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.ccrc.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
Figure 5: After time frame has been selected
To reserve time, complete this form and click 'Go!'.
Reserved By: undergrads
From: 17 Feb, 2014 at 18:00
Until: 17 Feb, 2014 at 23:00
Click here for more details.