

The *Kiosk* is a web-browser tool that allows users of the CCI to track their equipment usage and to activate features of the microscope and image analysis computers that are otherwise not available. In a general way, the workflow we describe here is done during the equipment session and, therefore, is accomplished after the user has placed a reservation for the desired equipment via the CrossLab page.

- [Start your session](#)
- [Finish your session](#)
- [Extend your session](#)
- [Forgot to finish your session](#)

3. Turn on the computer associated with the equipment you have booked:
 - For microscopes: Turn on the microscope and microscope computer.
 - For image analysis computers turn on the PC.
4. A web browser with the CCI booking site will automatically open on the PC. Alternatively, the site is available as a shortcut on the PC's desktop.
5. Sign in to the booking site using your CrossLab credentials.

Agilent

CrossLab

From Insight to Outcome

sahlgrenska@test.edu

.....|

Forgot your password?

☐ Remember Me

Sign In

5_kiosk_instructions-002

6. There are two ways to reach the Kiosk:
 - Select the Schedule Equipment tab “Go to Kiosk”
 - Click on the top left corner of the CrossLab site , and then select “My Reservations”. Under Today’s Reservations you will find the “Go to Kiosk” option.

About Our Core

Schedule Equipment

Request Services

View My Requests

Contact Us

Go to Kiosk

5_kiosk_instructions-003

7. Your Kiosk Sessions will be displayed. Click “Start” button to initiate your session.

Refresh Sessions

My Kiosk Sessions

Time Scale: -6 hours to 6 hours

Start typing to filter sessions

Clear

| Resource | Start | End | Actions |
|-----------------------------------|-----------------|-----------------|------------------|
| Axio Imager.Z2 / CAT (Instance 1) | 01 Apr 03:00 PM | 01 Apr 04:00 PM | <div>Start</div> |

5_kiosk_instructions-007

6. You now have an *active* session.

Axio Imager.Z2 / CAT (Instance 1) - Gothenburg Testuser

Active ⓘ

Finish

Extend

Log out & use equipment

Scheduled

01 Apr 04:00 PM

01 Apr 05:00 PM

00:00:20

ELAPSED TIME

5_kiosk_instructions-008

7. Minimize the web browser. The microscope or image analysis software is ready to use!

Remember: Do **NOT** close the web browser.

Axio Imager.Z2 / CAT (Instance 1) - Gothenburg Testuser

Active ⓘ

Finish

00:00:20

5_kiosk_instructions-009

8. Confirm your action. This cannot be undone!

Please confirm the action

Finishing the session will turn off the equipment, are you sure you want to finish this session?

Cancel

Finish session

5_kiosk_instructions-010

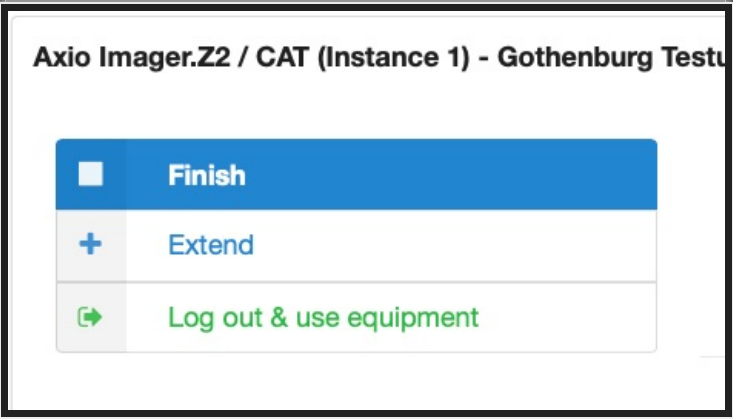
9. Please, check if any user will use the equipment after you. Therefore, go back to the booking calendar from the top right corner of the *Kiosk*, via “Back to Core”.

5_kiosk_instructions-011

- 6. Sign out of the CrossLab website.
- 7. If no user will work after you, then turn off the microscope or image analysis computer.

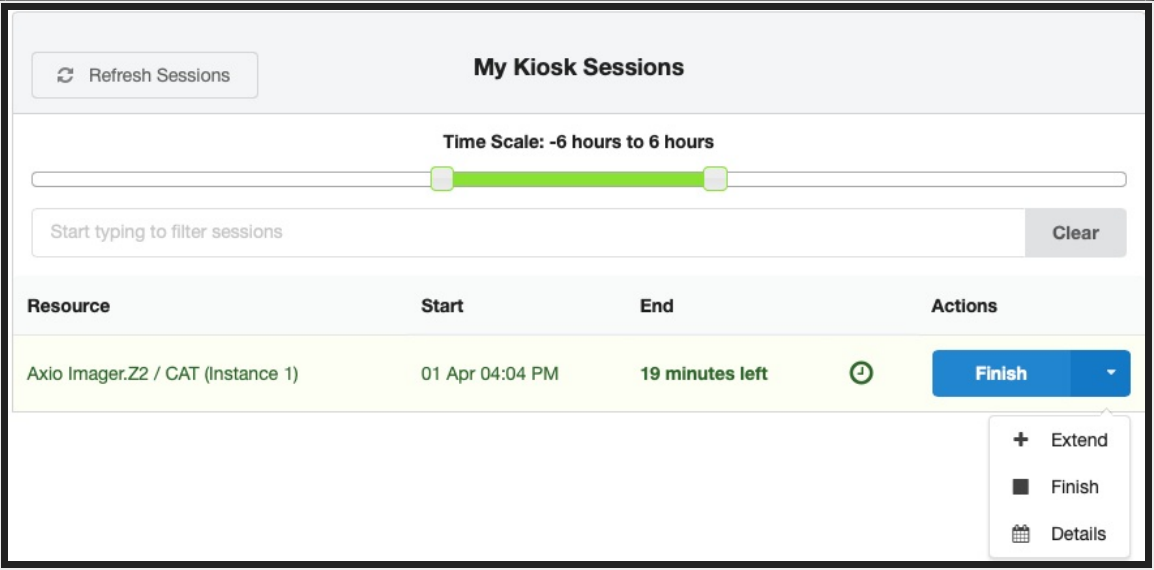
You are allowed to extend your session if no other user has booked the microscope or image analysis computer. This can be done via the “Extend” button, which becomes available after your session is active for 30 minutes. The “Extend” button appears:

- directly under the “Finish” button (if you are on the detailed view)



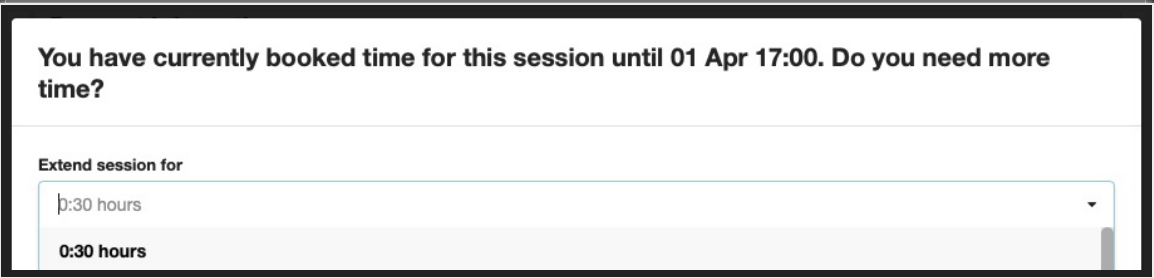
5_kiosk_instructions-012

- under the option arrow next to the “Finish” button (if you are back in the main “My Kiosk Sessions”)



5_kiosk_instructions-013

The Kiosk will show allowed extension periods only, which differ depending on when the next user has booked the system. Select how long you wish to extend the session.



5_kiosk_instructions-014

It is critical that you remember to finish your session. If you forget to finish your session, then the system will assume that you have decided to extend your microscopy time. Therefore, your session will be extended until the session of the next user.

If you forget to finish your session and notice after you have left the facility, you have two alternatives:

- You log into the booking site of the CCI and stop your session via the *Kiosk*
- You immediately send an email to the CCI staff (cci@gu.se) to help you out.

Sincerely,
The CCI Team

Medicinaregatan 7A, PO Box 435,
SE 405 30 Gothenburg, Sweden
www.cf.gu.se
THE SAHLGRENSKA ACADEMY
CENTRE FOR CELLULAR IMAGING