

FACES SOP

Introduction:

FACES is a website that will allow scheduling of instrument time for the instruments of the MCAC. Both NMR and mass spec facilities require training preceding instrument scheduling. To obtain a username and password for use with our scheduling system please contact Josh Wilhide (wilhide3@umbc.edu).

Procedure:

1. Go to: <http://faces.ccruc.uga.edu/>
2. Enter UMBC_MS (to sign up for HPLC, IR and mass spec instruments) or UMBC_NMR (to sign up for NMR instruments) into the group tab
3. Type in the User name and Password provided and click on the “Go” button.
4. A new window will appear. Click on the drop down menu titled “Choose a Schedule” and select/click on the instrument of choice.
5. Select the desired date and time to schedule instrument use by single clicking on the starting time and dragging to the ending time and single clicking again. Note: After clicking the first time a yellow box will show what the selected time frame is.
6. After clicking the second time, a prompt will appear. Click the “Go” button on the bottom of the page to finalize the appointment.
7. A prompt will appear confirming an appointment has been made. Click the “Ok” button, which will return you to the schedule screen. Note: The selected time will appear as a red box after the appointment is made.

Figures:

Figure 1. Opening FACES page

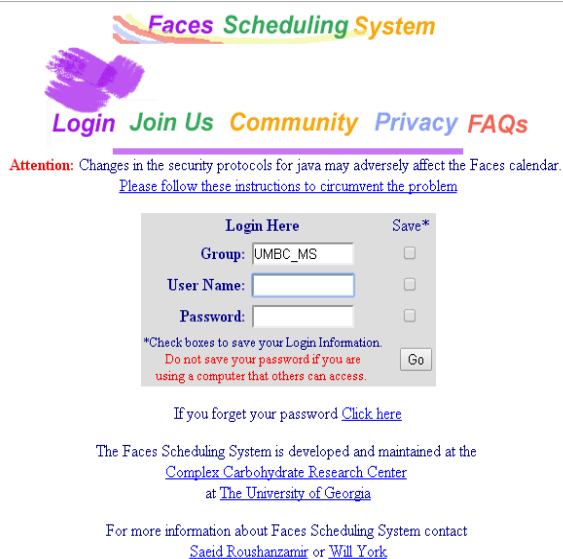


Figure 2: Selection from instrument list

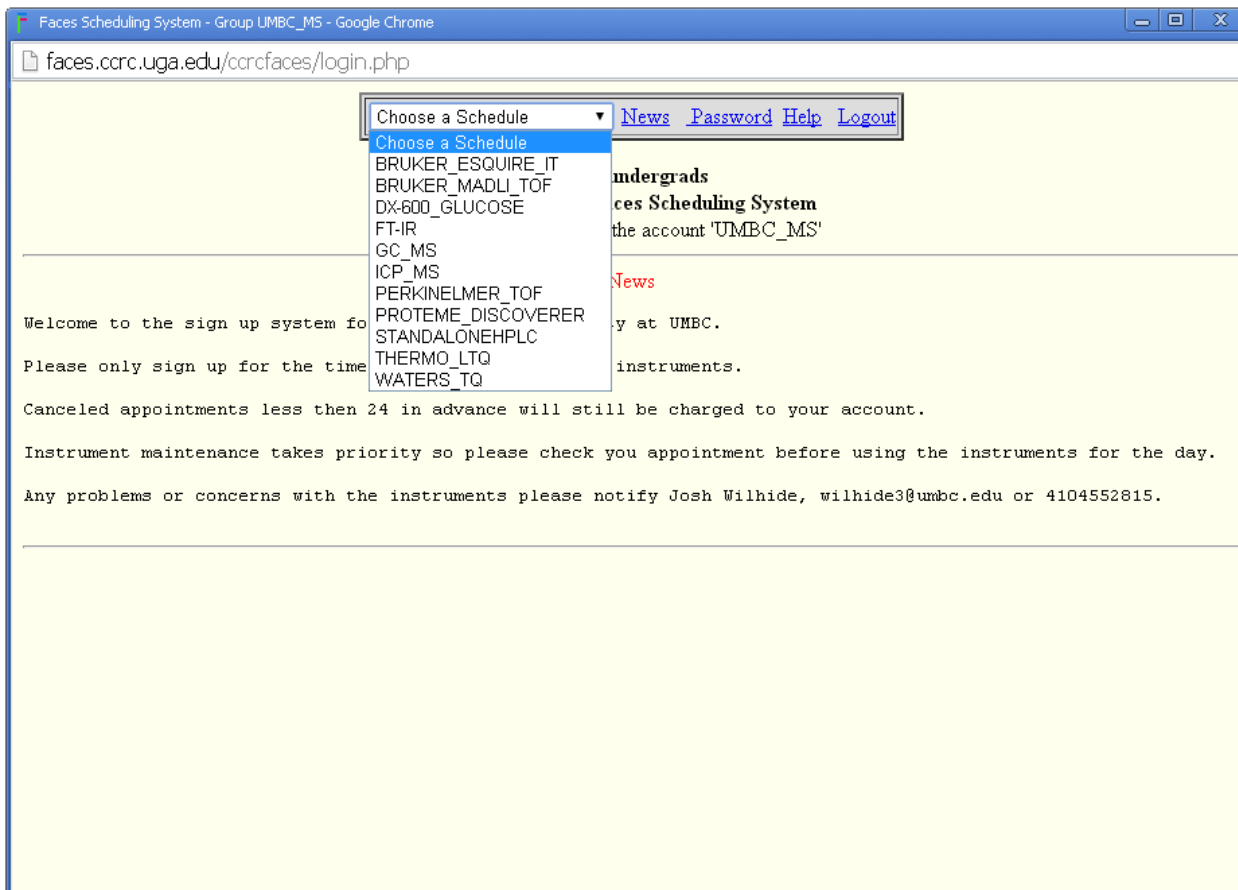


Figure 3: Scheduling of instrument use

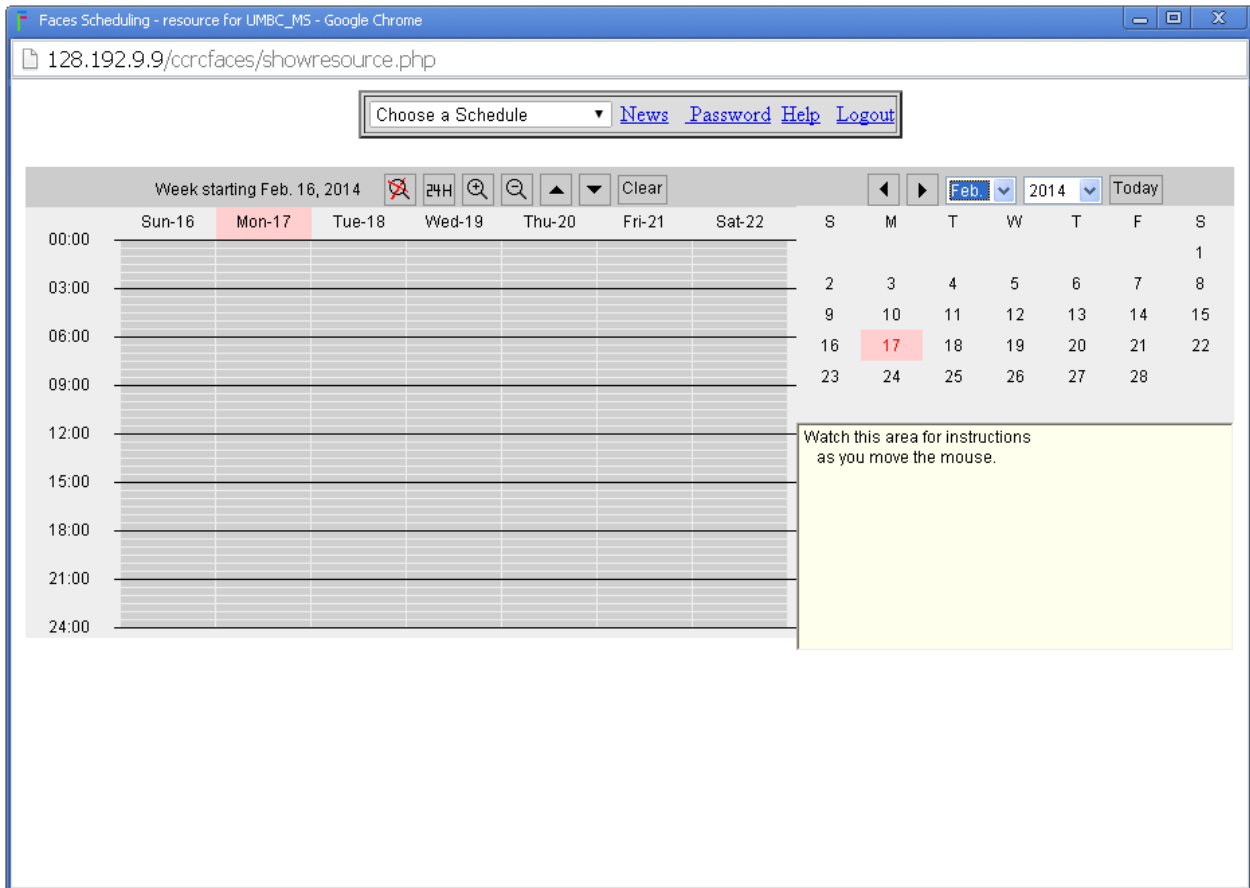


Figure 4: Selecting a time

Faces Scheduling - resource for UMBC_MS - Google Chrome

128.192.9.9/ccrcfaces/showresource.php

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

Week starting Feb. 16, 2014 24H Clear Feb. 2014 Today

	Sun-16	Mon-17	Tue-18	Wed-19	Thu-20	Fri-21	Sat-22	S	M	T	W	T	F	S
00:00														1
03:00								2	3	4	5	6	7	8
06:00								9	10	11	12	13	14	15
09:00								16	17	18	19	20	21	22
12:00								23	24	25	26	27	28	
15:00														
18:00														
21:00														
24:00														

New appointment.
 Begins: Sun 16 Feb. 2014 at 03:30
 Ends: Sun 16 Feb. 2014 at 15:00

Click now to reserve this time span,
 or move the mouse to change it,
 or click the 'Clear' icon to start over.

Figure 5: After time frame has been selected

Faces Scheduling - resource for UMBC_MS - Google Chrome

128.192.9.9/ccrcfaces/showresource.php

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

To reserve time, complete this form and click 'Go!'.

Feb. 2014 Today

	S	M	T	W	T	F	S
New Appointment Request							1
Start Time: Sun 16 Feb. 2014 at 03:30	2	3	4	5	6	7	8
End Time: Sun 16 Feb. 2014 at 15:00	9	10	11	12	13	14	15
Choose an option from the list below:	16	17	18	19	20	21	22
	23	24	25	26	27	28	

N/A

Type your comment for the appointment in the box below:

To submit your request, click the 'Go!' button.

Watch this area for instructions as you move the mouse.

Figure 6: Finalized appointment

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

Week starting Feb. 16, 2014 24H Clear

	Sun-16	Mon-17	Tue-18	Wed-19	Thu-20	Fri-21	Sat-22	S	M	T	W	T	F	S
00:00														1
03:00								2	3	4	5	6	7	8
06:00								9	10	11	12	13	14	15
09:00								16	17	18	19	20	21	22
12:00								23	24	25	26	27	28	
15:00														
18:00														
21:00														
24:00														

Mon 17 Feb. 2014 at 21:30
Reserved By: undergrads
From: 17 Feb. 2014 at 18:00
Until: 17 Feb. 2014 at 23:00
[Click now for more details.](#)