Connect to Facility website:  http://facs.stanford.edu

In the “For Users” block on the left side, click on the “Schedule Instruments” item to expand the menu to see all the instruments.

Click on the instrument you want to schedule. You will be sent to the Stanford Authorization site to for your SUNetID and password.

Upon successful completion the Scheduler page for the selected instrument will appear.
By default only the current week appears. Note that the schedule is broken into two blocks to display 12 hours. The Yellow blocks are reserved times; the Gray blocks are available times. If you are looking at a sorter schedule and are not a self-op on that machine, there will also appear White areas, which indicate that no staff operators are available.

To choose a different date, use black arrow keys on the left to scroll by weeks, or click on the month at left to display an entire month. Clicking on the 12hrs on the right will allow the full day to be visualized.

Clicking on a gray area where you want to reserve will bring up the “Add Event” box.
Make sure your starting time is correct, and use the drop downs to indicate the length of time needed, and the characterizations for your experiment. Filling these in provides important information to Staff if there is an instrument failure and you need to be moved to another instrument. For sorter users requiring an operator, filling in these fields is critical as it tells the operator what needs to be set up on the instrument. When done, press “Submit” to record your reservation. If your choices are OK, then your reservation will appear in Yellow. If the time you selected conflicts with a previous reservation, a box like the following will appear:

**Schedule LSR II**

Clicking on “Continue” returns you to the “Add Event” screen to resolve the conflict.

If you want someone other than a Facility operator to operate for you, that instrument self-operator will need to book the appointment and specify your SUNet id in ‘On Behalf’ of’ field.

Important: **QUIT** your browser when you exit the web scheduler You remain logged into the scheduler if you CLOSE your browser, unless your browser is setup to clear out all cookies.

To cancel one of your scheduled events, click on the event and an “Event Review” will appear.
Click the “Scissors” icon (changes to “Recycle” icon). Click “Finish”. The Schedule will reappear with appointment removed.

Cancellation Policies

Signup times are charged if not cancelled 24 hours BEFORE the run.
A signup can be moved to an EARLIER time the same day at no additional charge.
A signup moved to a LATER time the same day will be charged for both signup times.

For exceptional circumstances, please contact the Director.

Updated on: 08/19/09