

JUST Connect

Create an Appointment – ACCSO for Family and Friends

The screenshot shows the 'Create Appointment' form for a 'Family and Friend' appointment. The appointment is for 'GREEN, Brett - John Morony CC'. The appointment type is 'Family and Friend' and the mode is 'Video'. The appointment is scheduled for 06/04/2018 from 12:15 pm to 12:45 pm. The attendees list includes 'GREEN, Brett' (Correctional Inmate, John Morony CC) and 'REID, Jackie' (Family/Friend, Bourke Court). The appointment notes section is empty. The bottom of the form shows a calendar grid for Friday, 06 April, with a green shaded area from 12:15 pm to 12:45 pm.

Creating a 'Professional Appointment'

ACCSOs can create appointments on behalf of family and friends for a person in custody. All appointments made by ACCSO will be in a pending status, until they have been accepted or rejected by a Correctional Service Officer.

The existing application and approval process for Family visits and requesting VINs remains the same and is completed prior to the JUST Connect appointment request process.

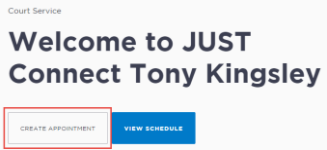
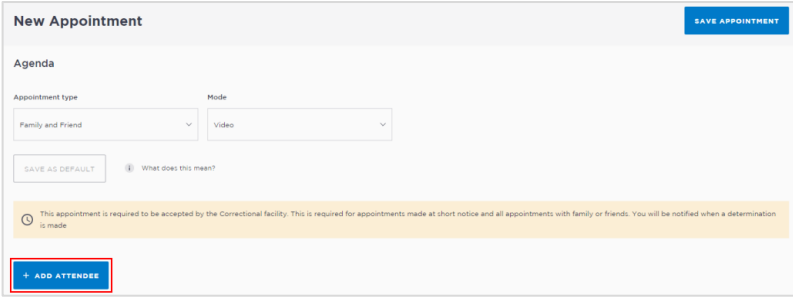
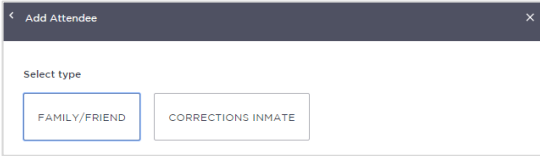
A Family and Friend appointment:

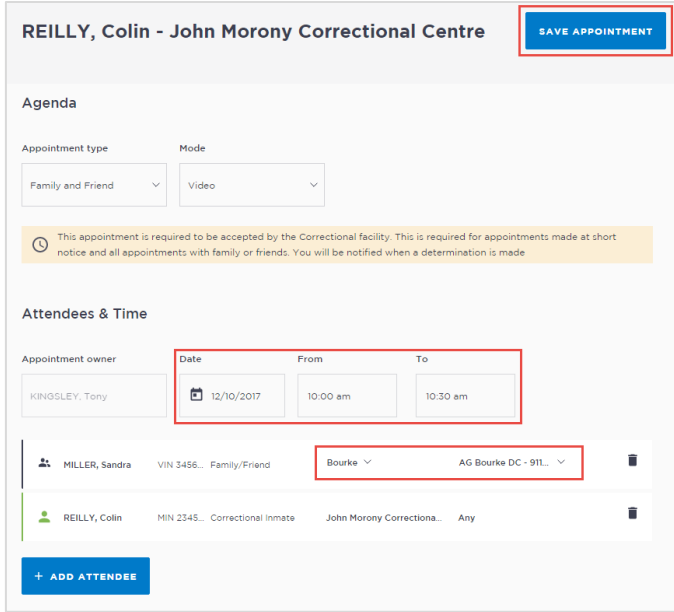
- Can only include one person in custody.
- Can Include up to four previously approved adults and four previously approved family members/friends
- Requires each attendee to be added as a Guest attendee (unless previously added as a guest attendee)

The screenshot shows the 'Appointment List' view for Bourke. The view is for the week of 09 - 15 Oct 2017. The appointment list shows three appointments: 'AG Bourke DC - 91129', 'AG Bourke P51 - 91131', and 'AG Bourke RW1 - 91130'. The calendar grid shows the days of the week from Monday 09 to Sunday 15. The location is set to Bourke.

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Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click Create Appointment 
3	The <i>New Appointment</i> screen displays. Complete the <i>Agenda</i> details by selecting the Appointment Type as Family and Friends , and the Mode (either Video or Phone). Click Add Attendee . 
4	The <i>Add Attendee</i> pop-up displays. Select the Type of attendee. Note that attendees can be added to the appointment in any order. If you select an Correctional inmate, you will then need to enter either their MIN number. 

Step	Action
5	The attendee has been added. Click Add Attendee until you have added all attendees to the appointment. Select the Date and complete the From and To time fields. The system will automatically assign a room. Edit the location or room number for the professional as required by selecting the arrow beside the default location. 
6	If required, enter any appointment notes into the Appointment Notes field. These will be visible to all attendees and noted on the appointment reminders. Once you have completed all the details, click Save Appointment . The appointment will now display in the schedule. Professional and family and friend attendees will be notified of the appointment by email.