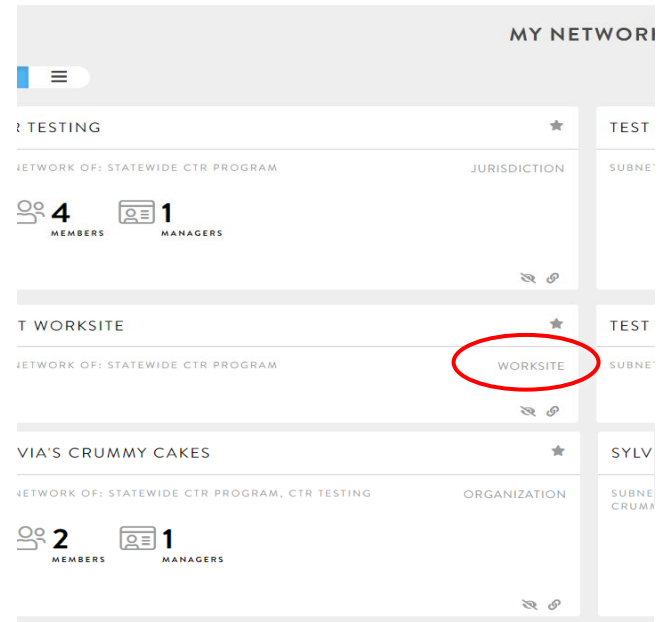


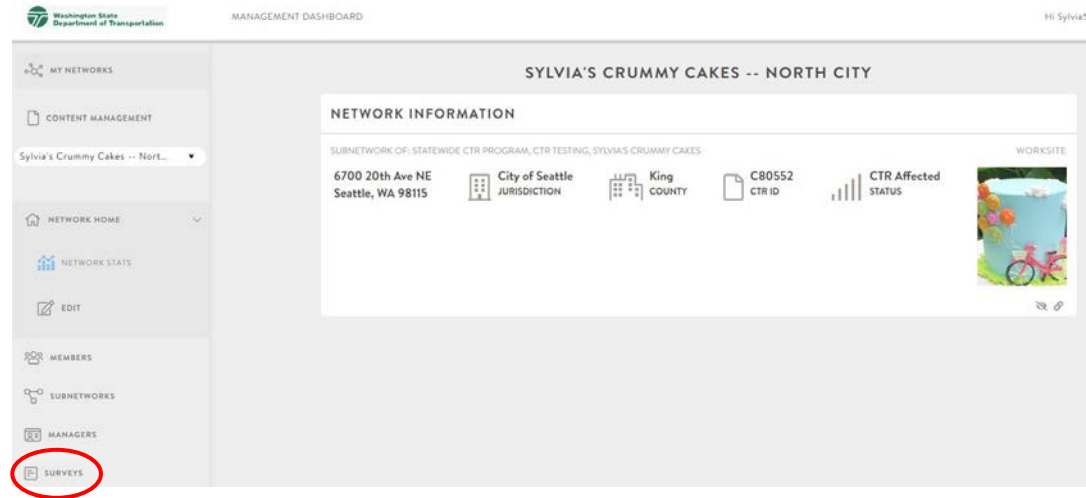
CTR Tool: set up a survey

1. Log in at ctrsurvey.org, click **MANAGEMENT DASHBOARD**, and go to **MY NETWORKS**.
2. Scroll or search to find the **WORKSITE**.
3. Verify that you are choosing a worksite rather than an organization or jurisdiction.
4. Click the worksite name to review.



CTR Tool: set up a survey

5. In the table of contents, choose SURVEYS.



Washington State Department of Transportation MANAGEMENT DASHBOARD Hi Sylvia!

MY NETWORKS

CONTENT MANAGEMENT

Sylvia's Crummy Cakes -- North City

NETWORK HOME

NETWORK STATS

EDIT

MEMBERS

SUBNETWORKS

MANAGERS

SURVEYS

SYLVIA'S CRUMMY CAKES -- NORTH CITY

NETWORK INFORMATION

SUBNETWORK OF: STATEWIDE CTR PROGRAM, CTR TESTING, SYLVIA'S CRUMMY CAKES

6700 20th Ave NE
Seattle, WA 98115

City of Seattle
JURISDICTION

King
COUNTY

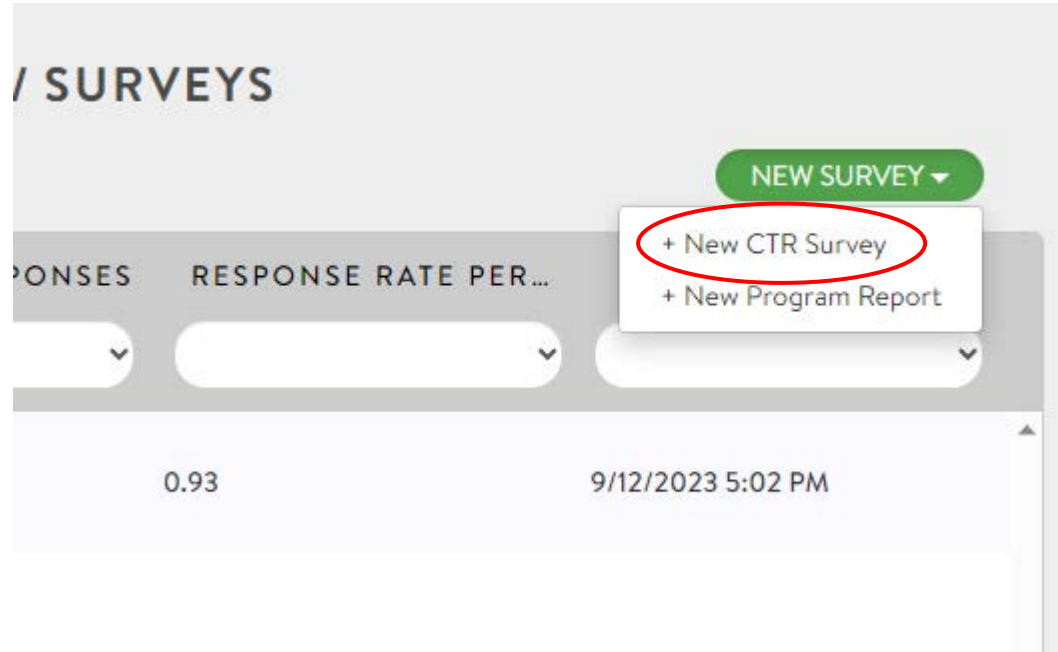
C80552
CTR ID

CTR Affected
STATUS

WORKSITE

CTR Tool: set up a survey

6. Find the **NEW SURVEY** dropdown menu.
7. Choose **New CTR Survey** from the dropdown menu.



CTR Tool: set up a survey

8. Change the *Survey Title* to something unique (e.g., Sylvia's Crummy Cakes CTR Survey 2023).

SYLVIA'S CRUMMY CAKES -- NORTH CITY / SURVEYS / NEW

OVERVIEW EDIT PREVIEW

BASIC INFORMATION

Survey Title
Commuter Trip Reduction Survey

ADDITIONAL SURVEY INFORMATION

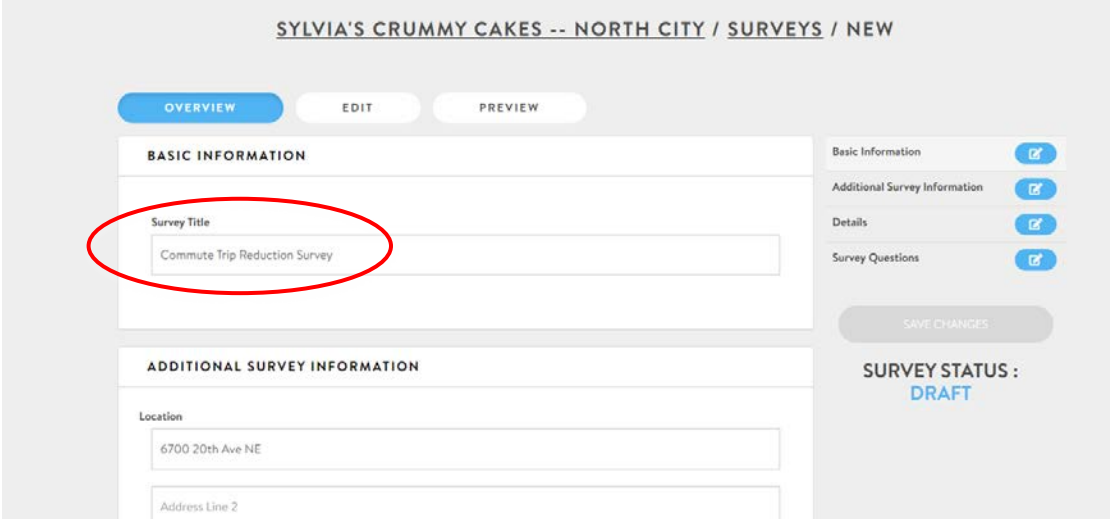
Location
6700 20th Ave NE

Address Line 2

Basic Information
Additional Survey Information
Details
Survey Questions

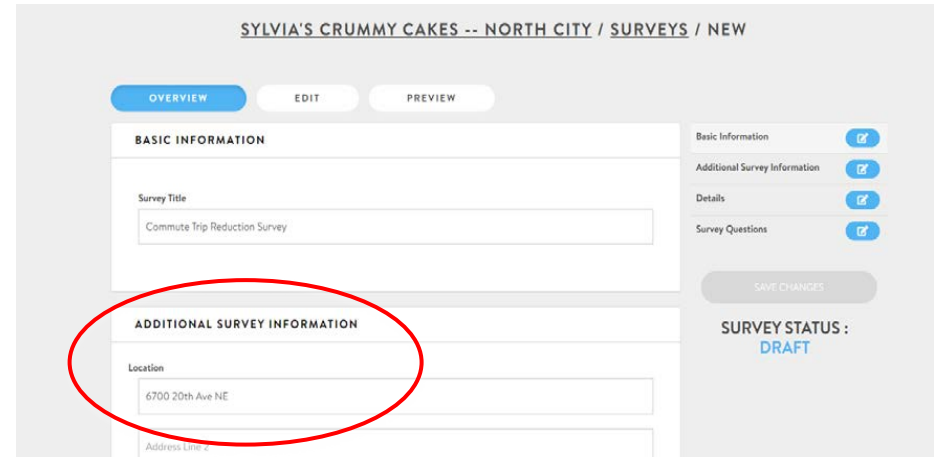
SAVE CHANGES

SURVEY STATUS :
DRAFT



CTR Tool: set up a survey

9. In **ADDITIONAL SURVEY INFORMATION**, verify that the worksite location is correct. The system will use the worksite's address for all commute-distance calculations.



SYLVIA'S CRUMMY CAKES -- NORTH CITY / SURVEYS / NEW

OVERVIEW EDIT PREVIEW

BASIC INFORMATION

Survey Title
Commute Trip Reduction Survey

ADDITIONAL SURVEY INFORMATION

Location
6700 20th Ave NE

Address Line 1

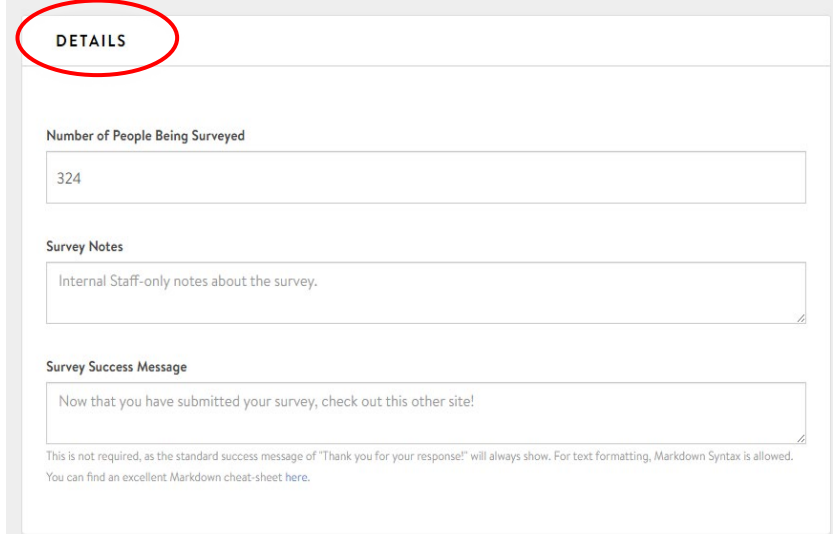
Basic Information
Additional Survey Information
Details
Survey Questions

SAVE CHANGES

SURVEY STATUS :
DRAFT

CTR Tool: set up a survey

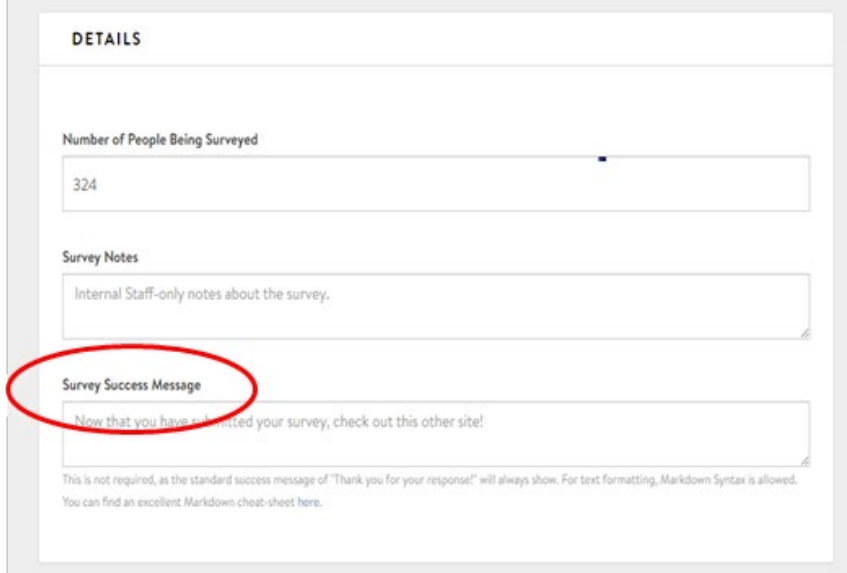
10. In **DETAILS**, verify the number of people who are surveying.
- This number is used to create the response rate and estimated number of CTR-affected employees.

A screenshot of the 'DETAILS' page in the CTR Tool. The word 'DETAILS' is circled in red at the top. Below it are three input fields: 'Number of People Being Surveyed' with the value '324', 'Survey Notes' with the text 'Internal Staff-only notes about the survey.', and 'Survey Success Message' with the text 'Now that you have submitted your survey, check out this other site!'. At the bottom, there is a small note: 'This is not required, as the standard success message of "Thank you for your response!" will always show. For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet here.'

CTR Tool: set up a survey

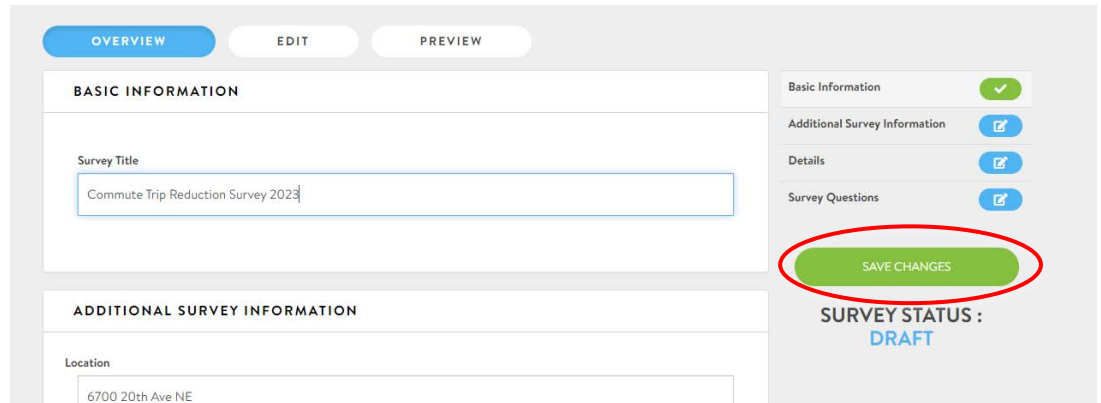
11. In **DETAILS**, edit the survey success messaging. Ideas:

- Provide a link to a website for commute information.
- Ask survey respondents to email a screenshot of the completed survey as a raffle entry.
- Provide a link or email address and ask survey respondents to provide their email address.

A screenshot of the 'DETAILS' page in the CTR Tool. The page has a light gray border and a white background. At the top, the word 'DETAILS' is written in a bold, black, sans-serif font. Below this, there are three main sections, each with a label and a text input field. The first section is 'Number of People Being Surveyed' with a text box containing the number '324'. The second section is 'Survey Notes' with a text box containing the text 'Internal Staff-only notes about the survey.'. The third section is 'Survey Success Message', which is highlighted with a red circle. Its text box contains the text 'Now that you have submitted your survey, check out this other site!'. At the bottom of the page, there is a small, gray, italicized note: 'This is not required, as the standard success message of "Thank you for your response!" will always show. For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet here.'

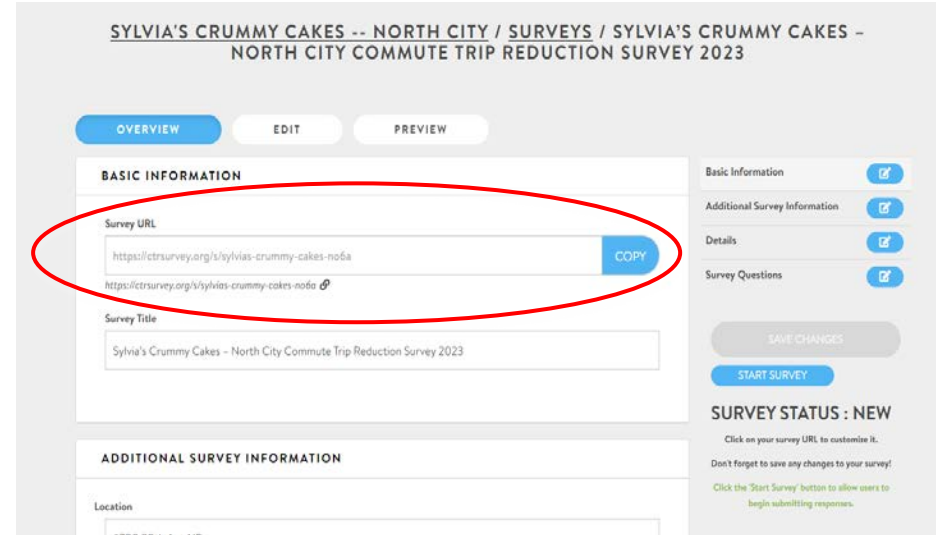
CTR Tool: set up a survey

12. Click **SAVE CHANGES** when you are done editing.

A screenshot of the CTR Tool survey setup interface. The interface is divided into two main sections: 'BASIC INFORMATION' and 'ADDITIONAL SURVEY INFORMATION'. The 'BASIC INFORMATION' section has a 'Survey Title' field containing 'Commuter Trip Reduction Survey 2023'. The 'ADDITIONAL SURVEY INFORMATION' section has a 'Location' field containing '6700 20th Ave NE'. On the right side, there is a sidebar with a list of sections: 'Basic Information' (checked), 'Additional Survey Information' (edit icon), 'Details' (edit icon), and 'Survey Questions' (edit icon). Below this list is a green 'SAVE CHANGES' button, which is circled in red. At the bottom right, the 'SURVEY STATUS' is shown as 'DRAFT'.

CTR Tool: set up a survey

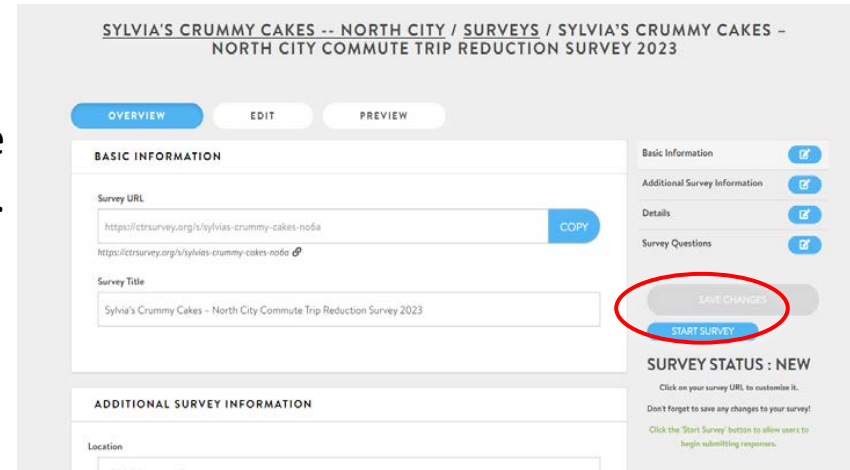
13. The tool has now generated a unique URL for the survey (e.g., <https://ctrsurvey.org/s/sylvias-crummy-cakes-no6a>). You can change the link to make it more meaningful. Click in the box with the link and type your preferred link (e.g., <https://ctrsurvey.org/s/more-cakes-less-emissions>).



The screenshot shows the 'BASIC INFORMATION' section of a survey setup page. The page title is 'SYLVIA'S CRUMMY CAKES -- NORTH CITY / SURVEYS / SYLVIA'S CRUMMY CAKES - NORTH CITY COMMUTE TRIP REDUCTION SURVEY 2023'. There are three tabs: 'OVERVIEW' (selected), 'EDIT', and 'PREVIEW'. The 'BASIC INFORMATION' section contains a 'Survey URL' field with the text 'https://ctrsurvey.org/s/sylvias-crummy-cakes-no6a' and a 'COPY' button. Below it is a 'Survey Title' field with the text 'Sylvia's Crummy Cakes - North City Commute Trip Reduction Survey 2023'. The 'ADDITIONAL SURVEY INFORMATION' section has a 'Location' field. On the right side, there are buttons for 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with a pencil icon. At the bottom right, there are buttons for 'SAVE CHANGES' and 'START SURVEY'. Below these buttons, it says 'SURVEY STATUS : NEW' and provides instructions: 'Click on your survey URL to customize it.' and 'Click the "Start Survey" button to allow users to begin submitting responses.'

CTR Tool: set up a survey

14. Click **START SURVEY**, then click **OK** in the dialog box that appears to verify you want to start the survey. Once you've started the survey, the system will generate a QR code.
15. Right-click and save the QR code to your desktop.
16. Share either the URL or QR code with employees. This unique code connects employees to their specific worksite survey.



The screenshot shows the 'Sylvia's Crummy Cakes' survey setup page. The main title is 'SYLVIA'S CRUMMY CAKES -- NORTH CITY / SURVEYS / SYLVIA'S CRUMMY CAKES - NORTH CITY COMMUTE TRIP REDUCTION SURVEY 2023'. The interface has three tabs: 'OVERVIEW' (selected), 'EDIT', and 'PREVIEW'. The 'BASIC INFORMATION' section contains a 'Survey URL' field with two links: 'https://ctrsurvey.org/s/sylvias-crummy-cakes-no0a' and 'https://ctrsurvey.org/s/sylvias-crummy-cakes-no0a', with a 'COPY' button next to the second link. Below that is a 'Survey Title' field containing 'Sylvia's Crummy Cakes - North City Commute Trip Reduction Survey 2023'. The 'ADDITIONAL SURVEY INFORMATION' section has a 'Location' field. On the right side, there are four expandable sections: 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions'. At the bottom right, there are two buttons: 'SAVE CHANGES' (disabled) and 'START SURVEY' (active), with the 'START SURVEY' button circled in red. Below the buttons, the 'SURVEY STATUS : NEW' section contains instructions: 'Click on your survey URL to customize it.' and 'Don't forget to save any changes to your survey! Click the Start Survey button to allow users to begin submitting responses.'