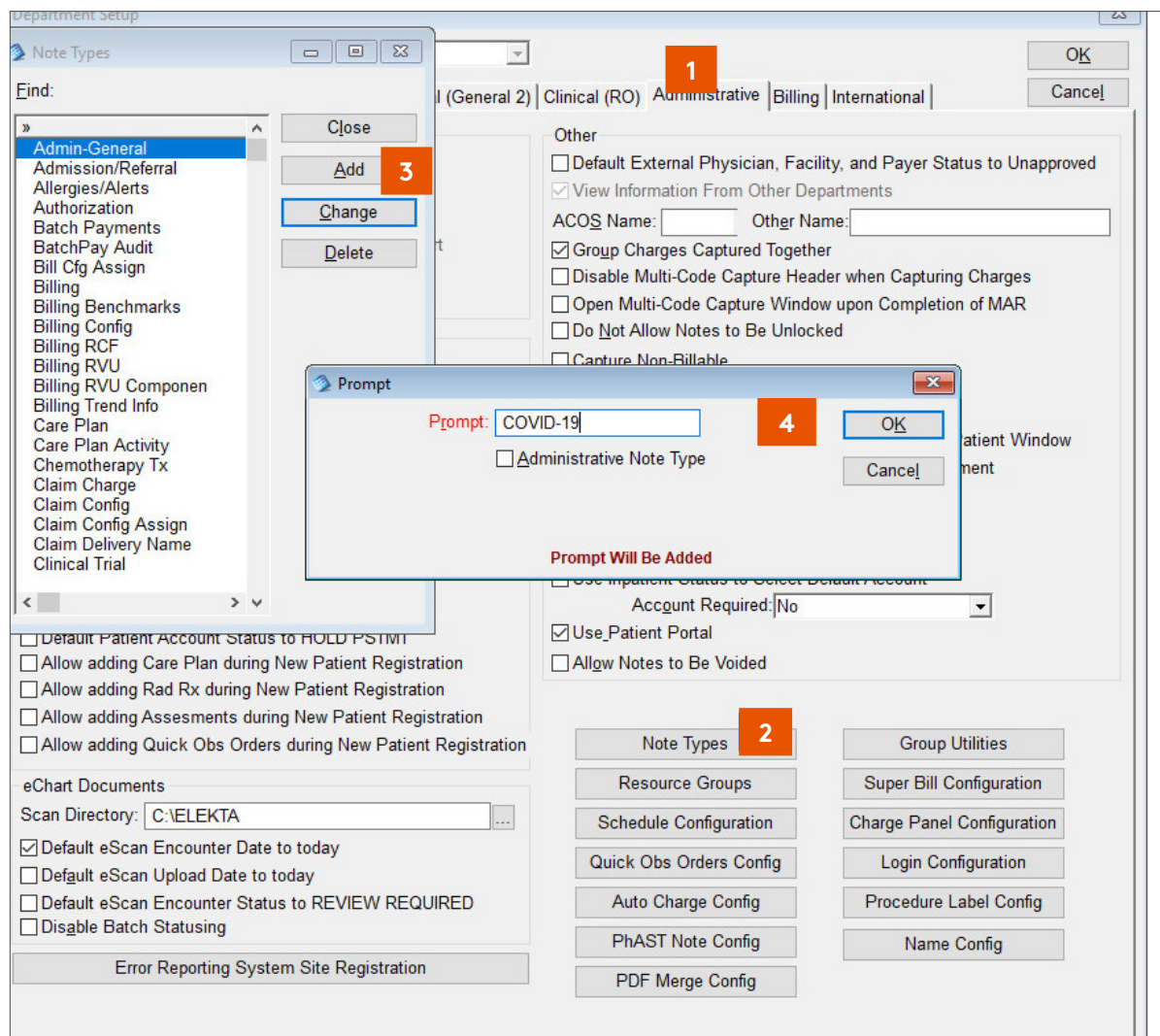
Add a dedicated Note type

Click **File > System Utilities > Department Setup**

1) Click the **Administrative** tab
2) Click **Note Types**
3) **Add**
4) Name Note type in **Prompt** box