

Crosslab manual external user

CrossLab manual - External user

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.

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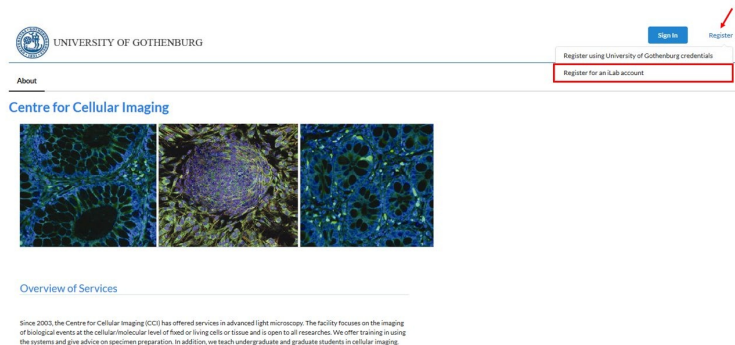
Signing up for CrossLab/iLab

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'



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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

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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

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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

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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 your SPAM/Junk folder.

CCI registration form

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 top navigation bar with links: About Our Core, Schedule Equipment, Request Services (highlighted with a red box and number 1), View My Requests, and Contact Us. Below the navigation bar is a section titled "Complex Projects & Quote Requests" with a dropdown arrow. The main content area has a heading "Registration Form for New Users (Registration)" (highlighted with a red box and number 2). Below this heading, there is a paragraph of instructions: "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!". There is also a link to "CCI Rules" and a list of "CCI Prices" for GU users, other universities, and industry. On the right side, there is a button labeled "request service" (highlighted with a red box and number 3).

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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" interface. At the top, there is a form with fields for Request Name, Customer, Email, and Phone. Below this is a section titled "Forms and Request Details" with a "View Form" button and a "Not Started" status. A red box highlights the "Not Started" status with a number 1. Below this, there is a message: "This registration form has to be filled by all new users." and a "Save Progress" button. The date is set to "June 18, 2019 14:57". Below this is a section titled "IMPORTANT!" with a message: "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 number 2) and "save draft of form". Below this is a section titled "Cost" with a message: "The core will review your request and provide you with a quote for the requested service(s)." and a "submit request to core" button (highlighted with a red box and number 3).

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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.

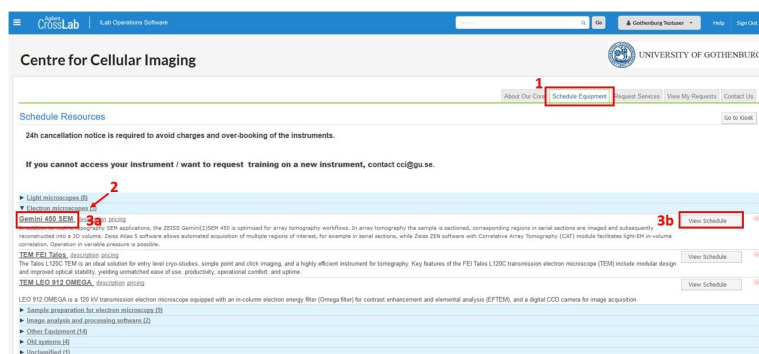
Booking equipment

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

1. Go to the CCI core page and the Schedule equipment tab.
2. 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.

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



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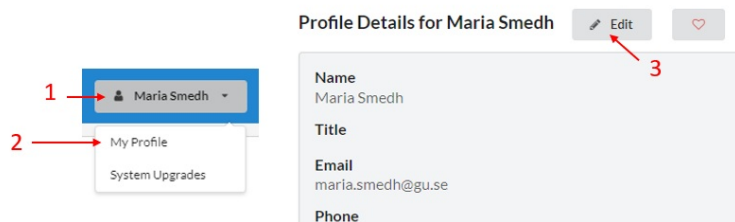
5. A booking event page pops up. Enter some text in the Event Notes box, if required. Click the button Save Reservation at the bottom left corner.
6. If you need to unbookDouble-click on your booking to open the booking event page. Click the button Delete Reservation at the bottom right corner.

IMPORTANT: Unbooking is only possible up to 24 hours in advance. After that the *Delete Reservation* button disappears.

How to change profile details (e-mail, phone number etc)

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

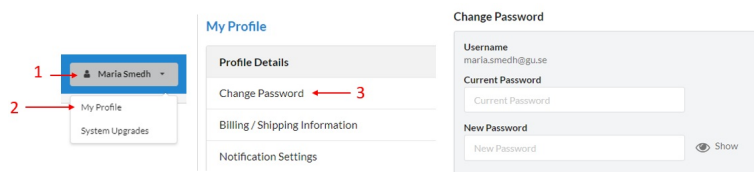


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How to change password

To change your password:

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

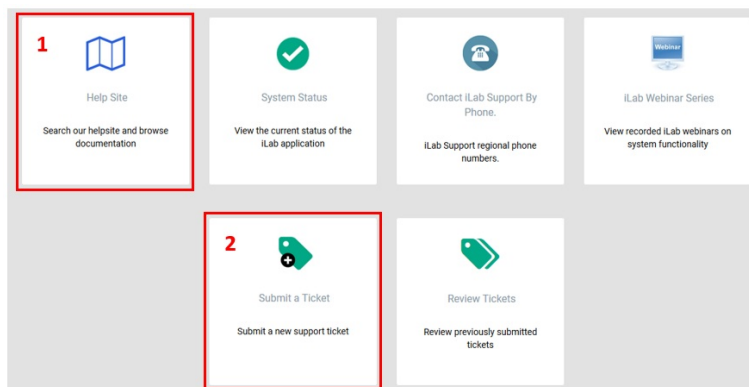


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More information and support

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.



3d_CrossLab_manual_GU_PI-021

Sincerely,
The CCI Team

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