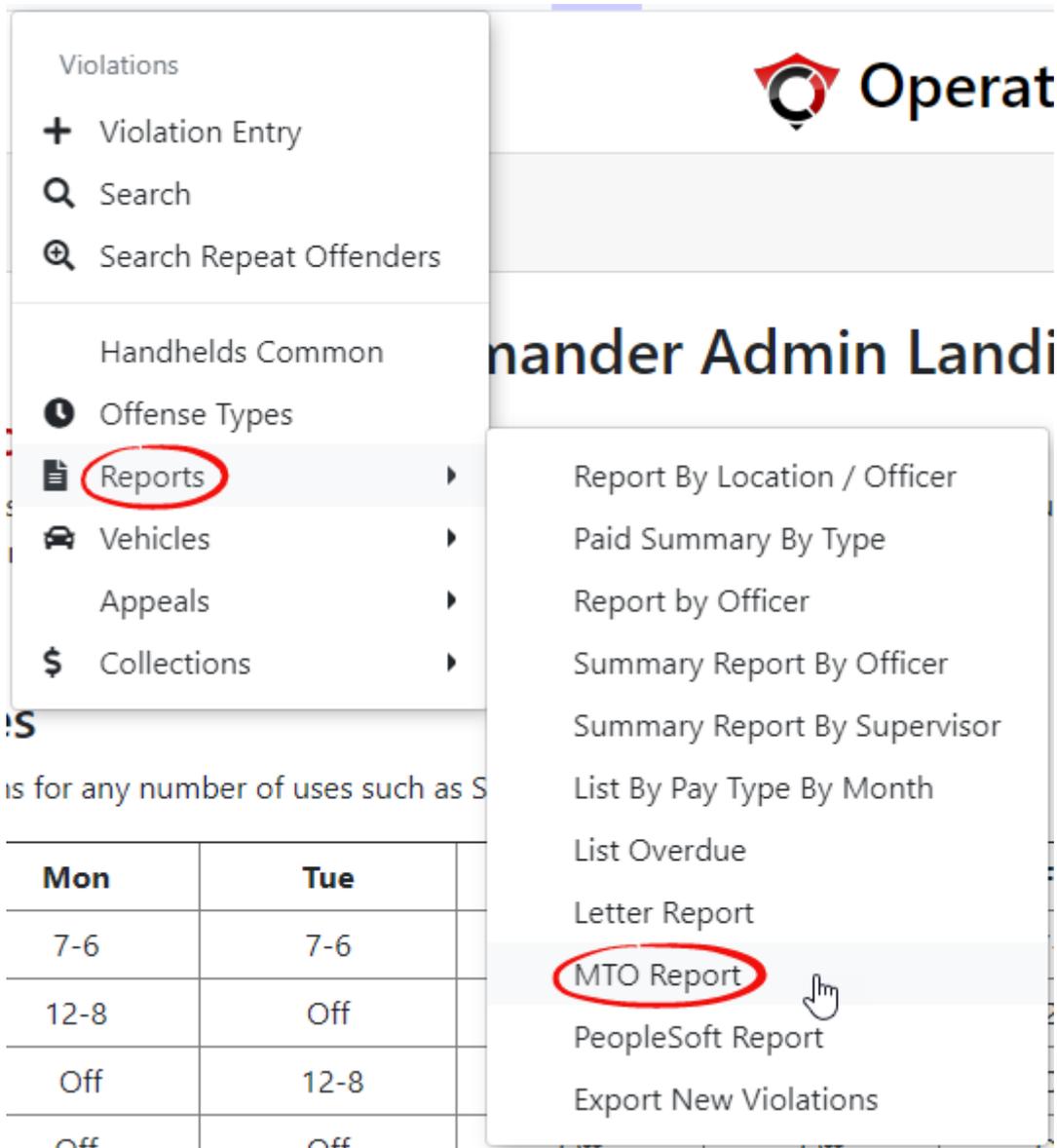


MTO Annual Report

Running the Report

To begin go to the **Violations** menu and hover over **Reports**.
Select **MTO Report** from the drop down menu.



The screenshot shows the Operat software interface. On the left, a navigation menu is open under the 'Violations' header. The menu items are: Violation Entry, Search, Search Repeat Offenders, Handhelds Common, Offense Types, Reports (circled in red), Vehicles, Appeals, and Collections. A sub-menu is open for 'Reports', listing various report types: Report By Location / Officer, Paid Summary By Type, Report by Officer, Summary Report By Officer, Summary Report By Supervisor, List By Pay Type By Month, List Overdue, Letter Report, MTO Report (circled in red with a mouse cursor), PeopleSoft Report, and Export New Violations. In the background, the Operat logo and the name 'Alexander Admin Landi' are visible. Below the menu, a calendar table is partially visible.

Mon	Tue
7-6	7-6
12-8	Off
Off	12-8
Off	Off

Enter the date range you wish to report on. In this case we are looking at the full 2020 year end report (January 1st 2020 - December 31st 2020).

Click **Search** to continue.

MTO Report

Start Date

The date range will include outstanding payments on or before the given date.

Up To and Including

The screen will refresh with a list of items required in the **Annual MTO Report**.

MTO Report

Start Date

The date range will include outstanding payments on or before the given date.

Up To and Including

MTO Report

Start Date:	Jan. 01 2020
End Date:	Dec. 31 2020
Number of Violations	2529
Number Spoiled	6
Number of Warnings	1077
Number Cancelled By Appeal	142
Number Paid Before NIC	833
Number NIC Issued	202
Number Flagged Sent To Collections	18
Number Court Requested Convictions	250
Number NIC Not Yet Sent	1

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