

AVL Scheduler

Quick Reference Guide CREATE A NEW CONFERENCE BOOKING



AVLS GUIDE -	– MAKING A CONFERENCE BOOKING
Open Google Chrome and navigate to portal.avlbookings.justice.vic.gov.au Enter your email and password to login. Once logged in you will be taken to the landing page	Control Control
Click on the suitcase icon to view conferences.	
To create a new conference, click on the plus icon in the top right corner of the screen.	My Practitioner Conferences Versioning Trait Versioning Trait Phone conference Conference Versioning Trait Phone conference Conference Versioning Conference Phone conference Conference Versioning Conference Version Version
In the 'Prisoner Details' section you will need to enter the following information for the system to find the prisoner. • CRN <u>or</u> JAID, and • Date of Birth, and • First Name, and • Last Name After entering all the information, select the 'Check' button.	Prisoner Details

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The information entered must match DJCS records exactly. If the information is not an exact match you will receive the error message displayed à Double check the information and try again.	Participant Type* No results were located using the data you provided. Please check your data and try again. DISMISS			
Where the information matches a prisoner in custody, the unused CRN or JAID field will populate, and green ticks will appear. The prisoner information will no longer be editable.	Prisoner Details CRN* DICS First Norme* DICS First Norme* CLEAR			
You can now enter the Conference Details.				
Duration default and minimum is 30 minutes. The maximum conference varies based on the demand at the specific prison location.	Conference Details Duration* 30m = 30m Connection Type			
Select the 'Conferenœ Type'.	Jabber Guest Standard Vídeo Conference External Hosting Not Required			
Select the 'Connection Type'. The default and most common is Jabber Guest.				
There are two ways to add participant/s				

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 'Add Yourself' a. You can click on the 'Add Yourself' button or enter participant details manually. b. Select the appropriate 'Participant Type' from the drop-down list. 	 2. Manually add participant information a. 'Add participants email address and select 'check' b. Where a valid portal user is found, the 'First name' and 'Last name' will be populated and cannot be edited. Valid portal user found Portal user found. DISMISS 			
Participant Details Participant 1 Add yourself :	 c. Where a valid portal user is not found, a display message. The 'First name' and 'Last name' then can be manually completed Portal user not found Portal user not found Portal user not found Portal user not found Fill other details. DISMISS d. Select the appropriate 'Participant Type' from the drop-down list. Transformed and the second of the second o			
If you require more than one participant select the 'Add Another Participant' button and repeat the process.	Participant Details Participant I Add yourself Email Email First Name* Participant Type*			
Once all participants are added. Click Next to continue.	ADD ANOTHER PARTICIPANT			

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Select the date for the conference. Available times are displayed based on existing availability, the duration you have requested and the maximum duration at the location.		
If there are no times displayed, you may need to reduce the duration length. If this occurs, click 'Back' and modify the duration.	May 2022 - < > S M T W T F S 1 2 3 5 6 7 900 AM 930 AM	10.00
<u>Contact VCCU directly for assistance with</u> <u>booking a conference longer than the</u> <u>maximum allowed duration.</u>	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 22 23 24 25 26 27 28 20 30 31 300 PM 300 PM	330
Click on the desired available time and then click 'Preview & Submit'.		
NB: A booking will not be able to be requested to start within three hours of the current time.		
The Booking Summary is now displayed	Booking Summary ×	
If you need to go back and make changes, click on 'Keep Editing'.	General Details Conference Type Booking Date Booking Time Connection Type Prisoner 05 May, 2022 0330pm - Jabber Guest Conference 04.00pm (30m) Prisoner Details	
If everything is correct click on 'Submit'	First Name Last Name DOB	
	Participant Details	
	Participant Type E-mail Legal Practitioner @gmail.com	
	KEEP EDITING SUBMIT	
After pressing the Submit button, the Conference will now display in your list of Upcoming conferences.	Wy Practicionar Canlarances	1
You will also receive an email with the conference details.	MALINELINGUESE Englisher Matter (Server of perspector) A University A University A University A University	-
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AVL Scheduler Assistance

Contact the VCCU team with any feedback or queries relating to Prisoner Conferences:

- **Phone**: 1300 160 214
- Email: vc.prisons@justice.vic.gov.au
- If you experience technical issues with the AVL Scheduler application, contact the support team: AVL-Scheduler-Support@courts.vic.gov.au