MTO Annual Report

> The MTO Annual Report allows administrators to generate a summary of Ministry of Transportation (MTO) related violation data over a specified timeframe. Its primary purpose is to help compile the necessary yearly statistics and compliance metrics required for official external reporting. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

There is no specific system setup or configuration required to use this feature. The MTO Annual Report is a standard administrative tool available to users with the appropriate violation reporting permissions enabled on their account.

Using this Feature

Administrators can use this reporting tool to pull required MTO data for any given date range, such as a full calendar year.

1. Hover over **Violations** and click **Reports** then **MTO Report**.
2. Enter the desired starting date into the **Start Date** field.
3. Enter the desired end date into the **Up To and Including** field (e.g., January 1, 2020, to December 31, 2020, for a full year-end report).
4. Click the **Search** button to generate the report.

Key Information Displayed

- **MTO Requirements:** Once the search is executed, the screen will refresh to display a comprehensive list of items and statistical data explicitly required for the Annual MTO Report based on the date range selected.

Best Practices and Considerations

> **Reporting Periods:** While typically used for year-end reporting, you can adjust the date range to pull data for specific quarters or months if you need to perform internal audits throughout the year.

- **Data Verification: Always verify your date range** before finalizing the report to ensure the data accurately reflects the specific fiscal or calendar year required for your organization's official MTO submission.

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