

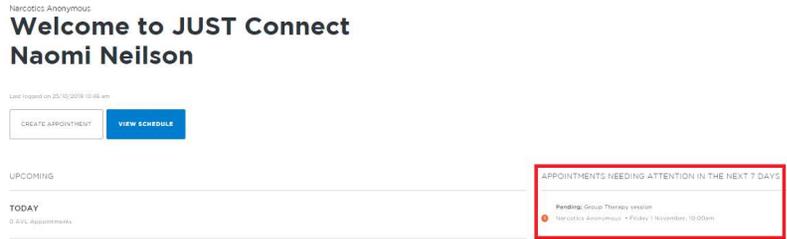
# JUST Connect and Video Conferencing

## Managing and editing existing appointments (Admin Staff)

**Step** Action – Managing and editing existing appointments

**1** Log into your JUST Connect account

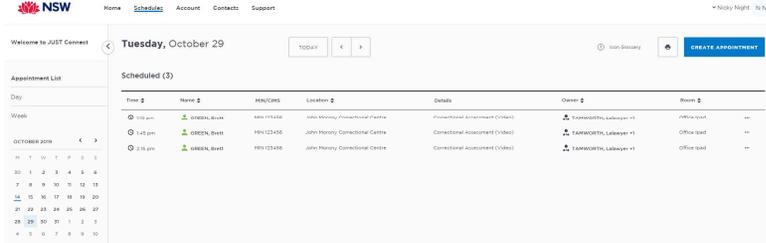
**2a** Pending appoints to be reviewed within the next 7 days will appear on the right. To manage an appointment, click the appointment



**2b** If the appointment is not located on the main page, click the **schedules** tab at the top menu.



**3** In the **schedules** menu. You will be presented with a list of the days appointments for your firm.



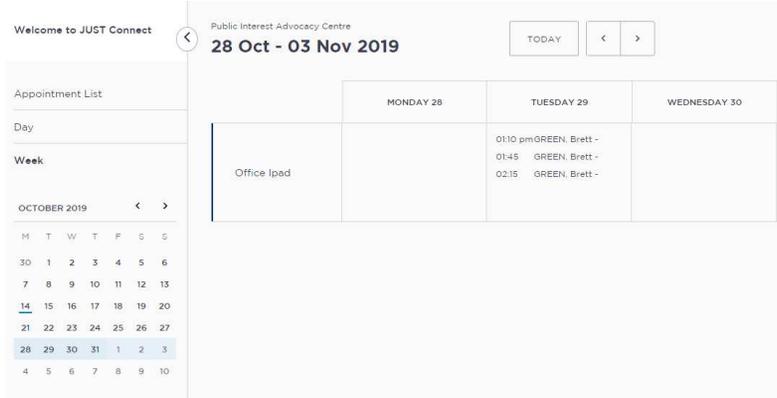
Time	Name	HW/CMS	Location	Details	Owner	Room
1:00 pm	GREEN, Brett	HW122480	John Healey Correctional Centre	Correctional appointment (180)	TAMAGOODN, Libbyanne H	Office Ipod
1:45 pm	GREEN, Brett	HW122480	John Healey Correctional Centre	Correctional appointment (180)	TAMAGOODN, Libbyanne H	Office Ipod
2:15 pm	GREEN, Brett	HW122480	John Healey Correctional Centre	Correctional appointment (180)	TAMAGOODN, Libbyanne H	Office Ipod

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**4** Using the arrow keys, you may select a list of each days appointments.



**5** Alternative, you may select the **day** or **week** view by selecting it from the left hand menu. This will show a calendar view of your locations daily or weekly appointments.



	MONDAY 28	TUESDAY 29	WEDNESDAY 30
Office Ipod		01:10 pm GREEN, Brett - 01:45 GREEN, Brett - 02:15 GREEN, Brett -	

**6** Once you have found the appointment you wish to update or cancel. You can click on that appointment to see additional information regarding that booking, such as the *time*, *attendees*, and a *history* of the changes that have been made.

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7	<p>To <i>cancel</i> the appointment. Click the <b>cancel appointment</b> button in the top right of the screen.</p> 
8	<p>To <i>edit</i> the appointment, click the <b>edit appointment</b> button in the top right of the screen.</p> 
9	<p>Once the <b>edit appointment</b> button has been selected, you will be taken to the screen that will allow you to change the appointment details.</p> <p>For further information about changing these details, please refer to QRG - Create Appointments (PP) quick reference guide on the support page.</p>