

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.

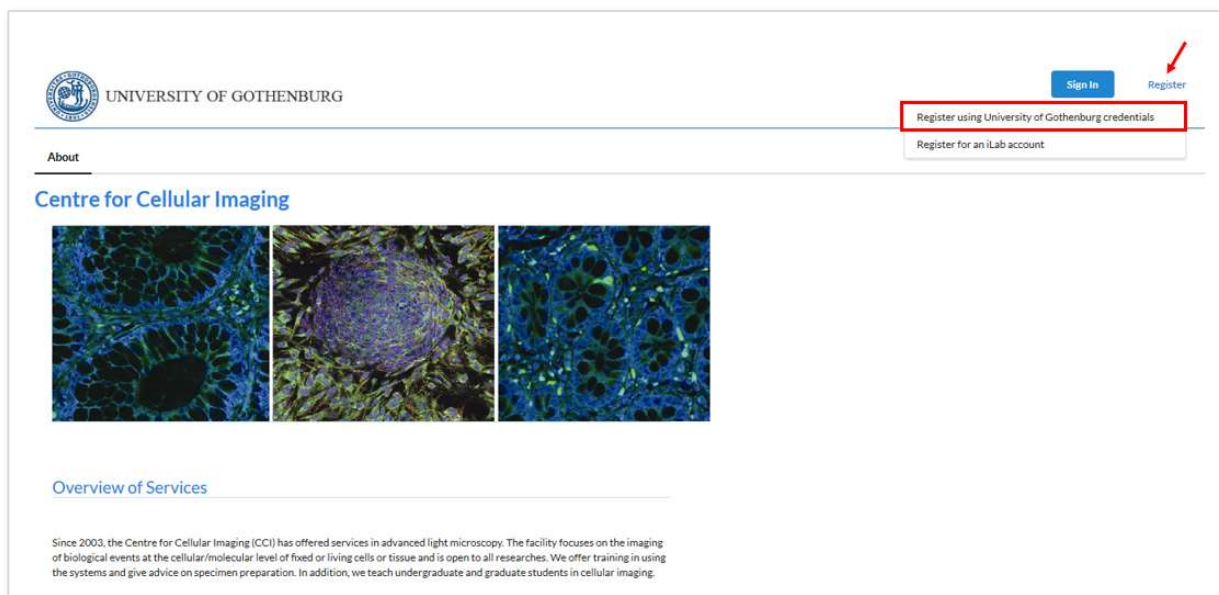
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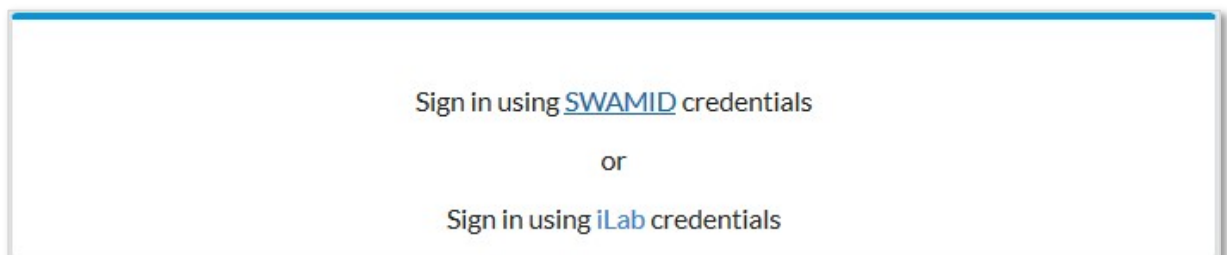
Signing up for CrossLab

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



Login to iLab Solutions

Username
xsmema

Password
●●●●●●●●

LOGIN

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

6. Once you have been authenticated you will be directed to a registration page:

Register for iLab

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

* PI/Group
Palmer, Ruth (GU) Lab

* First Name
Pekny, Milos (GU) Lab

* Last Name
Pelaseyed, Thaher (GU) Lab

* Email Address
PI registration (GU) Lab

* Phone Number
Pilon, Marc (GU) Lab

Quiding-Järbrink, Marianne (GU) Lab

Cancel Register

- 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**

7. The next page you see will be a Greeting Page:

Hello [REDACTED]

Your account activation is currently pending the approval of your membership to the following lab:

- Admin (GU) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

[Send Reminder to the Designated Approver](#)

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance](#)

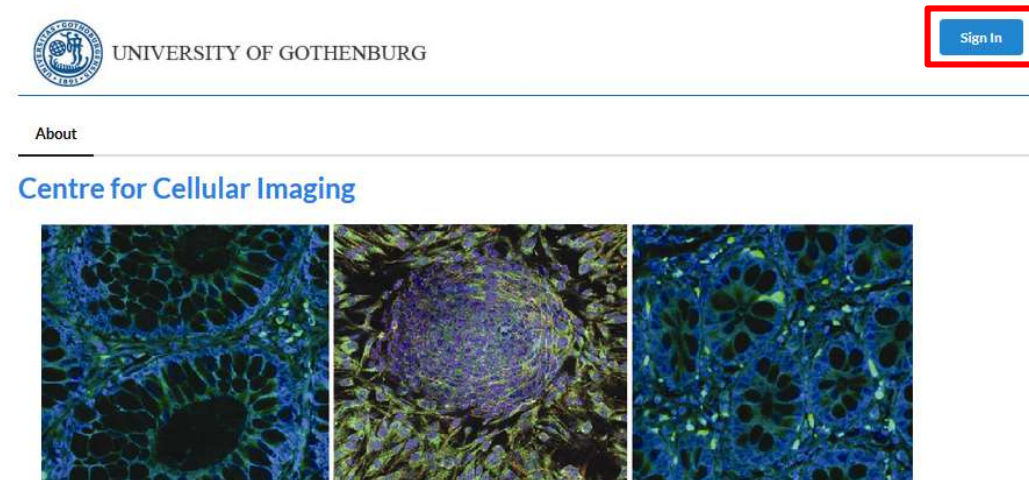
[Back to Login Page](#)

8. Once your account has been approved you will receive an email notifying you.

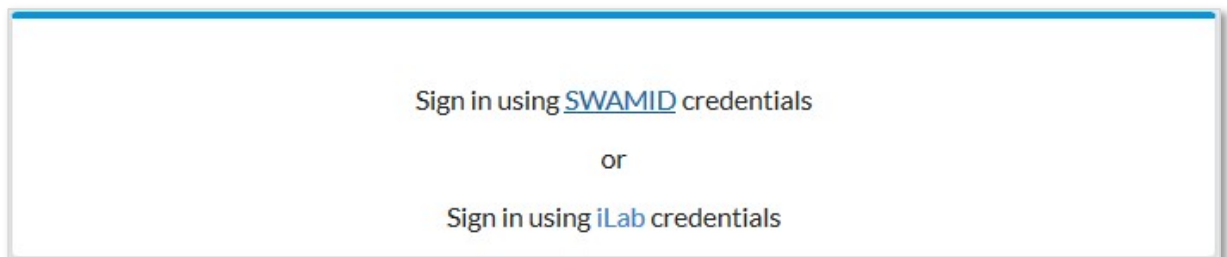
Logging in to CrossLab

9. Navigate to the CCI core page:

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



10. Click the **Sign in** button at the upper right corner of the page and select **Sign in using SWAMID credentials**.

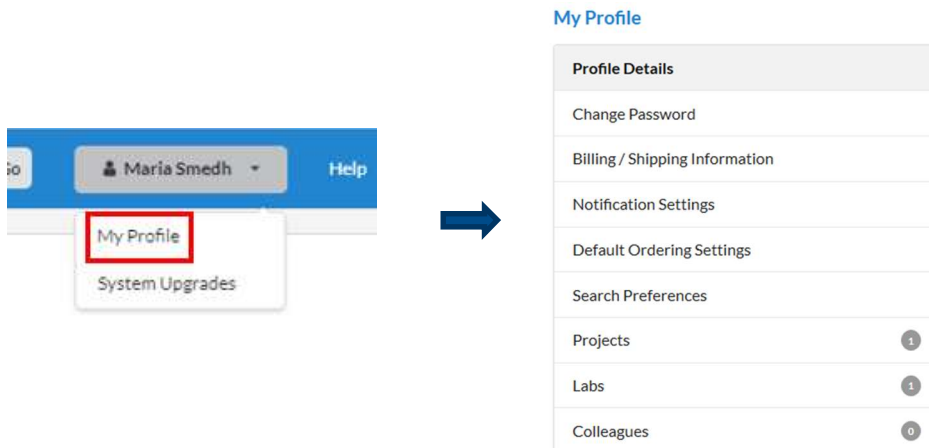


11. Provide your GU x-account and password:

The screenshot shows a login form for 'iLab Solutions' at Göteborgs Universitet. At the top left is the university's logo. The form has two input fields: 'Username' with the text 'xsmema' and 'Password' with masked characters. Below these fields is a 'LOGIN' button. At the bottom, there are three links: 'Student support', 'Activate student account', and 'Staff support'.

Managing your profile settings

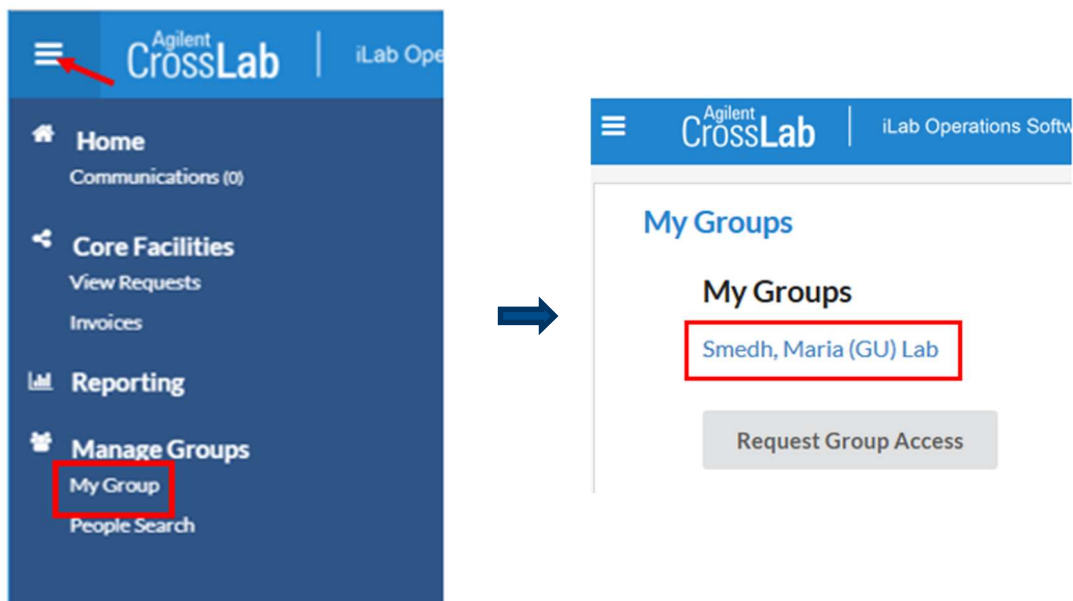
When you have logged in you can access your profile settings if you click your name at the upper right corner. Here you can change your name, password etc:



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).

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**.

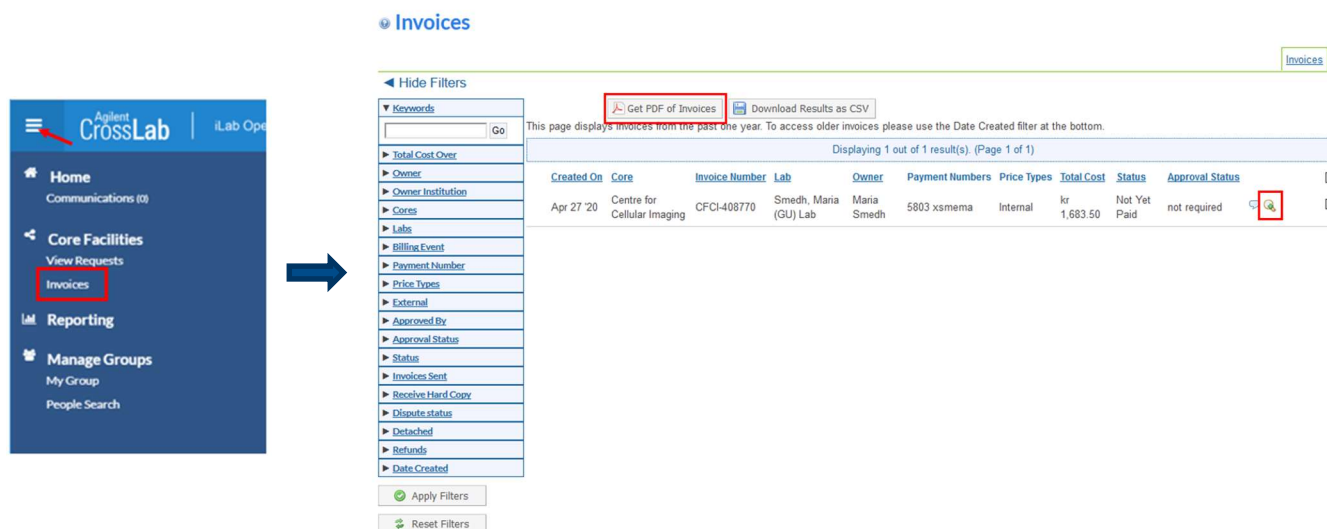
Go to the Membership Requests & Cost Centers (AnsvNr and x account) tab:

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**

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 XXXXX is the current invoice number.

Click the “hamburger”-icon at the top left corner in CrossLab and then **Invoices**:



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.

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

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 xsmema	Internal	kr 1,683.50	Not Yet Paid	not required	

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 Månsson (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).

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](#)

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: sahlgrenska@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, and bring it to us before the start of the training (or any other service).

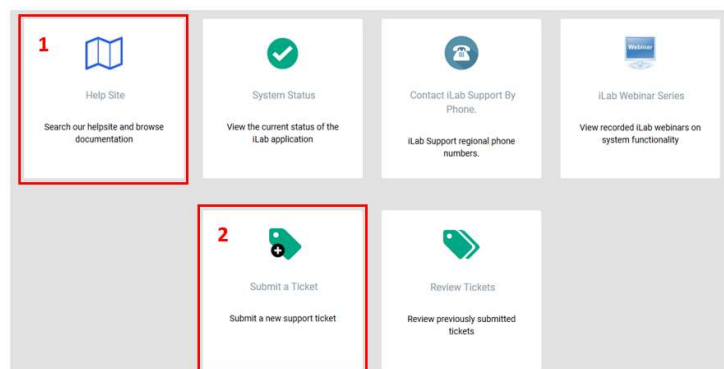
More information and support

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