



# CrossLab manual – GU user

The Centre for Cellular Imaging (CCI) is using a web-based tool, CrossLab (formerly iLab), to help manage the equipment resources at the CCI. CrossLab is used for registration, all resource booking at CCI, tracking of usage, service requests, user database, inventory management and reporting/billing.

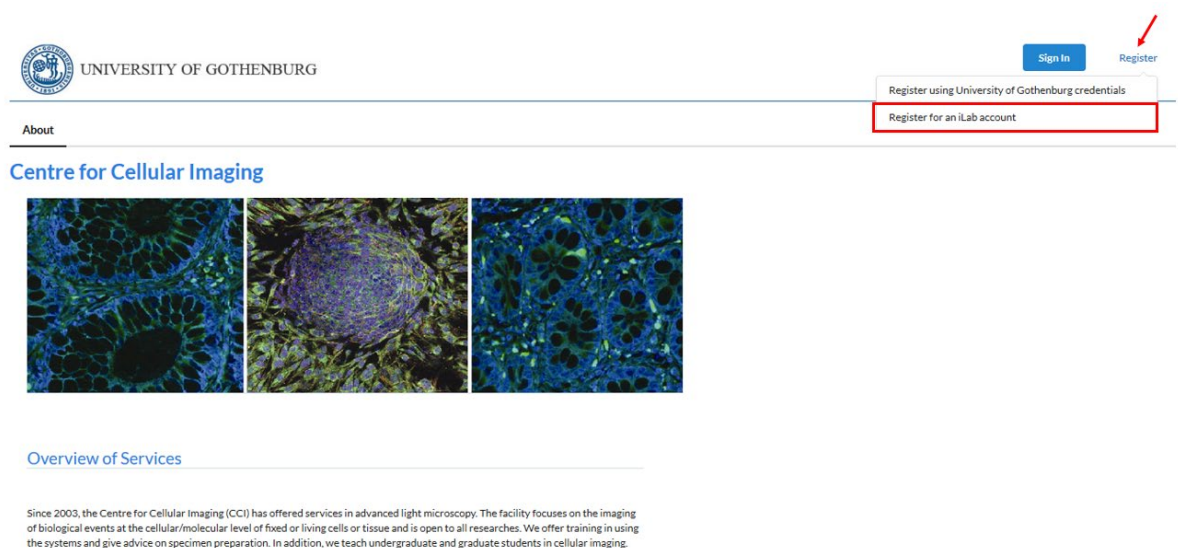
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## Signing up for CrossLab/iLab

Please, follow the instructions below to sign up for a CrossLab account. With active credentials you can access the CCI core services through the on-line system.

1. Navigate to the CCI core page:  
[https://gothenburg.corefacilities.org/service\\_center/show\\_external/3429](https://gothenburg.corefacilities.org/service_center/show_external/3429)  
**IMPORTANT: Bookmark this page for future use.**
2. Place your mouse pointer above the link *Register* at the top right corner and select:  
*Register for an iLab account:*




3. Enter your email address, click *I'm not a robot* and that you agree with the iLab policies.  
Then press *Continue*:

Start Personal Information Group Associations Billing Information

You are requesting access to the  
University of Gothenburg's Centre for Cellular Imaging.

\* Please enter your institution email address

maria.smedh@gu.se

☒ I'm not a robot  reCAPTCHA  
Privacy - Terms

☒ I agree with iLab's [privacy](#) and [security](#) policies

Cancel Continue

**IMPORTANT:** Use your work email address. DO NOT USE a personal/private email account (gmail, Yahoo, etc.)!

4. Fill in your personal information and press *Continue*:

The screenshot shows a registration form with a progress bar at the top containing four steps: 'Start', 'Personal Information' (highlighted), 'Group Associations', and 'Billing Information'. The main heading reads 'You are requesting access to the University of Gothenburg's Centre for Cellular Imaging.' Below this, there are five input fields: 'First Name' (filled with 'Maria'), 'Last Name' (filled with 'Smedh'), 'Phone Number' (filled with '031-7869712'), 'I am affiliated with the following institution' (a dropdown menu filled with 'University of Gothenburg'), and 'What is your primary role at University of Gothenburg?' (a dropdown menu filled with 'Graduate Student'). At the bottom right, there are three buttons: 'Cancel' (text), 'Back' (disabled), and 'Continue' (active).

**IMPORTANT:** Search for your *Institution*, i.e. your university or other work place (e.g. University of Gothenburg, Chalmers University of Technology, Sahlgrenska University Hospital), do not enter a new Institution.

5. Search for the research group/lab of your PI and press Complete:

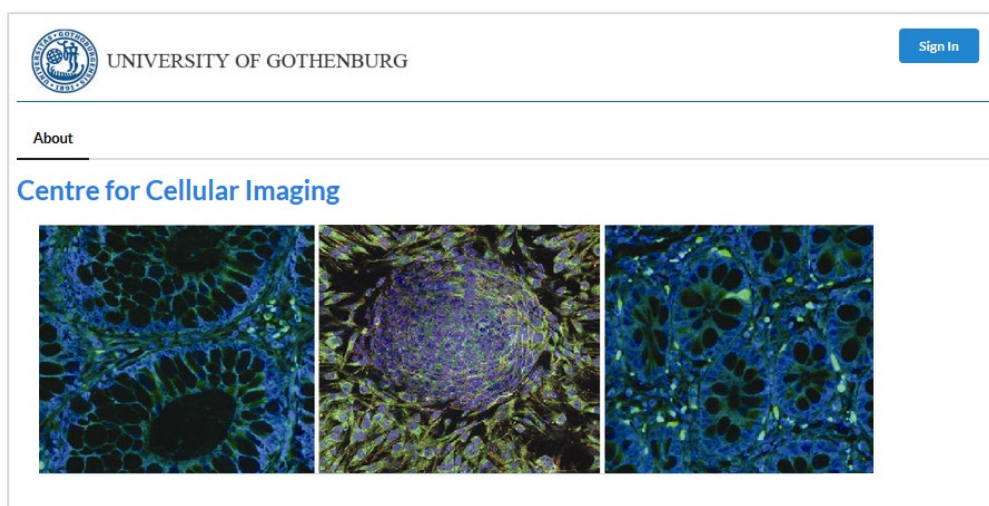
The screenshot shows the same registration form with the progress bar updated: 'Start', 'Personal Information', 'Group Associations' (highlighted), and 'Billing Information'. The main heading remains the same. The first input field is now 'What lab or research group are you associated with?' (a dropdown menu filled with 'Fernandez-Rodriguez, Julia (GU) Lab'). Below this field is a hint: 'Hint: You can also search using your PI or Manager Name'. At the bottom right, there are three buttons: 'Cancel' (text), 'Back' (disabled), and 'Complete' (active).

**IMPORTANT:** If your research group is not found here, your PI need to register his/her lab in CrossLab!

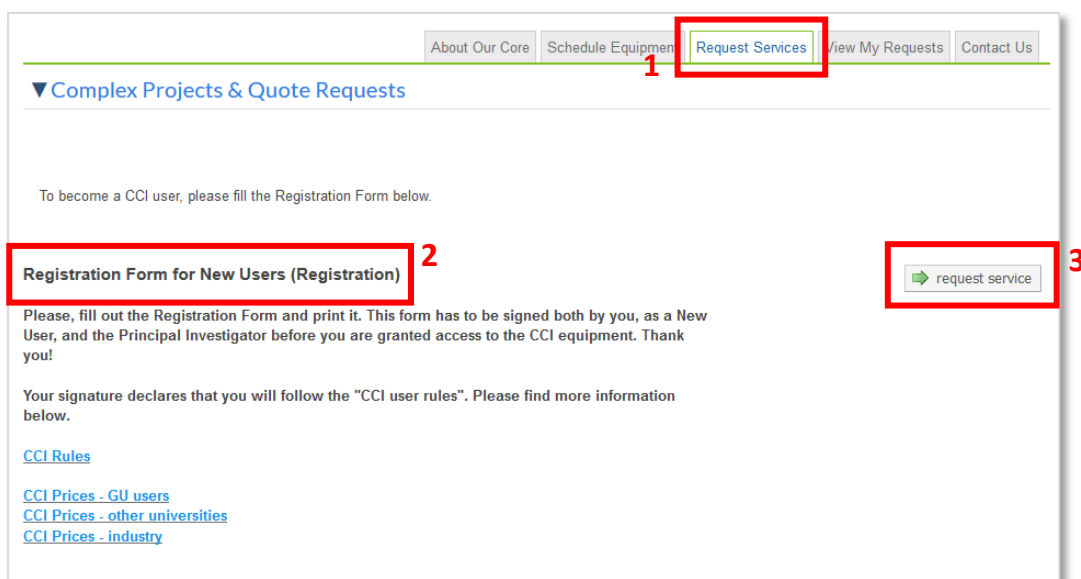
6. You will receive a “Welcome” email from CrossLab with login credentials and basic instructions. This can take up to 24 hours. In case you do not see this e-mail, please, check your SPAM/Junk folder.

## CCI registration form

1. Navigate to the CCI core page:  
[https://gothenburg.corefacilities.org/service\\_center/show\\_external/3429](https://gothenburg.corefacilities.org/service_center/show_external/3429)



2. Click the *Sign In* button at the upper right corner of the page and enter your username (i.e. your email) and password provided by CrossLab and log in.
3. Go to the *Request services* (1) tab to fill out the CCI registration form, which is found under *Registration Form for New Users* (2) and *Click request service* (3).



4. Fill out the form, *print it* (1), *save it* (2) and press *submit request to core* (3).

**Registration Form for New Users**

Request Name: [CCI-GT-CID]  
 Customer: Gothenburg Testuser Lab: Fernandez-Rodriguez, Julia (GU) Lab  
 Email: sahgrenska@test.edu Phone:

**Forms and Request Details** (see bottom of list to add items to this request)

**1** View Form: Registration form Not Started

This registration form has to be filled by all new users.

Date: June 18, 2019 14:57 Save Progress

**2** IMPORTANT! After filling this form, please print, sign (both by you and your supervisor) and bring it to CCI.

Please save your form! save completed form save draft of form

After saving your form, please submit your request to the core.

**3** submit request to core save draft request Cancel

**Cost**

The core will review your request and provide you with a quote for the requested service(s).

5. Sign the printed form, get the signature from your PI, and bring it to us before the start of the training, EM sample preparation, or any other service.

## Booking equipment

After you have fulfilled a training, you will get access to book that particular equipment.

1. Go to the CCI core page and the Schedule equipment tab.
2. In the list of different types of equipment, press one of the categories, e.g. *Electron microscopes*, to see all the equipment under that category:
3. Select one of the equipment, either by clicking the name (3a) or the button *View Schedule* (3b).

**Centre for Cellular Imaging**

**1** Schedule Equipment

**2** Electron microscopes (6)

**3a** Gemini 450 SEM

**3b** View Schedule

24h cancellation notice is required to avoid charges and over-booking of the instruments.

If you cannot access your instrument / want to request training on a new instrument, contact cci@gu.se.

Light microscopes (8)  
 Electron microscopes (6)  
 Gemini 450 SEM  
 TEM FEI Talos  
 TEM LEO 912 OMEGA

4. Left-click in the calendar and drag your mouse cursor over the hours you want to book.

5. A booking event page pops up. Enter some text in the Event Notes box, if required. Click the button *Save Reservation* at the bottom left corner.
6. If you need to unbookDouble-click on your booking to open the booking event page. Click the button *Delete Reservation* at the bottom right corner.  
**IMPORTANT:** Unbooking is only possible up to 24 hours in advance. After that the *Delete Reservation* button disappears.

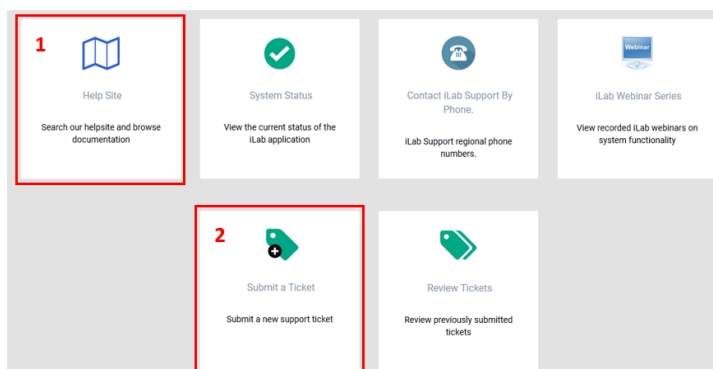
## More information and support

You reach the Support Portal by clicking the *Help* button, next to the *Sign out* button at the upper right corner of the page:



Here you can also browse the help site (1) to get more information on how to use CrossLab, e.g. for equipment bookings and service request instructions.

In case of technical problems with the CrossLab software can get assistance from the CrossLab Support Team by submitting a Support Ticket (2) where you describe your problem.



Sincerely,  
the CCI Team