

JUST Connect

Create an In-Person Appointment with a person in-custody

The screenshot shows the JUST Connect interface for creating an appointment. At the top, there are navigation links: Home, Schedules, Account, Contacts, Support, Terms & Conditions, and a user profile for Kim Fletcher (KF). The main header displays 'HARRIS, Tom - MRRC' and a 'SAVE APPOINTMENT' button.

Agenda

Appointment type: Correctional Meeting (dropdown)
Mode: In person (dropdown)
Jurisdiction: District Court (dropdown)
Purpose: Conference with Client

Buttons: SAVE AS DEFAULT, What does this mean?

Attendees & Time

Appointment owner: BOYD, David (dropdown)
Date: 21/02/2018
From: 11:45 am
To: 12:15 pm

Attendee	Identification	Role	Location	Notes
BOYD, David	VIN 12345		MRRC	Any
HARRIS, Tom	MIN 911095	Correctional Inmate	MRRC	Any

+ ADD ATTENDEE [Interpreting Services required?](#)

Calendar View: Wednesday, 21 February. Time slots from 10:15 am to 12:45 pm. A green highlighted block indicates the appointment time from 11:45 am to 12:15 pm. The attendees BOYD, David and MRRC are listed for this time slot.

Create an In-Person Appointment

In-person appointments can be booked in JUST Connect for when a professional (lawyer or medical practitioner) requires a face to face meeting with a person in-custody rather than via AVL.

Currently in-person appointments can only be made with inmates at the Metropolitan Remand and Reception Centre (MRRC) facility and at the High Risk Management Correctional Centre (HRMCC) by current professional users of JUST Connect.

TIMES for Bookings: Between 9:00AM and 3:00PM

Note: In the near future, in-person appointment functionality will be made available at other Correctional facilities and JUST Connect access will be provided to additional professionals. As this occurs you will be notified.

If you are already provisioned, you may begin making in-person appointments at the MRRC or HRMCC between the hours above. If you are not provisioned in JUST Connect and you need to make an "in-person" appointment at the MRRC or HRMCC please contact the JUST Connect Support Team on: Justconnect@justice.nsw.gov.au.

Once registered, JUST Connect will send you a welcome email, requesting logon within 24 hours. Clicking logon from the welcome email will take you to JUST Connect and will prompt you to set a unique password on first login.

When creating an in-person appointment with an inmate on behalf of a professional use one of the following options:

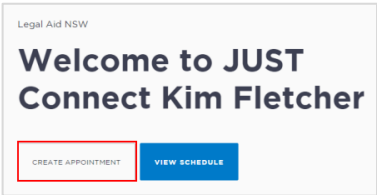
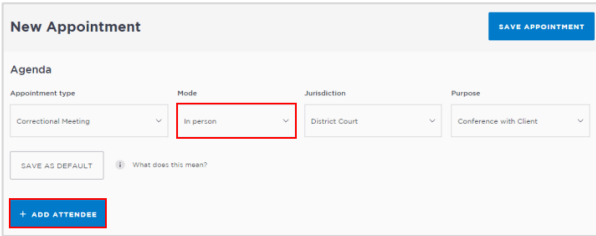
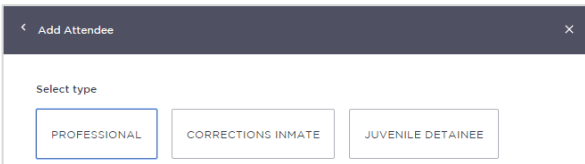
- Correctional Meetings (legal practitioners only)
- Correctional Assessments (medical practitioners)

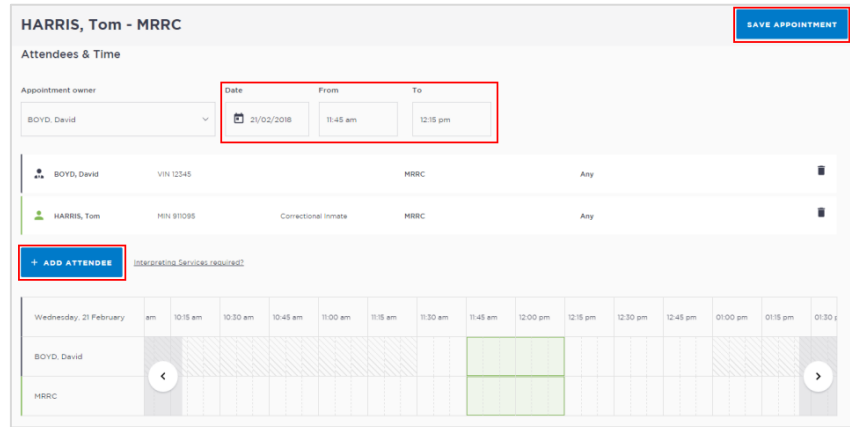
Appointment status

- Appointments requested earlier than one business day in advance will be automatically accepted and scheduled by JUST Connect.
- Appointments requested **after 3pm** for next business day, or appointments requested for the same business day, are considered last minute requests and will be given a status of **'Pending'**. Pending appointments must be Accepted or Declined by a Correctional Services Officer.
- Appointments for next business day requested **before 3pm** will be automatically scheduled by JUST Connect. Except at HRMCC where they will go into pending.

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Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click Create Appointment 
3	Complete the Agenda details by selecting: Appointment Type: Correctional Meeting or Correctional Assessment Mode: In person Jurisdiction: select required option from drop-down list Purpose: select required option from drop-down list 
4	Click Add Attendee Select the Type of attendee - Professional; Corrections Inmate; Juvenile Attendee Search for a professional by using their name, VIN or email into search field, then select name from drop down list. For an inmate or detainee you will need to enter their MIN or CIMS number. 

Step	Action
5	The attendee has been added. <ul style="list-style-type: none">Click Add Attendee until you have added all attendees to the appointment. You can only add one inmate or daintee per appointment.Date and Time: the system will automatically assign current date, time and room at the relevant location. Edit the date or time by clicking the relevant field (see image below).If required, you can change the appointment owner, or indicate an interpreter will be present in the appointment from this screen. 
6	Once you have added all attendees to the appointment, click Save Appointment . The appointment will now display in the schedule. Attendees will be notified of the appointment by email.