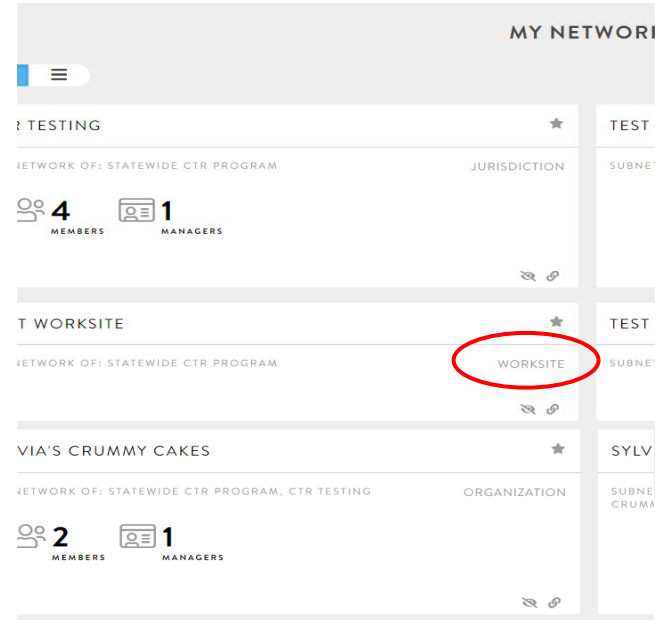


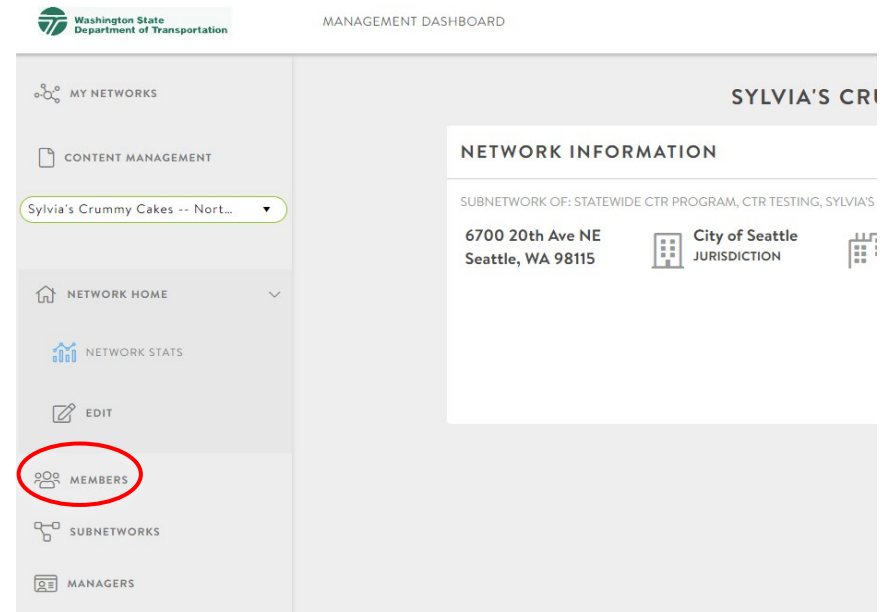
# CTR Tool: verify an ETC

1. Log into [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 are choosing a worksite rather than an organization or jurisdiction.
4. Click the worksite name to review.



# CTR Tool: verify an ETC

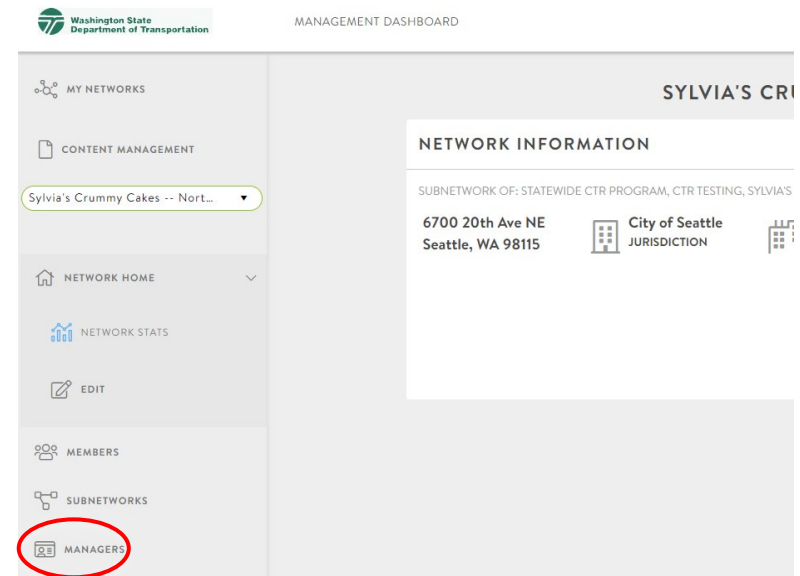
5. Confirm that the ETC is listed as member for this worksite. If ETC is listed as a member, go to next step.
  - **NOTE:** If ETC is not listed as a member, stop and go to slide deck “Add an ETC”.



The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The left sidebar contains a navigation menu with the following items: MY NETWORKS, CONTENT MANAGEMENT, Sylvia's Crummy Cakes -- Nort... (selected), NETWORK HOME, NETWORK STATS, EDIT, MEMBERS (circled in red), SUBNETWORKS, and MANAGERS. The main content area shows 'SYLVIA'S CRUMMY CAKES' network information, including the address '6700 20th Ave NE, Seattle, WA 98115' and the jurisdiction 'City of Seattle'.

# CTR Tool: verify an ETC

6. Select the **MANAGERS** menu to confirm that the ETC is listed as a manager for this worksite.
7. If the ETC is not listed as a manager, go to next step.



# CTR Tool: verify an ETC

8. Copy and paste the ETC's registered email address into the *Add Manager to Network* field.
9. Click on the ETC's name when it appears in the dropdown list.
  - This adds them to the managers list and grants them manager-level permissions.

Hi Sylvia! LANGUAGE

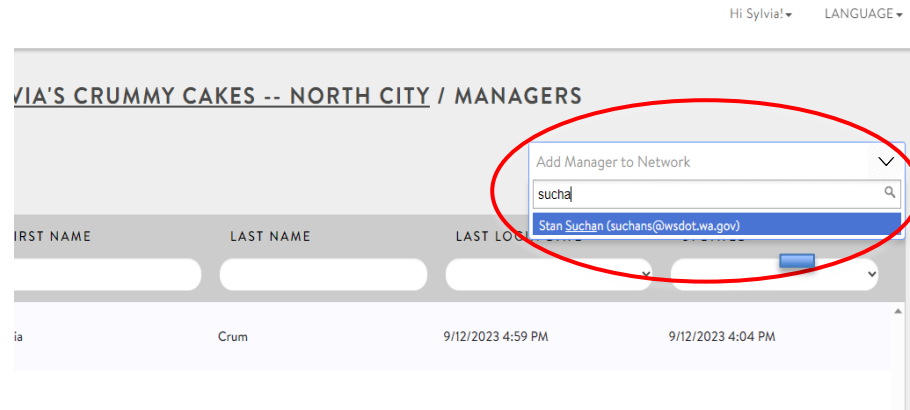
VIA'S CRUMMY CAKES -- NORTH CITY / MANAGERS

Add Manager to Network

sucha

Stan Suchan (suchans@wsdot.wa.gov)

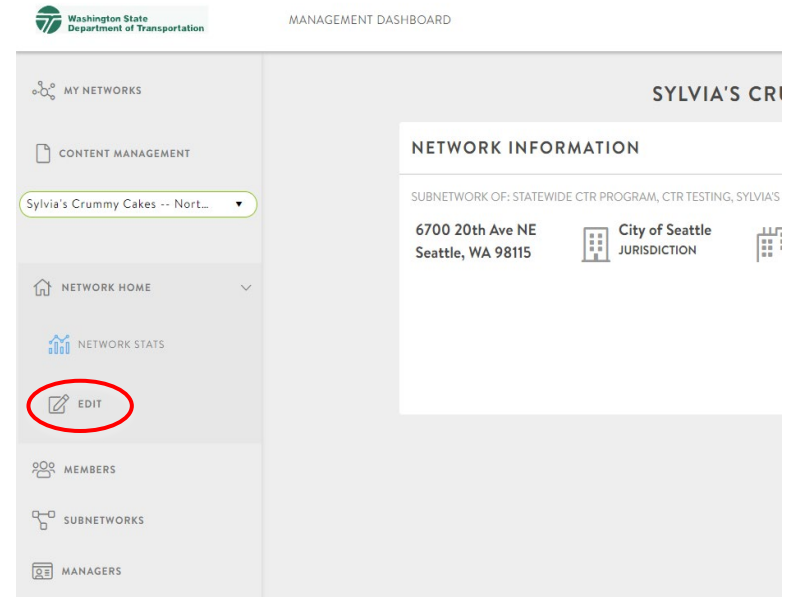
FIRST NAME	LAST NAME	LAST LOG	
ia	Crum	9/12/2023 4:59 PM	9/12/2023 4:04 PM



# CTR Tool: verify an ETC

10. Verify that the ETC is included on the worksite **NETWORK INFORMATION** card.

- Choose **EDIT** from the **NETWORK HOME** dropdown menu.



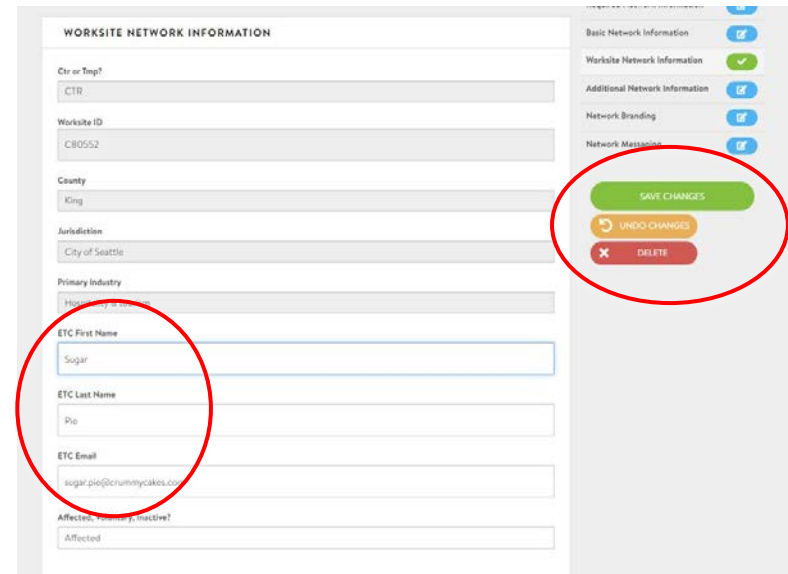
The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The left sidebar contains a navigation menu with the following items: MY NETWORKS, CONTENT MANAGEMENT, a dropdown menu for 'Sylvia's Crummy Cakes -- Nort...', NETWORK HOME (with a dropdown arrow), NETWORK STATS, EDIT (highlighted with a red circle), MEMBERS, SUBNETWORKS, and MANAGERS. The main content area shows the 'SYLVIA'S CRUMMY CAKES' network information, including the address '6700 20th Ave NE, Seattle, WA 98115' and the 'City of Seattle JURISDICTION'.

# CTR Tool: verify an ETC

12. Add the ETC to the worksite's **NETWORK INFORMATION** card.

- Scroll down to the **WORKSITE NETWORK INFORMATION** section.
- Add the name and email of the ETC.

13. Click **SAVE CHANGES**.



The screenshot shows a web form titled "WORKSITE NETWORK INFORMATION". The form contains several sections: "Ctr or Temp?" (CTR), "Worksite ID" (C80552), "County" (King), "Jurisdiction" (City of Seattle), and "Primary Industry" (Homebased Activities). Below these is the "ETC" section, which includes input fields for "ETC First Name" (Sugar), "ETC Last Name" (Pie), and "ETC Email" (sugar.pie@circumitycakes.com). To the right of the form is a sidebar with a list of tabs: "Basic Network Information", "Worksite Network Information" (checked), "Additional Network Information", "Network Branding", and "Network Messages". At the bottom of the sidebar are three buttons: "SAVE CHANGES" (green), "UNDO CHANGES" (orange), and "DELETE" (red). Red circles highlight the "ETC First Name" and "ETC Last Name" fields, and the "SAVE CHANGES" button.