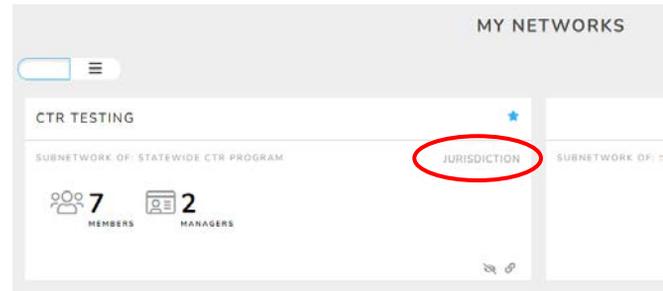


CTR Tool

ADD AN ETC TO A NETWORK

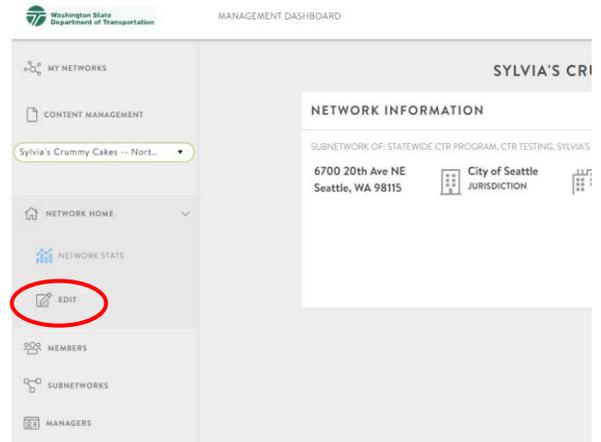
CTR Tool: add an ETC

1. Log into ctrsurvey.org and click **MANAGEMENT DASHBOARD** see your networks.
2. Scroll through the list or use the *Search for Networks* field to find the **JURISDICTION** network and click the name of your jurisdiction.



CTR Tool: add an ETC

3. Click **EDIT** under the **NETWORK HOME** dropdown menu.



CTR Tool: add an ETC

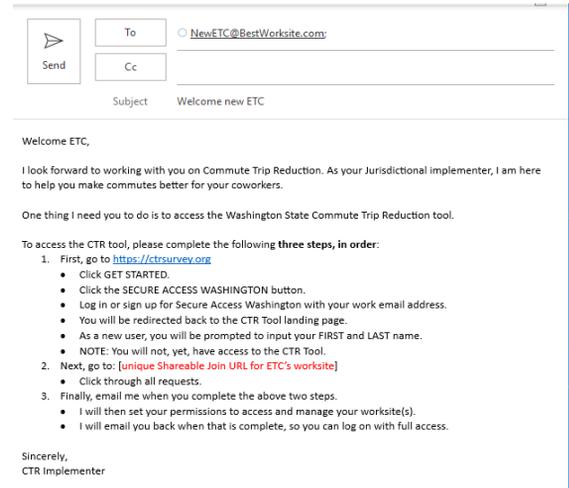
4. Click **COPY** for the *Shareable Join URL* link.
 - **Note:** If you are adding an ETC to a single worksite, you can instead follow steps 2-4 for the correct **WORKSITE** network to send a unique link for a specific worksite.



The screenshot shows a web interface for editing a network. The title bar reads "SYLVIA'S CRUMMY CAKES -- NORTH CITY / EDIT". Below this is a section titled "REQUIRED NETWORK INFORMATION". There are two input fields: "Name" with the value "Sylvia's Crummy Cakes -- North City" and "Shareable Join URL" with the value "https://ctrsurvey.org/s/sylvias-crummy-cakes-nort". A blue "COPY" button is located to the right of the "Shareable Join URL" field. A red circle highlights the "Shareable Join URL" field and the "COPY" button.

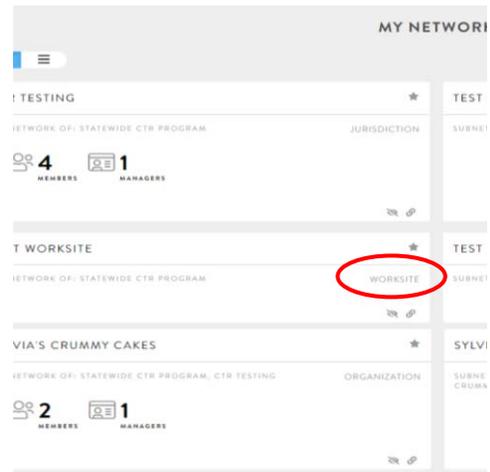
CTR Tool: add an ETC

5. Send instructions to the ETC(s), who will then complete the log-in process using the instructions from the email.
 - A sample email can be found on the TDM board webpage at tdmboard.com/ctr-tool/ under the “**Documents**” section.
 - **Note:** You can send a single email to all ETCs if you are using the jurisdiction’s *shareable join URL*.



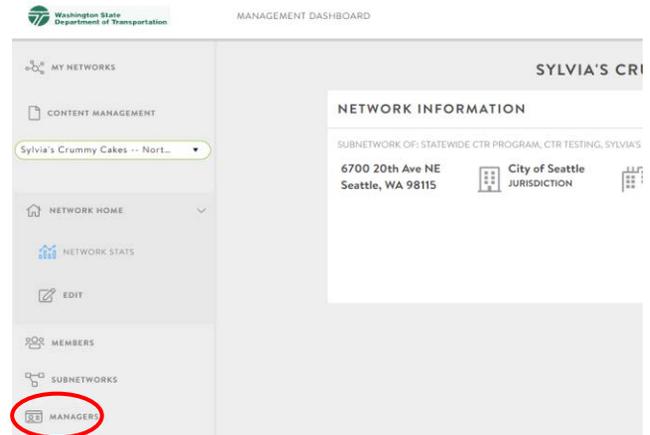
CTR Tool: add an ETC

6. After an ETC confirms that they have followed the steps in the email, scroll or search to find the **WORKSITE** that the ETC needs access to and click the worksite name.



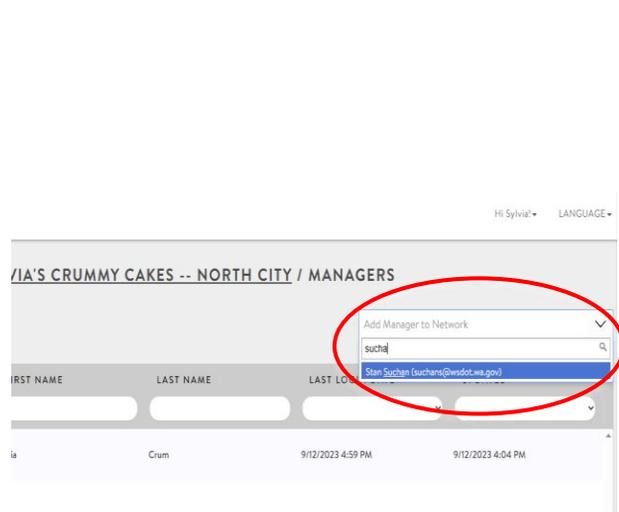
CTR Tool: add an ETC

7. Select **MANAGERS** in the navigation menu.



CTR Tool: add an ETC

8. Search for the ETC in the *Add Manager to Network* field by name or email address.
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.



CTR Tool: add an ETC

Important: If the ETC cannot be found in this list, they have not yet been added as a member. Confirm they used the *Shareable Join URL* for this worksite or jurisdiction.

Confirm the email address they used to log in and/or the name shown on their **GENERAL ACCOUNT INFORMATION** page. You can navigate to this page by clicking on the drop-down menu under **“Hi (*your name*)!”** and clicking **EDIT PROFILE**.

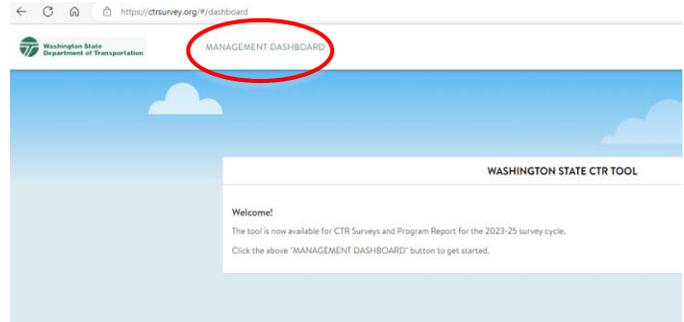
PERSONAL DETAILS

GENERAL ACCOUNT INFORMATION * All fields are required

First Name	Last Name
<input type="text" value="New"/>	<input type="text" value="ETC"/>

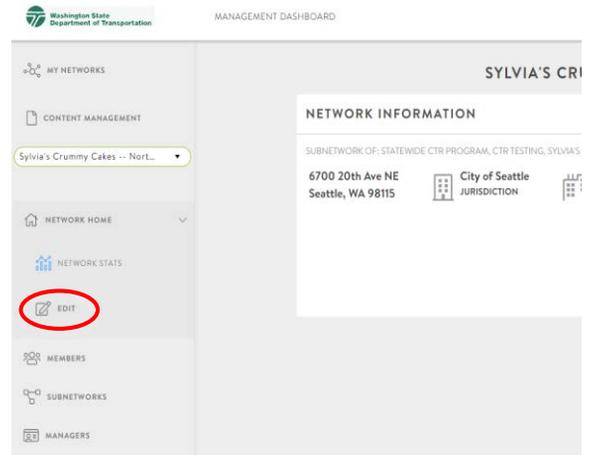
CTR Tool: add an ETC

10. After selecting the ETC in the “*Add Manager to Network*” field, inform the ETC that they can now click on **MANAGEMENT DASHBOARD** to see their worksite(s).



CTR Tool: add an ETC

11. Verify that the correct ETC is included on the worksite **NETWORK INFORMATION** card.
 - Choose **EDIT** from the **NETWORK HOME** dropdown menu.



CTR Tool: add 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 is divided into several sections. The "ETC" section includes fields for "ETC First Name" (containing "Sugar") and "ETC Last Name" (containing "Pie"). The "ETC Email" field contains "sugar.pie@nummex.com". The "SAVE CHANGES" button is highlighted with a red circle. The "WORKSITE NETWORK INFORMATION" section is also highlighted with a red circle.

WORKSITE NETWORK INFORMATION	
City or Twp?	
CTR	
Worksite ID	
CRDSSD	
County	
King	
Jurisdiction	
City of Seattle	
Primary Industry	
Worksite	
ETC First Name	Sugar
ETC Last Name	Pie
ETC Email	sugar.pie@nummex.com
Affected by Machine?	
Affected	