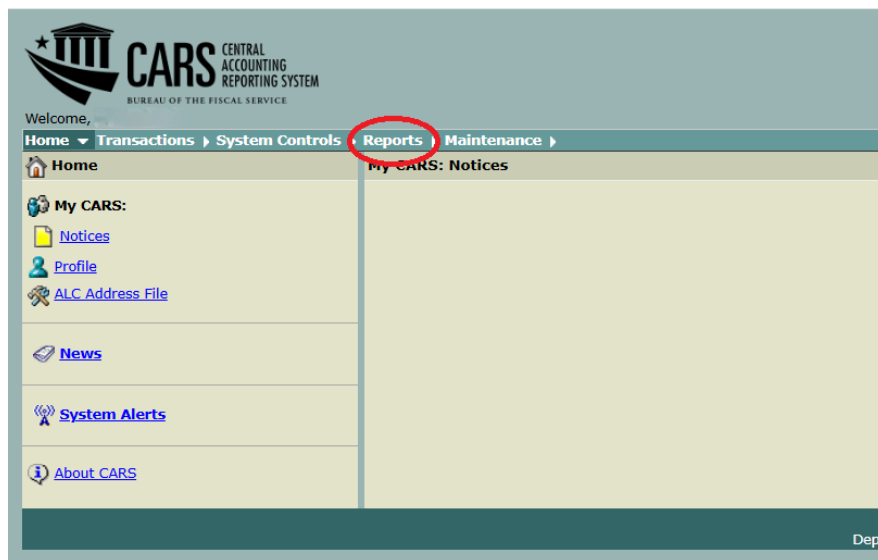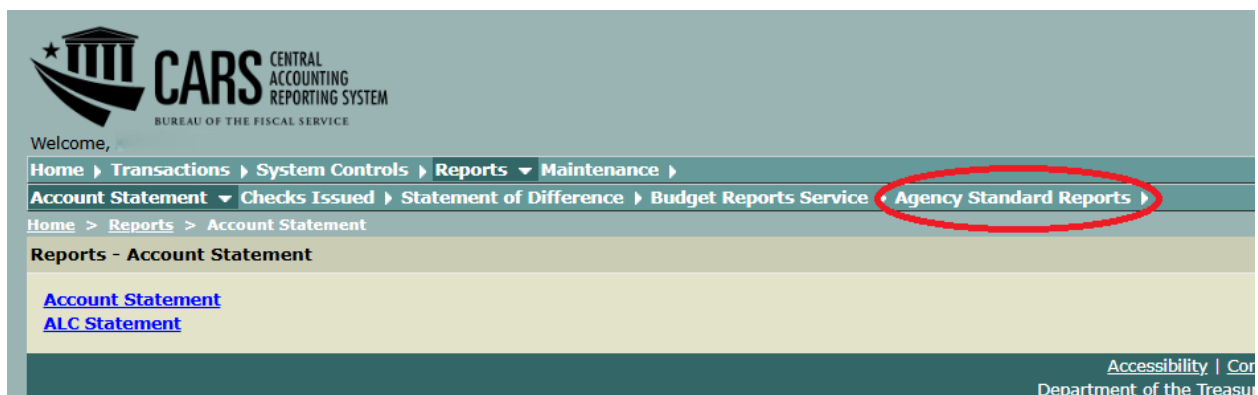# Agency Location Codes Report

The Agency Location Codes report, previously accessed through SAM, is now run through the Agency Standard Reports (ASR) module in CARS. For instructions on accessing CARS, click here.

ASR

When users log into CARS, they will reach the home screen. To access ASR, click the Reports link on the menu bar.

Depending on your CARS access, you may see multiple modules listed on the Reports menu. If this is the case, select Agency Standard Reports.

Depending on your ASR role, you may have multiple menu options listed. If this is the case, select Common Reporting.

The Agency Location Codes report appears on the Admin tab – select that tab to view the list of reports available to you.

Depending on your ASR role, you may need to scroll through as many as three pages to find the Agency Location Codes report. Use the pagination links on the top and bottom right to move to the page that has the report.


Depending on your ASR role, you may have up to 3 options available for running the report – Execute, Library and Schedule. To run the report on demand, click the arrow under the Execute column. A Report Parameters page appears.

Execute Report

Report: Agency Location Codes

* Agency: ⓘ ☑ All

* Format: ⓘ ◯ PDF 📕
　　　　　 ⦿ Excel 📗

* Required fields

Run to Desktop　Run to Library　Cancel　Refresh

To get a report with information for all Agency Location Codes listed for each Agency you have access to (as determined by your Access Group), keep the default selection for Agency. To choose a specific agency or agencies, uncheck the All box. A list of all agencies you have access to will appear. Click to select the agency you are interested in seeing ALC information for; you may also click while holding the CTRL key to select multiple agencies.

The report can run in either PDF or Excel format. Select the radio button for the format you prefer.

When all selections are made, click the "Run to Desktop" button. The report will run.

The final report, in both PDF and Excel format, mimics the SAM legacy report. All information from the SAM report appears in the ASR report in the same format.