# **JUST Connect**

## **Create an Appointment – ACCSO for Family and Friends**

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### **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)

Velcome to JUST Connect	Bourke 09 - 15 Oct 201	7 TO	DAY	>		① Icon Glo	ssary CREAT	E APPOINTMEN
Appointment List		MONDAY 09	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13	SATURDAY 14	SUNDAY 15
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# **JUST Connect**

## **Create an Appointment – ACCSO for Family and Friends**

Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click Create Appointment Welcome to JUST Connect Tony Kingsley
3	The New Appointment screen displays. Complete the Agenda details by selecting the Appointment Type as Family and Friends, and the Mode (either Video or Phone). Click Add Attendee.
4	The seaseful required to be accepted by the Constituent facility. The targeture for appartments indicated all appendixments with firely or france. The value and the accepted by the Constituent facility. The targeture for appartments in the target at the transmission of the seaseful and the seaseful at the seasefu
	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.

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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. Professional and family and friend attendees will be notified of the appointment by email.