AVL Scheduler

Quick Reference Guide
CREATE A NEW CONFERENCE BOOKING

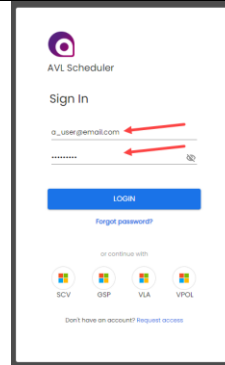## AVLS GUIDE – MAKING A CONFERENCE BOOKING

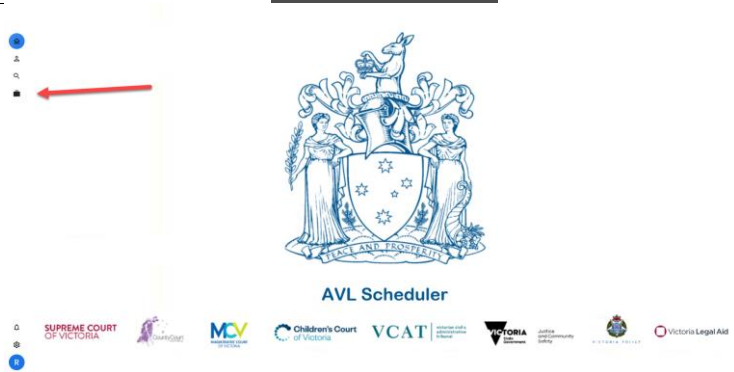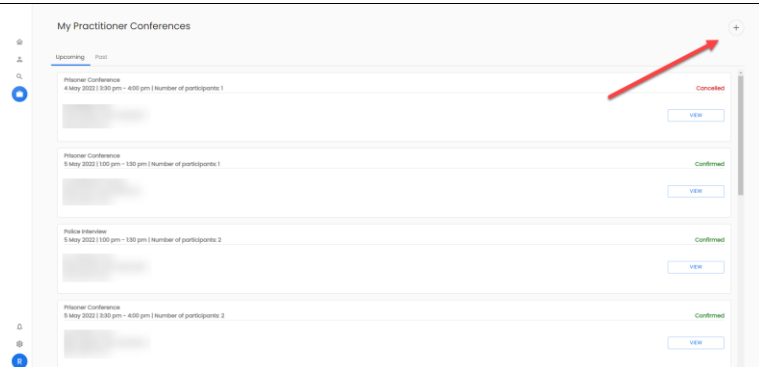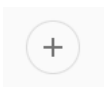|	
Logging in Open Google Chrome and navigate to portal.avlbookings.justice.vic.gov.au Enter your email and password to login.	
Once logged in you will be taken to the landing page Click on the suitcase icon to view conferences. 💼	
Creating a new conference request To create a new conference, click on the plus icon in the top right corner of the screen. (+)	
In the 'Prisoner Details' section you will need to enter the following information for the system to find the prisoner. • CRN **or** JAID, and • Date of Birth, and • First Name, and • Last Name After entering all the information, select the 'Check' button.	
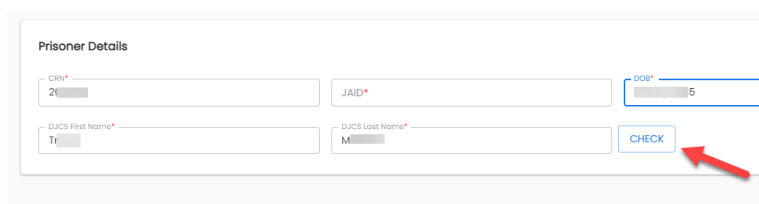
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The information entered must match DJCS records exactly. If the information is not an exact match you will receive the error message displayed à Double check the information and try again.	Participant Type* ✕ No results were located using the data 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* ⊘ JAID* ⊘ DOB* DJCS First Name* DJCS Last Name* 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. Select the 'Conference Type'. Select the 'Connection Type'. The default and most common is Jabber Guest.	**Conference Details** Duration* 30m = 30m Conference Type* Prisoner Conference Connection Type ◉ Jabber Guest ○ Standard Video Conference ○ External Hosting ○ Not Required
There are two ways to add participant/s	

1. '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.
 	
Participant Details
 	
Participant 1   Add yourself
	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
	
	  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.Fill other details. DISMISS
	
	  d. Select the appropriate 'Participant Type' from the drop-down list.
	
	Participant Details
	
	Participant 1 Add yourself
	
	Email CHECK
	
	First Name* Last Name*
	
	Participant Type* ▾
	
	☐ Court Resource Required
	
	ADD ANOTHER PARTICIPANT
	
	Note: Where a portal user is not found, and participant details are manually filled in, the booking will go to Corrections Victoria for manual validation of participant.

Court resource requested A request to use a court resource (meeting room) can be requested at the time of the booking. *Bendigo Law Courts is currently the only site available (Jurisdiction MCV).	☑ Court Resource Required Jurisdiction* ▾ Court Location* ▾ Court Resource* ▾

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Additional participants If you require more than one participant select the 'Add Another Participant' button and repeat the process. Once all participants are added. Click Next to continue.	Participant Details Participant 1 Add yourself Email CHECK First Name* Last Name* Participant Type* ▾ ADD ANOTHER PARTICIPANT
Date and time selection 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. *Contact VCCU directly for assistance with booking a conference longer than the maximum allowed duration.* 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.*	May 2022 ▾ 〈 〉 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 9:00 AM 9:30 AM 10:00 12:30 PM 1:00 PM 1:30 2:30 PM 3:00 PM 3:30
Booking summary The Booking Summary is now displayed. If you need to go back and make changes, click on 'Keep Editing'. If everything is correct click on 'Submit'.	Booking Summary ✕ General Details Conference Type Booking Date Booking Time Connection Type Prisoner 05 May, 2022 03:30pm - Jabber Guest Conference 04:00pm (30m) Prisoner Details First Name Last Name DOB CRN JAID Participant Details Participant Type E-mail Legal Practitioner @gmail.com KEEP EDITING SUBMIT

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Submitting the request After pressing the Submit button, the Conference will now display in your list of Upcoming conferences. You will also receive an email with the conference details.	
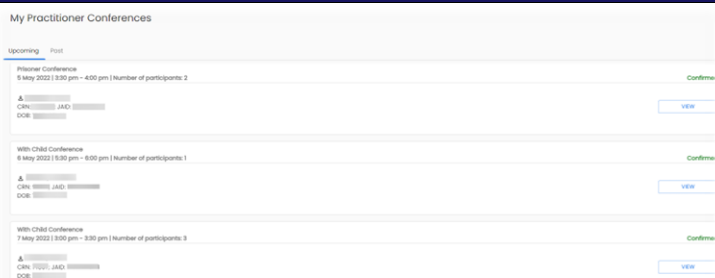
AVL Scheduler Assistance

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