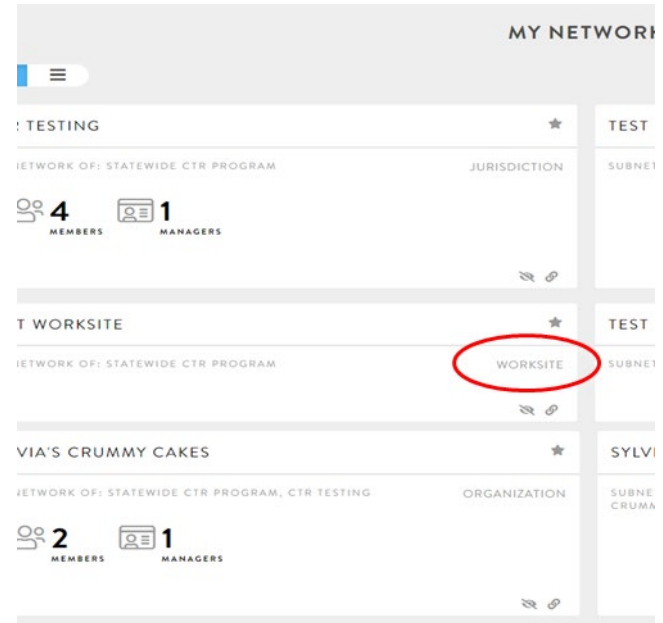


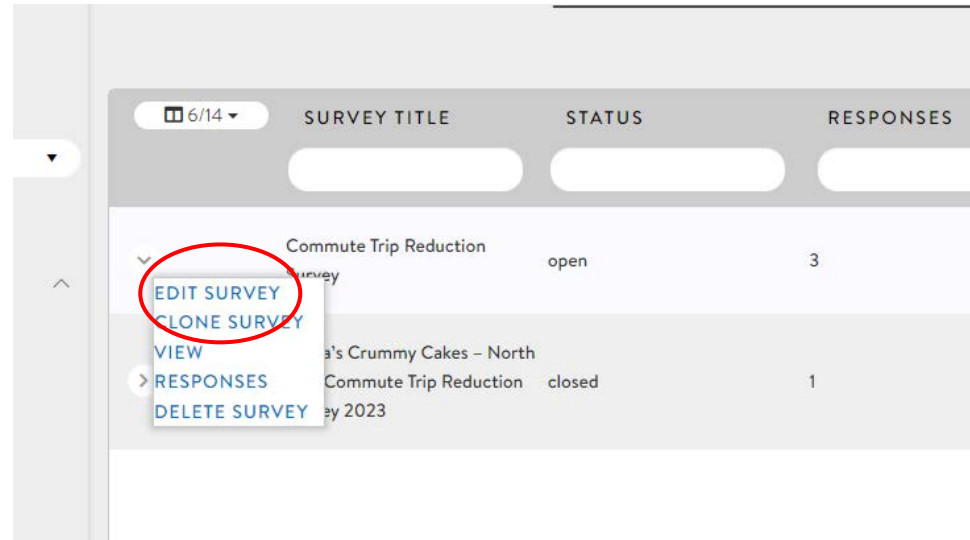
# CTR Tool: close a survey

1. Log in at [ctrsurvey.org](https://ctrsurvey.org), click **MANAGEMENT DASHBOARD**, and go to **MY NETWORKS**.
2. Scroll or search to find the **WORKSITE**.
3. Verify that you have found a worksite rather than an organization or jurisdiction.
4. Click the worksite name.



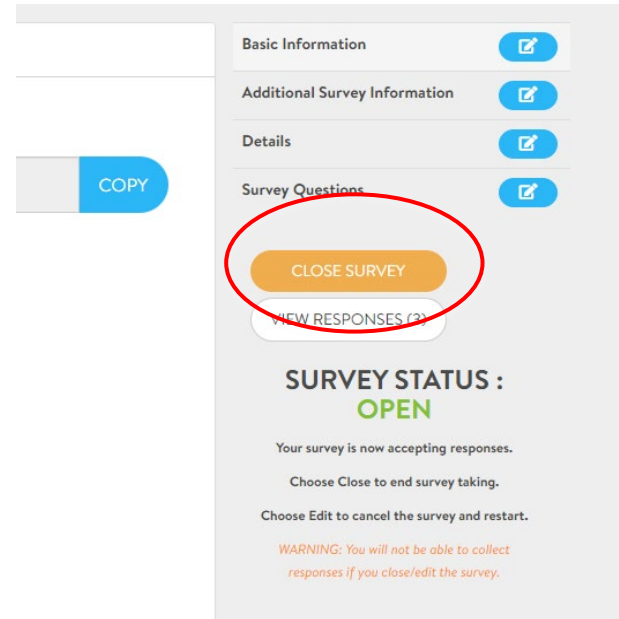
# CTR Tool: close a survey

4. Click **SURVEYS** in the left navigation column.
5. Find the survey in the list and click on the dropdown arrow to see the menu of options.
6. Click **EDIT SURVEY**.



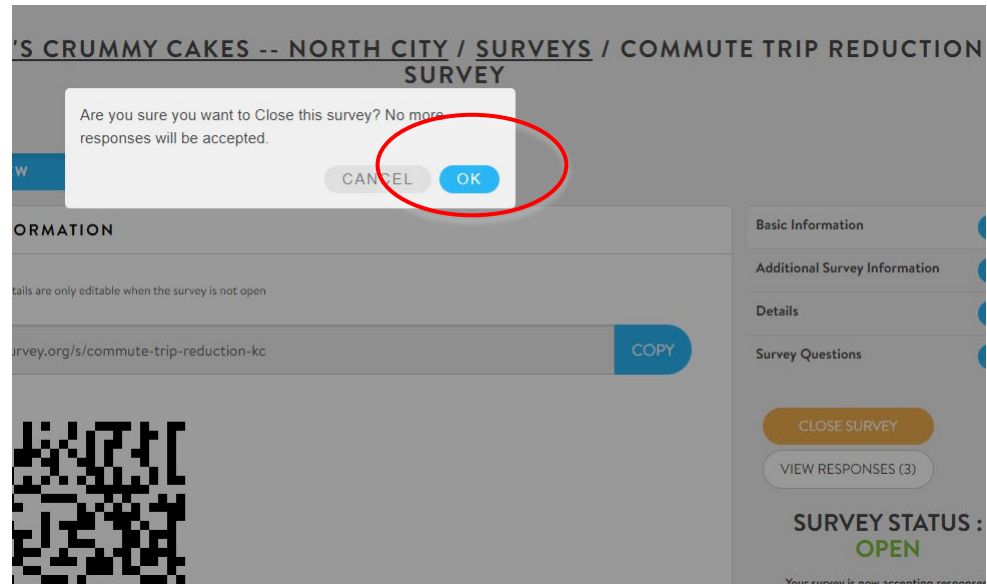
# CTR Tool: close a survey

7. Click **CLOSE SURVEY** in the right column.



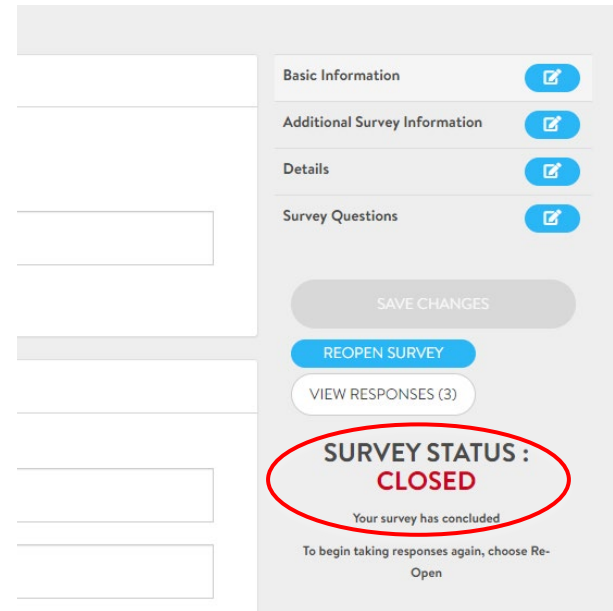
# CTR Tool: close a survey

8. When the dialog box appears, click **OK**.



# CTR Tool: close a survey

9. Confirm that the survey is closed.



The screenshot displays the CTR Tool interface. On the right side, there is a sidebar with four menu items: 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with a blue edit icon. Below these is a 'SAVE CHANGES' button. Further down are three buttons: 'REOPEN SURVEY' (blue), 'VIEW RESPONSES (3)' (white), and 'SURVEY STATUS: CLOSED' (white with red text, circled in red). Below the status message, it says 'Your survey has concluded' and 'To begin taking responses again, choose Re-Open'.