# Using "Faces Scheduling System" to View and Reserves NMR Time

To access the schedule you first have to be assigned a *"User Name."* The information on the form filled out during training will be used to generate your scheduling account. After your initial NMR training you will receive an email with your *User Name* and a *Password*, which you should change at you first login.

The NMR schedules are hosted at the CCRC at UGA:

http://faces.ccrc.uga.edu/

The Group is USC-NMR (USC_NMR also works)
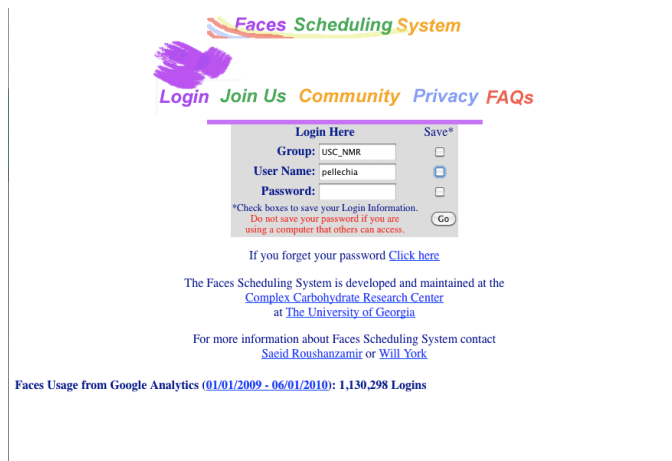
When you click "Go" after entering the proper Login information you will see the "Welcome Screen." Check out the "News" section for any announcements before choosing the Schedule you want to view. This is a pull-down at the top of the screen.

All our instruments have online schedules but most users will only see the systems that are set up for walk-up access.

The schedule is shown for the current week with the time from 8:00 AM – 6:00 PM. Time outside this range can be viewed by scrolling or expanding the range using the buttons

We are only allowing reservations on the walkup instruments (300 & 400) for the current day so focus only on the highlighted column (i.e., today).

Reserved time is shaded in a red color. Grey blocks are available slots.
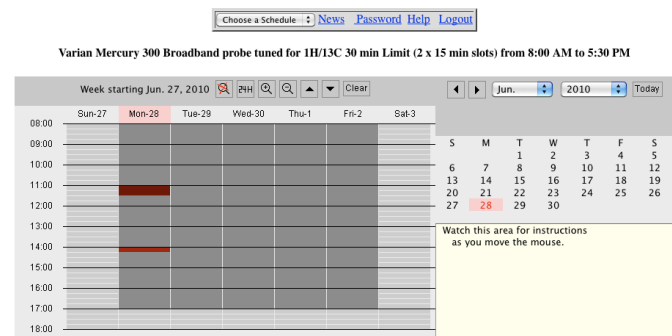
Click once on an open slot to choose the starting time.
You will see a yellow highlight. You can move the mouse
down to extend your time. Click again to continue the
reservation.

Note: The 300 has 30 min. limit (i.e., 2 x 15 min. slots).
        The 400 has 2 hr. limit and 30 min. slots

The confirmation page will show the choice you made.
The "option" list can be ignored for the 300. The 400 has
an option for specifying use of the auto-sampler.

The "Comment" line is optional but if you enter your phone
number you can be notified of any changes (possible
earlier start time, etc.).

Make sure you finish your reservation by clicking on the
"Go" button.

Read the next page carefully. This what you should see if
you were successful. It there was a problem this page will
inform you why your request failed.

The schedule should now show the time you reserved.
You can click on any red shaded times to view the details
of any reservation.

Remember, there are users accessing the schedule from
multiple computers and there may be times when
someone else takes a slot that looks available while you
were in the process of reserving it.

All questions should be directed to Perry Pellechia or Helga Cohen. Full rules for scheduling are
posted in the NMR Lab. Your cooperation is always appreciated and we hope that the current
friendly atmosphere continues.