

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.

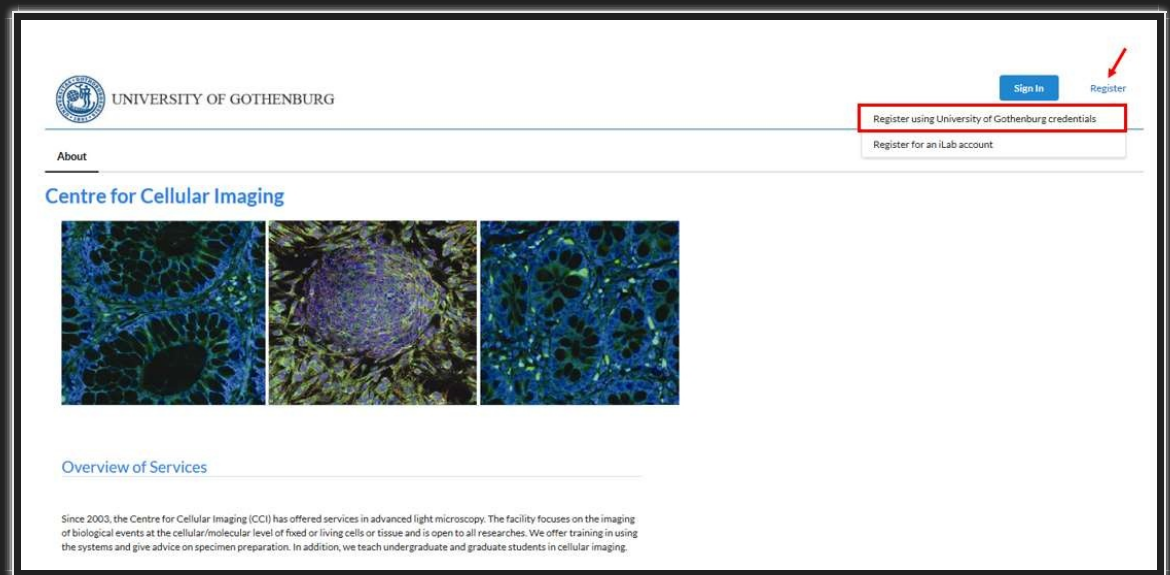
- [Signing up for CrossLab/iLab](#)
- [CCI registration form](#)
- [Booking equipment](#)
- [How to change profile details](#)
- [More information and support](#)

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](#)

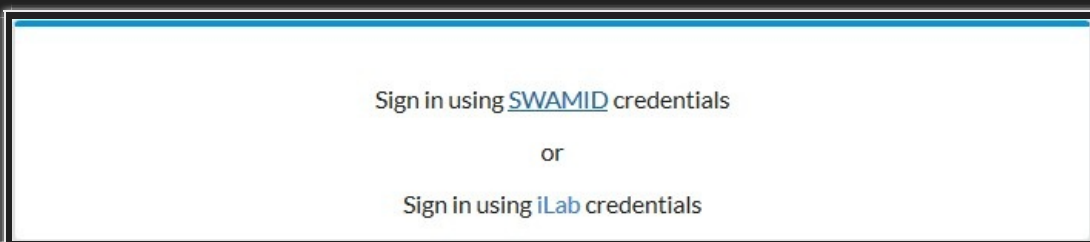
IMPORTANT: Bookmark this page for future use.

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



3. Select 'Register using University of Gothenburg credentials'.

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



5. 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).

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



GÖTEBORGS
UNIVERSITET

Login to iLab Solutions

Username

xsmema

Password

••••••••••

LOGIN

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

Once you have been authenticated you will be directed to a registration page:

- First, select the appropriate Principal Investigator (PI)/Group from the dropdown list. IMPORTANT: If your research group is not found here, there are two options:
 - Your PI need to register his/her lab in CrossLab first.
 - If your PI has hospital grant and he/she has a SU Lab, you will not see this group. Then select Test (GU) Lab from the drop-down list.
- Your first name, last name, and email address will be pre-filled.
- Add your telephone number.

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

Please select your lab/PI ... ▾

* First Name

Staff

* Last Name

Test11

* Email Address

[Redacted]

* Phone Number

Phone Number

Cancel

Register

- Click Register.

- The next page you see will be a Greeting Page.
- An email has been sent to the PI you selected, informing them that your account requires approval. If the PI has a designated lab manager, they can approve your account as well.
- **IMPORTANT:** Your PI is reminded each business day, but you have the opportunity to send an additional reminder.
- You will receive a Welcome email with a 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.
- Once your account has been approved you will receive an email notifying you.

- Navigate to the [CCI core page](#)
- Click the Sign In button at the upper right corner of the page and select "Sign in using SWAMID credentials", i.e. use your GU credentials.
- 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 CCI website interface. At the top, there is a navigation bar with five tabs: "About Our Core", "Schedule Equipment", "Request Services", "View My Requests", and "Contact Us". The "Request Services" tab is highlighted with a red box and a red number "1" below it. Below the navigation bar, the page title is "▼ Complex Projects & Quote Requests". The main content area contains the text: "To become a CCI user, please fill the Registration Form below." Below this text, there is a red box around the link "Registration Form for New Users (Registration)" with a red number "2" next to it. To the right of this link, there is a red box around a button labeled "request service" with a green arrow icon, with a red number "3" next to it. Below the registration form instructions, there are three links: "CCI Rules", "CCI Prices - GU users", "CCI Prices - other universities", and "CCI Prices - industry".

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

Registration Form for New Users


Request Name:
 Customer: Gothenburg Testuser Lab: Fernandez-Rodriguez, Julia (GU) Lab
 Email: sahlgrenska@test.gu.se 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:  

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

Please save your form!  

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

 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).


3   





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.


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

Go to the CCI core page and the Schedule equipment tab.

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.

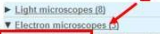
Centre for Cellular Imaging  UNIVERSITY OF GOTHENBURG



1    



Schedule Resources 



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.



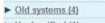


2 

3a  **3b** 

Gemini 480 SEM  
 The ZEISS Gemini(2)SEM 480 is optimised for array tomography workflows. In array tomography the sample is sectioned, corresponding regions in serial sections are imaged and subsequently reconstructed into a 3D volume. Zeiss Atlas 5 software allows automated acquisition of multiple regions of interest, for example in serial sections, while Zeiss ZEN software with Correlative Array Tomography (CAT) module facilitates light-EM in-volume correlation. Operation in variable pressure is possible.

TEM FEI Talos  
 The Talos L120C TEM is an ideal solution for entry level cryo-studies, simple point and click imaging, and a highly efficient instrument for tomography. Key features of the FEI Talos L120C transmission electron microscope (TEM) include modular design and improved optical stability, yielding unmatched ease of use, productivity, operational comfort, and uptime.

TEM LEO 912 OMEGA  
 LEO 912 OMEGA is a 120 kV transmission electron microscope equipped with an in-column electron energy filter (Omega filter) for contrast enhancement and elemental analysis (EFT-EM), and a digital CCD camera for image acquisition

Select one of the equipment, either by clicking the name (3a) or the button View Schedule (3b).

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

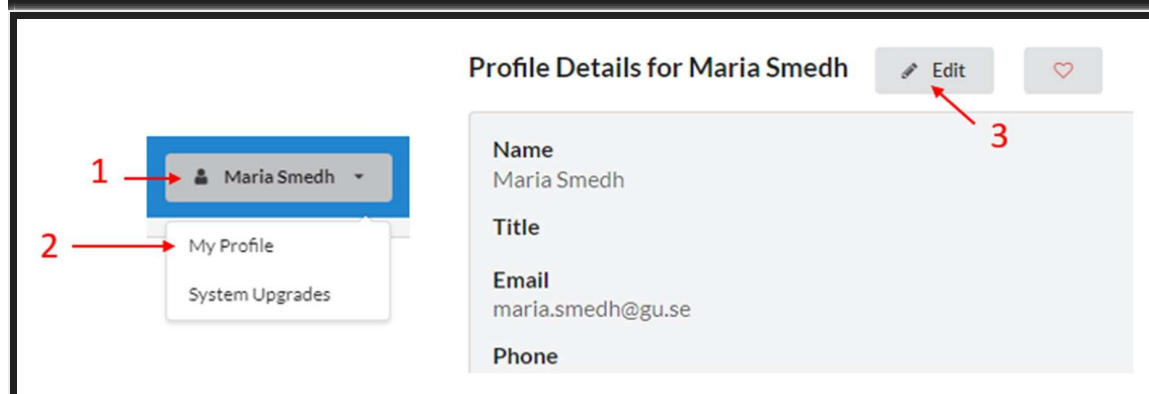
A booking event page pops up. Enter some text in the Event Notes box, if required. Click the button Save Reservation at the bottom left corner.

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.

To change your profile details:

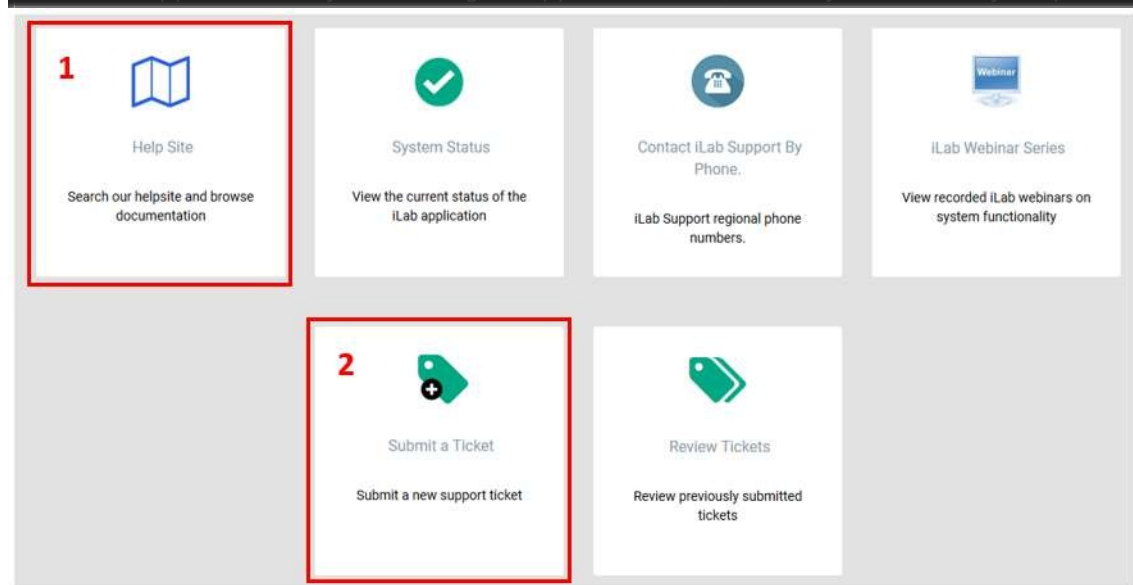
1. Click your profile button at the upper right corner in CrossLab
2. Select "My Profile"
3. Click "Edit" and update the appropriate fields



3b_CrossLab_manual_GU_PI-023

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

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THE SAHLGRENSKA ACADEMY
CENTRE FOR CELLULAR IMAGING