



## CORE FACILITIES

# Booking the ID7000 in the iLab booking system

## Login

To login to iLab, visit <https://karolinska.corefacilities.org/> and use your GU credentials. You will come to this page. Follow the instruction by choosing "Core facilities" in the left-hand menu:

**Getting started**

Welcome to iLab!

Thank you for registering for an iLab account. Please use the information below to help you get started. Feel free to contact [ilab-support@agilent.com](mailto:ilab-support@agilent.com) with any questions.

Best wishes,  
The iLab team

**Getting started**

1. Click on the [core facilities link](#) in the left hand menu
2. Select a core from the list of cores
3. On the core's page, click the 'about our core' tab to learn more about the available services.
4. To request services, click the 'request services' tab.
5. For cores with equipment, click on the 'schedule equipment' tab.

Click on 'HELP' at the upper right of the iLab application to submit a support ticket or access online help articles.

Choose Bioinformatics and Data Centre:

**Core Facilities**

UNIVERSITY OF GOTHENBURG

View: Cores at My Institutions Search table...

Core Name	Primary Contact	Email	Phone Number
University of Gothenburg			
Bioinformatics and Data Centre	Bioinformatics and Data Centre	<a href="mailto:bioinformatics@gu.se">bioinformatics@gu.se</a>	
Centre for Cellular Imaging	Julia Fernandez-Rodriguez	<a href="mailto:juliafer@cci.sahlgrenska.gu.se">juliafer@cci.sahlgrenska.gu.se</a>	0046-(0)31-786 9719

Displaying 10 of 2 results

## Request service project

The first time you book, you first need to create a "Service project" under which you will add your bookings.

Go to the "Request services" tab and scroll down to "Flow cytometer". Choose "Spectral Flow cytometer" and click "Initiate request"

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes a search bar, user profile (Elin Bernson), and links for Help and Sign Out. The main menu has tabs for About Our Core, Schedule Equipment, Request Services (selected), View My Requests, and Contact Us. The 'Request Services' section displays a grid of service categories: Lab access service, Samples QC, Bioinformatics support, DNA (Whole genome sequencing, RNA sequencing, Single cell, User-prepared libraries), RNA sequencing, and Workshops. Below this, a list of services is shown, including General services (7), Sequencing services (10), Training services (9), and Flow cytometer (2). The 'Flow cytometer' section is expanded, showing two options: 'Spectral Flow cytometer - Training (Flow cytometer)' and 'Spectral Flow cytometer (Flow cytometer)'. Each option includes a description of the ID7000 Spectral Cell Analyzer and a 'request project' button.

You will be asked to add following information about the project.

- Cost: Keep it at 0
- Payment information: Add the cost center (Asnvarsnummer and x account)

Submit your request to the core. Once the project is approved it will be given a serviceID which you will use when booking the instrument.

## Schedule a booking

To schedule a booking: Choose "Schedule equipment"

**Agilent CrossLab** | iLab Operations Software

Search... Go Elin Bernson Help Sign Out

### Bioinformatics and Data Centre

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About Our Core **Schedule Equipment** Request Services View All Requests Reservations People Reporting Billing Time Entry Administration

**Schedule Resources** Confirm Usage Message Customers Download usage tracker client More

You can perform your own analyses using our equipment, which includes:

- Fragmentation of DNA and chromatin (Covaris)
- DNA/RNA concentration measurements (Qubit)
- Automated electrophoresis for DNA/RNA (TapeStation)
- Sequencing (MiSeq and NextSeq)

To book the equipment you MUST have:

- the completed training for the specific equipment (an iLAB training ID P24-xxx)
- an open project in iLAB

If you have any questions contact us at [cpg\\_sequencing@gu.se](mailto:cpg_sequencing@gu.se)

Search Resources... Q Search

**QCI software** description pricing View Schedule Review Usage Upload Usage Take Offline View Schedule

**Covaris S220** description pricing View Schedule

Scroll down and choose "Spectral Flow Cytometer ID7000":

**Agilent CrossLab** | iLab Operations Software

Search... Go Elin Bernson Help Sign Out

About Our Core **Schedule Equipment** Request Services View All Requests Reservations People Reporting Billing Time Entry **Administration**

**Qubit 4** description pricing View Schedule Review Usage Upload Usage Take Offline

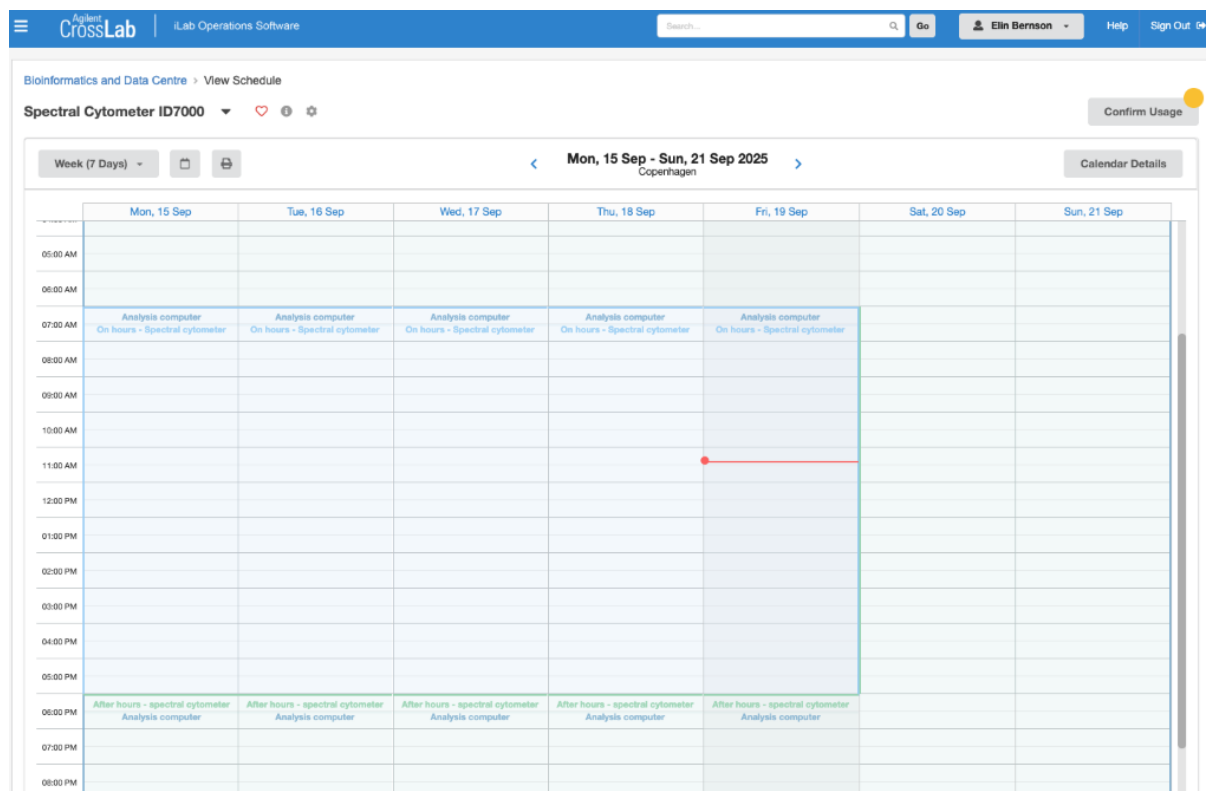
**TapeStation** description pricing View Schedule Review Usage Upload Usage Take Offline

**MiSeq** description pricing View Schedule Review Usage Upload Usage Put Online

**NextSeq 550** description pricing View Schedule Review Usage Upload Usage Put Online

**Spectral Cytometer ID7000** description pricing View Schedule Review Usage Upload Usage Take Offline

This will take you to a calendar:



As you can see, there are different areas depending on time of the day. 07:00 – 18:00, Monday through Friday, are booked as "on hours", whereas other times are booked as "after hours" (with the same price for now).

To book, choose a slot in the calendar, then write your name and press next:

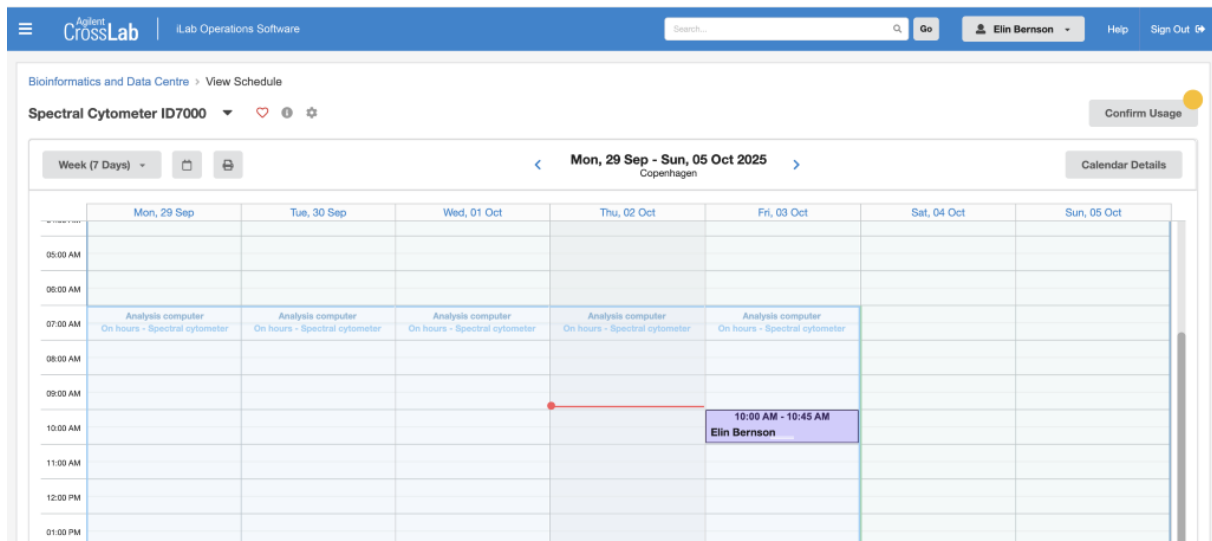
The screenshot shows the '12:00 PM - 02:00 PM Create Reservation' form. The form includes the following fields and buttons:

- Event Type:** A dropdown menu set to 'Reservation'.
- Search within:** Radio buttons for 'Current Customers', 'This Institution' (selected), and 'All'.
- Customer:** A text input field containing 'Elin Bernson', 'Sundfeldt, Karin (GU) Lab', 'elin.bernsen@gu.se', '0702545098', and 'Fund ✓'.
- Buttons:** 'Cancel' and 'Next' buttons.

In the next window, you need to

- choose "Spectral cytometer" or "Analysis computer" under "Specify the required resource",
- choose "Analysis computer" or "Spectral cytometer" under "Use and cost of reservation"
- add "Payment information" and specify under what "Service Project" you are booking

You then press "Save reservation" and the booking will show up in the calendar once it has been approved:



## Cancellations

If you need to cancel your booking, click on the event in the booking calendar and choose “Delete reservation” in the lower right corner.

The screenshot displays a booking system interface with the following sections:

- General** (selected), Comments, Contacts
- Times**: Shows a scheduled event from Oct 10 2025 09:00 AM to Oct 10 2025 10:00 AM. A note states: "This event can be modified or deleted before it is approved by the core. Once approved, further modifications may be disallowed."
- Use and cost of reservation**: A table showing costs for 1.0 hours.

Duration	Effective Rate	Amount	Use Type
1.0 hours	kr 0.00	=	kr 0.00
			Analytic computer Base Rate
1.0 hours	Total Cost	kr 0.00	Internal
- Payment information**: A dropdown menu for "Cost Center (AnsvNr and x account)".
- Service Project**: A dropdown menu for "Select existing project".
- Invite additional people to this event by email**: A text input field for email addresses.
- Buttons**: "Save Reservation", "Cancel Changes", and "Delete Reservation".

If you need to cancel within 24h prior to your booking, contact [elin.bernson@gu.se](mailto:elin.bernson@gu.se). Specify which time slot you want to cancel and the reason for the cancellation.

Late cancellations (within 24h) will be charged