

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.

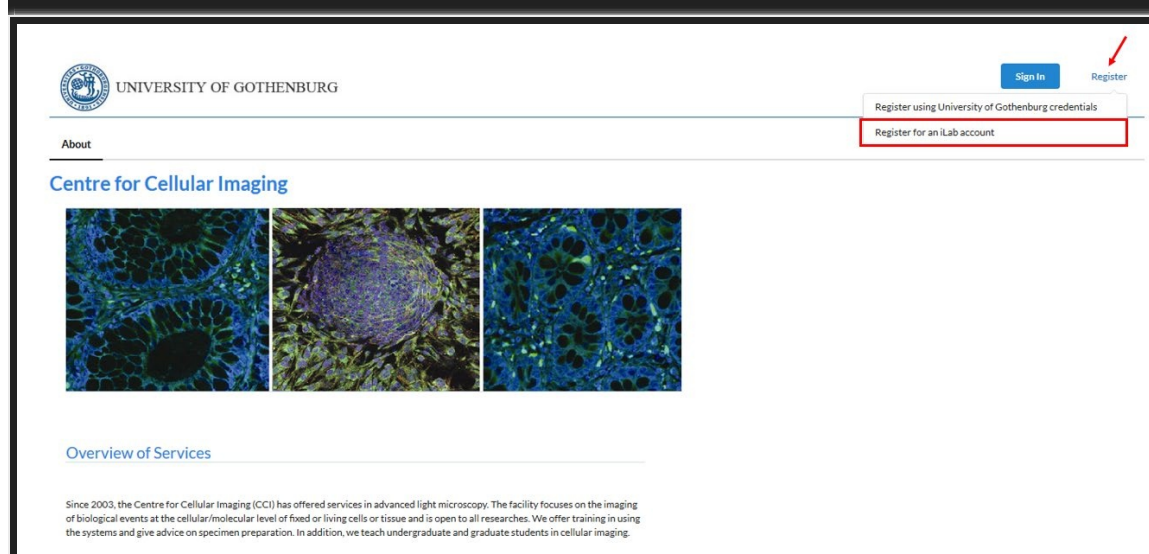
- [Signing up for CrossLab/iLab](#)
- [CCI registration form](#)
- [Booking equipment](#)
- [How to change profile details](#)
- [How to change password](#)
- [More information and support](#)

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 link Register at the top right corner and select '*Register for an iLab account*'



Bd_CrossLab_manual_GU_PI-002

3. Enter your email address, click I'm not a robot and that you agree with the iLab policies. Then press *Continue*.

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the
University of Gothenburg's Centre for Cellular Imaging.

* Please enter your institution email address

maria.smedh@gu.se



I'm not a robot



reCAPTCHA
Privacy - Terms



I agree with iLab's [privacy](#) and [security](#) policies

Cancel

Continue

3d_CrossLab_manual_GU_PI-003

IMPORTANT: Use your work email address. **DO NOT USE** a personal/private email account (gmail, Yahoo, etc..)

4. Fill in your personal information and press *Continue*.

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the

University of Gothenburg's Centre for Cellular Imaging.

* First Name

Maria

* Last Name

Smedh

Phone Number

031-7869712

* I am affiliated with the following institution

University of Gothenburg

* What is your primary role at University of Gothenburg?

Graduate Student

Cancel

Back

Continue

3d_CrossLab_manual_GU_PI-004

5. Search for the research group/lab of your PI and press *Complete*

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the

University of Gothenburg's Centre for Cellular Imaging.

* What lab or research group are you associated with?

Fernandez-Rodriguez, Julia (GU) Lab

Hint: You can also search using your PI or Manager Name

Cancel

Back

Complete

3d_CrossLab_manual_GU_PI-005

6. You will receive a "Welcome" email from CrossLab with login credentials and basic instructions. This can take up to 24

hours. In case you do not see this e-mail, please, check you SPAM/Junk folder.

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

The screenshot shows the CCI 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" (labeled 1). The main content area contains the text: "To become a CCI user, please fill the Registration Form below." Below this is a red box labeled 2 containing the text "Registration Form for New Users (Registration)". To the right of this box is a red box labeled 3 containing a green arrow icon and the text "request service". Below the registration form instructions, there are links for "CCI Rules", "CCI Prices - GU users", "CCI Prices - other universities", and "CCI Prices - industry".

3b_CrossLab_manual_GU_Use-018

4. 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". 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" (labeled 1). It contains a "View Form" button, a "Registration form" tab, and a "Not Started" status. Below this is a section titled "IMPORTANT!" (labeled 2) 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!" (labeled 2) with two buttons: "save completed form" (highlighted with a red box) and "save draft of form". Below this is a section titled "Cost" (labeled 3) with the text: "The core will review your request and provide you with a quote for the requested service(s)." Below this is a section titled "submit request to core" (labeled 3) with a green checkmark icon and the text "submit request to core" (highlighted with a red box), and buttons for "save draft request" and "Cancel".

3d_CrossLab_manual_GU_PI-014

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.

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

Centre for Cellular Imaging

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.

Light microscopes (8)

Electron microscopes (9)

Gemini 450 SEM [description](#) [pricing](#)

TEM FEI Talos [description](#) [pricing](#)

TEM LEO 912 OMEGA [description](#) [pricing](#)

View Schedule

3d_CrossLab_manual_GU_PI-015

- 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 unbookDouble-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:

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

Profile Details for Maria Smedh

Edit

Maria Smedh

Title

Email
maria.smedh@gu.se

Phone

Maria Smedh

My Profile

System Upgrades

3d_CrossLab_manual_GU_PI-016

To change your password:

- Click your profile button at the upper right corner in CrossLab
- Select "My Profile"
- Select "Change Password"
- Enter the current password and type a new password

My Profile

Profile Details

Change Password ← 3

Billing / Shipping Information

Notification Settings

Change Password

Username
maria.smedh@gu.se

Current Password

Current Password

New Password

New Password Show

3d_CrossLab_manual_GU_PI-018

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

3d_CrossLab_manual_GU_PI-021

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