



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 on-line system.

1. Go to the CrossLab sign-up page:

https://gothenburg.corefacilities.org/account/1212/signup?sc_id=3429

2. Enter your email address and press *Continue*.

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

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

I'm not a robot  reCAPTCHA
Privacy - Terms

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

Cancel Continue

3. 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?
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*:

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?

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

* PI's First Name

* PI's Last Name

* PI's Email Address

PI's Phone Number

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

* Your Group's Name

[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:

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

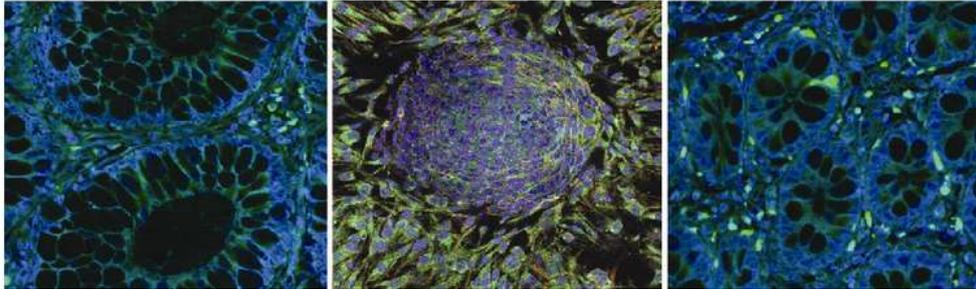


UNIVERSITY OF GOTHENBURG

Sign In

About

Centre for Cellular Imaging



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:

Agilent
CrossLab
From Insight to Outcome

maria.smedh@gu.se

..... Show

Forgot your password?

You have been logged out due to inactivity.

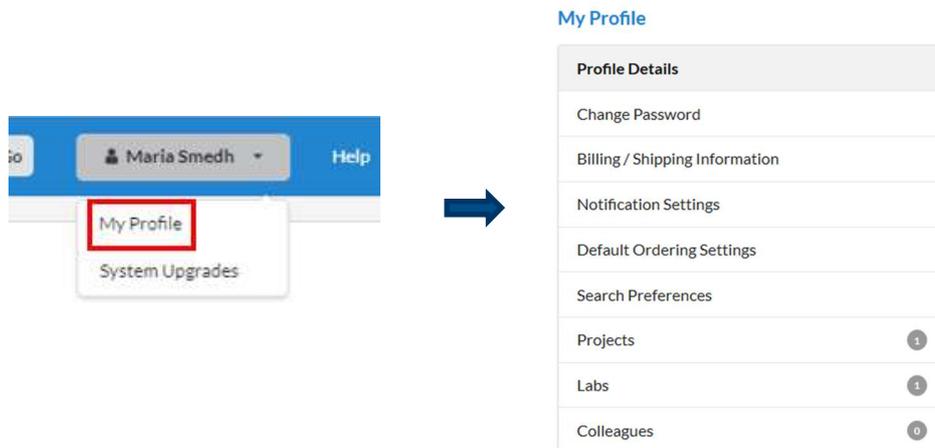
Remember Me

Sign In

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

Managing your profile settings

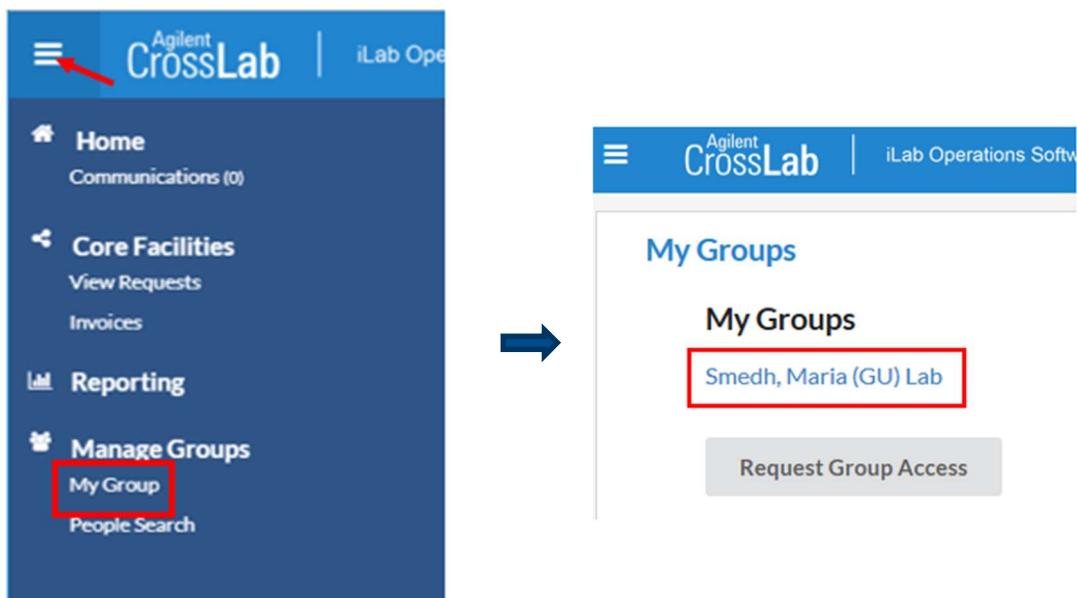
When you have logged in you can access your profile settings if you click your name at the upper right corner. Here you can change your name, password etc:



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:

The screenshot shows the 'Smedh, Maria (GU) Lab' interface. At the top, there are navigation tabs: 'Membership Requests & Cost Centers (ArsvNr and x account)', 'Members (1)', 'Subjects', 'Bulletin board (1)', and 'Group Settings'. The 'Members (1)' tab is highlighted with a red box and the number 1. Below this, there are sections for 'Lab-wide approval settings' and 'Lab members and settings'. The 'Lab members and settings' section has two sub-tabs: 'Active Members' and 'Expired Members'. Under 'Active Members', there is a table with columns: Name, Auto Approval Amount, ERP ID, Email, Phone, Start Date, and End Date. The table contains two rows: 'Maria Smedh' and 'Anna Pielich'. The 'Add New User' button is highlighted with a red box and the number 2. The 'Edit' button for the 'Anna Pielich' row is highlighted with a red box and the number 3. An arrow points from this button to the 'Edit membership' modal on the right. The modal has sections for 'Person Information', 'Group Information', and 'Association Information'. The 'End Date' field in the 'Association Information' section is highlighted with a red box and the number 4.

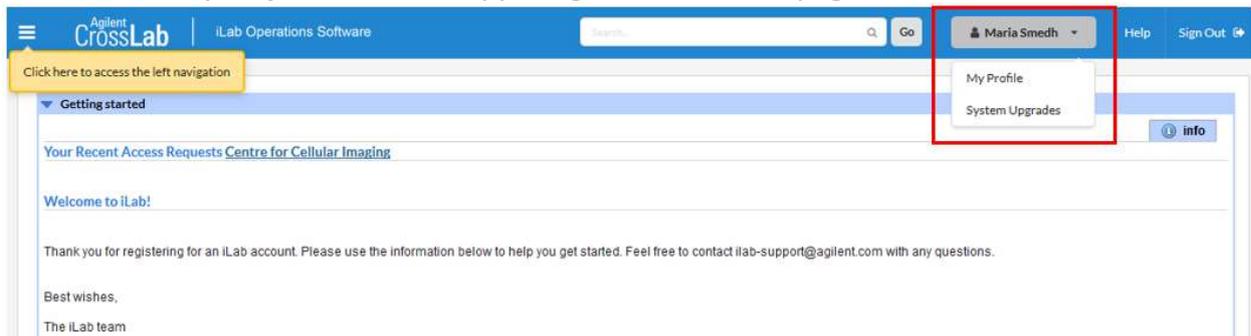
You can either add a new user to your group or add a user who already has a CrossLab account (2).

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).

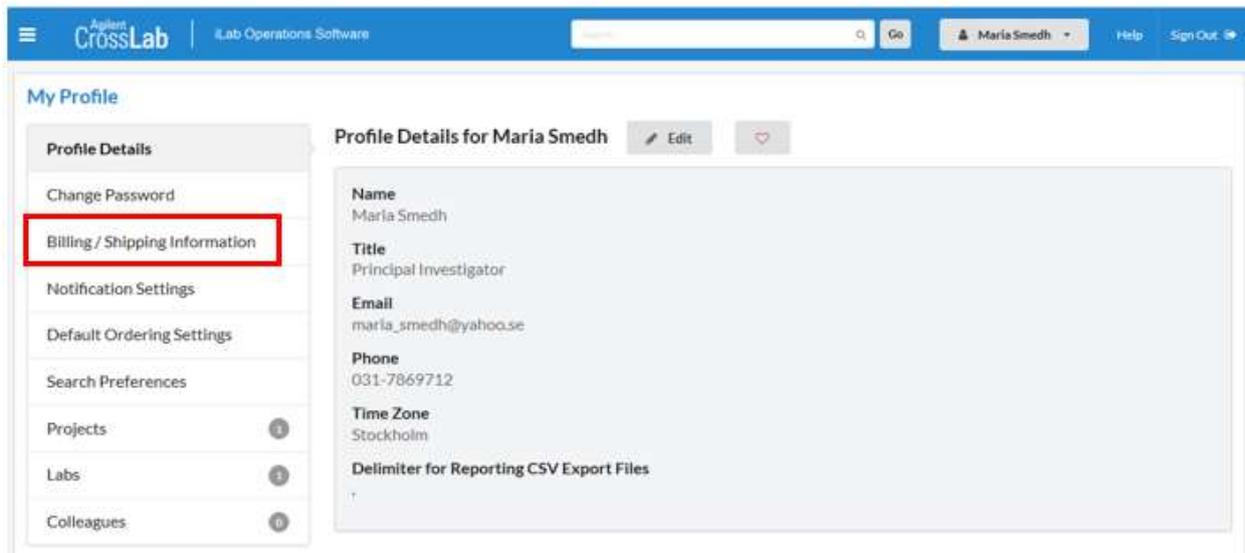
NOTE: Do NOT remove any member from your group by clicking the trash button!

Entering/updating billing information

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



2. Go to the Billing/Shipping Information page:



3. Click the Edit button and enter your billing information:
 - a. Name
 - b. Institution (University, company etc.)
 - c. Department: This should be the billing reference number and/or reference person (e.g. Ansvarsnummer, PO number)
 - d. 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”:

The screenshot shows the CrossLab interface. On the left, a navigation menu has 'Invoices' highlighted. An arrow points to the main interface. At the top, there are buttons for 'Get PDF of Invoices' and 'Download Results as CSV'. Below these is a table with columns: Created On, Core, Invoice Number, Lab, Owner, Payment Numbers, Price Types, Total Cost, Status, and Approval Status. A magnifying glass icon is highlighted in red in the bottom right corner of the table.

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 xsmem	Internal	kr 1,683.50	Not Yet Paid	not required	

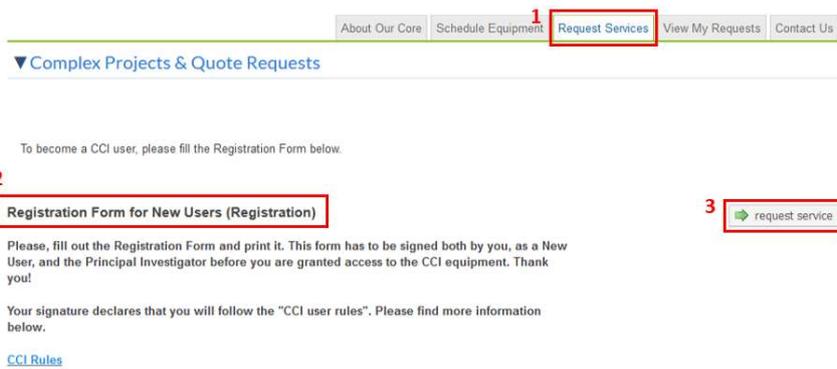
Here you can view an invoice by clicking on the magnifying glass icon to the right and export the invoice to a PDF file using the button “Get PDF of invoices”.

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 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):



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



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

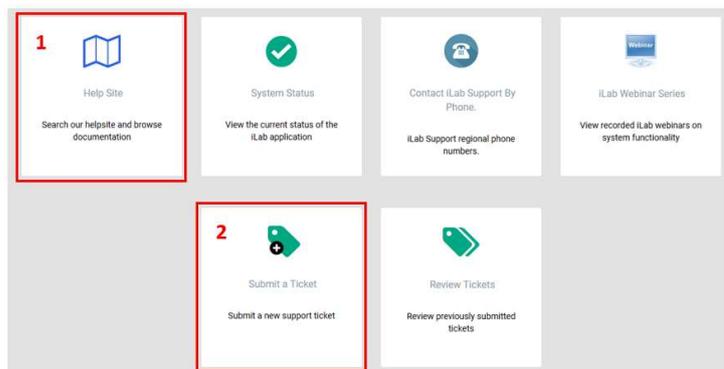
More information and support

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