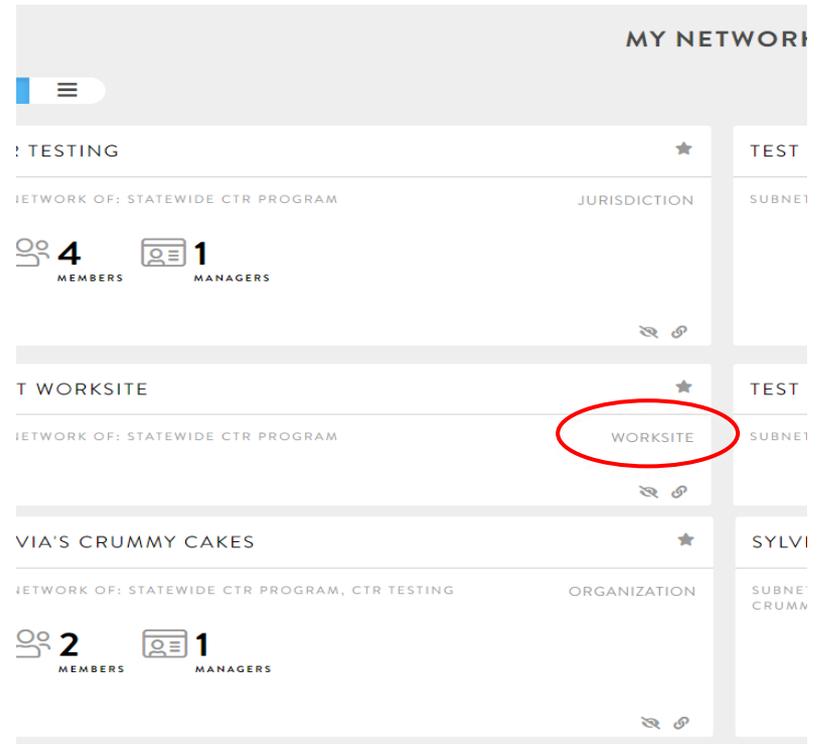


# CTR Tool

## **SETTING UP A SURVEY**

# CTR Tool: setting up a survey

1. Log in at [ctrsurvey.org](https://ctrsurvey.org), click **MANAGEMENT DASHBOARD** to see **MY NETWORKS**.
2. Scroll or search to find the **WORKSITE** for which you are setting up a survey.
  - Verify that you are choosing a *worksite* rather than an *organization* or *jurisdiction*.
3. Click the worksite name to navigate to the network information screen.



# CTR Tool: setting up a survey

4. In the table of contents on the left, click **SURVEY MANAGEMENT**.

Washington State Department of Transportation

MANAGEMENT DASHBOARD

Hi Rebecca

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

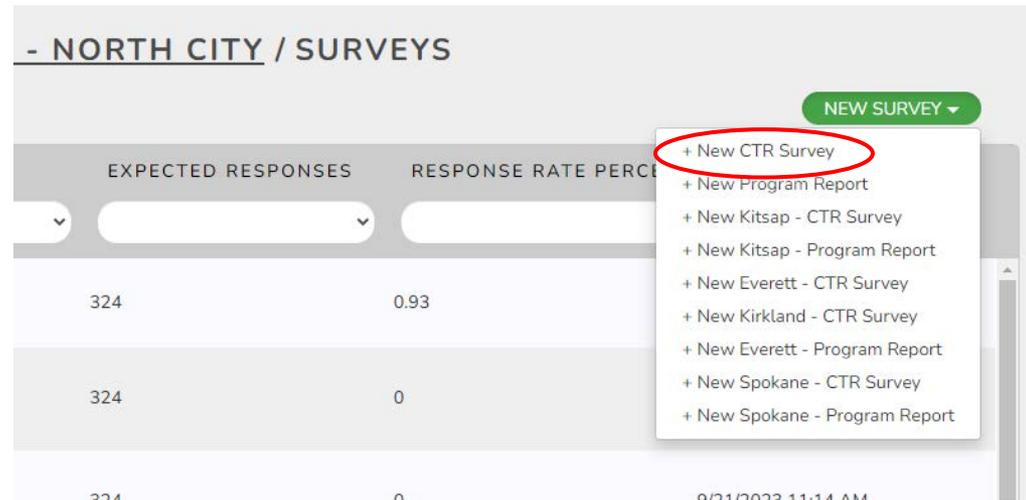
CTR Affected  
STATUS

WORKSITE

NEW WORKSITE REQUEST

# CTR Tool: setting up a survey

5. Find the **NEW SURVEY** dropdown menu.
6. Choose **New CTR Survey** from the dropdown menu.
  - If instructed by your implementer, select the appropriate jurisdiction-specific version from the list.



# CTR Tool: setting up a survey

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

- Include worksite name and year to avoid any confusion from respondents.

The screenshot shows the 'NEW' survey setup page for 'SYLVIA'S CRUMMY CAKES -- NORTH CITY'. The page has three tabs: 'OVERVIEW' (selected), 'EDIT', and 'PREVIEW'. The 'BASIC INFORMATION' section contains a 'Survey Title' field with the text 'Commute Trip Reduction Survey', which is circled in red. Below this is the 'ADDITIONAL SURVEY INFORMATION' section with a 'Location' field containing '6700 20th Ave NE' and an empty 'Address Line 2' field. On the right side, there are four expandable sections: 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with a blue edit icon. At the bottom right, there is a 'SAVE CHANGES' button and a 'SURVEY STATUS : DRAFT' indicator.

# CTR Tool: setting up a survey

8. In **ADDITIONAL SURVEY INFORMATION**, verify that the worksite location is correct. The system will use the worksite's address to calculate commute distances.

- If the address is incorrect, email [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov) for guidance.

The screenshot shows the 'SYLVIA'S CRUMMY CAKES -- NORTH CITY / SURVEYS / NEW' interface. It features three tabs: 'OVERVIEW' (selected), 'EDIT', and 'PREVIEW'. The main content area is divided into two sections: 'BASIC INFORMATION' and 'ADDITIONAL SURVEY INFORMATION'. The 'BASIC INFORMATION' section has a 'Survey Title' field with the text 'Commute Trip Reduction Survey'. The 'ADDITIONAL SURVEY INFORMATION' section has a 'Location' field with the text '6700 20th Ave NE'. A red circle highlights the 'ADDITIONAL SURVEY INFORMATION' section. On the right side, there is a sidebar with four sections: 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with a blue edit icon. Below these is a 'SAVE CHANGES' button and a 'SURVEY STATUS: DRAFT' indicator.

# CTR Tool: setting up a survey

9. In **DETAILS**, verify the number of people surveying. This will generally match the total number of employees at the worksite.
- This number is used to create the response rate and estimate the number of CTR-affected employees.
  - If the number in this field no longer represents the number of employees at the worksite, change the Worksite Size on the **EDIT** page (under **NETWORK HOME**) to save it permanently.

**DETAILS**

Number of People Being Surveyed

324

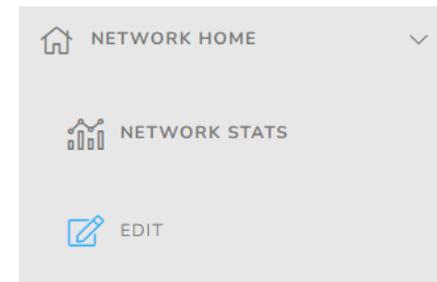
Survey Notes

Internal Staff-only notes about the survey.

Survey Success Message

Now that you have submitted your survey, check out this other site!

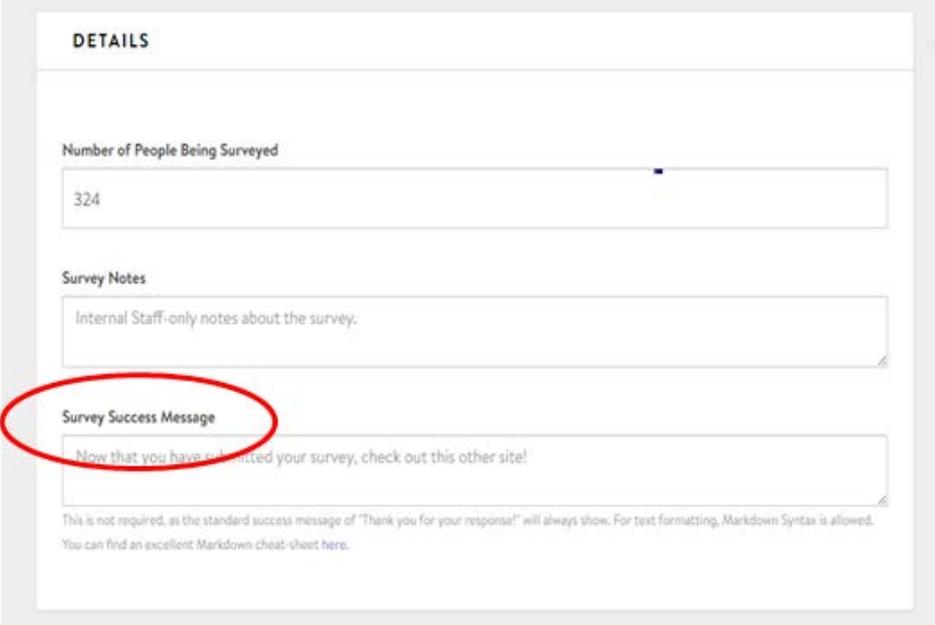
This is not required, as the standard success message of "Thank you for your response!" will always show. For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet here.



# CTR Tool: setting up a survey

10. *OPTIONAL*: In **DETAILS**, edit the **Survey Success Message**. Some options include:

- 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.



The screenshot shows the 'DETAILS' configuration page for a survey. It includes the following fields:

- Number of People Being Surveyed**: A text input field containing the value '324'.
- Survey Notes**: A text area containing the text 'Internal Staff-only notes about the survey.'
- Survey Success Message**: A text area containing the text 'Now that you have submitted your survey, check out this other site!'. This field is circled in red in the image.

Below the 'Survey Success Message' field, 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: setting up a survey

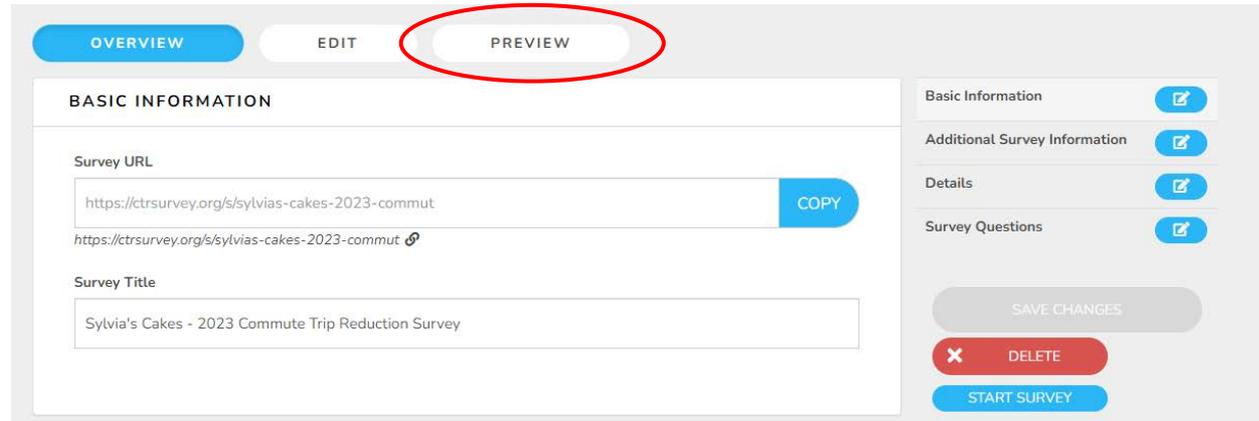
11. Click **SAVE CHANGES** once you are done editing.

The screenshot displays the 'CTR Tool' interface for setting up a survey. At the top, there are three tabs: 'OVERVIEW' (selected), 'EDIT', and 'PREVIEW'. The main content area is divided into two sections: 'BASIC INFORMATION' and 'ADDITIONAL SURVEY INFORMATION'. In the 'BASIC INFORMATION' section, the 'Survey Title' field contains the text 'Commuter Trip Reduction Survey 2023'. In the 'ADDITIONAL SURVEY INFORMATION' section, the 'Location' field contains the text '6700 20th Ave NE'. On the right side, there is a sidebar with a list of sections: 'Basic Information' (with a green checkmark), 'Additional Survey Information' (with a blue edit icon), 'Details' (with a blue edit icon), and 'Survey Questions' (with a blue edit icon). Below this list is a prominent green button labeled 'SAVE CHANGES', which is circled in red. At the bottom of the sidebar, the 'SURVEY STATUS' is indicated as 'DRAFT' in blue text.

# CTR Tool: setting up a survey

## 12. Click **PREVIEW**.

This will allow you to “take” the survey without affecting the results.



The screenshot displays the CTR Tool interface for setting up a survey. At the top, there are three tabs: 'OVERVIEW' (blue), 'EDIT' (white), and 'PREVIEW' (white, circled in red). Below the tabs is the 'BASIC INFORMATION' section, which includes a 'Survey URL' field with the text 'https://ctrsurvey.org/s/sylvias-cakes-2023-commut' and a 'COPY' button. Below the URL field is a link icon. The 'Survey Title' field contains the text 'Sylvia's Cakes - 2023 Commute Trip Reduction Survey'. On the right side, there is a sidebar with four sections: 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with a blue edit icon. At the bottom right, there are three buttons: 'SAVE CHANGES' (grey), 'DELETE' (red with a white 'X'), and 'START SURVEY' (blue).

# CTR Tool: setting up a survey

13. Click through the survey questions (answering questions as necessary) to review how the questions will appear.

- Confirm that the survey is properly calculating commute distances by entering an address. If a distance does not auto-calculate (shows 0), please send an email to [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov).

We use your home location or the location where you typically start your commute to calculate the average distance traveled. This data also helps us understand what roadways or transit routes you are most likely taking.

Please enter a location near the start of your commute (e.g., home address, closest intersection, or nearby point of interest), or for teleworkers, the location where you start your workday. \*Required

1020 NE 82nd St, Seattle, Washington, 98115

What is the estimated distance between the above location and your worksite? For people making a physical commute, this is how far you travel. For teleworkers, this is how many commute miles you save by teleworking. \*Required

1.3

Step 4 of 6

PREVIOUS NEXT

# CTR Tool: setting up a survey

14. *OPTIONAL*: The tool will generate a unique URL for the survey. You can customize the link to something more meaningful. Click in the box with the link and type your preferred link (e.g., <https://ctrsurvey.org/s/more-cakes-less-emissions>).

SYLVIA'S CRUMMY CAKES -- NORTH CITY / SURVEYS / SYLVIA'S CRUMMY CAKES - NORTH CITY COMMUTE TRIP REDUCTION SURVEY 2023

OVERVIEW EDIT PREVIEW

**BASIC INFORMATION**

Survey URL

<https://ctrsurvey.org/s/sylvias-crummy-cakes-no6a> COPY

<https://ctrsurvey.org/s/sylvias-crummy-cakes-no6a>

Survey Title

Sylvia's Crummy Cakes - North City Commute Trip Reduction Survey 2023

**ADDITIONAL SURVEY INFORMATION**

Location

6700 20th Ave NE

Basic Information

Additional Survey Information

Details

Survey Questions

SAVE CHANGES

START SURVEY

**SURVEY STATUS : NEW**

Click on your survey URL to customize it.

Don't forget to save any changes to your survey!

Click the 'Start Survey' button to allow users to begin submitting responses.

# CTR Tool: setting up a survey

15. Click **START SURVEY**, then click **OK** in the dialog box that appears to verify you want to start the survey. Once you start the survey, the system will generate a QR code.

16. Copy either the **Survey URL** or QR code to share with employees. This unique code connects employees to their specific worksite survey.

The screenshot shows the 'START SURVEY' button circled in red. The interface includes a navigation bar with 'OVERVIEW', 'EDIT', and 'PREVIEW' tabs. The 'BASIC INFORMATION' section contains fields for 'Survey URL' (with a 'COPY' button), 'Survey Title', and 'Survey Questions'. The 'ADDITIONAL SURVEY INFORMATION' section includes a 'Location' field. A sidebar on the right lists 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with an edit icon. Below the sidebar, there is a 'SAVE CHANGES' button and a 'START SURVEY' button (circled in red). The 'SURVEY STATUS : NEW' section includes instructions: 'Click on your survey URL to customize it.', 'Don't forget to save any changes to your survey!', and 'Click the Start Survey button to allow users to begin submitting responses.'

# CTR Tool: setting up a survey

## OPTIONAL:

17. If sending the survey link through email, use the email template provided by WSDOT. You can find the **Survey email template** at [TDMboard.org/ctr-tool](https://TDMboard.org/ctr-tool).
18. Copy the text to an email using your preferred email platform. Paste the survey link into the email and update worksite information.
19. Send the email to employees from your worksite(s).

## Commuter Trip Reduction Survey and Tool

### Documents

- [CTR survey tool FAQ \(PDF 149KB\)](#) – answers to questions about the survey and the RideAmigos tool.
- [CTR survey explanation \(PDF 153KB\)](#) – information about what the CTR survey is and the goals of the program.
- [CTR survey questions \(PDF 83KB\)](#) – a list of the core questions asked on the CTR survey.
- [CTR program report questions \(PDF 208KB\)](#) – a list of questions used in the Program Report.
- [CTR survey calculations \(PDF 688KB\)](#) – a list of the way various metrics have been calculated.
- [Demo Q&A \(PDF 219KB\)](#) – compiled questions and answers from our demonstration trainings.
- [Tool access email template \(PDF 82KB\)](#) – an example of an email an implementer can send to an ETC who needs access to the CTR tool. You can request a word document version from [CTRSurvey@wsdot.wa.gov](mailto:CTRSurvey@wsdot.wa.gov).
- [Survey email template \(PDF 220KB\)](#) – an example of an email an ETC can send to employees when sending them the survey link. You can request a word document version from [CTRSurvey@wsdot.wa.gov](mailto:CTRSurvey@wsdot.wa.gov).