

RESERVING NMR TIME USING FACES

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1. INTRODUCTION

1.1. About this Worksheet

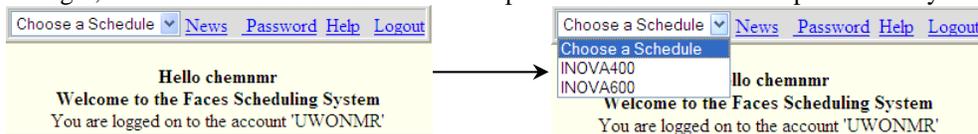
This worksheet describes how to use FACES to reserve NMR time on the Inova 400 and Inova 600 NMR spectrometers. In order to use the Inova spectrometers, the "Operation of the Inova 400 and 600" worksheet should be consulted.

1.2. Obtaining a FACES Account

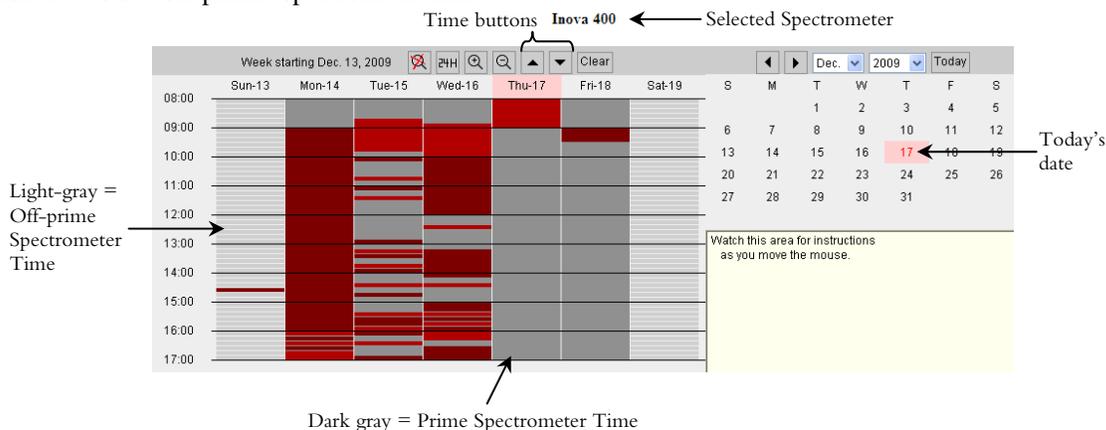
Users will be given a FACES account after receiving training on the Inova spectrometers from an NMR facility staff member. Training sessions are regularly offered in January, May, and September, and also upon request by contacting an NMR facility staff member in person or via e-mail at chemnmr@uwo.ca.

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.

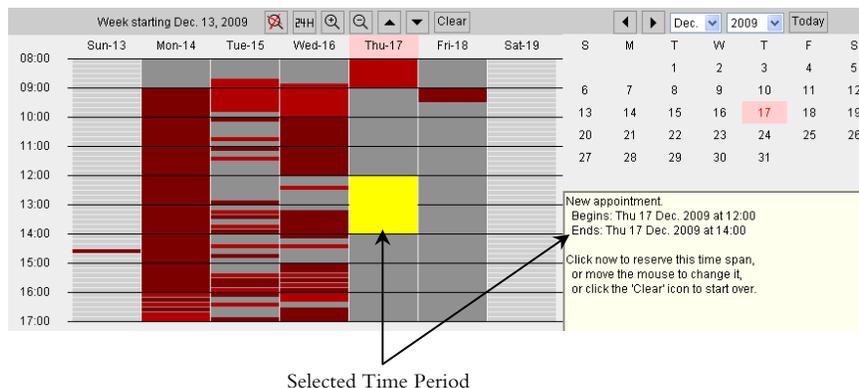


- A calendar for the current week will appear on the left and a monthly calendar will appear on the right. Today's date will be highlighted in red in the monthly calendar. Booked time slots will appear in red, while available slots will be in gray. The dark gray times are considered to be "prime" spectrometer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

To reserve time, complete this form and click 'Go!'

New Appointment Request
 Start Time: Thu 17 Dec. 2009 at 12:00
 End Time: Thu 17 Dec. 2009 at 14:00
 Choose an option from the list below:

H1 NMR
 H1 NMR
 H1 and C13 NMR
 H1 and Other Nuclei NMR
 H1 and 2D NMR
 H1, C13 and 2D NMR
 Variable Temperature NMR
 Cryogen Fills
 Calibrations
 Shimming
 NMR Service
 Training
 Maintenance/Troubleshooting

Type your comment for the appointment in the box below:

To submit your request, click the 'Go!' button.

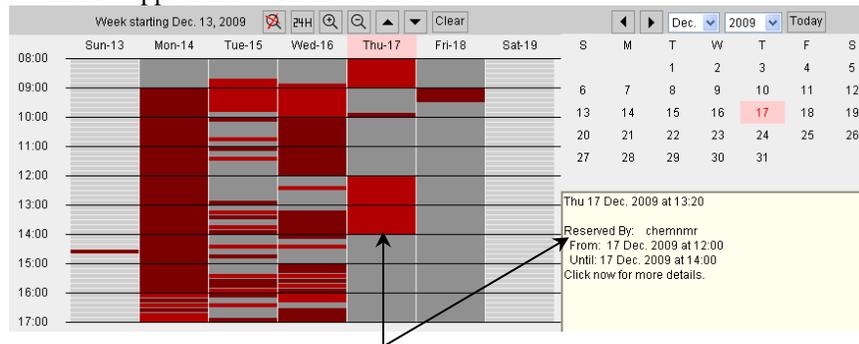
- 8) Click on **OK** to see the schedule and confirm your appointment.

Click 'OK' to see the schedule.

Your appointment was successfully added to the Schedule.

Click 'OK' to see the schedule.

- 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**.

This time is not available. Click 'OK' to see the schedule.

The time you selected has been reserved by chemnmr.
 From: 17 Dec. 2009 at 12:00
 Until: 17 Dec. 2009 at 14:00
 chemnmr's comment for this appointment:
 chemnmr's option for this appointment:
 H1 and 2D NMR

To contact chemnmr, enter your message below and click 'Send!'

Send!

chemnmr or manager can delete this appointment by clicking 'Delete!'

Delete!

Click 'OK' to see the schedule.

Chemnmr is trying to delete an appointment for INOVA400
 Start: 2009-12-17 12:00:00
 End: 2009-12-17 14:00:00
 Your appointment was deleted!
 Click 'OK' to see the schedule.

- 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.