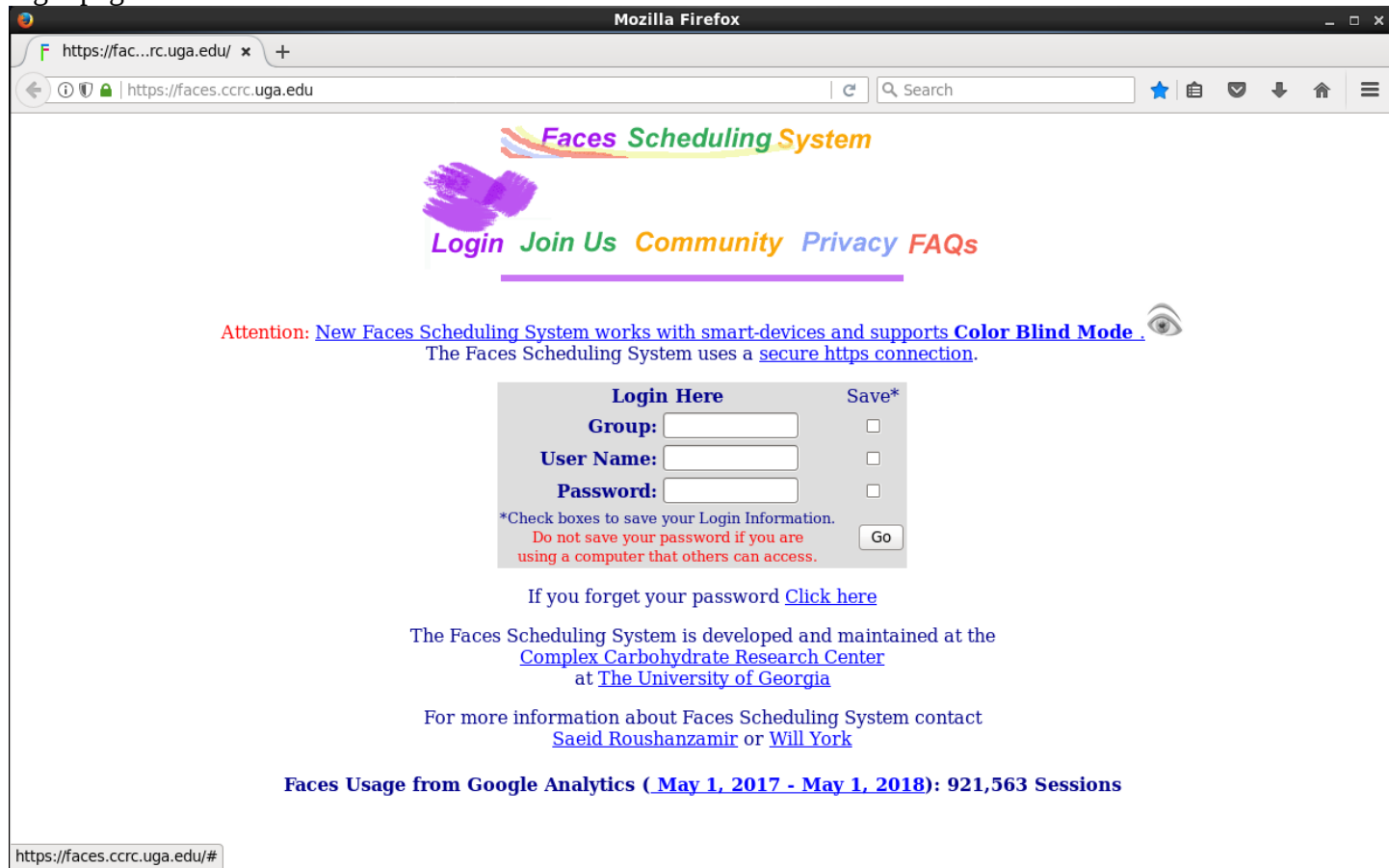


# The Faces Scheduling System

Faces is web-based scheduling service that makes it possible for authorized clients to reserve resources on a first-come, first-served basis. Faces Scheduling System software is designed to facilitate the scheduling of scientific instruments and other resources in a research environment, and serves as a web accessible sign-up sheet. It was developed by William York and Saeed Roushanzamir at the Complex Carbohydrate Research Center at the University of Georgia.

## Logging Into Faces

Faces may be logged using a web browser at address <https://faces.ccrcc.uga.edu/>. You should see the following login page:

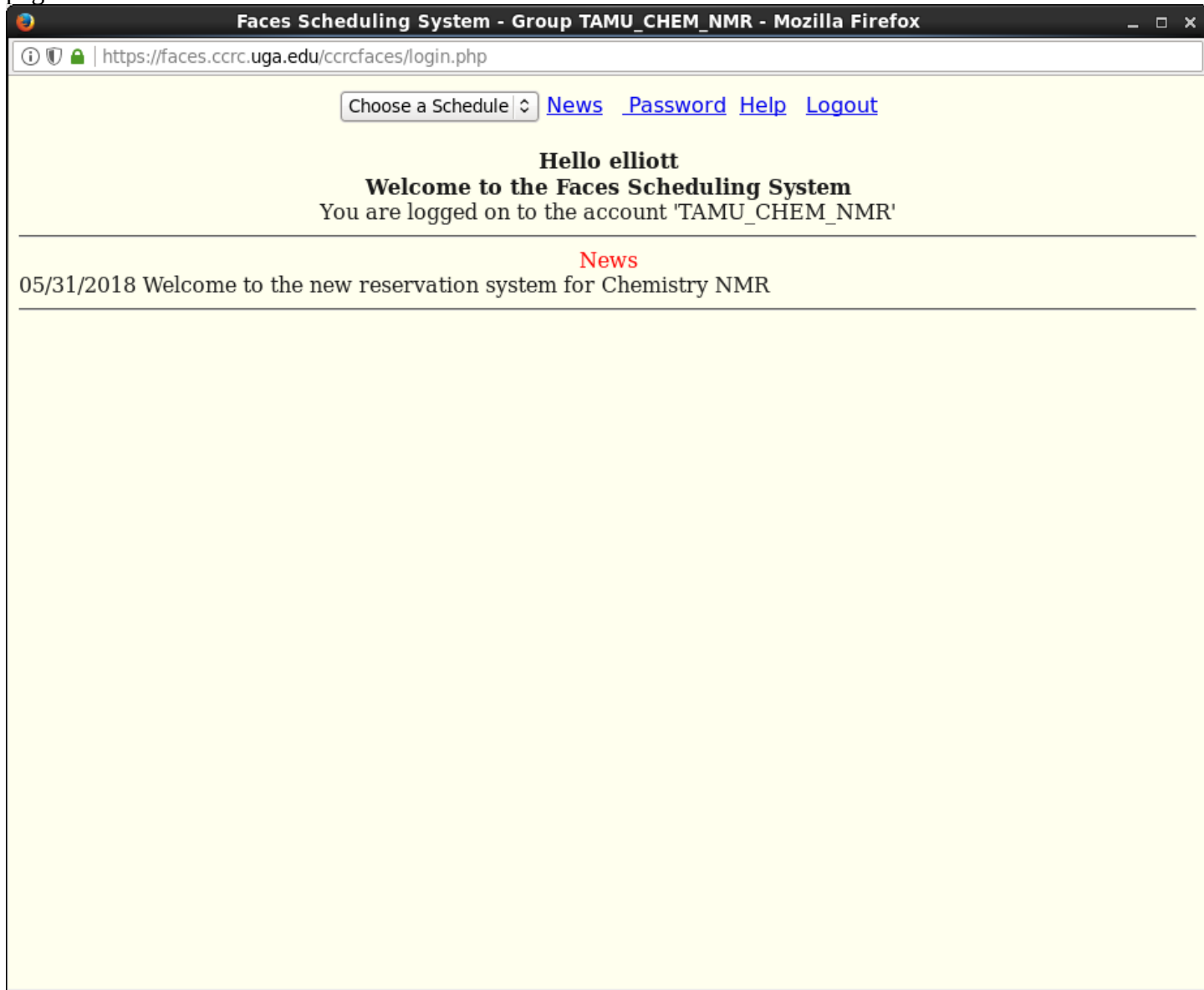


The screenshot shows a Mozilla Firefox browser window displaying the Faces Scheduling System login page. The browser's address bar shows the URL <https://faces.ccrcc.uga.edu/>. The page features the system's logo, navigation links for Login, Join Us, Community, Privacy, and FAQs, and a login form with fields for Group, User Name, and Password. A 'Save\*' checkbox is present next to each field, and a 'Go' button is at the bottom of the form. A warning message states: 'Attention: New Faces Scheduling System works with smart-devices and supports Color Blind Mode. The Faces Scheduling System uses a secure https connection.' Below the form, there is a link for 'Click here' if the user forgets their password, and information about the system's development at the Complex Carbohydrate Research Center at The University of Georgia. At the bottom, it reports 'Faces Usage from Google Analytics (May 1, 2017 - May 1, 2018): 921,563 Sessions'.

Our group name is TAMU\_CHEM\_NMR. Your user name should be either your NetID or your old NMR login. Your initial password should have been emailed to you when your Faces account was created. We do not recommend allowing either your user name or password to be saved. After completing all three entries you must click the "Go" button to proceed.

## Welcome to Faces

Following login, a Faces welcome page should open in a new browser window. An example of such a welcome page is:



The “Hello” greeting will reflect your login name. Please read the “News” section for facility related information.

The drop-box labeled “Choose a Schedule” is how you navigate between the systems' calendars to which you have access. If you have been trained on a system but cannot find it listed in the “Choose a Schedule” drop-box, please contact the NMR staff.

The other links are largely self-explanatory. The “News” link goes to a page with the facility news. The “Password” link will allow you to change your login password. The “Help” link opens a popup that gives a bare-bones explanation of how to use Faces. The “Logout” link will logout the current user from Faces – we recommend that you logout when not actively looking at the Faces system.






## Instrument Schedules

Once you have chosen a system from the “Choose a Schedule” drop-box you will be directed to the reservation calendar for that system. For example, choosing the Inova 300 on Thursday, May 31<sup>st</sup> 2018 shows:

2018 Sun May 27 Mon May 28 Tue May 29 Wed May 30 Thu May 31 Fri Jun 1 Sat Jun 2

Time	Sun May 27	Mon May 28	Tue May 29	Wed May 30	Thu May 31	Fri Jun 1	Sat Jun 2
08:00							
10:00						Reservation	
12:00							
14:00							
16:00							
18:00							













The heading on the page identifies the system, and often has some additional system information. The toolbar below the heading has the following elements:

-  This opens a calendar. Since some reservations may be made days ahead and/or for days at a time, this is a way to move in time steps. The calendar will display the week containing the date selected.
-  This displays the calendar for the week containing the current date.
-  This displays the calendar for one week before the currently displayed week.
-  This displays the calendar for one week after the currently displayed week.
-  This displays the calendar in a full 24hr view. The default calendar (shown above) focuses on the “prime time”. The same example schedule shown in a full 24hr view is:

Faces Scheduling - resource for TAMU\_CHEM\_NMR - Mozilla Firefox

https://faces.ccrcc.uga.edu/ccrcfaces/showresource.php#dialogDiv










## Inova300 in room 313-- N2 Fill weekly on Friday 9-10am.

Hints appear here only for devices with a mouse

2018	Sun May 27	Mon May 28	Tue May 29	Wed May 30	Thu May 31	Fri Jun 1	Sat Jun 2
00:00							
02:00							
04:00							
06:00							
08:00							
10:00							
12:00							
14:00							
16:00							
18:00							
20:00							
22:00							

This full 24hr schedule is informative, but a little challenging to use because the time slot spacing is so small.

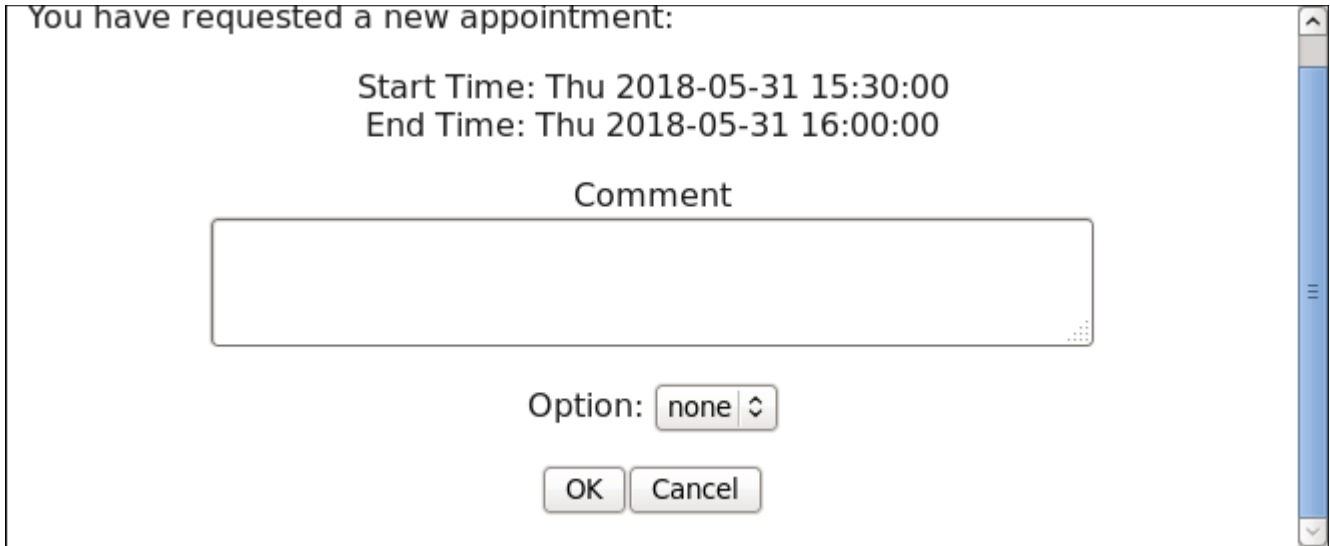
-  This puts the schedule display back to the default (focused on “prime time”).
-  This zooms the schedule in by a single hour per click in both vertical directions. For example, the default schedule would go from 0900-1900hrs on a single click.
-  This zooms the schedule out by a single hour per click in both vertical directions. For example, the default calendar schedule would go from 0700-2100hrs on a single click.
-  This moves the schedule back by a single hour per click. For example, the default calendar would go from 0700-1900hrs on a single click.
-  This moves the schedule forward by a single hour per click. For example, the default calendar would go from 0900-2100hrs on a single click.
-  This tool cancels a current selection. Reservations are made by first clicking the start time and then clicking the end time. If you incorrectly chose your start time, you this tool to clear your selection.
-  This tool will display the calendar with a color scheme that is more amenable to color-blind people.
-  Opens a popup help that describes what each of the tools do.
-  Opens popup with information about Faces' creators and coding.

The “Hints appear here only for devices with a mouse” is a text area that is updated by mousing over a

selection. For example, if you want to know who has the system reserved from 1410-1420hrs on May 31<sup>st</sup>, mouse over that time and this text area will change to “Reserved by greg.wylie” and tell you the start and stop times for that reservation. Note that the dark black reservation on June 1<sup>st</sup> from 0900-1000hrs is a manager's reservation, in this case for the nitrogen fill.

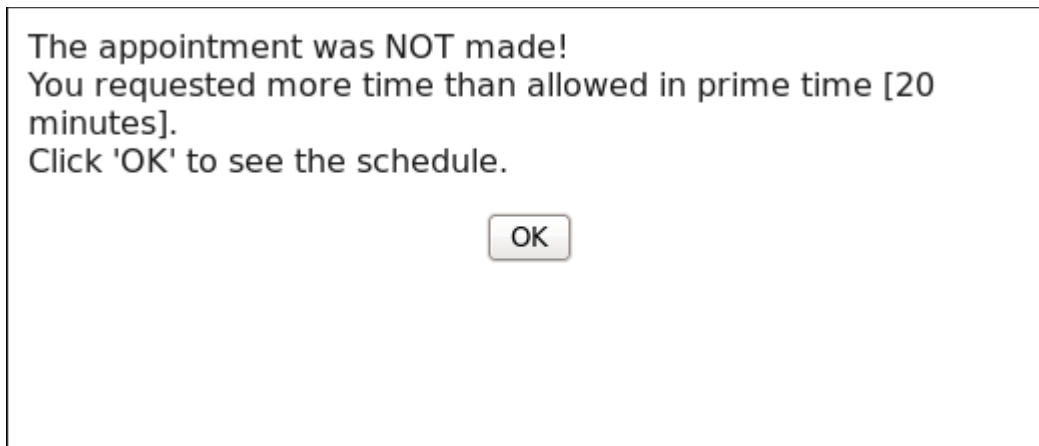
### ***Making a Reservation***

Reservations are made by first clicking the desired start time, and then clicking the desired end time. Having done so a popup will open with this information. For example:



The dialog box has a title bar with a close button (X) on the right. The text inside reads: "You have requested a new appointment:" followed by "Start Time: Thu 2018-05-31 15:30:00" and "End Time: Thu 2018-05-31 16:00:00". Below this is a text input field labeled "Comment". At the bottom, there is a label "Option:" followed by a dropdown menu showing "none" with a downward arrow. At the very bottom are two buttons: "OK" and "Cancel".

The “Comment” field is optional, and the “Option” drop-box will probably have no entries (other than none). If the appointment request violates any rules you will get a popup message that details all the issues, such as:



The dialog box contains the following text: "The appointment was NOT made!  
You requested more time than allowed in prime time [20 minutes].  
Click 'OK' to see the schedule." Below the text is a single "OK" button.

If the appointment is valid you will get the following popup message:

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

OK

At this point the calendar is updated, meaning the fields of time for the reservation are given a different color and your login name associated with that time slot.

## **Prime Time**

The rules vary between systems (see Reservation Rules below). If a system has a “Prime Time” designation more often than not you will not be allowed to choose several time slots at once, but you may be allowed to choose consecutive time slots. In other words, suppose I want to book from 1600-1630hrs on a system with 15min time slots during Prime Time. To successfully make this reservation I will need to double-click the 1600-1615hrs time slot (in effect choosing it as both the beginning and the end) and make that reservation, and then double-click the 1615-1630hrs time slot to reserve the system for the full time. This might be a little cumbersome, but it is how Faces can restrict people from using too much time, as you are limited by the total number of appointments you may make during Prime Time.

## **Overnights and Weekends**

The rules still vary; but, generally, this is where you may choose larger blocks of time. We've found that booking a system for the entire night is more easily done by zooming the calendar out one hour in each direction than using the 24hr calendar.

## **Canceling a Reservation**

Clicking on a reservation on the instrument schedule opens a popup that will allow you to cancel a reservation and/or email the owner of the reservation. You may only cancel your own reservation, but you may email the owner of a reservation you do not own. Say, for example, you have a reservation immediately before and after someone else, and you'd like to go over a little on your first time but can give the time back to the other user in the following slot. Email the person ahead of time and work out if that will be alright.

## Reservation Rules

Each system has its own set of reservation rules. This variability allows each system's schedule to facilitate the system's role. We have some systems intended for quick, walkup use and others for long-term studies. A summary of the rules for every system is shown in the table below.

	System and Location						
	Inova 300 313	Avance 400 ILSB 1163	Inova 500 1221	VnmrS 500 RMD 415	Inova 400 1324	Avance 500 1235	VnmrS 500 1327
<b>General Rules</b>							
Divisions	10min	15min	15min	15min	30min	30min	30min
Reservations/Day	4	4	4	4	4	4	4
Max Future Reservations	4	4	4	4	4	4	4
Prime Time	8A-8P	8A-8P	8A-8P	8A-8P	No	No	No
Advance Booking	4days	4days	4days	4days	4days	4days	12days
<b>Prime Time Rules</b>							
Max Reservation Block	20min	15min	15min	15min			
Consecutive Reservations Allowed	No	Yes	Yes	Yes			
<b>Off Prime Time Rules</b>							
Applies to Weekends	Yes	Yes	Yes	Yes			
Max Reservation Block	12hrs	12hrs	12hrs	12hrs			
Consecutive Reservations Allowed	Yes	Yes	Yes	Yes			