

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**



Alerts Subscriptions

4. Select Alert Subscriptions

Alert subscription page will open

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

Q	My Subscriptions Search									
Search	Q Filters (edit): None									
*	Subscription Name	Alert Type	Subscription Type	Partner Types	Priority	System Del				
Home	No Data									
Problems										
Alerts										
Chats										
Switch						/				
Menus/Favs										
				Export to Exc	el 👻 New Subscription	Actions 👻				

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

one	New Subscription		
Q Search	Alert Information * Subscription Name: * Category: Description		Î
A Home	NEO Dashboard Category Name * Aler Type: [Of Appointment Not Confirmed		
Problems	When Published, other users in your enterprise can "join" this subscription to receive alerts. Actives: 2 Execute: 2		
Alerts	Alert Type		
Chats	- seven rijver in rijver, in regulani Salosu ljuburi in Belivery: E sjete blivery ☐ My email address		- 1
Switch	Other enail addresses		- 1
Menus/Favs	Custom Email Template: Q		
	Alert Filters * Alert for 5oft Appts that are going to expire in next: # Escalated alert for 5oft Appts that are going to expire in next: Appointment Type: Site: Q		
		Crea	▼ ate Subscription

7. Click on create subscription.