

Crosslab manual external PI

Signing up for CrossLab - New PI

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.

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Signing up for CrossLab

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 online system.

1. Go to the [CrossLab sign-up page](#)
2. Enter your email address and press Continue.

The screenshot shows the second step of a four-step sign-up process. The steps are labeled: Start, Personal Information, Group Associations, and Billing Information. The 'Personal Information' step is active. The form contains the following fields:

- A message: "You are requesting access to the University of Gothenburg's Centre for Cellular Imaging."
- An input field with a placeholder: "* Please enter your institution email address". The value "maria.smedh@gu.se" is entered.
- A reCAPTCHA checkbox labeled "I'm not a robot".
- A checkbox for agreeing to privacy and security policies.
- Buttons for "Cancel" and "Continue".

Important: Use your work email address. DO NOT USE personal/private email accounts (gmail, Yahoo, etc.).

3. Fill in your personal information and press Continue.

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?
Principal Investigator

[Cancel](#) [Back](#) [Continue](#)

Important: First search for your Institution, i.e. your university or other work place (e.g. University of Gothenburg, Chalmers University of Technology, Sahlgrenska University Hospital). If not in the list, write the English version of your Institution name!

4. Create your Lab by starting to write your name, then press Create New Group followed by 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?

Please type the name of your group
Maria S

[Create New Group...](#)

[Cancel](#) [Back](#) [Complete](#)

5. Enter the information about your research group and press Complete.

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

* What lab or research group are you associated with?

Create New Group...

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

* PI's First Name

Maria

* PI's Last Name

Smedh

* PI's Email Address

maria.smedh@gu.se

PI's Phone Number

031-7869712

* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

No

* Your Group's Name

Smedh, Maria (GU) Lab

Cancel

Back

Complete

6. You will receive a "Welcome" e-mail (can take up to 24 hours) with login credentials and basic instructions.

Logging in to CrossLab

- Navigate to the [CCI core page](#)
- Click the *Sign in* button at the upper right corner of the page. Your web browser have to accept pop-up windows. Enter your username (i.e. your email) and password provided by CrossLab and press a *Sign in* button once more.

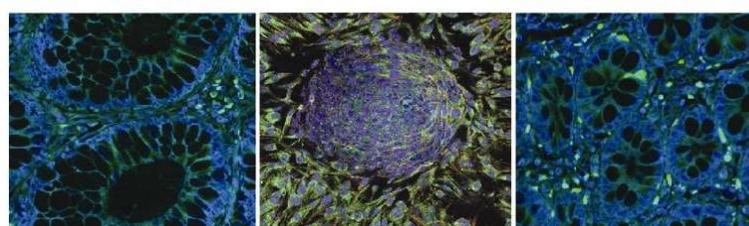


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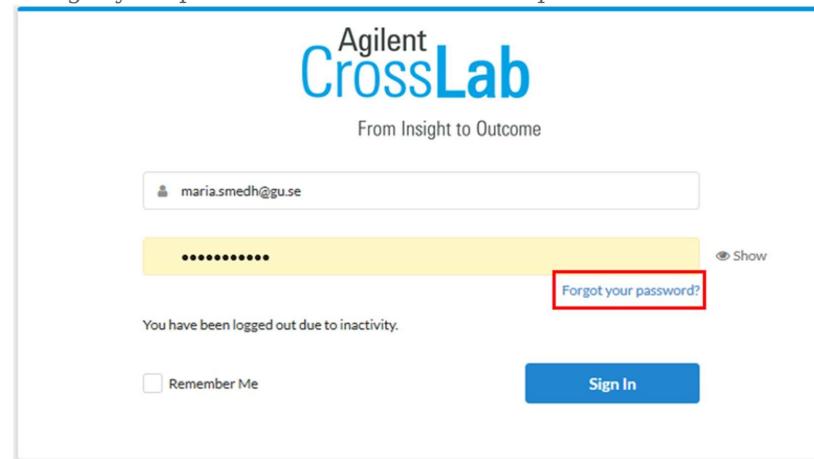
[Sign In](#)

About

Centre for Cellular Imaging



Note: If you do not remember your password you can press the "Forgot your password?" link to reset the password.



Managing your profile settings

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

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

Managing your group settings

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).

The screenshot shows two parts of the CrossLab interface. On the left, under 'Lab members and settings', there is a table with two rows:

| Name | Auto Approval Amount | EMP ID | Email | Phone | Start Date | End Date |
|--------------|--------------------------|--------|----------------------|-------------|------------|--|
| Maria Smedh | Lab default (r) 10000.00 | | maria.smedh@yahoo.se | 031-7869712 | | <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Anne Pihlach | Lab default (r) 10000.00 | | anne.pihlach@post.se | | | |

Buttons at the bottom are 'Add New User' (1) and 'List Existing User' (2).

On the right, the 'Edit membership' dialog is open. It has sections for 'Person Information' (Email: maria.smedh@yahoo.se, Phone number: blank), 'Group Information' (Auto Approval Agent: blank), and 'Association Information' (Permission: member, Cancelled: checked, Start Date: blank, End Date: blank). A red arrow points from the 'End Date' field in the table to the 'End Date' field in the dialog.

NOTE: Do **NOT** remove any member from your group by clicking the trash button!

Entering/updating billing information

1. Go to My Profile link on the upper right corner of the page

The screenshot shows the CrossLab interface with a blue header. In the top right, there is a dropdown menu labeled 'Maria Smedh'. A red box highlights this menu. Below it, a sub-menu is visible with options: 'My Profile' (selected), 'System Upgrades', and 'Info'.

2. Go to the Billing/Shipping Information page

The screenshot shows the 'My Profile' page. On the left, a sidebar has a 'Billing / Shipping Information' link (3) highlighted with a red box. The main content area shows profile details for 'Maria Smedh' with an 'Edit' button. The 'Billing / Shipping Information' section contains the following fields:

- Name: Maria Smedh
- Title: Principal Investigator
- Email: maria_smedh@yahoo.se
- Phone: 031-7869712
- Time Zone: Stockholm
- Delimiter for Reporting CSV Export Files: ;

3. Click the Edit button and enter your billing information

- Name
- Institution (University, company etc.)
- Department: This should be the billing reference number and/or reference person (e.g. Ansvarsnummer, PO number)
- Your full billing address, including VAT number

IMPORTANT! Remember to click Save!

Invoices and the billing procedure

We create so-called Billing events in CrossLab for each invoicing period. This billing information is then imported into the university accounting system Agresso. In the invoice sent to you there will be a link address to your CrossLab invoice. This link has the format <https://eu.ilabsolutions.com/invoices/XXXXX>, where XXXXX is the current invoice number.

Click the "hamburger"-icon at the top left corner in CrossLab and then "Invoices".

[◀ Hide Filters](#)

[Keywords](#) [Go](#)

[Get PDF of Invoices](#) [Download Results as CSV](#)

This page displays invoices from the past one year. To access older invoices please use the Date Created filter at the bottom.

| Created On | Core | Invoice Number | Lab | Owner | Payment Numbers | Price Types | Total Cost | Status | Approval Status | |
|------------|--------------------------------|----------------|--------------------------|----------------|-----------------|-------------|----------------|-----------------|-----------------|--|
| Apr 27 '20 | Centre for Cellular Imaging | CFCI-408770 | Smedh, Maria (GU) Lab | Maria Smedh | 5803 xsmerma | Internal | kr 1,683.50 | Not Yet Paid | not required | |

Displaying 1 out of 1 result(s). (Page 1 of 1)

[Apply Filters](#) [Reset Filters](#)

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 Måansson (lisa.mansson@gu.se) if you have any questions about accounting.

Optional: CCI registration

This part has to be done by all users of the facility. 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 be trained for using any equipment, please, follow these steps for the CCI registration procedure!

1. 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)

[About Our Core](#) [Schedule Equipment](#) [Request Services](#) [View My Requests](#) [Contact Us](#)

[▼ Complex Projects & Quote Requests](#)

To become a CCI user, please fill the Registration Form below.

2 [Registration Form for New Users \(Registration\)](#)

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!

Your signature declares that you will follow the "CCI user rules". Please find more information below.

[CCI Rules](#)

3 [request service](#)

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

Registration Form for New Users

Request Name: CCI-GT-[C10]
Customer: Gothenburg Testuser Lab: Fernandez-Rodriguez, Julia (GU) Lab
Email: sahigrensk@test.edu 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 | June 18, 2019 14:57 | Save Progress |

2

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

Please save your form: [save completed form](#) [save draft of form](#)

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

Please fill out any forms that are highlighted in red.

3

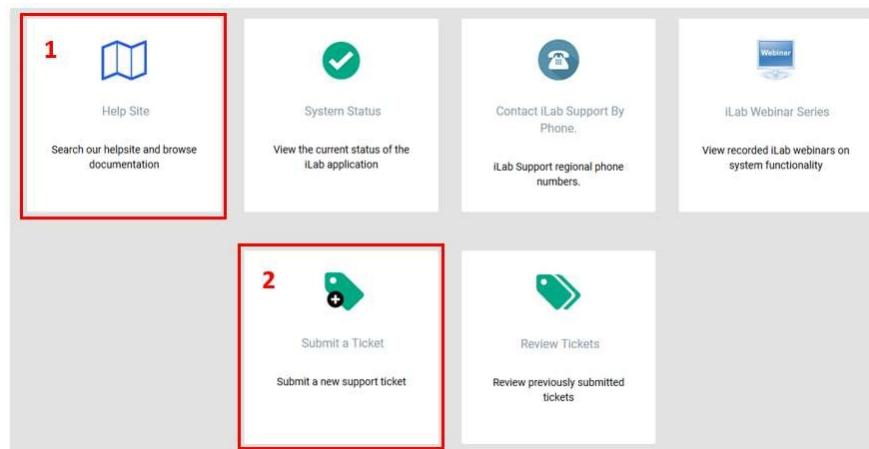
[submit request to core](#) [save draft request](#) [Cancel](#)

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

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.



Sincerely,
The CCI Team

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CENTRE FOR CELLULAR IMAGING