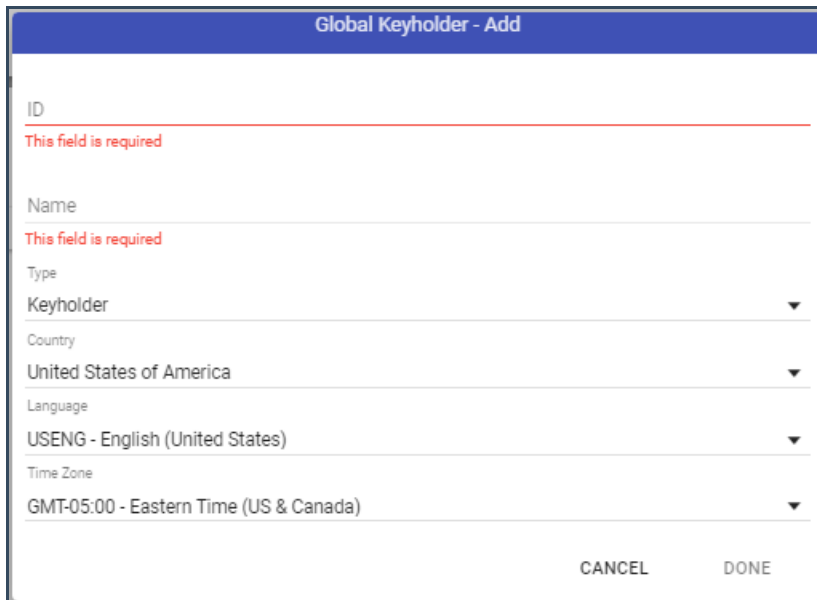# Create a Global Keyholder Record

When adding a Global Keyholder be sure you have all the information required to successfully create the record. Items to collect are:

- Name
- Contact numbers
- Password

Adding a Global Keyholder

- **Click the Hamburger Icon (≡)**, then **File**, **New**, **Global Keyholder**.
- **Enter the Global Keyholder ID** - This ID is how you reference that keyholder within other records. This field has a maximum of 32 characters in length. Check your organization's requirements for your standards. Examples of Keyholder IDs are GK0001, CMPNYKH0001, JOEKH, and the like.
- **Select the person type**, if other than Keyholder.
- **Verify the Country, Language, and Time Zone**.
- When all required information is correctly entered, click **Done**.

This commits the Global Keyholder to the database and loads the Keyholder record to the screen.

Details

Global Keyholder ID	GKEXAMPLE 🔍 970 ✖
Name	Global Keyholder Example •••
Type	Keyholder
Title	
Suffix	
Job Title	
Birthday	
Country	United States of America
Time Zone	Eastern Time (US & Canada)
Locale	English (United States)

Contacts