Description for the use of the



Faces is a web-based scheduling program that allows registered users access from any web browser. Users can contact each other via e-mail when scheduling conflicts arise. The faces scheduling system is developed and maintained at the Complex Carbohydrate Research Center at The University of Georgia, and is run through their web server.

A few weeks ago, you should have received an e-mail with the title "You have joined the Faces System." This e-mail will provide you with

- 1. the link to the faces website (<u>http://faces.ccrc.uga.edu</u>)
- 2. your login (which is the same as you NMR login)
- 3. a temporary password

Please follow the link to the website and you should see the following logon screen:

Login I	Here	Save*
Group:	NIU_NMR	
User Name:		
Password:		
*Check boxes to save you Do not save your particular that using a computer that	ur Login Information ssword if you are others can access.	

Our facility is registered on faces as NIU_NMR. Please enter your username and password. The following screen will appear:



New	S
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No news yet for group NIU_NMR

First, please change your temporary password. Click on the password tab and follow the instructions on the screen.

To schedule NMR appointments choose the NMR you would like to use from the list under "choose a schedule" (here, e.g., 200MHz)

NMR200MHZ	News	Password	Heln	Logout
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and a calendar window will open up.

Choose a Schedule Views Password Help Logout											
200 MHz NMR at NIU's Department of Chemistry and Biochemistry											
Week starting Mar. 2	3, 2008 🛛 🕅	2чн 🗨 С	۹ 🔺	▼ Clear		• •	Mar.	• 2	2008	To	oday
Sun-23 Mon-2	4 Tue-25 We	ed-26 Thu-27	Fri-28	Sat-29	:	з м	Т	W	т	F	s
00.00											1
03:00					:	23	4	5	6	7	8
06:00					1	9 10	11	12	13	14	15
00.00					1	6 17	18	19	20	21	22
09:00					2	3 24	- 25	26	27	28	29
					3	0 31					
12:00					N	atch thi	s area f	or instr	uction	is	
15:00						asyour	nove ui	e mou:	56.		
18:00											
21:00											
21.00											
24:00											

You may want to use the zoom button if you need to look more closely at the times. Use the left mouse button to click once into the time slot you want to reserve. The slot you have chosen will light up in yellow color. Then drag the mouse over all additional slots you want to reserve. Once you are finished left-click again. (Note that this is a little awkward at first – you NEED to release the mouse button before you drag the pointer...).

The next screen will open up.

It will show the time you have chosen for your appointment. In addition, there is a list of options that you can choose from as well as a comments line. Into the comments line, please write what type of experiment you will be carrying out (e.g., 13C, 1H, 11B, 195 Pt...). Then submit your request by clicking the "Go!" button.

Choose a Schedule Views Password Help Logout												
200 MHz NMR at NIU's Department of Chemistry and Biochemistry												
To reserve time, complete this form and click 'Gol'.	◀		Mar.	• 2	008	- T	oday					
New Appointment Request	S	М	т	W	т	F	s					
Start Time: Thu 27 Mar. 2008 at 11:00	2	3	4	5	6	7	1 8					
End Time: Thu 27 Mar. 2008 at 12:00	9	10	11	12	13	14	15					
Choose an option from the list below:	16	17	18	19	20	21	22					
BB0 5mm	23 30	24 31	25	26	27	28	29					
Type your comment for the appointment in the box below:	Watch this area for instructions as you move the mouse.											
To submit your request, click the 'Go!' button. Got												

If your appointment has been accepted the following screen will appear:

Choose a Schedule V News Password	Help	Logo	out									
200 MHz NMR at NIU's Department of Chemistry and Biochemistry												
Click 'OK' to see the schedule.	•		Mar.	•	2008	• T	oday					
Your appointment was successfully added to the Schedule.	s	М	т	W	Т	F	s					
Click 'OK' to see the schedule.							1					
	2	3	4	5	6	7	8					
	9	10	11	12	13	14	15					
	16	17	18	19	20	21	22					
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	30	31										
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Clicking o.k. will take you back to the calendar where you will see the appointment time blocked out in red.

If your appointment violates some of the restrictions (see next page), you will get the message :

The appointment was NOT made!

The program will also display the reason, e.g., "you requested more appointments than allowed."

			Choo	se a Scl	hedule 🛉	News	Passw	ord I	<u>lelp</u>	Logo	out				
200 MHz NMR at NIU's Department of Chemistry and Biochemistry															
We	eek startin	ıg Mar. 23	, 2008	X 24F	Ð	2 🔺	▼ Clea	ır		►	Mar.	•	2008	- T	oday
07:00	Sun-23	Mon-24	Tue-25	Wed-26	Thu-27	Fri-28	Sat-29		S	М	т	W	Т	F	S
01.00															1
08:00									2	3	4	5	6	7	8
09:00									9	10	11	12	13	14	15
10:00									16	17	18	19	20	21	22
11:00									23	24	25	26	27	28	29
40.00									30	31					
12.00									Click	now	to char	ige the	e starti	ng tim	e for
13:00									ine so	nedu	ile.				
14:00															
15:00	-														
16:00															
17:00															

Once you are satisfied with your appointment, log out of the program. The time slot on the instrument is now reserved for you.

There are several restrictions on reserving time on FACES that apply. They are very similar to the NMR user policy that has been in place so far:

1. "Prime time" for instrument use (which corresponds to daytime use) is between 8 a.m. and 5 p.m. Monday through Friday. No prime time is in effect on weekends.

- 2. During prime time, 30 min slots are set up for reservations. You can reserve a maximum of one hour (two 30 min slots) at a time during prime time.
- 3. If nobody is signed up, the instruments are free for walk-up use. Feel free to use the NMRs for up to one hour during the day.
- 4. You can reserve overnight runs from 5 p.m. to 8 a.m. the next day.
- 5. If you sign up for instrumentation time and fail to use the assigned time, you will lose your scheduling privileges.
- 6. If you are more than 10 min late for you scheduled time, you have forfeit your scheduled slot and other users may use the instrument.

Additional restrictions now apply for FACES:

- 7. You can set up 3 appointments on each instrument at a time, but can make reservations only 3 days in advance.
- 8. Every day, you can make a maximum of 3 appointments total.
- 9. You can delete your appointments until 1 hour prior to the appointment.

For longer appointments or if you have used up your slots and need more time, please talk to me and I will make the decision whether or not to sign you in. This is dependent on the instrument usage at a particular time and whether you have a real need to run a particular experiment.