

# Confirming Soft Appointments

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Quick Guide

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# 1. Confirming Soft Appointments

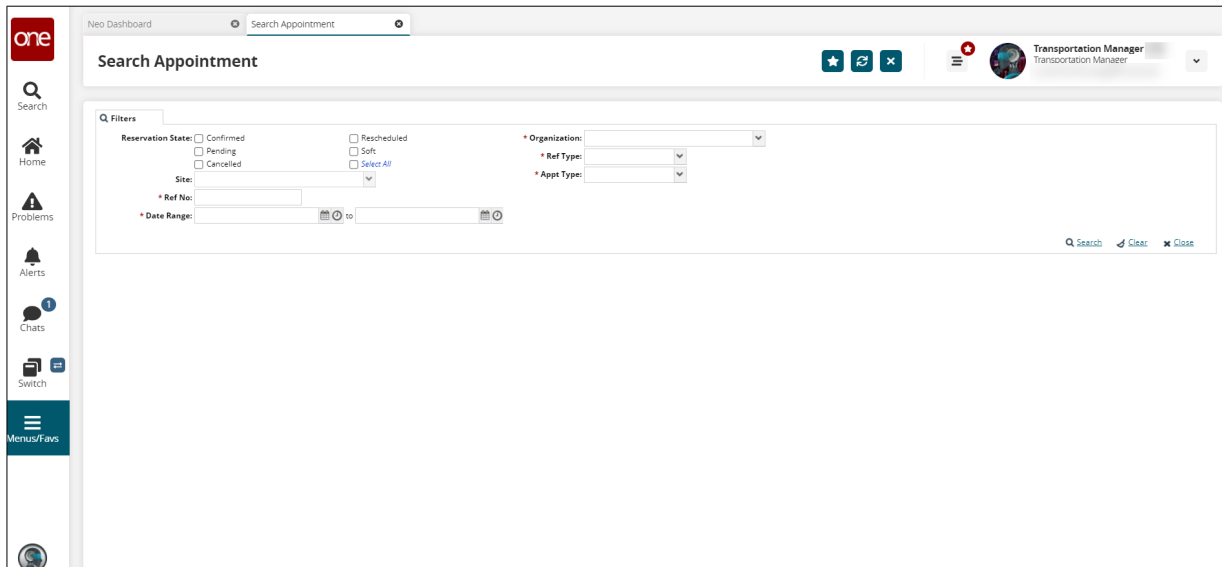
You can confirm a soft appointment from the appointment tab. For this example, we are viewing the View Live Delivery Appointment tab.

**Complete the following steps to confirm a soft appointment:**

1. Click **Menus/Favs > Scheduling > Search Appointment**.

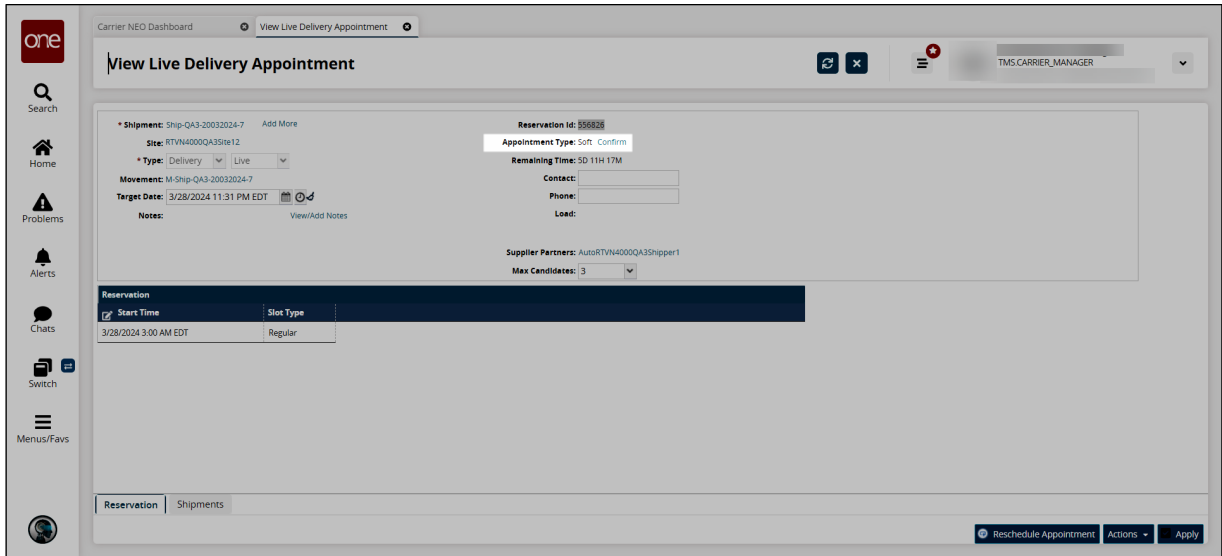
In NEO UI, users can click the Menus/Favs icon on the left sidebar and type in the name of the screen in the menu search bar. For more information, see "Using the Menu Search Bar."

The Search Appointment screen displays with the filter parameters displayed.



2. Enter the required filter parameters, as denoted by an asterisk, and select the **Soft** option for the **Reservation State** filter. See the "Searching Appointments" section in the *NEO Online Help* for more information.
3. Click the **Search** link.  
The appointments matching the search criteria display.

- Click the **Delivery Confirmation No.** link.  
The View Live Delivery Appointment tab displays.



- Click the **Confirm** link.  
A success message displays, and the appointment type changes to Confirmed.