



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.

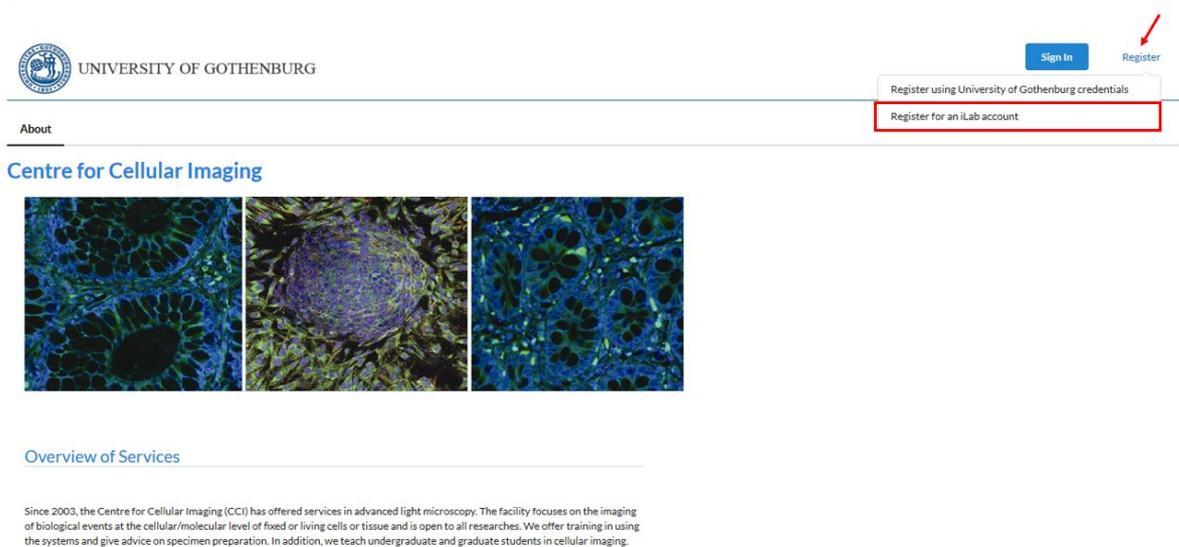
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Signing up for CrossLab/iLab

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:
https://gothenburg.corefacilities.org/service_center/show_external/3429
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:



UNIVERSITY OF GOTHENBURG

About

Centre for Cellular Imaging

Overview of Services

Since 2003, the Centre for Cellular Imaging (CCI) has offered services in advanced light microscopy. The facility focuses on the imaging of biological events at the cellular/molecular level of fixed or living cells or tissue and is open to all researchers. We offer training in using the systems and give advice on specimen preparation. In addition, we teach undergraduate and graduate students in cellular imaging.

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

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

Cancel Continue

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

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

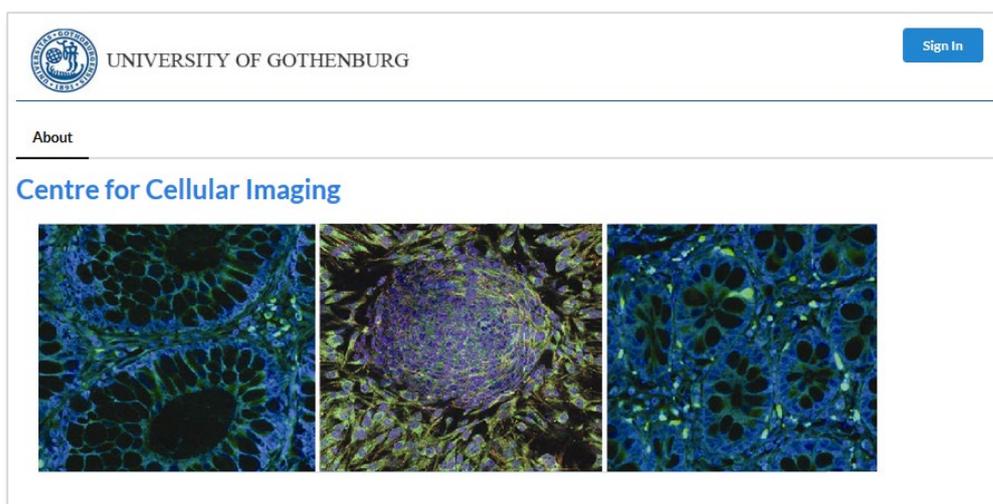
Hint: You can also search using your PI or Manager Name

Cancel Back Complete

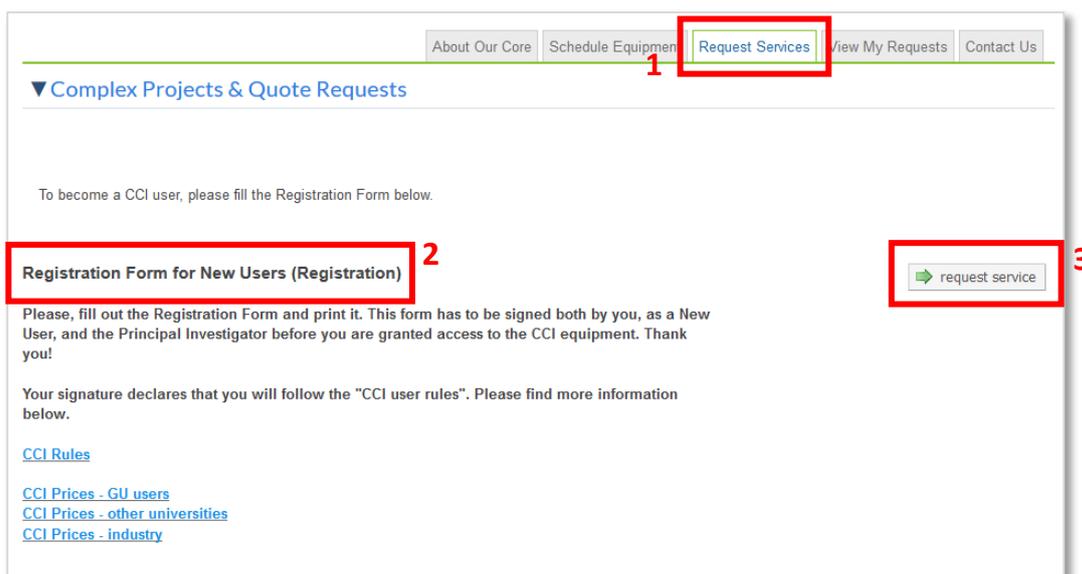
6. You will receive a “Welcome” email from CrossLab with login credentials and basic instructions. This can take up to 24 hours. In case you do not see this e-mail, please, check your SPAM/Junk folder.

CCI registration form

1. Navigate to the CCI core page:
https://gothenburg.corefacilities.org/service_center/show_external/3429



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).



4. 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: sahgrenska@test.edu Phone:

Forms and Request Details (see bottom of list to add items to this request)

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

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.

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

Cost

The core will review your request and provide you with a quote for the requested service(s).

submit request to core save draft request Cancel

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).

Apient CrossLab | Lab Operations Software

Gothenburg Testuser Help Sign Out

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About Our Core Schedule Equipment Request Services View My Requests Contact Us

Schedule Resources Go to Kiosk

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 (6)

Gemini 450 SEM description pricing **3a**

View Schedule **3b**

TEM FEI Talos description pricing View Schedule

TEM LEO 912 OMEGA description pricing View Schedule

LEO 912 OMEGA is a 120 kV transmission electron microscope equipped with an in-column electron energy filter (Omega filter) for contrast enhancement and elemental analysis (EFTEM), and a digital CCD camera for image acquisition

Sample preparation for electron microscopy (9)

Image analysis and processing software (2)

Other Equipment (14)

Old systems (4)

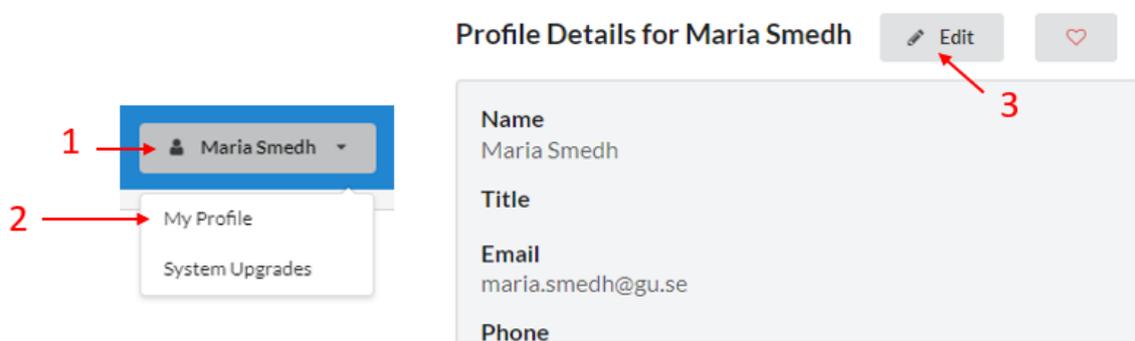
Unclassified (1)

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 unbook Double-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:

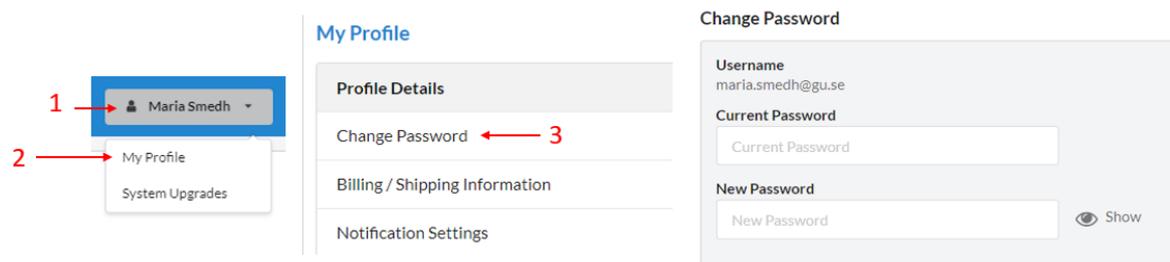
1. Click your profile button at the upper right corner in CrossLab
2. Select "My Profile"
3. Click "Edit" and update the appropriate fields



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



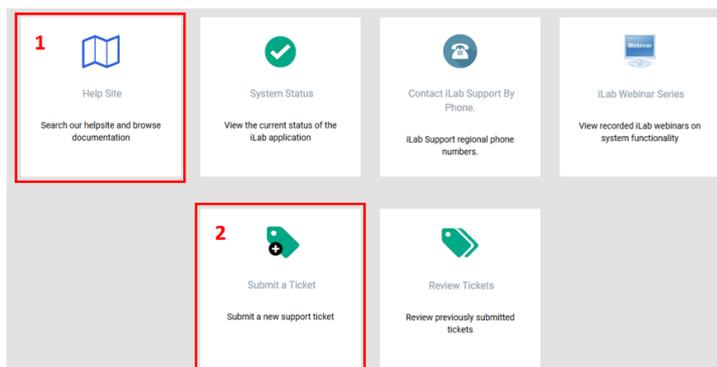
More information and support

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