

Introduction

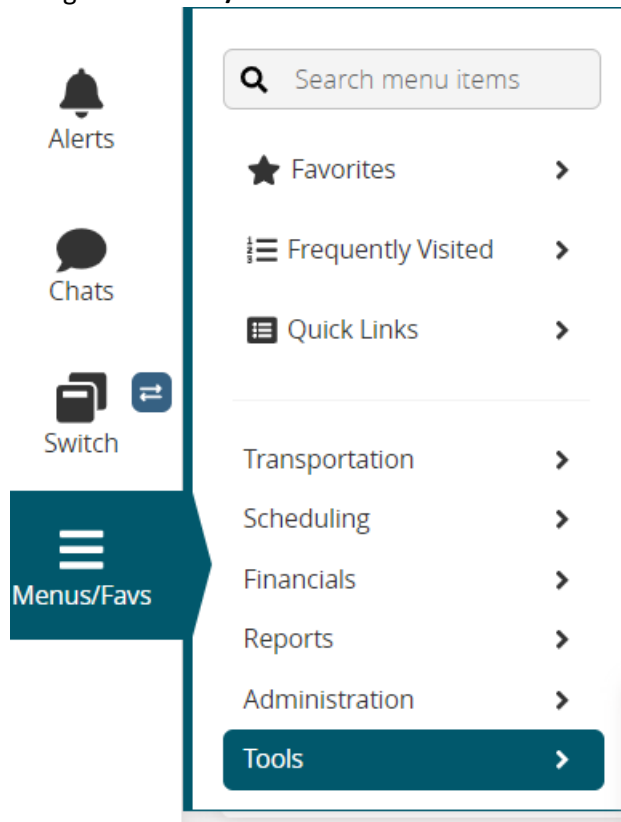
This document provides a quick guide on how to create an alert for Soft Appointments that need to be confirmed in ONE Network.

Setup Alert for Soft Appointments

1. Log in to the ONE system.

The NEO dashboard screen displays. Different users may have different dashboards as well as their own customized dashboards.

2. Navigate to **Menu/Favs** → **Tools**



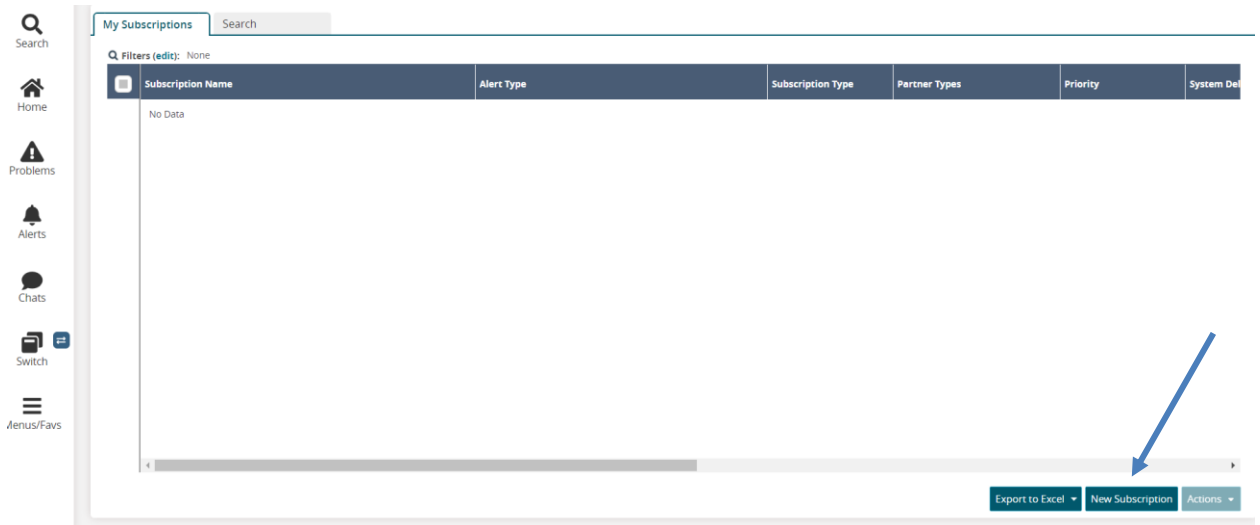
3. Navigate to **Tools** → **Alert Subscriptions**



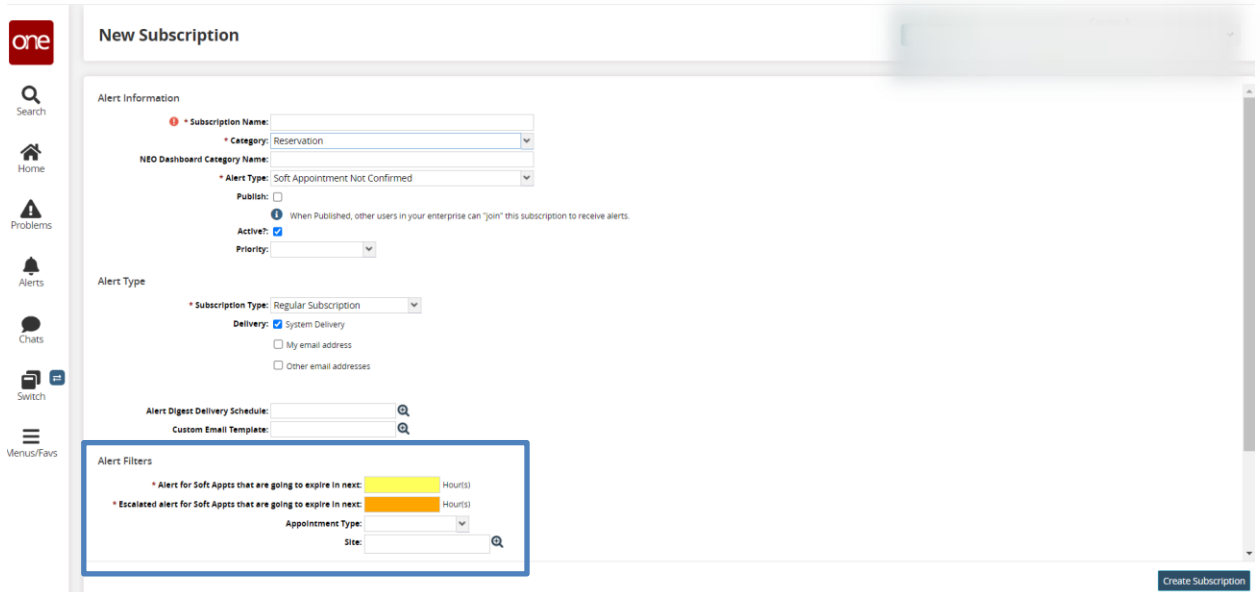
4. Select **Alert Subscriptions**

Alert subscription page will open

5. Click on the New Subscriptions button as seen below.



6. Set the desired hours for the alert filters as shown below.



7. Click on create subscription.