

# JUST Connect

## Create an Appointment with a person in custody – Legal Aid Lawyer

The screenshot shows the 'Create Appointment' form in the JUST Connect system. The user is logged in as David Boyd. The appointment is for 'GREEN, Brett - John Morony CC'. The form includes sections for 'Agenda', 'Attendees & Time', and 'Appointment Notes'. The 'Agenda' section has dropdown menus for Appointment type (Correctional Meeting), Mode (Video), Jurisdiction (Local Court), and Purpose (Conference with Client). The 'Attendees & Time' section shows the appointment owner as BOYD, David, on 11/04/2018 from 12:00 pm to 12:30 pm. The attendees list includes BOYD, David (VIN 123456, Sydney Legal Aid, RM.2.10) and GREEN, Brett (MIN 123456, Correctional inmate, John Morony CC, Any). There is a '+ ADD ATTENDEE' button and a note about interpreting services. The 'Appointment Notes' section has a text area and a calendar view for Wednesday, 11 April, showing a green block for the appointment from 12:00 pm to 12:30 pm.

### Creating a 'Professional Appointment'

Legal Aid Lawyers can make and manage both their own appointments and appointments for others 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)

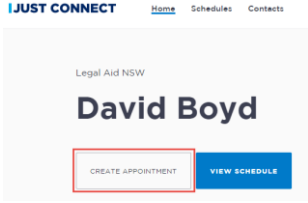
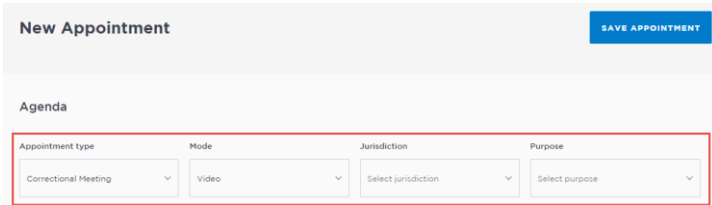
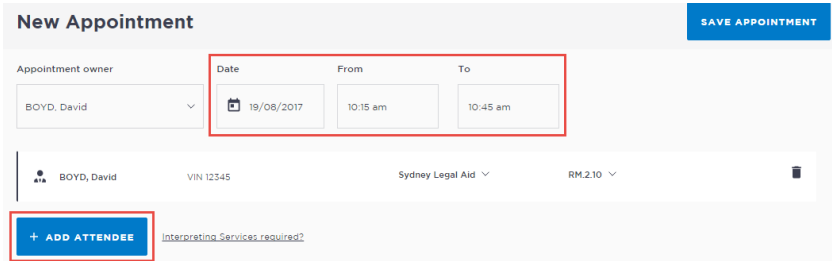
Appointments requested greater than one business day in advance will be automatically scheduled by JUST Connect. Appointments for next business day requested before 3pm will be automatically scheduled by JUST Connect. Appointments for next business day requested after 3pm or appointments requested for 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.

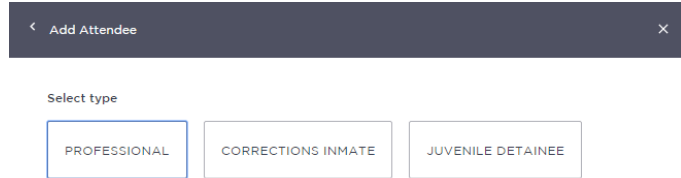
Refer to the steps on the following page to create an appointment as a Legal Aid Lawyer.

The screenshot shows the 'Appointment List' calendar view in the JUST Connect system. The user is logged in as David Boyd. The calendar is for the week of 21 - 27 Aug 2017. The appointment list on the left shows appointments for Wednesday, 23 August: REILLY, Colin - John (10:00 am - 11:00 am), GREEN, Brett - John (10:00 am - 11:00 am), SIRI, Dwayne - John (11:00 am - 12:00 pm), and GREEN, Brett - John (03:00 pm - 04:00 pm). The calendar grid shows these appointments as colored blocks. There is a 'CREATE APPOINTMENT' button in the top right corner.

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Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click <b>Create Appointment</b> 
3	The <i>New Appointments</i> screen displays. Complete the <i>Agenda</i> details by selecting the <b>Appointment Type</b> , <b>Mode</b> (either Video or Phone), the relevant <b>Jurisdiction</b> , and the <b>Purpose</b> . 
4	Complete the <i>Attendees &amp; Time</i> section below. Select the <b>Date</b> and complete the <b>From</b> and <b>To</b> time fields. Click <b>Add Attendee</b> . 

Step	Action
5	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. 
6	The attendee has been added. You can change the appointment owner, or indicate an interpreter is required from this screen. 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. Professional attendees will be notified of the appointment by email. 