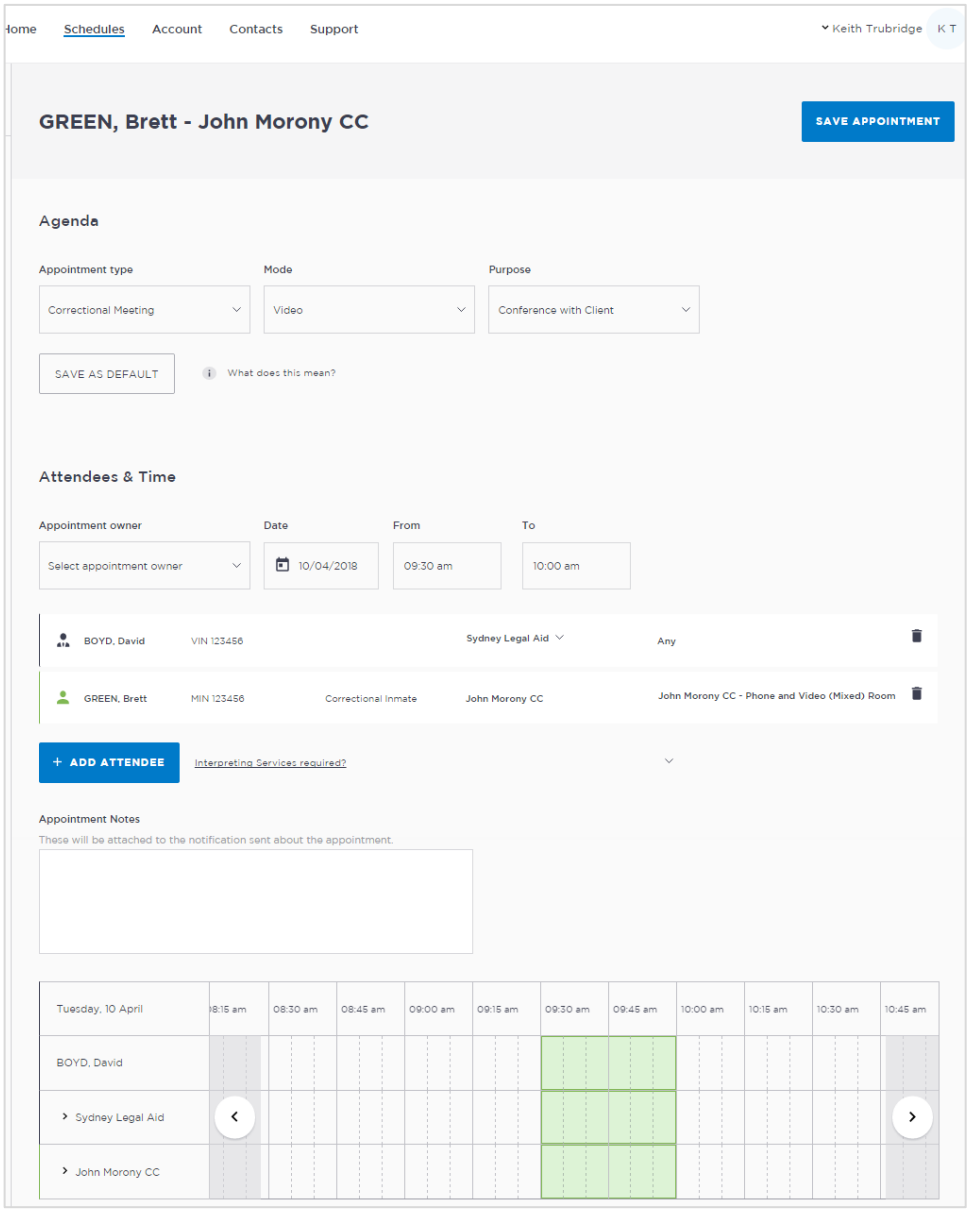
JUST Connect

Create an Appointment – Corrective Services AVL Officer



Creating a 'Professional Appointment'

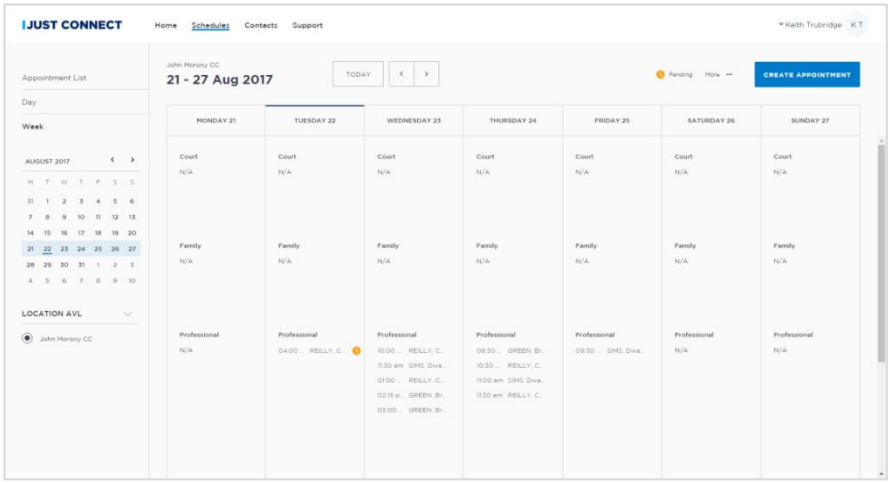
Corrective Services Officers who manage AVL appointments make professional appointments for legal professionals or health professionals to connect with a person in-custody.

Professional appointments in JUST Connect include three appointment types:

- Correctional Meetings
- Correctional Assessments
- Peer to Peer (option to book the AVL room however it doesn't require an inmate, and may or may not use the AVL equipment. Examples include meetings, training or interviews)
- Compassionate Visits

Appointments requested greater than one business day in advance will be automatically scheduled by JUST Connect. Appointments for next business day requested before 3pm will be automatically scheduled by JUST Connect. Appointments for next business day requested after 3pm or appointments requested for the same business day, are considered last minute requests and will NOT be automatically scheduled. These requests will be in 'Pending' status and require a Correctional Services Officer or Juvenile Justice Officer to review and then Accept or Decline the appointment.

Refer to the steps on the following page to create an appointment as a Corrective Services Officer.



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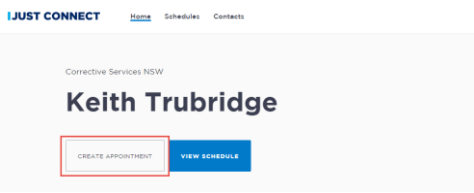
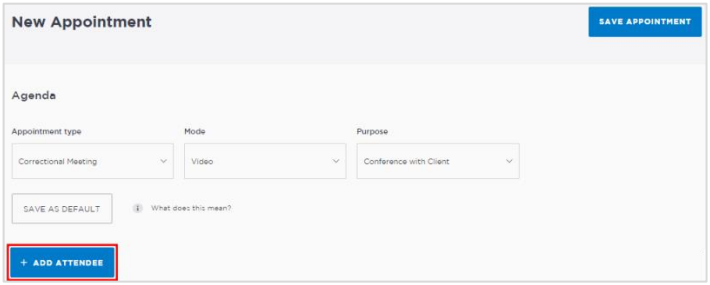
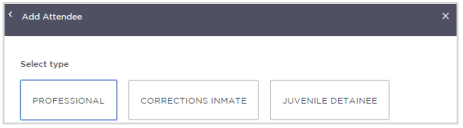
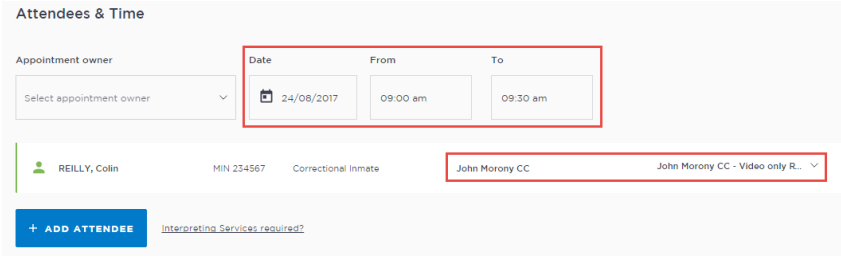
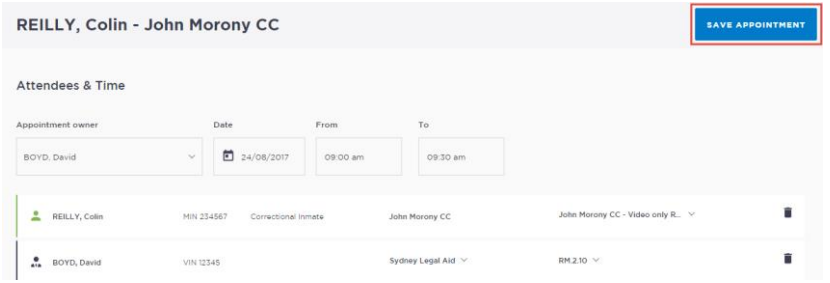
Step	Action
1	You may automatically be logged into JUST Connect when you log into your PC for the day. If not, log in using your email address and network password.
2	From the Home page, click **Create Appointment** 
3	The *New Appointment* screen displays. Complete the *Agenda* details by selecting the **Appointment Type**, **Mode** (either Video or Phone), and the **Purpose.** Click **Add Attendee**. 
4	The *Add Attendee* pop-up displays. Select the Type of attendee. Note that attendees can be added to the appointment in any order. If you select an Inmate or Detainee, you will then need to enter either their MIN number or CIMS number, and select the in-custody person from the search results onscreen. 

Step	Action
5	The attendee has been added. Add additional attendees as required by clicking **Add Attendee**. The appointment owner will automatically be populated when a Professional has been added to the appointment. Select a different appointment owner (professional) from the drop down list if required. By default, the system will automatically assign a date, time and room number. Adjust these by clicking the **Date, From, To** and **location** fields as necessary. 
6	If required, enter any appointment notes into the **Appointment Notes** field. These will be visible to all attendees and noted on the apointment reminders. Once you have completed all the details, click **Save Appointment.** The appointment will now display in the schedule (it may display as 'Pending' if it's short notice). As an officer that organises AVL you will be able to see all appointments at your assigned locations, whether you have created them or not. Professional attendees will be notified of the appointment by email