

RESERVING NMR TIME USING FACES

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1. INTRODUCTION

1.1. About this Worksheet

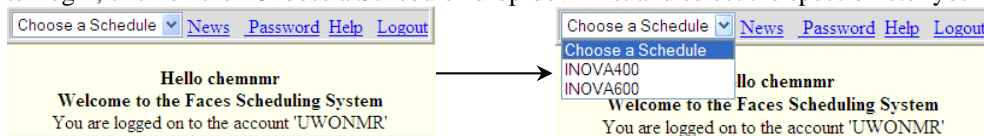
This worksheet describes how to use FACES to reserve NMR time on the Inova 400 and Inova 600 NMR spectrometers. In order to use the Inova spectrometers, the "Operation of the Inova 400 and 600" worksheet should be consulted.

1.2. Obtaining a FACES Account

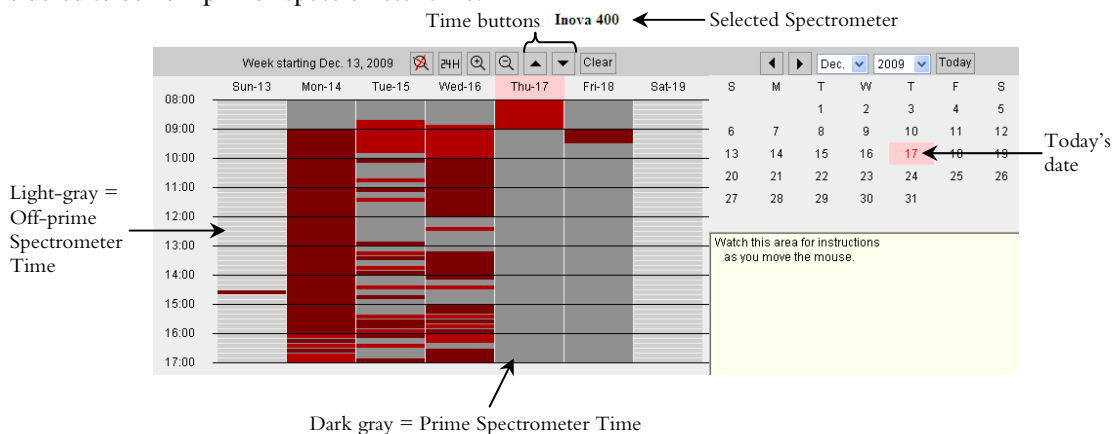
Users will be given a FACES account after receiving training on the Inova spectrometers from an NMR facility staff member. Training sessions are regularly offered in January, May, and September, and also upon request by contacting an NMR facility staff member in person or via e-mail at chemnmr@uwo.ca.

2. RESERVING NMR TIME

- Go to the FACES website, <http://faces.crcr.uga.edu>.
- At the FACES homepage, login by entering:
 - Group: = **uwonmr**
 - User Name: = **your_personal_login**
 - Password: = **your_personal_password**
 - Click on **Go**.
- After login, click on the "Choose a Schedule" drop-down list and select the spectrometer you wish to use.

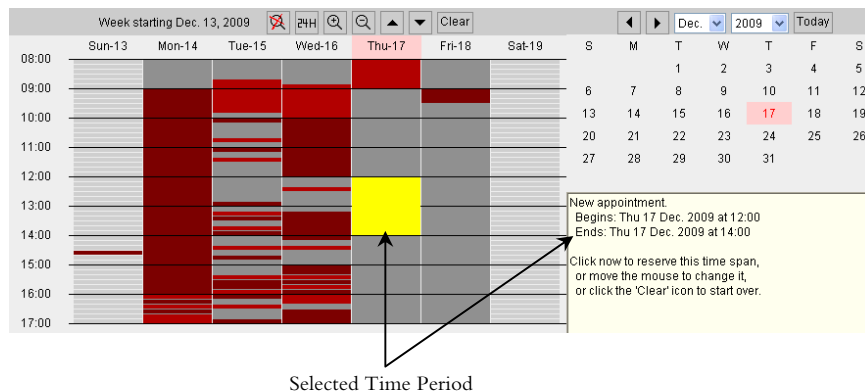


- A calendar for the current week will appear on the left and a monthly calendar will appear on the right. Today's date will be highlighted in red in the monthly calendar. Booked time slots will appear in red, while available slots will be in gray. The dark gray times are considered to be "prime" spectrometer time, while the lighter gray times are considered to be "off-prime" spectrometer time.



- If necessary, use the buttons to see earlier, or later times, respectively.
- Left-click on the day and start-time you would like to book. By default, a 10-minute time slot will be selected. If this is sufficient, left-click again. If more than 10-minutes are required, scroll down until the desired amount of time has been high-lighted, then left-click. If an overnight experiment is desired, scroll down and left-click on the time-slot *starting* at 18:00, then scroll-up and left-click on the time-slot *ending* at 9:00 the following day.

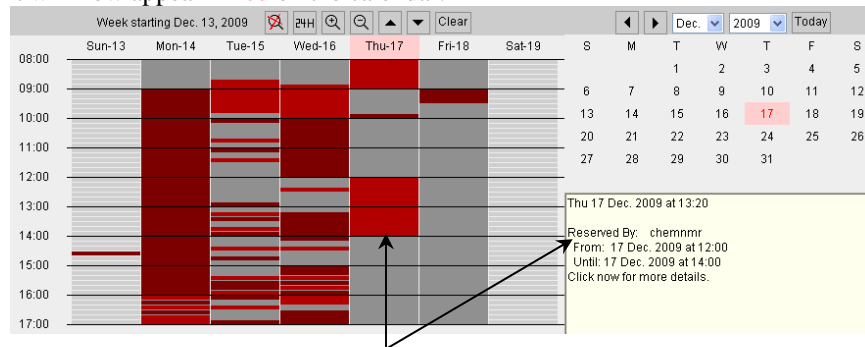
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- 7) A box will pop up showing the time slot you selected. From the drop-down list, select the experiment(s) you will be running and click **Go!**.

- 8) Click on **OK** to see the schedule and confirm your appointment.

- 9) Your appointment will now appear in **red** on the calendar.



- 10) If you need to change/delete your appointment, click on your appointment on the calendar and click **Delete!**. At the next screen click **OK**.

- 11) Repeat steps 6-9 if you would like to book a different appointment time.
 12) When finished booking your NMR time, click on **Logout** at the top of the screen.