

Courts (Custody) Reconciliation List

User Guide

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Aim

The aim of this user guide is to provide you with information and knowledge on how to use the JUST Connect system to manage the Reconciliation List.

Objectives

At the end of this session participants will be able to:

- Log in and navigate JUST Connect
- Operate and manage the digital Reconciliation List
- Manage reconciliations
- Generate reports
- Know where to find support material and contacts

What is JUST Connect?

JUST Connect is a web-based system enabling video conferencing collaboration, coordination and connection across the Department of Justice.

JUST Connect will enable booking of video and telephone sessions, professional interviews, visits, meetings, conferences and booked court appearances (for Supreme Court arraignments and NCAT), as well as the management of digital custody lists management for court appearances.

Who uses JUST Connect?

JUST Connect now has over 10,000 profiles; this includes users from Legal Aid, Corrective Services, Juvenile Justice, Courts and Tribunals, State Parole Authority, Supreme Court (arraignments), NCAT (Guardianship Division), Aboriginal Service Unit (ACCSO), Aboriginal Legal Service and Private legal and medical professionals. Upcoming releases may see more users receive access to JUST Connect as well as the roll out of additional functionality and enhancements for both AVL bookings and custody list management.

How will JUST Connect impact my role

Registry Staff and Court Officers will now be able to electronically manage the daily custody Reconciliation List by having person in-custody information pre-populated and the ability to add fresh matters in real time to be viewed by other staff. This will eliminate the need to manually prepare the daily custody Reconciliation List.

Registry Staff can use JUST Connect outside the court room to:

- Prepare the daily custody Reconciliation List
- Updated the Reconciliation List throughout the day as tasks are completed
- Add additional fresh custody as required
- Finalise end of day Reconciliation List

Court Officers can use JUST Connect inside the court room to:

- Update the Reconciliation List as outcomes are completed
- View additional fresh custodies added by the registry

Court Registries will continue to receive the daily emailed custody list, in addition to the digital version on JUST Connect.

Corrective Services at this stage will not utilise the Reconciliation List. The Reconciliation List is for internal use within the Court registries only.

Login and View the Reconciliation List

System requirements

JUST Connect is only supported by the following web browsers:

- Google Chrome v56 or above
- Internet explorer v11 or above



Logging on to JUST Connect

Go to the JUST Connect log in page

Non-Citrix users: Click or copy the below link into Google Chrome Link: <u>https://justconnect.justice.nsw.gov.au</u>

Citrix users: Click the yellow icon 9 installed on your desktop

Logging into JUST Connect

Registry or Court Staff using JUST Connect will have a single sign on. This means when you log into a Justice network PC for the day, you will automatically be logged into JUST Connect as well.

If a Court Officer is logged out of JUST Connect for any reason, the login details will be your Justice email address (as the user name) and your network password as your JUST Connect password.

If a password needs to be reset, you should contact DTS service desk on (02) 8688 1111 (or 81111) – then choose option 3.

Viewing the Reconciliation List

The Reconciliation List page is used by Registry or Court Staff during court sessions to manage inmates and detainees appearing in court. Data for the Reconciliation List page is retrieved from Correctional Services (OIMS), and Juvenile Justice (CIMS) each morning, at approximately 5am.

To view the Reconciliation List page in JUST Connect, Registry or Court Staff will need to:

Step	Action
1	Log into JUST Connect, and then select the Custody List page at the top of the screen.
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2	The <i>Custody List</i> page displays: Select your location only from the drop down list . Note that if you have only one location assigned to your profile, this will display by default. Where Schedules Custody List Account Contacts Support
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Managing the Reconciliation List

Reconciliation List Overview

The Reconciliation List page has several columns, which can be sorted using the arrows at the top of selected columns.

Cust	ody List	Reconciliation List											
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	MATS, Jay	2019/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		1

The data in each column is outlined below.

Column:	Description:
Name	The name of the person in-custody who has a court appearance at your nominated location.
Case number	The case number being dealt with during the day's court session.
Jurisdiction	Lists the court jurisdiction the matter is being heard in, for example Local Court or District Court.
Туре	The type of attendance by the person in-custody.
Mode	Identifies whether the session will take place by video, cells (docs) or by phone. Note if the appearance type is any other value then it will be set to 'Other'.
Custodial Authority Email	The email address of the Correctional Centre or Juvenile Detention centre where warrants and/or control orders are to be sent
Outcomed	The initials of the person who has outcomed the matters in JusticeLink are to be entered in the text field.
	Note: If there are two persons with the same initials then whole name can be typed into the field.

Column:	Description:
Checked	The initials of the authorised officer checking and signing the order.
	Note: The authorised officer checking and signing must not be the same person who entered the result in JusticeLink (with the exception of one person court locations)
Scanned/Emailed	The initials of the person who has scanned and emailed the order to the correctional centre.
Comments/ Information	Any additional comments or information relating to the matter can be made in the text field.

Viewing multiple cases

If a person in-custody is appearing for several cases within the same jurisdiction, only one case number will display alongside their name.

To view multiple cases relating to the person in-custody click the > arrow next to their name:

Cust	ody List <u>Reconc</u>	iliation List											
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This will expand the view:

Managing the Reconciliation List

Entering information

The daily custody Reconciliation List is a 'live' document and must be updated throughout the day to reflect:

- custodial matters finalised by the court •
- JusticeLink outcomes recorded •
- documents transmitted to custodial agencies (including remand warrants, sentence • warrants, control orders, non-custodial orders made for persons appearing in custody).

The list must be updated electronically, using JUST Connect, with the time certain tasks are completed and the initials of the registry officers completing relevant tasks.



- all columns in the Reconciliation List are editable until the list is finalised
- more than one user can access the Reconciliation List at any time •
- the Reconciliation List will automatically save when edited to be viewed by others in real time

To enter information in the Reconciliation List page, Registry or Court Staff will need to:

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3	Once a matter has been outcomed in JusticeLink the initials of the Court/Registry officer and time should be entered.													
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Step	Action												
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	Name 🗢	Case No. 🗢	Jurisdiction 🗢	Type 🗢	Mode 🗢	Custodial Authority Email 🗘	Outcomed 🗘		Checked 🕏	Scanned/ Emailed \$		Comments/ Information 🗘	
	SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		Ŧ
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm		î.
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Editing a Custody item

To edit a custody item click into the required field under any of the columns (with the exception of the Mode column).

Once the new information is entered the Reconciliation List will automatically save.

The mode column has a drop down menu for a new selection:

istody List	Reconciliation List											
										EXPORT	TO EXCEL	FINALISE
Name 🗘	Case No. 🗘	Jurisdiction 🗢	Type 🗘	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🕏		Checked 🕏	Scanned/ Emailed \$		Comments/	
BROW, Matt	2017/000000	Local Court	REMAW	Video $ \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! $	test@email.com	Initials	Time	Initials	Initials	Time		î
SLO, Rob	2017/000000	Local Court	S77OR	Video		Initials	Time	Initials	Initials	Time		
				Cells		Initials	Time	Initials	Initials	Time		î
				Phone								
					•							6



NOTE All columns in the Reconciliation List are editable until the list is finalised.

Adding a Fresh Custody

To add a fresh custody in the Reconciliation List page, registry or court staff will need to:

Step	Action											
1	Navigate to	the Rec	onciliatio	on List.								
	NS	W	Home	Schedules	Cu	stody List	Account	Cont	acts	Support		
	Wednesd	ay, May	01									
	My location Ce	ntral Court 🗡 i	n Sydney Cei	ntral 1 🗸 foi	r Local C	Court 🗸						
	Custody List	Reconci	liation List									
2	Click on the	e + locate	ed at the	bottom	n righ	t hand s	ide of th	ne Re	conci	liation	List.	
	Custody List <u>Reco</u>	nciliation List										
											EXPORT TO EXCEL	INALISE
	Name 🗘	Case No. 🖨	Jurisdiction 🗘	Туре 🗘	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🗘		Checked 🗘	Scanned/ Emailed 🗢	Comments/	
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time	T
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	SLO, Rob	2017/000000	Local Court	S77OR								
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Deleting a Custody item

If a custody item is no longer required on the Reconciliation List ie: error on list it can be deleted.

To delete a custody item you must provide a reason in the comment field.

The custody item will remain in the Reconciliation List for auditing purposes.

To delete a custody item in the Reconciliation List page, registry or court staff will need to:

	Action											
1	Navigate to	o the Reco	onciliatio	on List.								
			Home	Schedule	s <u>Cus</u>	ody List	Account	Cont	acts	Support		
	Wednesc	lay, May	01									
	My location c	entral Court 🗡 İr	າ Sydney Cen	ıtral1∨fc	or Local Co	purt \vee						
	<u>Custodv List</u>	Reconcil	iation List]								
2	Locate the	person in	custody	y from	the lis	t.						
	Click in the		nts/Info	rmatio	on field	to ent	er reaso	n for	deleti	na cu	istodv	item ie:
	Error in list			man				11101	aciet	ng oo	lotody	nonn io.
	Custody List Rec	conciliation List										
											EXPORT	TO EXCEL
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	SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time	
	GREEN, Brett	2018/000000	Local Court	REMAW								
		1 .			Cells V	test@email.com	Initials	Time	Initials	Initials	Time	Error in list
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ep	Action												
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	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	WT	03:15 pm	LW	WJ	03:30 pm		

Exporting to excel

The Reconciliation List is available in an excel spread-sheet. At any stage the Reconciliation List can be exported into excel.

To export to an excel spread-sheet click Export to Excel button

Custody List	Reconciliation List											
										EXPORT T	O EXCEL	FINALISE
Name 🖨	Case No. 🗢	Jurisdiction 🗢	Type 🗢	Mode 🗢	Custodial Authority Email 🗢	Outcomed \$		Checked 🗘	Scanned/ Emailed \$		Comments/	
SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸		Initials	Time	Initials	Initials	Time	information •	

This will generate an excel spreadsheet:

	А	В	С	D	E	F	G	Н	1	J	K	L	М	N
1	This docur	ment must	be retaine	ed for audi	ting purpo	ses.								
2	Name	Case Num	Jurisdictio	Туре	Mode	Custodial	Outcomed	Outcomed	Checked E	Scanned/	Scanned/I	Comment	Finalised	Active
3	SLO, Rob	2017/0000	Local Cour	S77OR	Other	test@ema	il.com							TRUE
4	GREEN, Br	2018/0000	Local Cour	REMAW	Cells	test@ema	il.com					Error in lis	t	TRUE
5	BROW, Ma	2017/0000	Local Cour	REMAW	Video	test@ema	WT	3:15 PM	WJ	WJ	3:30 PM			TRUE
6														

The Active column will display true if the custody item has not been deleted.



If you select the print idocument

icon located top right of the screen it will generate a PDF

End of day finalising

All entries in the Reconciliation list must be completed for the list to be finalised or an error will appear and not allow you to finalise the list. There will appear red lines where the information is missing and to be completed.

Custo	dy List <u>Reconci</u>	liation List									-	ORT TO EXCEL
					Validation Err	or		-			EAP	PINALISE
	Name 🕏	Case No. 🗢	Jurisdiction 🖨	Туре 🕏	All mandatory finalised.	/ fields need to be completed befo	re this list can be		Checked 🖨	Scanned/ Emailed \$		Comments/ Information \$
	AMIRI, Abdul	2018/00286407	Local Court	S77OR			ок	10:00 am	WR	RG	10:15 am	1
	AMIRI, Abdul	2019/00024858	Local Court	REMAW				Time				1
	KARANOUH, Mahmoud	2019/00127895	Local Court	REMAW	Video 🗸	ssa@justice.nsw.gov.au	LR	10:15 am	WR	RG	10:30 am	
	TAYLOR, Derrin	2019/00061163	Local Court	REMAW	Video \checkmark	ssa@justice.nsw.gov.au	LR	10:30 am	WR	RG	10:45 am	
	TAYLOR, Derrin	2019/00089131	Local Court	REMAW	Video 🗸							

Once all lines have been completed and at the conclusion of the day a reconciliation of the paperwork must be completed with custodial authorities. The registry officer(s) carrying out the reconciliation must finalise the list within JUST Connect.

Click Finalise button

Custody List Rec	conciliation List										
										EXPORT TO EXCEL	FINALISE
Name 🗘	Case No. 🗢	Jurisdiction 🖨	Туре 🗘	Mode 🗢	Custodial Authority Email 🗘	Outcomed 🗘		Checked 🗢	Scanned/ Emailed \$	Comments/ Information 🗢	
BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm	1
SLO, Rob	2017/000000	Local Court	S77OR	Other \vee	test@email.com	WT	04:45 pm	WJ	WJ	04:30 pm	1
GREEN, Brett	2018/000000	Local Court	REMAW	Cells 🗸	test@email.com	WT	04:30 pm	W/I	WJ	04:30 pm	1

The following warning message will appear:



Click Yes if you wish to continue.

The name of the registry officer that finalised the Reconciliation List will appear and the list will no longer be editable.

stody List	econciliation List										
								I	EXPORT TO EXCE	EL	Finalised By: Carla Pinacolada
Name 🗘	Case No. 🗢	Jurisdiction 🗢	Туре 🗢	Mode 🗘	Custodial Authority Email 🗢	Outcomed \$		Checked 🗘	Scanned/ Emailed \$		Comments/ Information 🗢
BROW, Matt	2017/000000	Local Court	REMAW	Vid	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm	ĩ
SLO, Rob		Local Court	S77OR		test@email.com		04:45 pm			04:30 pm	ĩ
GREEN, Brett	2018/000000	Local Court	REMAW	Ce	test@email.com	WT	04:30 pm	WJ	WJ	04:30 pm	1

Managing and generating Reconciliation reports

Any court users who have access to the Manage tab (typically Registrar, Deputy Registrar and Team Leaders) will be able to:

- view a Reconciliation item
- edit a finalised Reconciliation List to update or delete items
- add Reconciliation item
- generate a reconciliation report

View a Reconciliation item

To view a reconciliation item, the Location Manager will need to:

Step	Action							
1	Navigate to the Manag Click Manage tab Select Manage Recon			menu on th	e left			
	🐝 NSW	Home	Schedules	Custody List	Account	Contacts	Support	Manage
	< Back Manage Users	<	Manage	Users				
	Manage Locations							
	Manage Rooms		O+ Man	age your tear	n below			
	Manage Reconciliations		Search by					
	Generate Report		Search by Name, Email, V	'IN or CIMS Number				

Step	Action
2	The Reconciliation List will default to current day. To locate the reconciliation item: Select the relevant fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number
	Manage Reconciliations
	Location From To Finalise status
	Griffith Court Image: Search by offender Search by offender Search by case number
	Offender name Case Number
	As the fields are updated the filtered list will automatically update.
3	Locate the reconciliation item: Click on located at the end of the reconciliation item. Manage Reconciliations
	Manage Reconcillations
	Location From To Finalise status
	Griffith Court V Image: 19/02/2019 All V
	Search by offender Search by case number
	Offender name Case Number
	Displaying 3 of 3 results Displaying page < 1 of 1 >
	Case Jurisdiction Type Mode Outcomed Outcomed Scanned Scanned Finalised Active Edit Number Jurisdiction Type Mode By At By At By At By At By At By At By
	BROW. 2017/00000C Local REMAW Video WT 03:15 pm WJ 03:30 pm Pinacolada true Matt Pinacolada true
	GREEN. 2018/0000C Local REMAW Cells WT 04:30 pm WJ 04:30 pm Pinacolada true *** Brett Pinacolada

Step Action

- 4
- Select View from the drop down menu



The information will now display:

	×
Name	
BROW, Matt	
Case Number	
2017/000000	
Туре	
REMAW	
Jurisdiction	
Local Court	
Mode	
Video	
Custody Authority Email	
test@email.com	
Outcomed By	
WT Outcomed Time	
Checked By	
WJ	
Scanned By	
L C C C C C C C C C C C C C C C C C C C	
Scanned Time	
Location	
Date	
2019-02-19T00:00:00.000Z	
Finalised By	
Carla Pinacolada	
Comments	
Active	

Update a finalised reconciliation item

To update a finalised reconciliation, the Location Manager will need to:

Step	Action
1	Navigate to the Manage Reconciliations Click Manage tab Select Manage Reconciliations from the menu on the left Image NSW Home Schedules Custody List Account Contacts Support Manage
	< Back Manage Users
	Manage Locations Manage Rooms Manage Reconciliations
	Generate Report Name, Email, VIN or CIMS Number
2	The Reconciliation List will default to current day. To locate the Reconciliation List Select the relevant fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number Manage Reconciliations
	Location From To Finalise status Griffith Court 19/02/2019 19/02/2019 All
	Search by offender Search by case number Offender name Case Number As the fields are updated the filtered list will automatically update

Step	Action	l											
3			conciliation		of the r	econo	ciliation	item					
	Manage Reconciliations												CONCILIATION ITEM
	Manage Reconciliations												
	Location					From To Finalise status							
	Griffith Court 🗸				Search by ca		19/02/201	9	All Y				
	Offender name					ber					Diselection of	[1 of 1 >
		Name	Case Jurisdicti Number	on Type	Mode	Outcome By	d Outcomed At	Checked By		Scanned At	Displaying pa Finalised By	ge <	1 of 1 > Edit
		BROW. Matt	Local 2017/0000C Court	REMAW	Video	WT	03:15 pm		LW	03:30 pm	Carla Pinacolada	true	
		GREEN. Brett	2018/0000C Local Court	REMAW	Cells	WΤ	04:30 pm		WJ	04:30 pm	Carla Pinacolada	true	
4	Select	Update	e from the	drop d	own m	enu							
			Ilts Displaying pa	ge <	1 of 1	>							
	Scanned By	Scanned At	Finalised By	Active	Edit								
	WJ	03:30 pr	Carla n Pinacolada	true									
	WJ	04:30	Actions: View										
	WJ	04:30	Update Delete										

Step	Action		
5	All fields are editable Select and update/ch Manage Reconciliations		requiring updated information
	Update reconciliation item		
	Case Details		
	Name BROW, Matt	Mode Video V	
	Case Numbers and Type		
	Case Number	Туре	
	2017/000000	REMAW	
	Location		
	Location Griffish Court	Jurisdiction	
	Audit Details		
	Custody Authority Email	Date	
	Outcomed By	Outcomed Time	
	WT		
	Checked By		
	Scanned By	Scanned Time	
	LW		
	Comments		
6	Click Update Recon	ciliation button	
	CANCEL	RECONCILIATION	
		RECONCILIATION	
	A confirmation will no	ow display:	
	(V		
	Success! This reconciliati	on has been	
	updated		
	ок]	

Delete a reconciliation item

To delete a finalised reconciliation, the Location Manager will need to:

Step	Action
1	Navigate to the Manage Reconciliations Click Manage tab Select Manage Reconciliations from the menu on the left Image NSW Home Schedules Custody List Account Contacts Support Manage
	< Back Manage Users Manage Users
	Manage Locations Manage Rooms Manage Reconciliations
	Generate Report Name, Email, VIN or CIMS Number
2	The Reconciliation List will default to current day. To locate the Reconciliation List: Select the fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number
	Manage Reconciliations
	Location From To Finalise status Griffith Court 19/02/2019 19/02/2019 All
	Search by offender Search by case number Offender name Case Number
	As the fields are updated the filtered list will automatically update.

Step	Action											
3	Locate the reconciliation item Click on located at the end of the reconciliation item Manage Reconciliations											
	Manage Reconciliations											
	Location Griffith Court	From 19/02/2	From To Finalise status Image: 19/02/2019 Image: 19/02/2019 All V									
	Search by offende		Search by case number Case Number									
							C	isplaying 3 of 3 results	s Displaying p	age <	1 of1 >	
	Nar	ne Case Number	Jurisdiction Type	Mode	Outcomed By	Outcomed At	Checked Sca By By	nned Scanned At	Finalised By	Active	Edit	
	BR0 Mat		Local REMAW	Video	WT	03:15 pm	τw	03:30 pm	Carla Pinacolada	true		
	GRE		Local REMAW Court	Cells	WT	04:30 pm	τw	04:30 pm	Carla Pinacolada	true		
4		elete from t	he drop do			f1 >						
	υ	03:30 pm	Carla Pinacolada	true]						
	LW	04:30	Actions: View									
	νJ	04:30	Update Delete]								
	The rocor	nciliation ite	am has no	wheen	ramov	ed from	n tha list					
			-111 Has HO						of 3 results Displ	aying page <	1 of1 >	
	Name C Name N	case Jurisdiction	Туре Мо	de Outco By	omed Outc At	comed Check	ked By Scanned	l By Scanned At	Finalised By	Active	Edit	
	GREEN. 2' Brett	018/00000 Local Court	REMAW Cel	ls WT	04:3	0 pm	WJ	04:30 pm	Carla Pinacolada	true		

Step Action



To view deleted reconciliation items a Court Custody Reconciliations report will need to be generated. It will display the comments for deleting the reconciliation item.

Add Reconciliation item

In some instances, the Reconciliation List may have been finalised before all custody items have been accounted for. The Location Manager can add the reconciliation item to the finalise list.

To add a reconciliation item, the Location Manager will need to:

Step	Action	
1	Navigate to the Manage R Click Manage tab Select Manage Reconcili	econciliations ations from the menu on the left
	NSW H	lome Schedules Custody List Account Contacts Support Manage
	< Back	Manage Users
	Manage Locations Manage Rooms	Anage your team below
	Manage Reconciliations Generate Report	Search by Name, Email, VIN or CIMS Number

Step	Action			
2	Click Add Reconciliation	Item		
	Manage Reconciliations			ADD RECONCILIATION ITEM
	Manage Reconciliations			
	Location Griffith Court ~	From To Finalise sta		
	Search by offender	Search by case number		
	Offender name	Case Number		
			Displaying 2 of 3 results Display	ying page < 1 of 1 >
	Name Case Jurisdiction	Type Mode Outcomed Outcomed By At	Checked By Scanned By Scanned At Finalised By	Active Edit
	GREEN, 2018/000000 Locel Court Brett	REMAW Cells WT 04:30 pm	WJ 04:30 pm Carls Pinacolada	true
	SLO, Rob 2017/000000 Local Court	S77OR Other WT 04:45 pm	WJ 04:30 pm Carla Pinacolada	true
3	Case Numbers and Type Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Number Case Num	Mode Calls Type Jurisdiction	tion:	
	Checked By	DD/MM//YYY Outcomed Time Scanned Time		

Step	Action
4	Click Save Reconciliation
	CANCEL SAVE RECONCILIATION
	A confirmation will display:
	Success! This reconciliation has been
	added to JUST Connect
	ок

Generate report

Step	Action	
1	Click Manage tab	nage Reconciliations: eport from the menu on the left ne Schedules Custody List Account Contacts Support Manage
	< Back	Generate Report
	Manage Locations Manage Rooms Manage Despectivitiens	Generate a list of all appointments/reconciliations below
	Manage Reconciliations Generate Report	Reports for a wide date range can be slow and may degrade performance. For optimal performance, please limit the chosen date range to 3 months or less. Report Type
		Appointments Court Custody Reconciliations
		Agency Location Court Services ✓ Griffith Court ✓
		From To 19/02/2019 GENERATE To To To To To To To

Step	Action
2	Select Court Custody Reconciliations Select Location from the drop down menu Select From date and To date Click Generate
	Report Type Appointments Ocurt Custody Reconciliations
	Location Griffith Court ~
	From To Image: 19/02/2019 Image: 19/02/2019
	GENERATE
	A message will now display while the report is generating: 0% building report from 2019-02-19 to 2019-02-19
	O Depending on the size of the data requested this step may take up to 10 minutes
3	Open downloaded excel file
	A B C D E F G H I J K L M N O P Q R 1 Name Case No. Location Jurisdictic Type Mode Custody A Outcomec Outcomec Checked E Scanned E Scanned T Finalised I Comment: Date Active Finalised At 2 BROW, Matt 2017/0000 Griffith C Local Cour REMAW Video test@emi VT 3:15 PM VJ WJ 3:30 PM Carla Pinacolada 19/02/2019 - 12:00an 19/02/2019 - 4:28pm 3 Green 2019/0000 Griffith C Local Cour REMAW Cells test@emi VT 4:30 PM VJ 4:30 PM Carla Pinacolada 19/02/2019 - 12:00an 19/02/2019 - 4:28pm 4 GREEN, Brett 2018/0000 Griffith C Local Cour STOR Cells test@emi VT 4:30 PM VJ WJ 4:30 PM Carla Pinacolada 19/02/2019 - 4:28pm 5 SLO, Rob 2017/0000 Griffith C Local Cour STOR Chter test@emi WT 4:43 PM WJ WJ 4:30 PM Carla Pinacolada 19/02/2019 - 4:28pm



To expand the view of the Manage Reconciliations screen click on < located next to the menu option

🐝 NSW	Home	Schedules	Custody List	Account	Contacts	Suppor	t <u>Manage</u>		
< Back Manage Users	∢	Manage	Reconcilia	ations					
Manage Locations Manage Rooms		[] Ma	inage Reconc	iliations					
Manage Reconciliations		U							
Generate Report		Location				From	n	То	Finalise statu
		Griffith Cour	rt		v	Ċ	19/02/2019	19/02/2019	All v
		Search by offe	ender			Sear	ch by case number		
		Offender na	ima			0	ise Number		

Frequently Asked Questions

Why am I using this Reconciliation List?

Each registry must prepare and maintain a daily custody reconciliation sheet of custodial matters dealt with by the court. For further information on Daily custody procedures refer to the Court Services Procedure Guide – Warrants and control orders (Children's, Local and District Court).

Can one Registry staff record all the initials, time and Information?

Yes, one Registry staff can record all the information, however a warrant or control order is not to be checked and signed by the same person that prepared the warrant or control order in JusticeLink. The exception to this is at one-person locations.

Do I have to print and store a manual copy of the Reconciliation List?

No. JUST Connect automatically saves and stores the information for you. Only the Location Manager (typically Registrar/Deputy Registrar or Team Leader) can edit or retrieve this information.

Why am I not able to see past or future Reconciliation Lists?

Past Reconciliation Lists can be viewed by a Location Manager through the Manage menu option. Future Reconciliation Lists do not generate. The daily custody list from Corrective Services will continue to be emailed to the court generic inbox.

Why am I not able to view the Reconciliation List for my court location or missing columns of information?

To view the Reconciliation List you need to be added to the court location. Contact the JUST Connect support team.

If there is missing information from the columns, check that you are using the latest version of JUST Connect by viewing the bottom right hand corner. The latest version number is on the cover page of this guide.

If it is not the same version as current release press F5 on the keyboard and update your saved bookmarks of JUST Connect.

When is the Reconciliation List data retrieved from both OIMS and CIMS?

At approximately 5am each morning, JUST Connect receives the Reconciliation List information from OIMS (the CSNSW Offender Information Management System) and CIMS (the Juvenile Justice Client Information Management System). This is the only update JUST Connect receives per day.

Any changes that occur after this time will need to be manually dealt with, by amending or adding additional lines

What happens if JUST Connect crashes or I lose internet connection?

In the rare event that you may lose internet connect or access to JUST Connect, you will need to revert to the manual process by modifying the daily custody list emailed into the court generic inbox.

Support

Contacts details

The JUST Connect support team can be contacted via:

Phone: 02 8759 0010 (extension 90010)

Email: justconnect@justice.nsw.gov.au

End-point technical support will remain with DTS.

Support materials

Support materials will be progressively available on the JUST Connect support website, including:

- Comprehensive user guides
- Demonstration videos
- Quick reference guides

Please do not download these documents. The most up to date versions will be maintained via the support page.



Home Schedules

Custody List

Account

Contacts Support