

# Agency Master File

The **Agency Master File** report returns the Agency record details for the agency, or agencies, selected.

Agency Master File

Agency Master File report

Title Agency Master File Priority 6

MAIN DISTRIBUTION

From To

Agency ID Agency Name City State

Mail format  
 Suppress passwords  
 Page breaks

OPTIONS PREVIOUS NEXT DISPLAY NOW DOWNLOAD (PDF) DOWNLOAD (RTF) SEND EMAIL

## Report Parameters

- **Agency ID** - The agency, or range of agencies, to include in the report.
  - **Agency Name** - Lists the agency, or agencies, name for the record(s) selected.
  - **City** - The City, or range of cities, to find the agency(ies) to include in the report.
  - **State** - The State, or range of states, to find the agency(ies) to include in the report.
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- **Mail Format** - Produces the report results with the address formatted to fit in a window envelope.
  - **Suppress Passwords** - **Recommended** - removes the passwords configured in Manitou from the report.
  - **Page Breaks** - Inserts page breaks between Agencies.

## Options

The Report Options allow for the inclusion, or exclusion, of specific [sub-reports](#), contact list types, and agency types to

ensure that your report produces specific and customized results.

**Options**

Sub-reports:	Contact List type:	Agency Types:
Select All   Select None	Select All   Select None	Select All   Select None
Address	Person	Alternate Fire Authority
Contact Information	Agency	Alternate Medical Authority
Options		Alternate Police Authority
Call Lists		Cash In Transport
Attention		Cleaner-Janitorial
Temporary Comments		Electrical & Lighting
Standing Instructions		Guarding
Special Instructions		Guarding (No Validation)
General Schedules		Heating
Entity Contact List Details		Inspectors
		Keys & Locks

CANCEL DONE