

The Centre for Cellular Imaging (CCI) is using a web-based tool, CrossLab, 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.

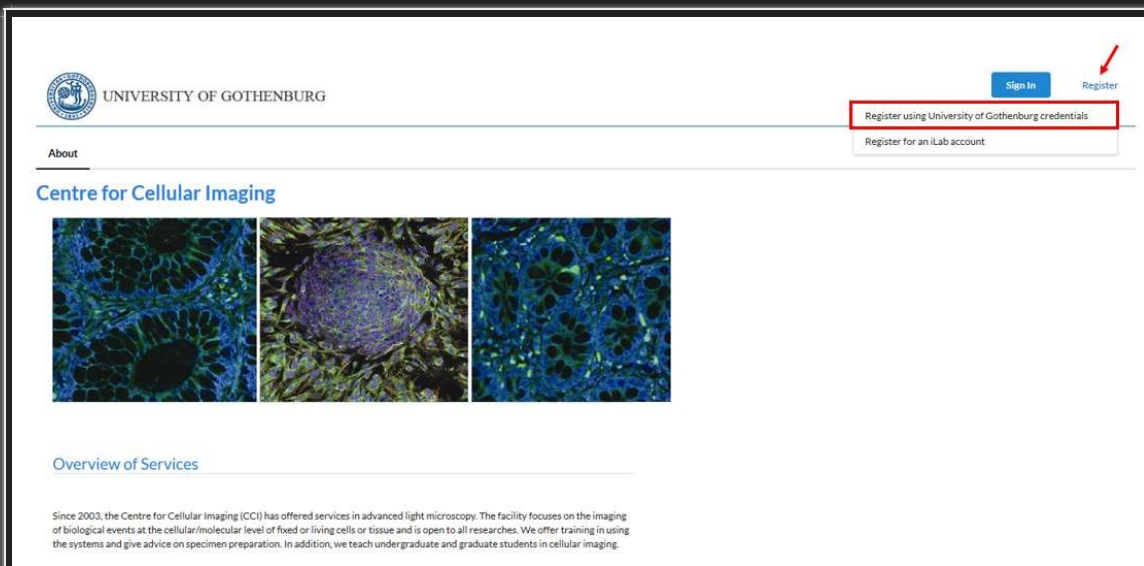
- [Signing up for CrossLab](#)
- [Logging in CrossLab](#)
- [Managing your profile settings](#)
- [Managing your group settings](#)
  - [Members](#)
  - [Entering/updating your billing information](#)
  - [Invoices and the billing procedure](#)
- [Optional: CCI registration](#)

To use CrossLab, you need your own personal credentials; please follow the instructions below to sign up for a CrossLab account and create your Lab (research group) for billing. With active credentials you can access core services through this on-line system.

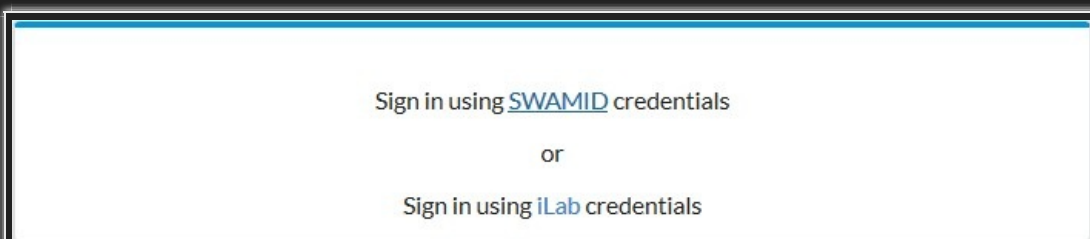
1. Navigate to the [CCI core page](#)

**IMPORTANT:** Bookmark this page for future use.

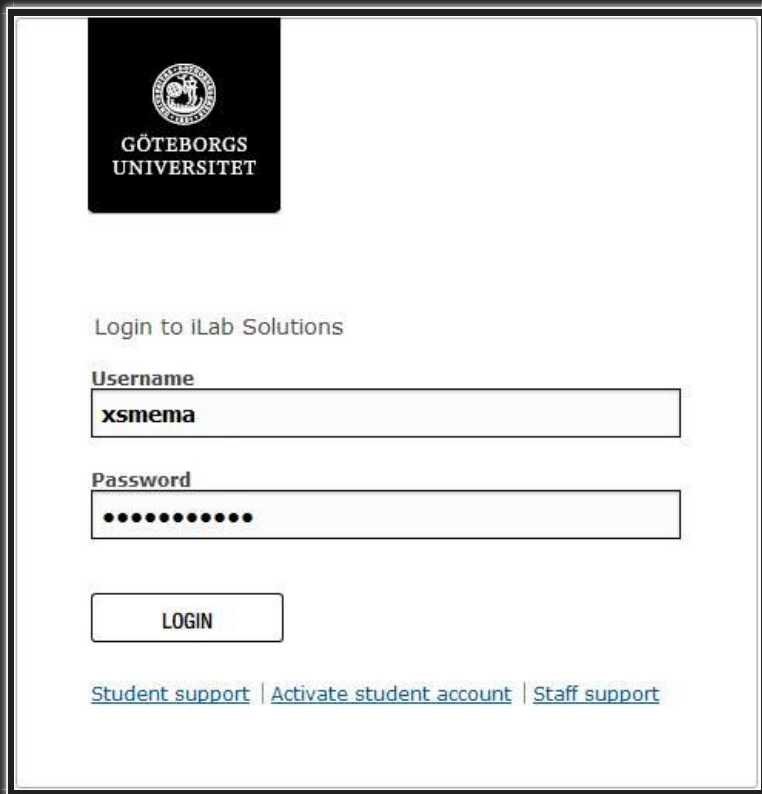
2. Place your mouse pointer above the word Register at the top right corner and select:  
'Register using University of Gothenburg credentials'



3. On the login page, select Sign in using SWAMID credentials



6. 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).
7. Select **log in** and provide your SWAMID (GU x-account) username and password



The screenshot shows the login interface for iLab Solutions at Göteborgs Universitet. At the top left is the university's logo. Below it, the text "Login to iLab Solutions" is displayed. There are two input fields: "Username" with the value "xsmema" and "Password" with masked characters. A "LOGIN" button is positioned below the password field. At the bottom, there are three links: "Student support", "Activate student account", and "Staff support".

8. Once you have been authenticated you will be directed to a registration page:
- First, select PI registration (GU) Lab from the drop-down list.
  - Your first name, last name, and email address will be pre-filled.
  - Add your telephone number.
  - Click Register

## 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	Palmer, Ruth (GU) Lab	
* First Name	Pekny, Milos (GU) Lab	
* Last Name	Pelaseyed, Thaher (GU) Lab	
* Email Address	PI registration (GU) Lab	
* Phone Number	Pilon, Marc (GU) Lab	

Quiding-Järbrink, Marianne (GU) Lab

[Cancel](#) [Register](#)

7. The next page you see will

3. You will receive an email once your account has been approved.

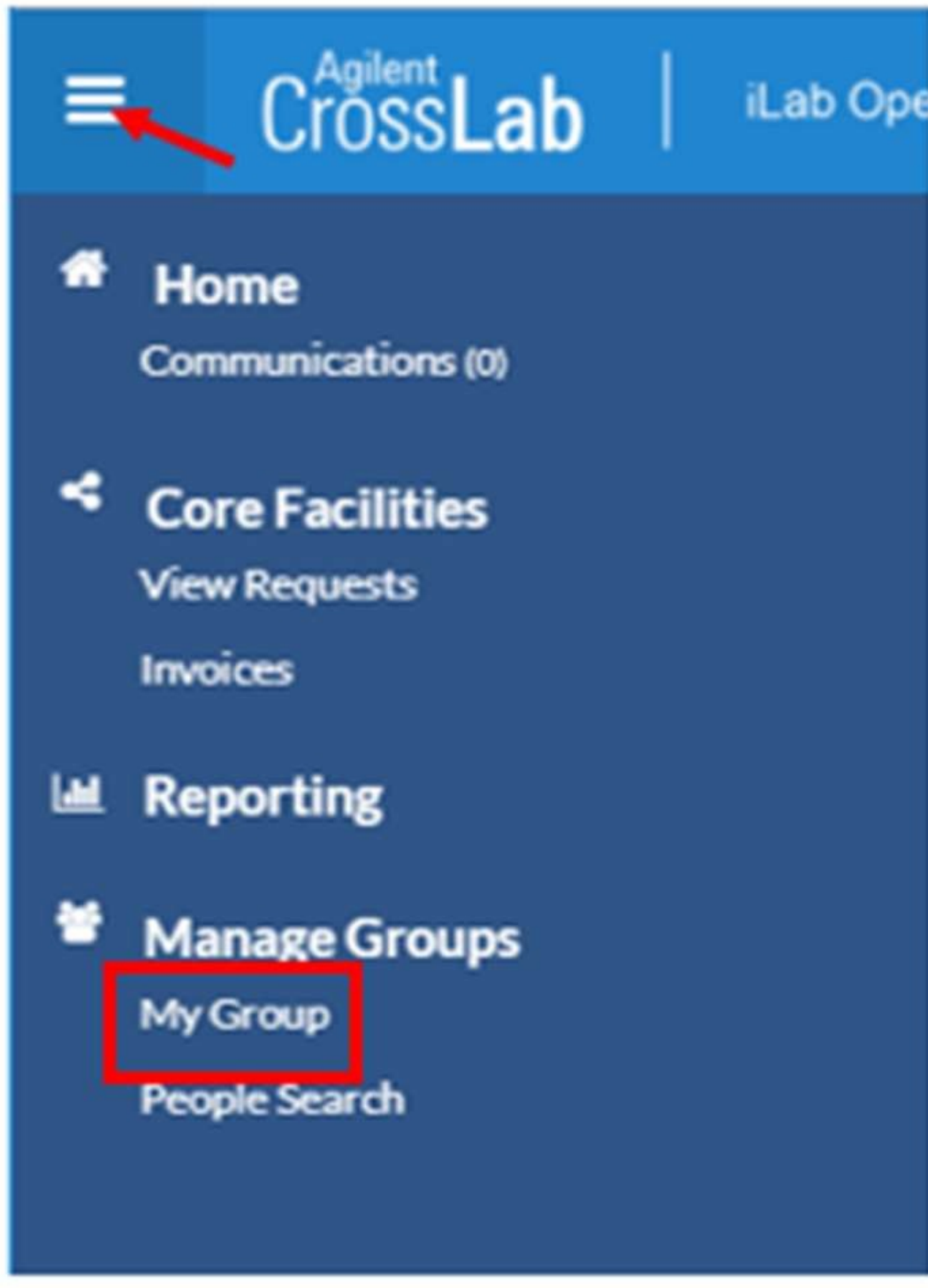
- 4. Navigate to the [CCI core page](#)
- 5. Click the Sign in button at the upper right corner of the page and select 'Sign in using SWAMID credentials'.
- 6. Provide your GU x-account and password.

When you have logged in you can access your profile settings if you click your name at the upper right corner. Here you can change your name, password etc.

## My Profile

Profile Details	
Change Password	
Billing / Shipping Information	
Notification Settings	
Default Ordering Settings	
Search Preferences	
Projects	1
Labs	1
Colleagues	0

It is advisable that you once in a while enter CrossLab and check that all your information is correct and that you have the correct group members associated to your lab. Press the “hamburger”-icon to the top left corner. Press My Group and select the group you wish to access the settings for (some PIs have more than one group, e.g. one GU and one SU group).



Under the Members tab (1) you can see the people, who are members of your group. You can either add a new user to your group or add a user who already has a CrossLab account (2). The status of a current member can be updated by clicking the edit button to the far right (3). For members who have left your group, please, set an end date to the membership (4).

Smedh, Maria (GU) Lab





Membership Requests & Cost Centers (New MR and a account) **Members (1)** Budgets Bulletin board(s) Group Settings

Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approval.

Default auto-approval threshold: 100000 \$  
Cost coverage buffer: 100

Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date	
Maria Smedh	Lab default (or 10,000,000)		maria_smedh@yahoo.se	031-7669712			 
Anna Pletsch	Lab default (or 10,000,000)		anna.pletsch@gu.se				 

➕ Add New User   🔍 Link Existing User

Edit membership

Person Information

Email:

Phone number:

Group Information

Auto Approval Amount:

Association Information

Permission:


☐ Can order?

Start Date:  End Date:

Cancel Save

> NOTE: Do NOT remove any

member from your group by clicking the trash button!

Here you can view an invoice by clicking on the magnifying glass icon  to the right and export the invoice to a PDF file using the button Get PDF of invoices. Please, contact Ai-Linh Nguyen (ai-linh.nguyen@gu.se) or Lisa Månsson (lisa.mansson@gu.se) if you have any questions about accounting.

This part has to be done by all microscope users. Therefore, if you, as a PI, only have a CrossLab account for the invoicing for your students, postdocs etc, there is no need to go through this registration. If you, on the other hand, will get training for using any equipment, please, follow these steps for the CCI registration procedure!

- 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).

The screenshot shows the CrossLab website's navigation bar with tabs: 'About Our Core', 'Schedule Equipment', 'Request Services' (highlighted with a red box and labeled 1), 'View My Requests', and 'Contact Us'. Below the navigation bar is a section titled 'Complex Projects & Quote Requests'. A text block states: 'To become a CCI user, please fill the Registration Form below.' Below this is a section titled 'Registration Form for New Users (Registration)' (highlighted with a red box and labeled 2). The text in this section says: 'Please, fill out the Registration Form and print it. This form has to be signed both by you, as a New User, and the Principal Investigator before you are granted access to the CCI equipment. Thank you!' and 'Your signature declares that you will follow the "CCI user rules". Please find more information below.' with a link to 'CCI Rules'. To the right of this section is a button labeled 'request service' (highlighted with a red box and labeled 3).

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

The screenshot shows the 'Registration Form for New Users' with the 'Forms and Request Details' section. At the top, there are fields for 'Request Name' (CCI-GT-CID), 'Customer' (Gothenburg Testuser Lab: Fernandez-Rodriguez, Julia (GU) Lab), and 'Email' (sahlgrenska@test.edu). Below this is a section titled 'Forms and Request Details' with a sub-header '(see bottom of list to add items to this request)'. A red box highlights the 'View Form' button (labeled 1) and the 'Not Started' status. Below this is a section titled 'IMPORTANT!' with the text: 'After filling this form, please print, sign (both by you and your supervisor) and bring it to CCI.' Below this is a section titled 'Please save your form!' with two buttons: 'save completed form' (highlighted with a red box and labeled 2) and 'save draft of form'. Below this is a section titled 'Cost' with the text: 'The core will review your request and provide you with a quote for the requested service(s)'. At the bottom, there are three buttons: 'submit request to core' (highlighted with a red box and labeled 3), 'save draft request', and 'Cancel'.

- Sign the printed form, and bring it to us before the start of the training (or any other service).

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.

1



Help Site

Search our helpsite and browse documentation



System Status

View the current status of the iLab application



Contact iLab Support By Phone.

iLab Support regional phone numbers.



iLab Webinar Series

View recorded iLab webinars on system functionality

2



Submit a Ticket

Submit a new support ticket



Review Tickets

Review previously submitted tickets

Sincerely,  
The CCI Team

Medicinaregatan 7A, PO Box 435,  
SE 405 30 Gothenburg, Sweden  
[www.cf.gu.se](http://www.cf.gu.se)

THE SAHLGRENSKA ACADEMY  
CENTRE FOR CELLULAR IMAGING