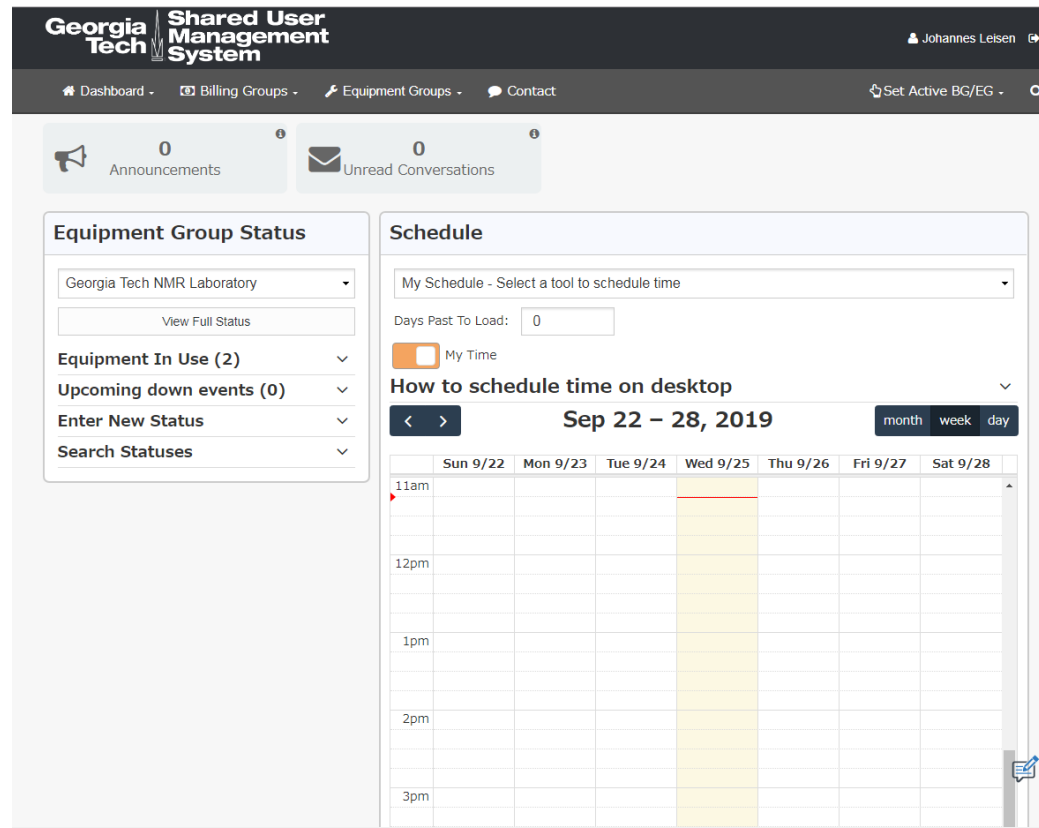


# Reservation of NMR time on SUMS

# using SUMS to sign up for instrument time

The most convenient way to access functions in SUMS is via the DASHBOARD, Which can be configured by the user.

We recommend the following view:



The screenshot displays the Georgia Tech Shared User Management System dashboard. The top navigation bar includes the system name, user name (Johannes Leisen), and navigation links for Dashboard, Billing Groups, Equipment Groups, and Contact. Below the navigation bar, there are two notification boxes: Announcements (0) and Unread Conversations (0). The main content area is divided into two panels. The left panel, titled "Equipment Group Status", shows the selected group "Georgia Tech NMR Laboratory" and a "View Full Status" button. It also lists "Equipment In Use (2)", "Upcoming down events (0)", "Enter New Status", and "Search Statuses". The right panel, titled "Schedule", shows a dropdown menu for "My Schedule - Select a tool to schedule time", a "Days Past To Load" input field set to 0, and a "My Time" checkbox. Below this is a section titled "How to schedule time on desktop" with a calendar view for "Sep 22 - 28, 2019". The calendar shows a grid of days from Sun 9/22 to Sat 9/28, with time slots from 11am to 3pm. The Wednesday 9/25 column is highlighted in yellow, indicating the current day.

You can achieve this view:

Edit my dashboard, selecting the “two column theme”, and selecting items as shown below.

The screenshot shows a web browser window with the URL `sums.gatech.edu/Dashboard.aspx`. The page title is "SUMS Dashboard". The user is logged in as "Johannes Leisen". The main navigation bar includes "Dashboard", "Billing Groups", "Equipment Groups", and "Contact". A sidebar on the left contains "Goto My Dashboard", "Edit My Dashboard" (highlighted with an orange arrow), and "Known SUMS Issues (0)".

The "Dashboard Edit" modal is open, showing the following options:

- Select Dashboard Theme
- Reset Selections to Theme Default
- Rebuild dashboard based on permissions
- Save and Return to Dashboard

The modal contains several "Select block to display" dropdown menus:

- Unhidden Announcements
- Unread Conversations - Sm
- Select a block to display
- Select a block to display
- Equipment Group Status
- Schedule
- Select equipment group for this block: Use my favorite equipment group or sele
- Select a block to display
- Select a block to display

# Scheduling Time via the calendar

Bruker AV3-HD 500 (yoda) (NMR)

Days Past To Load:

My Time  Others' Time  Actual Usage

How to schedule time on desktop

< > Sep 22 - 28, 2019 month week day

	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28
9am							
10am		Bruker AV3-HD 500 (yoda)		Bruker AV3-HD 500 (yoda)			
11am			Bruker AV3-HD 500 (yoda) Yuan Gao (yuan_)				
12pm							
1pm							
2pm							
3pm		Yuan Gao yuan_gao2015@nitech.edu					

select the instrument

Switch to view:  
My time, other's time,  
Actual usage

You can click on a reserved time slot to find out who made the reservation.

You can click on a starting time or mark a time slot to make a reservation:

**Schedule**

Title: Bruker AV3 HD 500 (chewie)

Scheduling Researcher: Johannes Leisen

Billing Group: GT\_NMR\_center

Description:

Start: 09-25-2019 13:15:00

End: 09-25-2019 16:45:00

Recurring event setup:  Repeat this scheduled event the same time and day of the week until the below date (inclusive)

10-02-2019 recurrence termination date

Save Cancel

- Notes:
- \* times must be entered in european/military format(i.e. 14:00 for 2 pm)
  - \* a brief description of your experiment must be entered (i.e. 1H or 13C, or 27Al MQ MAS at elevated temperatures).
  - \* if you have special requests for experiments, which require special hardware or operator assistance you must make an appointment with the manager of the NMR center.
  - \* there are time limitations for the use of the equipment (pls see next page).

## **Sign up rules:**

Instrument time can only be reserved for a maximum of one week in advance

### **Mercury 300 (r2d2), Mercury 400 (Amidala):**

maximum length of time-block during peak hours (8am-5 pm): 30 min

Maximum length of time-block during off-peak hours: unlimited

### **Bruker AV3-400 (c3po), AV3DH-500 (chewie), AV3DH-500 (rey):**

Maximum length of time-block during peak hours (8am-5 pm): 3h

Maximum length of time-block during off-peak hours: unlimited

*Longer time slots during peak-hours as well as solid-state NMR experiments can be scheduled on rey upon request.*

### **Bruker AV3-800 (luke):**

Maximum length of time-block: unlimited

## **Solid-state NMR instruments:**

### **Bruker AV3-400 (jaba), Bruker AV3HD-300 (obiwan), Bruker AV3HD 500 (yoda):**

experiments will be scheduled as requested at

<http://pwp.gatech.edu/solidstatenmr/solid-state-nmr-signup/>

The schedule will be entered by the manager of the NMR center.

monitoring instrument use

## Using SUMS on the spectrometers:

- \*SUMS will keep track of your usage and automatically charge your billing group.
- \*There is no need to swipe a card or similar.
- \*clicking the Topspin (or VNMRJ) icon will start the NMR software and SUMS monitoring. You will receive a message that SUMS monitoring is active:  
i.e. you will be charged for time, the SUMS website displays that you are logged into the spectrometer.
- \* You are not able to use the Spectrometer if you do not have an active SUMS account, which is linked to a valid charging group. The managers of the NMR center might be willing to provide you with the challenge code, which will allow you an exceptional use of the NMR software without SUMS monitoring.



\* if you leave TOPSPIN (not VNMRJ) a logout message is sent to SUMS. SUMS monitoring is terminated. **Pls wait until you see this message before proceeding with anything.**

After all you want to ensure that you are not charged anymore after you finished your session.

\* All instruments:

The logout command is also sent to SUMS when you log out of your user account.

\* Some technical glitches out of our control may cause you to remain logged into SUMS beyond your session. If this is the case let us know so that we can dispute your charges.

**IT IS IMPORTANT THAT YOU FIRST CLOSE NMRJ or TOPSPIN BEFORE LOGGING OUT OF YOUR ACCOUNT.**

Otherwise you might lock the instrument for the following users.