

JUST Connect

Create an Appointment – ACCSO for Family and Friends

The screenshot shows the 'Create Appointment' form in the JUST Connect system. The user is logged in as Tony Kingsley. The form is for a 'Family and Friend' appointment for 'GREEN, Brett - John Morony CC'. The appointment type is 'Family and Friend' and the mode is 'Video'. A 'SAVE AS DEFAULT' button and a help link 'What does this mean?' are available. A warning message states: 'This appointment is required to be accepted by the Correctional facility. This is required for appointments made at short notice and all appointments with family or friends. You will be notified when a determination is made.' The 'Attendees & Time' section shows the appointment owner as 'Select appointment owner', the date as '06/04/2018', and the time as '12:15 pm' to '12:45 pm'. Two attendees are listed: 'GREEN, Brett' (MIN 123456, Correctional Inmate, John Morony CC, Any) and 'REID, Jackie' (VIN 133337, Family/Friend, Bourke Court, AG Bourke PS1 - 91131). An 'ADD ATTENDEE' button is present. The 'Appointment Notes' section has a text area for notes. At the bottom, a calendar view shows the appointment slot for Friday, 06 April, from 11:15 am to 12:45 pm, with a green background indicating the appointment is booked.

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.

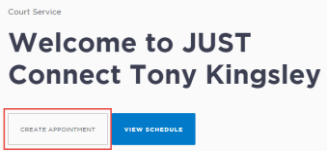
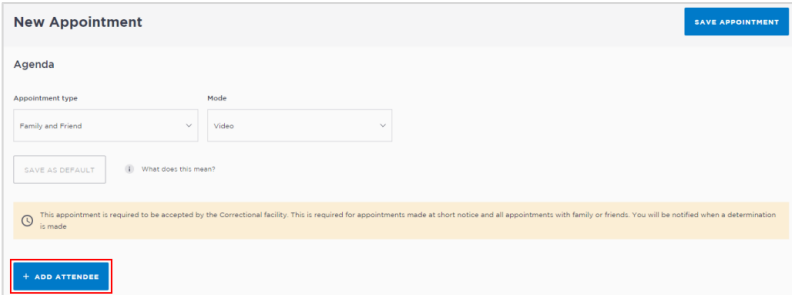
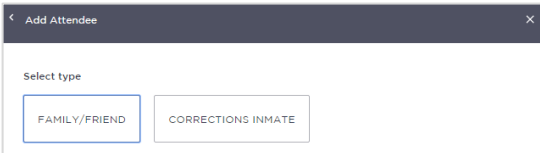
A Family and Friend appointment:

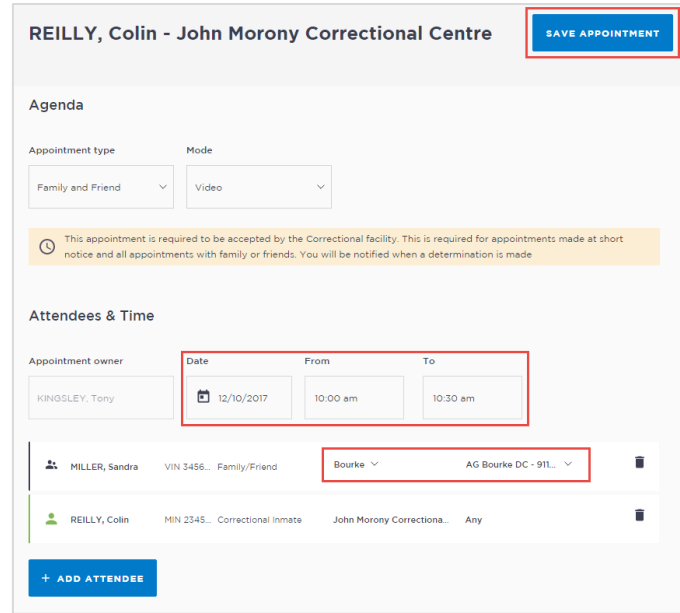
- Can only include one person in custody.
- Can Include up to four previously approved adults and four previously approved family members/friends
- Requires each attendee to be added as a Guest attendee (unless previously added as a guest attendee)

The screenshot shows the 'Create Appointment' form in the JUST Connect system. The user is logged in as Tony Kingsley. The form is for a 'Professional Appointment' for 'Bourke'. The appointment type is 'Professional Appointment' and the mode is 'Video'. A 'CREATE APPOINTMENT' button is available. The 'Attendees & Time' section shows the appointment owner as 'Select appointment owner', the date as '09 - 15 Oct 2017', and the time as '12:15 pm' to '12:45 pm'. Two attendees are listed: 'AG Bourke DC - 91129' and 'AG Bourke PS1 - 91131'. An 'ADD ATTENDEE' button is present. The 'Appointment Notes' section has a text area for notes. At the bottom, a calendar view shows the appointment slot for Tuesday, 10 October, from 12:15 pm to 12:45 pm, with a green background indicating the appointment is booked.

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Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click Create Appointment 
3	The <i>New Appointment</i> screen displays. Complete the <i>Agenda</i> details by selecting the Appointment Type as Family and Friends , and the Mode (either Video or Phone). Click Add Attendee . 
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 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. 
6	If required, enter any appointment notes into the Appointment Notes field. These will be visible to all attendees and noted on the appointment 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.