

Global Keyholder Master File

The **Global Keyholder** Master File report returns the Global Keyholder data for the person, or persons, selected. Global Keyholders are persons that exist on more than one record and may be linked using their ID to customer or other entity records.

Global Keyholder Master File

Global Keyholder Master File report

Title Priority

Global Keyholder Master Fi 6 MAIN DISTRIBUTION

| | From | To |
|----------------|------------------------|------------------------|
| Keyholder ID | <input type="text"/> Q | <input type="text"/> Q |
| Keyholder Name | <input type="text"/> | <input type="text"/> |
| City | <input type="text"/> | <input type="text"/> |
| State | <input type="text"/> | <input type="text"/> |
| Password | <input type="text"/> | <input type="text"/> |

Mail format

Supress passwords

Page breaks

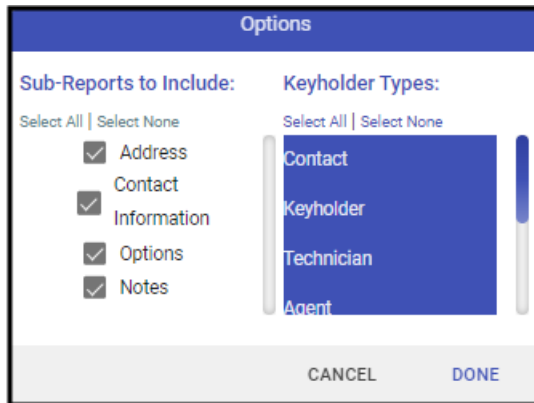
OPTIONS PREVIOUS NEXT DISPLAY NOW DOWNLOAD (PDF) DOWNLOAD (RTF) SEND EMAIL

Report Parameters

- **Keyholder ID** - The ID, record identifier, of the Global Keyholder, or Keyholders, selected.
 - **Keyholder Name** - The name of the selected ID, or IDs, display in this field.
 - **City** - The location of the Global Keyholder based on the address entered into the Keyholder record.
 - **State** - The location of the Global Keyholder based on the address entered into the Keyholder record.
 - **Password** - Filters the report results based on the password, or range of passwords selected.
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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 [sub-reports](#) and keyholder types.



The screenshot shows a dialog box titled "Options" with two main sections: "Sub-Reports to Include:" and "Keyholder Types:". Each section has "Select All" and "Select None" options. The "Sub-Reports to Include:" section has four checked items: Address, Contact, Information, Options, and Notes. The "Keyholder Types:" section has a scrollable list with four items: Contact, Keyholder, Technician, and Agent. At the bottom of the dialog are "CANCEL" and "DONE" buttons.

| Section | Item | Status |
|-------------------------|-------------|--------------|
| Sub-Reports to Include: | Address | Checked |
| | Contact | Checked |
| | Information | Checked |
| | Options | Checked |
| | Notes | Checked |
| Keyholder Types: | Contact | Selected |
| | Keyholder | Not Selected |
| | Technician | Not Selected |
| | Agent | Not Selected |