

# JUST Connect

## Create an Appointment – Juvenile Justice AVL Officer

The screenshot shows the 'Create Appointment' form for 'BARBER, Reuben - Frank Baxter JJC'. The form includes a 'SAVE APPOINTMENT' button, an 'Agenda' section with dropdowns for 'Appointment type' (Correctional Meeting), 'Mode' (Video), and 'Purpose' (Conference with Client), and an 'Attendees & Time' section. The appointment is set for 11/04/2018 from 10:45 am to 11:15 am. Attendees listed include BOYD, David (VIN 123456, Sydney Legal Aid) and BARBER, Reuben (CIMS 1234567, Juvenile Detainee, Frank Baxter JJC). There is an 'ADD ATTENDEE' button and an 'Appointment Notes' section.

### Creating a 'Professional Appointment'

Juvenile Justice 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 without a detainee, and may or may not use the AVL equipment. Examples include meetings, training or interviews)

### Appointment Status:

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.

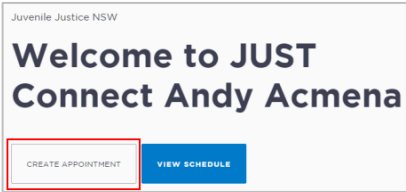
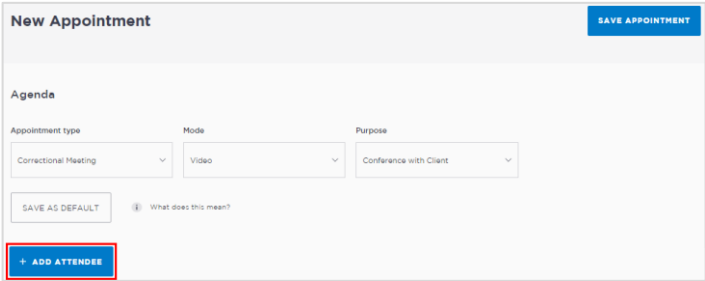
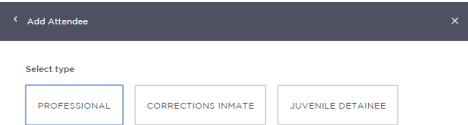
Appointments for next business day requested **after 3pm** or appointments requested for the same business day, are considered last minute requests and will NOT be automatically scheduled. These requests will be in 'Pending' status and require a Juvenile Justice Officer to review and then Accept or Decline the appointment.

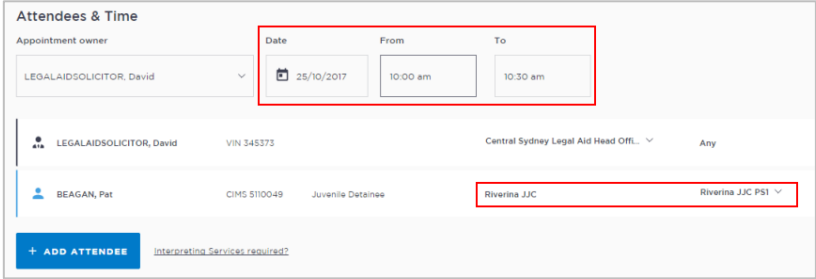
Refer to the steps on the following page to create an appointment as a Juvenile Justice Officer.

The screenshot shows the 'Appointment List' calendar view for 'John Henry CC' for the week of 21-27 Aug 2017. The calendar displays appointments for Court, Family, and Professional categories. A 'Pending' status is indicated by a yellow dot. The 'CREATE APPOINTMENT' button is visible in the top right corner.

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## Create an Appointment – Juvenile Justice 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 a Juvenile Detainee, you will then need to their enter CIMS number, and select the in-custody person from the search results onscreen. 

Step	Action
5	The first attendee has been added as a detainee. To add additional attendees (eg professional) click <b>Add Attendee</b> , select Professional, enter their VIN or CIMS number and select from the search results. 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. 