



**THE SAHLGRENKA ACADEMY**

**CENTRE FOR CELLULAR IMAGING**

Last modified 9 November 2021

# 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.

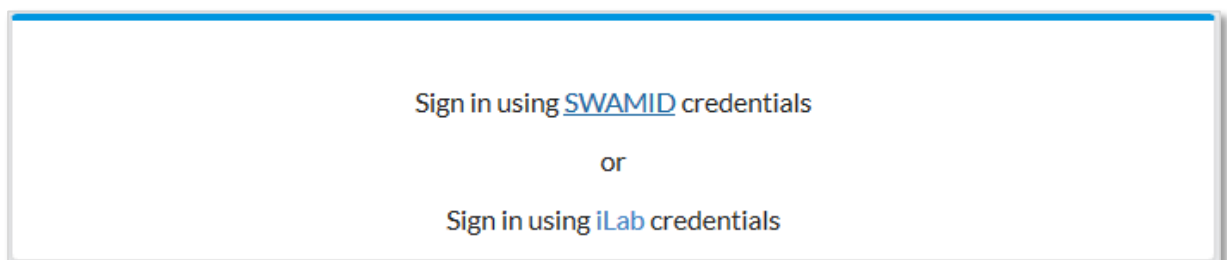
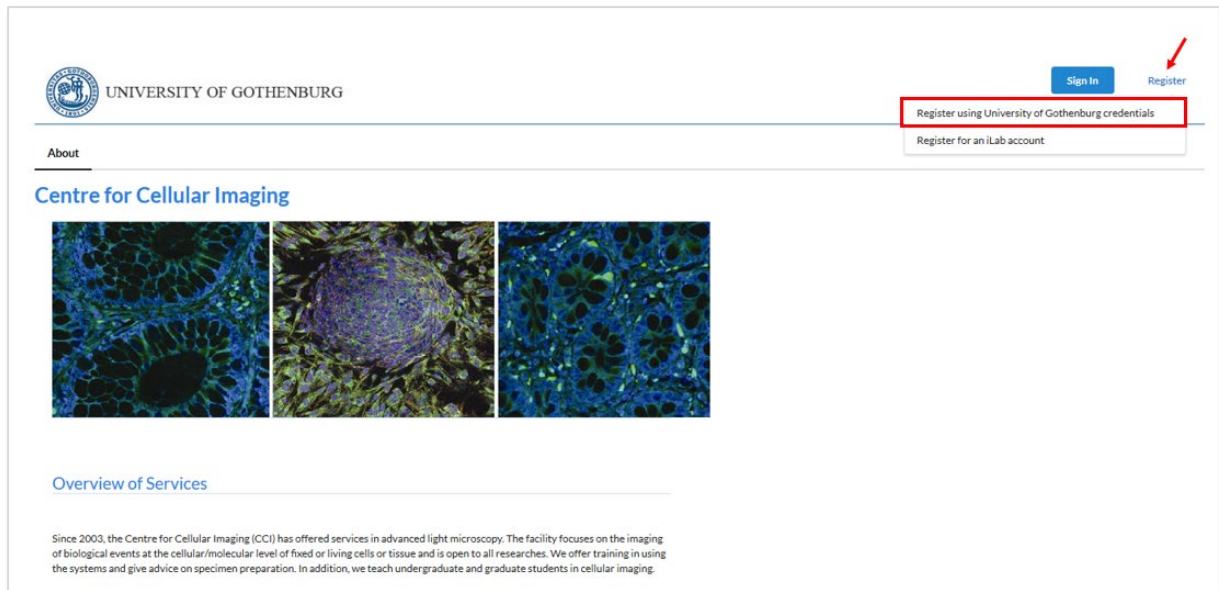
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## Signing up for CrossLab/iLab

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 word *Register* at the top right corner and select:  
*Register using University of Gothenburg credentials:*



4. At this point you will be prompted to select an Identity service. Search for **University of Gothenburg** in the dropdown list (the easiest way is to start typing the word Gothenburg).
5. Select log in and provide your SWAMID (GU x-account) username and password:



GÖTEBORGS  
UNIVERSITET

Login to iLab Solutions

Username

Password

[Student support](#) | [Activate student account](#) | [Staff support](#)

6. Once you have been authenticated you will be directed to a registration page.
  - a. First, select the appropriate Principal Investigator (PI)/Group from the drop-down list. **IMPORTANT:** If your research group is not found here, there are two options:
    - i. Your PI need to register his/her lab in CrossLab first
    - ii. If your PI has hospital money and he/she has a SU Lab, you will not see this group. Then select **Test (GU) Lab** from the drop-down list.

**Register for iLab**

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

\* PI/Group

\* First Name

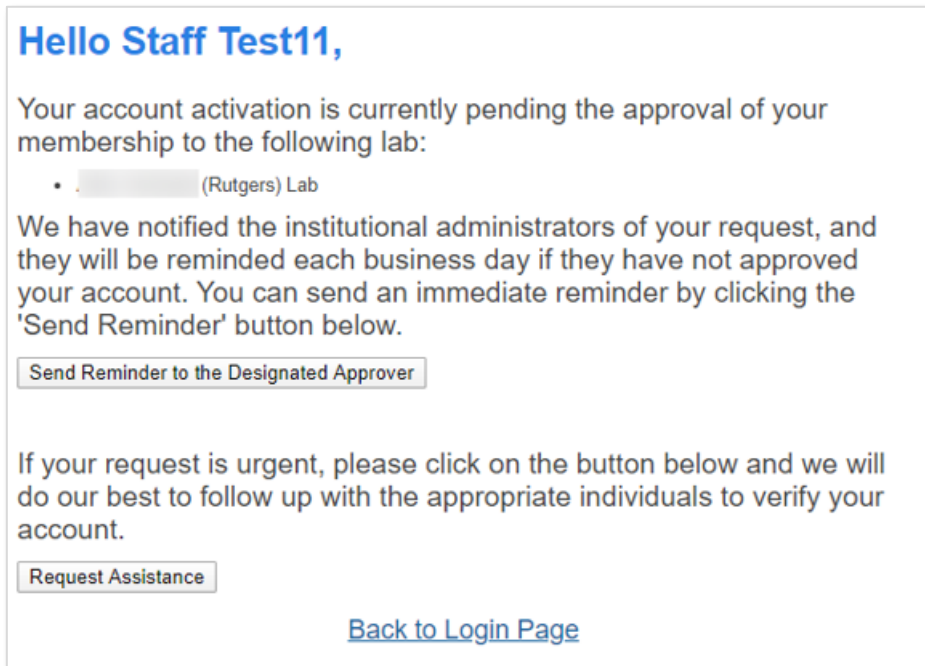
\* Last Name

\* Email Address

\* Phone Number

- b. Your first name, last name, and email address will be pre-filled.
- c. Add your telephone number
- d. Click *Register*

7. The next page you see will be a Greeting Page:



**Hello Staff Test11,**

Your account activation is currently pending the approval of your membership to the following lab:

- [Redacted] (Rutgers) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

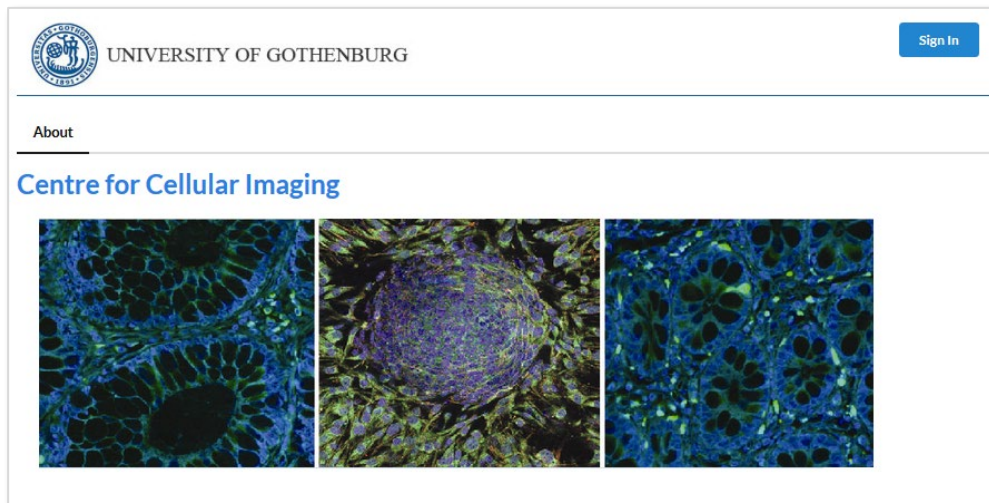
If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Back to Login Page](#)

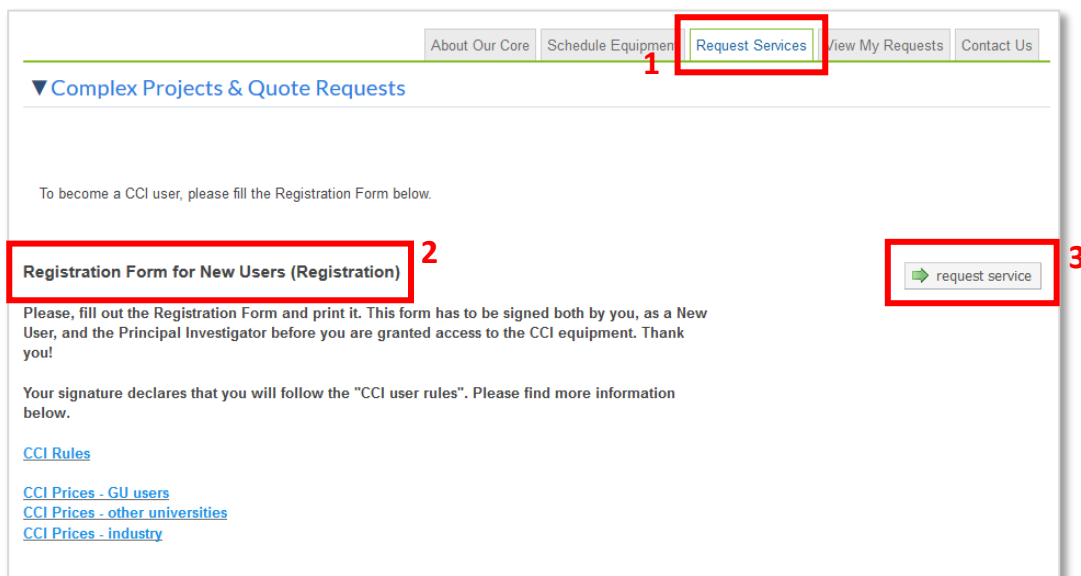
8. The PI you selected has been sent an email informing him/her that needs to approve your account. If the PI has a designated lab manager, they can approve your account as well. IMPORTANT: the PI is reminded each business day, but you have the opportunity to send an additional reminder.
9. You will receive a Welcome email with brief getting started instructions. This can take up to 24 hours. In case you do not see this e-mail, please, check your SPAM/Junk folder.
10. Once your account has been approved you will receive an email notifying you.

## 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.gu.se Phone:

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

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

**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.

add service Please fill out any forms that are highlighted in red

**Cost**

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

submit request to core save draft request Cancel

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).

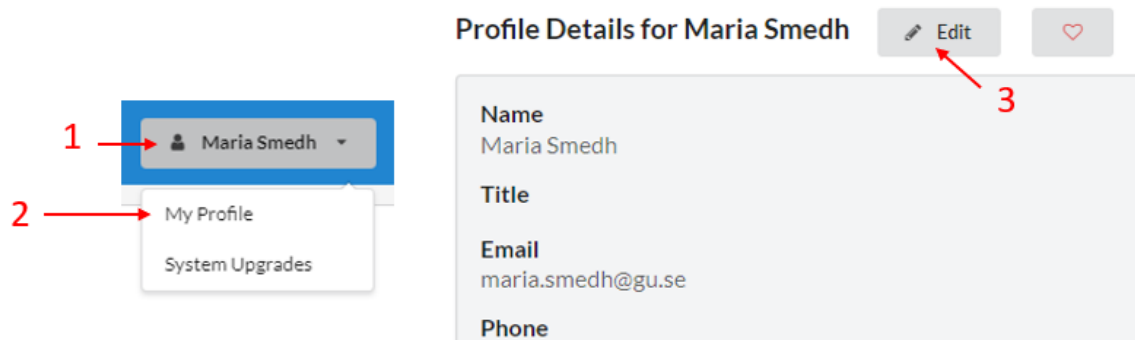
The screenshot shows the 'Centre for Cellular Imaging' website. At the top, there is a navigation bar with 'Schedule Equipment' highlighted (1). Below this, the 'Schedule Resources' section is visible, including a notice about a 24-hour cancellation policy and contact information. A list of equipment categories is shown, with 'Electron microscopes (2)' selected (2). Under this category, 'Gemini 450 SEM' is highlighted (3a), and a 'View Schedule' button is visible next to it (3b). Other equipment listed include 'TEM FEI Talos', 'TEM LEO 912 OMEGA', 'Sample preparation for electron microscopy (9)', 'Image analysis and processing software (2)', 'Other Equipment (14)', 'Oht systems (4)', and 'Unclassified (1)'.

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 unbook Double-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.

## How to change profile details (e-mail, phone number etc)

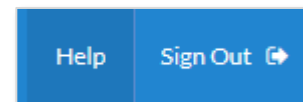
To change your profile details:

1. Click your profile button at the upper right corner in CrossLab
2. Select "My Profile"
3. Click "Edit" and update the appropriate fields



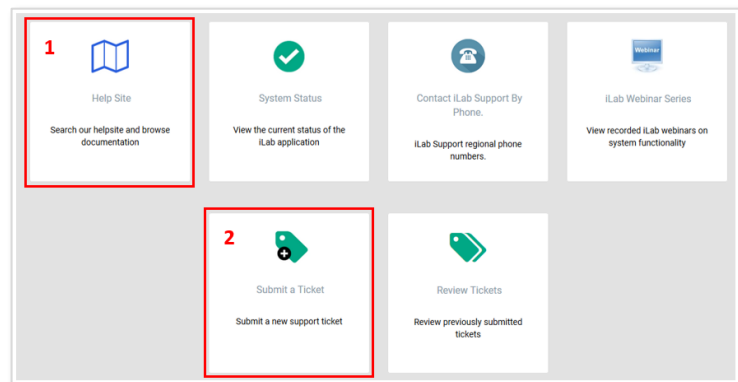
## More information and support

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