

Description for the use of the

Faces Scheduling System

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 (<http://faces.ccrc.uga.edu>)
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:



The screenshot shows a login form with the following elements:

- Login Here** (centered)
- Save*** (top right)
- Group:** NIU_NMR (with a checked checkbox)
- User Name:** (empty text box with an unchecked checkbox)
- Password:** (empty text box with an unchecked checkbox)
- *Check boxes to save your Login Information.
Do not save your password if you are using a computer that others can access.

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



The screenshot shows a navigation bar with the following elements:

- Choose a Schedule (dropdown menu)
- [News](#)
- [Password](#)
- [Help](#)
- [Logout](#)

Hello XX

Welcome to the Faces Scheduling System

You are logged on to the account 'NIU_NMR'

News

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)

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

Choose a Schedule [News](#) [Password](#) [Help](#) [Logout](#)

200 MHz NMR at NIU's Department of Chemistry and Biochemistry

Click 'OK' to see the schedule.

Your appointment was successfully added to the Schedule.
Click 'OK' to see the schedule.

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					

Watch this area for instructions as you move the mouse.

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."

Choose a Schedule [News](#) [Password](#) [Help](#) [Logout](#)

200 MHz NMR at NIU's Department of Chemistry and Biochemistry

Week starting Mar. 23, 2008

07:00	Sun-23	Mon-24	Tue-25	Wed-26	Thu-27	Fri-28	Sat-29	S	M	T	W	T	F	S
08:00														1
09:00								2	3	4	5	6	7	8
10:00								9	10	11	12	13	14	15
11:00								16	17	18	19	20	21	22
12:00								23	24	25	26	27	28	29
13:00								30	31					
14:00														
15:00														
16:00														
17:00														

Click now to change the starting time for the schedule.

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.