

# Crosslab manual GU PI

## CrossLab manual - GU 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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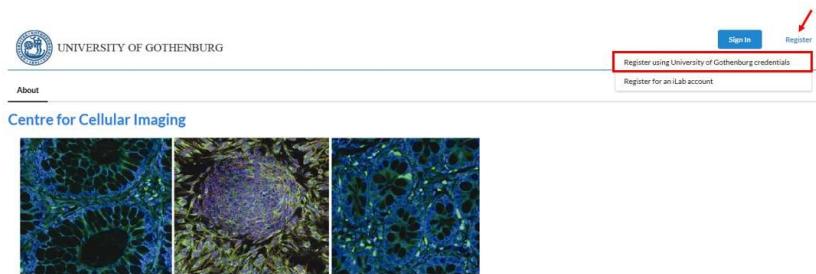
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### **Signing up for CrossLab**

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 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 Gothenburg credentials'



3. On the login page, select Sign in using SWAMID credentials
4. 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).
5. Select **log in** and provide your SWAMID (GU x-account) username and password

A screenshot of a login interface. It features two main buttons: 'Sign in using SWAMID credentials' and 'Sign in using iLab credentials', separated by the word 'or'. The background is white with a light gray border around the buttons.



Login to iLab Solutions

**Username**

**Password**

**LOGIN**

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

6. Once you have been authenticated you will be directed to a registration page:
  - First, select PI registration (GU) Lab from the drop-down list.
  - Your first name, last name, and email address will be pre-filled.
  - Add your telephone number.
  - Click Register

### Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

<b>* PI/Group</b>	Palmer, Ruth (GU) Lab Pekny, Milos (GU) Lab Pelaseyed, Thaher (GU) Lab PI registration (GU) Lab Pilon, Marc (GU) Lab Quiding-Järbrink, Marianne (GU) Lab
<b>* First Name</b>	
<b>* Last Name</b>	
<b>* Email Address</b>	
<b>* Phone Number</b>	

[Cancel](#) **Register**

7. The next page you see will be a Greeting Page
8. You will receive an email once your account has been approved.

## Logging in to CrossLab

9. Navigate to the [CCI core page](#)
10. Click the Sign in button at the upper right corner of the page and select 'Sign in using SWAMID credentials'.
11. Provide your GU x-account and 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.

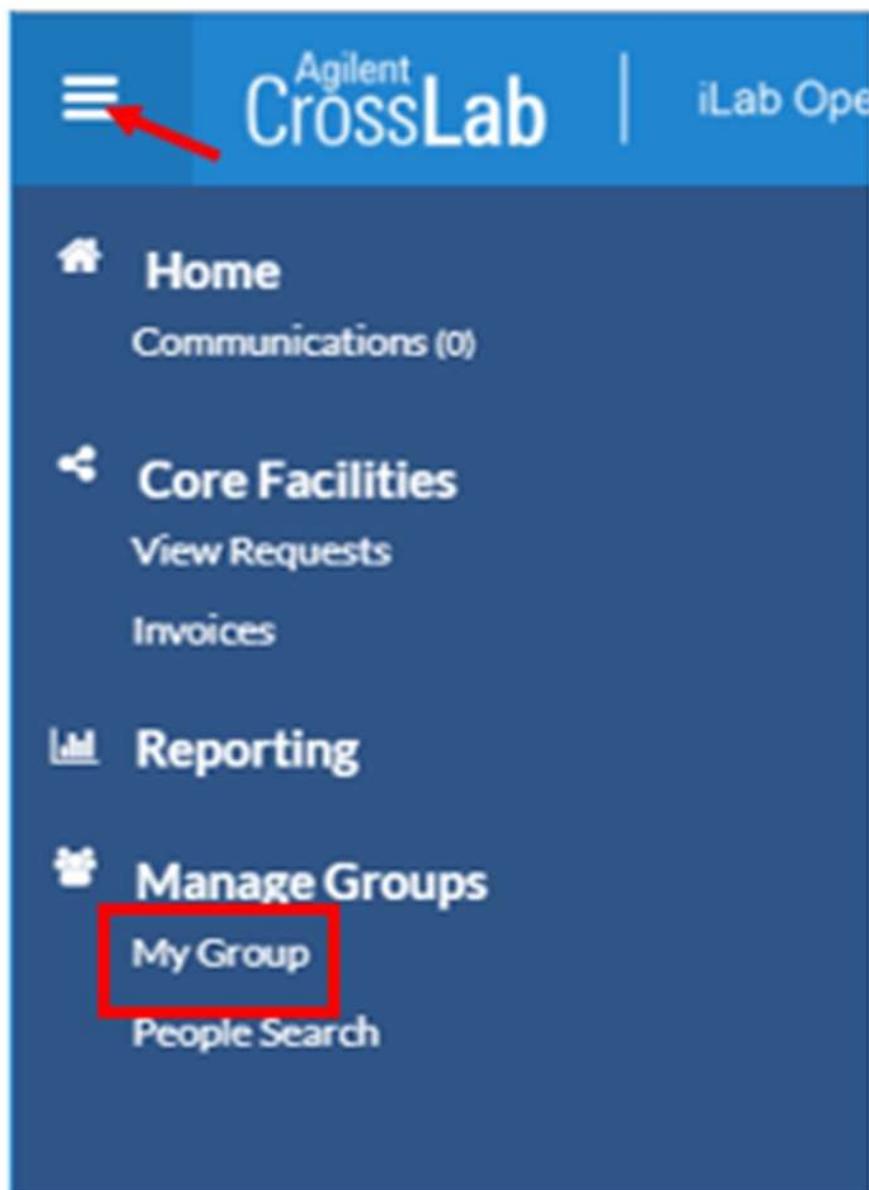
## My Profile

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).



## Members

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).

Smedh, Maria (GU) Lab

Membership Requests & Cost Centers (Delete and re-assign)

1

Lab-wide approval settings

2

Lab members and settings

Name	Auto Approval Request	ERP ID	Email	Phone	Start Date	End Date
Maria Smedh	Un-default (or 1000000)		maria_smedh@checoeur	031 7699712	2012-01-01	2012-01-01
Anna Polak	Un-default (or 1000000)		anna.polak@checoeur		2012-01-01	2012-01-01

3

4

Add New User    Use Existing User

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

## Entering/updating your billing information

For internal billing, a text file with the information about the charges is exported from CrossLab and imported into Agresso. The only billing information needed is your (or your economy administrator's) x-

account and AnsvarsNr.

Go to the Membership Requests & Cost Centers (AnsvNr and x account) tab:

1. Press the link Manually add a new Cost Center (AnsvNr and x account)
2. Enter your Ansvars number and your x-account
3. Press Add

The screenshot shows a user interface for managing cost centers. At the top, there's a navigation bar with tabs like 'Membership Requests & Cost Centers (AnsvNr and x account)', 'Members (2)', 'Budgets', 'Bulletin board (1)', and 'Group Settings'. Below the navigation, there's a section titled 'Membership Requests' with a note about no access requests requiring approval. A link 'Manually add a new Cost Center (AnsvNr and x account)' is highlighted with a red box. The main area shows a table for adding a new cost center, with columns for 'Description' (containing '5803'), 'Ansvnr' (containing '5803'), and 'X Account' (containing 'xsmema'). An 'Add' button is located at the bottom right of the table. There's also a link 'Manage Cost Centers (AnsvNr and x account)' and a search bar.

## 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 the CrossLab pre-invoice. This link has the format <https://eu.ilabsolutions.com/invoices/XXXXXX>, where XXXXXX is the current invoice number.

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

The screenshot shows the 'Invoices' page in CrossLab. On the left, there's a sidebar with filter options like 'Keywords', 'Total Cost Over', 'Owner', 'Owner Institution', 'Cores', 'Latex', 'Billing Event', 'Payment Number', 'Price Types', 'External', 'Approved By', 'Approval Status', 'Status', 'Invoices Sent', 'Receive Hard Copy', 'Dispute status', 'Detached', 'Refunds', and 'Date Created'. Buttons for 'Apply Filters' and 'Reset Filters' are at the bottom of the sidebar. The main area displays a table with one result. The table has columns: 'Created On' (Apr 27 '20), 'Core' (Centre for Cellular Imaging), 'Invoice Number' (FCI-408770), 'Lab' (Smedh, Maria (GU) Lab), 'Owner' (Maria Smedh), 'Payment Numbers' (5803 xsmema), 'Price Types' (Internal), 'Total Cost' (kr 1,683.50), 'Status' (Not Yet Paid), 'Approval Status' (not required), and two checkboxes. A magnifying glass icon is highlighted with a red box. There are also buttons for 'Get PDF of Invoices' and 'Download Results as CSV'.

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](mailto:ai-linh.nguyen@gu.se)) or Lisa Måansson ([lisa.mansson@gu.se](mailto:lisa.mansson@gu.se)) if you have any questions about accounting.

## Optional: CCI registration

This part has to be done by all microscope users. 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 get training 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).

### ▼ 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

- 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-(CID)  
 Customer: Gothenburg Testuser Lab: Fernandez-Rodriguez, Julia (GU) Lab  
 Email: sahlgrenskaj@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

**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.

add service Please fill out any forms that are highlighted in red.

**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.

The support portal interface includes the following sections:

- 1 Help Site:** A blue folder icon. Description: Search our helpsite and browse documentation.
- 2 Submit a Ticket:** A green ticket icon. Description: Submit a new support ticket.
- System Status:** A green checkmark icon. Description: View the current status of the iLab application.
- Contact iLab Support By Phone:** A blue telephone icon. Description: iLab Support regional phone numbers.
- iLab Webinar Series:** A blue video camera icon. Description: View recorded iLab webinars on system functionality.
- Review Tickets:** A green ticket icon. Description: Review previously submitted tickets.

Sincerely,  
The CCI Team

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