The Faces Scheduling System

Faces is a 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.[1]

Logging Into Faces

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

Our group name is TAMU_CHEM_NMR. Your user name is usually your NetID, but there are circumstances where this is not the case. Your initial password should have been emailed to you when your Faces account was created, and that email will confirm your user name. 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.

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[1] Taken from https://faces.ccrc.uga.edu/ccrcfaces/faq0.php

Welcome to Faces

Following login, a Faces welcome page should open in a new browser window. An example of such a welcome page is:
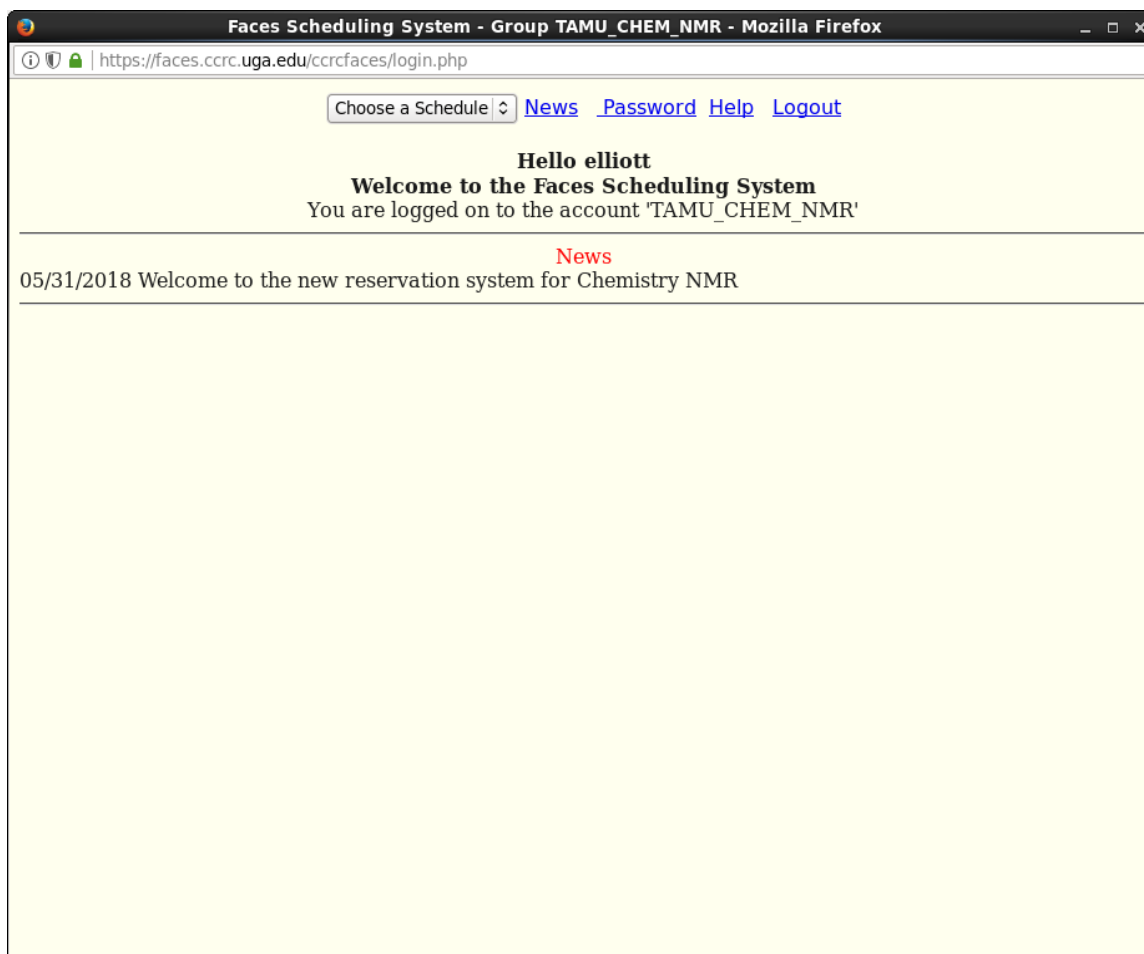
The "Hello" greeting will reflect your login name. Please read the "News" section for facility related information.

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 31st 2018 shows:

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.

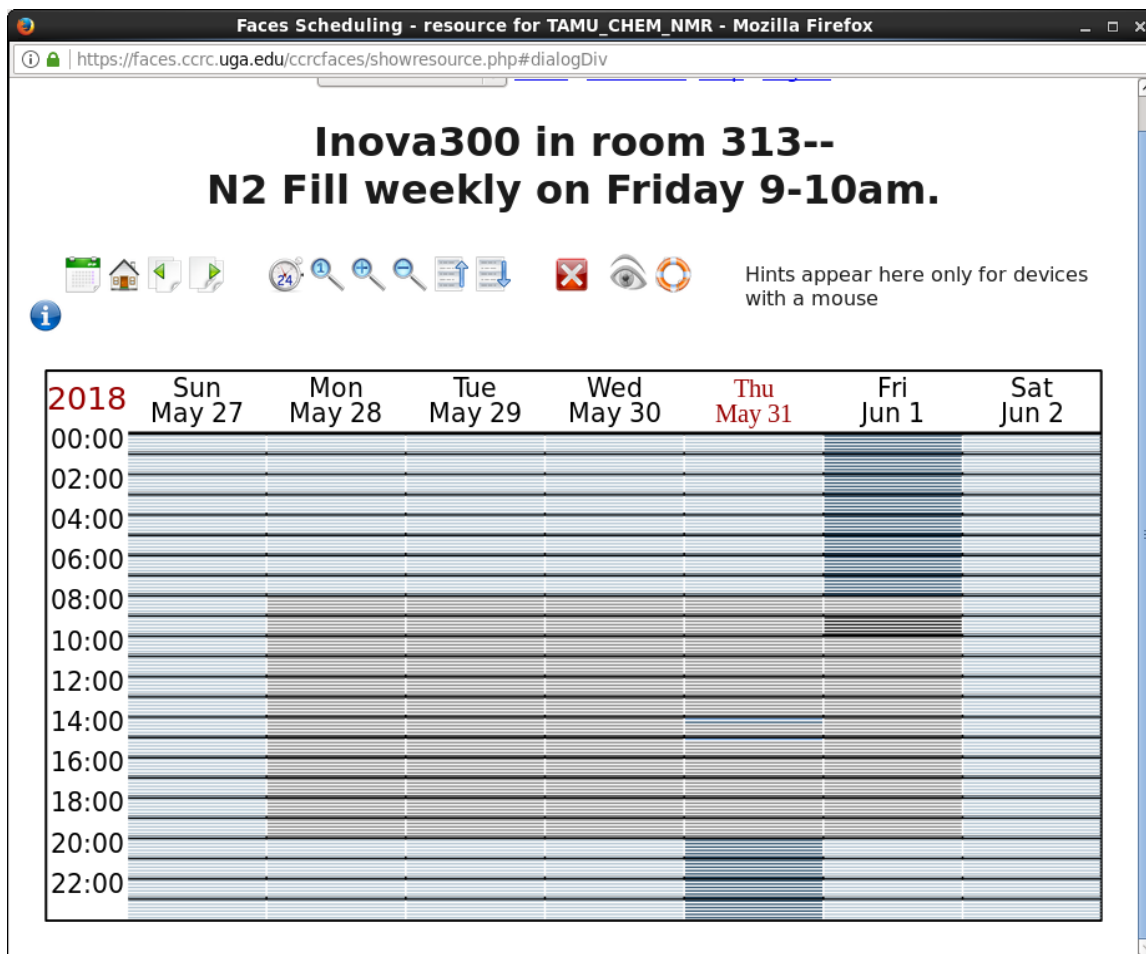This displays the calendar in a full 24hr view. The default calendar (shown above) focuses on the "prime time". The same example schedule shown in a full 24hr view is:

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 choose your start time, use 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 31st, 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 1st 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 "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:

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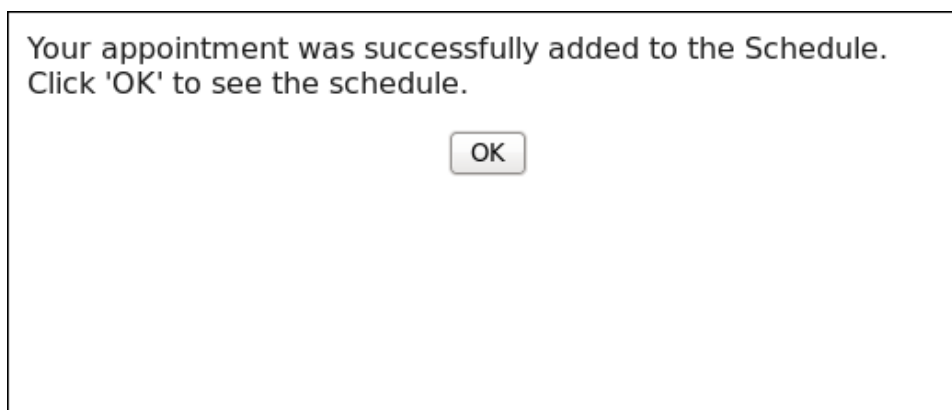
At this point the calendar is updated, meaning the fields of time for the reservation are given a different color and your login name associated with that time slot.

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 systems requiring reservations is shown in the table below.

		System and Location		
		Inova 500 1221	VnmrS 500 RMD 415	Avance 500 1235	VnmrS 500 1327
General Rules					
	Divisions	15min	15min	15min	30min
	Reservations/Day	4	4	4	4
	Max Future Reservations	4	4	6	4
	Prime Time	8A-8P	8A-8P	8A-8P	No
	Advance Booking	4days	4days	4days	12days
Prime Time Rules					
	Max Reservation Block	15min	15min	60min	
	Consecutive Reservations Allowed	Yes	Yes	Yes	
Off Prime Time Rules					
	Applies to Weekends	Yes	Yes	Yes	
	Max Reservation Block	12hrs	12hrs	12hrs	
	Consecutive Reservations Allowed	Yes	Yes	Yes	