

# JUST Connect

## Create an Appointment – Corrective Services AVL Officer

The screenshot shows the 'Create Appointment' form for a professional appointment. The header includes navigation links (Home, Schedules, Account, Contacts, Support) and the user's name (Keith Trubridge). The appointment is for 'GREEN, Brett - John Morony CC'. A 'SAVE APPOINTMENT' button is visible in the top right.

**Agenda**

Appointment type: Correctional Meeting  
Mode: Video  
Purpose: Conference with Client

Buttons: SAVE AS DEFAULT, What does this mean?

**Attendees & Time**

Appointment owner: Select appointment owner  
Date: 10/04/2018  
From: 09:30 am  
To: 10:00 am

Name	ID	Role	Location	Room
BOYD, David	VIN 123456	Sydney Legal Aid	Any	
GREEN, Brett	MIN 123456	Correctional Inmate	John Morony CC	John Morony CC - Phone and Video (Mixed) Room

+ ADD ATTENDEE [Interpreting Services required?](#)

**Appointment Notes**

These will be attached to the notification sent about the appointment.

Day	8:15 am	08:30 am	08:45 am	09:00 am	09:15 am	09:30 am	09:45 am	10:00 am	10:15 am	10:30 am	10:45 am
Tuesday, 10 April											
BOYD, David											
Sydney Legal Aid											
John Morony CC											

### 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.

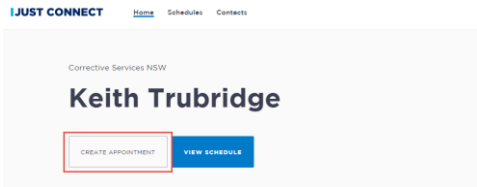
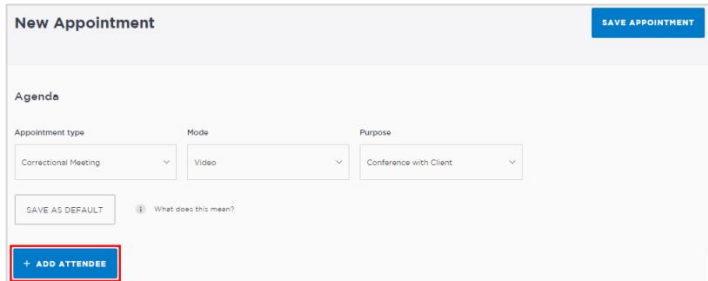
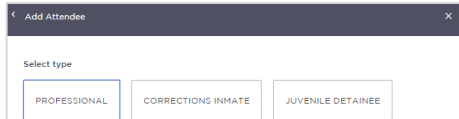
Refer to the steps on the following page to create an appointment as a Corrective Services Officer.

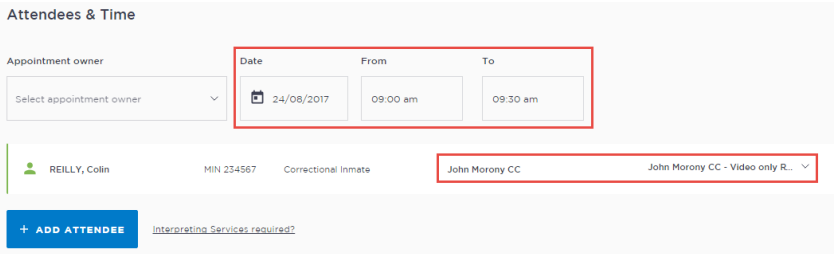
The screenshot shows the 'Appointment List' calendar view for the week of 21-27 Aug 2017. The user is logged in as Keith Trubridge. The calendar shows appointments for 'John Morony CC' under the 'Professional' location. Appointments are scheduled for Tuesday 22nd, Wednesday 23rd, Thursday 24th, and Friday 25th, all from 09:30 am to 10:00 am. The status is 'Pending'.

Day	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25	Saturday 26	Sunday 27
Court	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Family	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Professional	N/A	09:30 - RELLY, C.	10:00 - RELLY, C.	09:30 - GREEN, B.	09:30 - SHG, Div.	N/A	N/A

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## Create an Appointment – Corrective Services AVL Officer

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 <b>Create Appointment</b> 
3	The <i>New Appointment</i> screen displays. Complete the <i>Agenda</i> details by selecting the <b>Appointment Type</b> , <b>Mode</b> (either Video or Phone), and the <b>Purpose</b> . Click <b>Add Attendee</b> . 
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 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 <b>Add Attendee</b> . 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 <b>Date</b> , <b>From</b> , <b>To</b> and <b>location</b> fields as necessary. 
6	If required, enter any appointment notes into the <b>Appointment Notes</b> field. These will be visible to all attendees and noted on the appointment reminders. Once you have completed all the details, click <b>Save Appointment</b> . 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 