Login to Cbordweb

1. Open Cbord URL in web browser (preferably Firefox or Chrome)  
   https://cbordweb.millersville.edu/login/ldap.php
2. On the Login screen enter your MU Outlook Username and Password

Lookup patrons using M number

1. Login to Cbord
2. Under Menu select "Admin Web"
3. Select "Patron Lookup"
4. In the "MAXID" text field, type in the patron's M number. (NOTE: The "M" in the M number MUST be in uppercase)
   NOTE: As you type in the M number, a popup display area will start searching the database of patrons and start displaying the names and PIK (M#) that match what you are typing into MAXID. If the display shows the M# you are looking for, you can select the Name link with your cursor to locate that patron's information.
5. The patron's account information will appear and his/her picture will be on the right side of the screen under Patron Photo heading. If the picture does not appear, the individual did not receive an ID card.
6. To search for a different patron, look under the left side Menu link titled, "Patron Lookup"
7. To exit the "Admin" area, click the side Menu link titled, "Home."

Create Access Report

1. Select link for "Ad-Hoc Reports"
2. Select the "Access Reports" link.
3. Select the "Transactions" folder to open the folder.
4. Select dropdown menu for "Select Location Group Hierarchy" – Leave this at ‘(-1) Default Hierarchy’.
5. Type in "Days to Keep" – Days for report to be kept on server. The default is 7 days if left blank.
6. Select dropdown menu for "Format" – Default is PDF, but the dropdown menu provides other options for the report
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8. Type in Email address for "Notify via E-Mail" – Email address that the notification or report will be sent to when the report is constructed.
9. Select bubble mark for either the option of "Send the link" or option of "Send the attachment" – Method by which the report is sent to you.
10. Complete "Select" tab settings (the 'Select' tab is active by default when entering the report)
11. Type in or select "Transaction Date" – You can type in dates using the MM/DD/YYYY format or select an option from the 'Transaction Date' drop down menu.
12. Type in the M number(s) which is referred to as the "PIK" – Enter a single PIK (from Patron Lookup screen) or a range of PIKs
13. Select the check box beside each location you want to run the report on, if no check boxes are selected, the report will run all locations.
14. The "Share" tab for Groups not functioning
15. Select the "Submit" button at the bottom of any tab to submit report request.
16. Look in your email for report results

Lookup patrons by Last Name

1. Login to Cbord
2. Under Menu select "Admin Web"
3. Select "Patron Lookup"
4. In the "Last" text field, type in the patron's last name.
5. The patron's account information will appear and his/her picture will be on the right side of the screen under Patron Photo heading. If the picture does not appear, the individual did not receive an ID card.
6. To search for a different patron, look under the left side Menu link titled, "Patron Lookup"

To exit the "Admin" area, click the side Menu link titled, "Home."