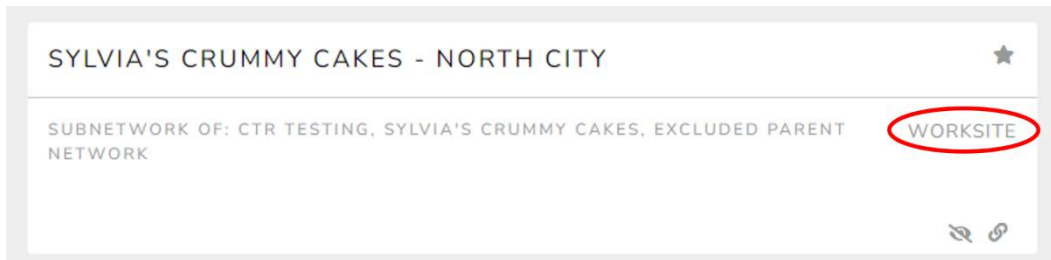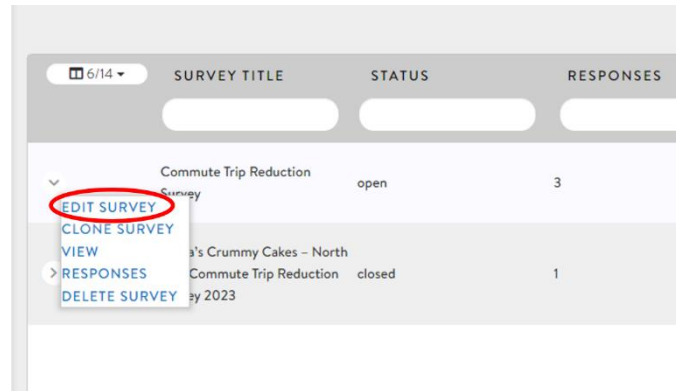# CTR Tool

CLOSE A SURVEY

CTR Tool: close a survey

1. Log in at ctrsurvey.org, click **MANAGEMENT DASHBOARD**, and go to **MY NETWORKS**.

2. Scroll or search to find the **WORKSITE** with the survey that needs to be closed.

3. Click the worksite name.

SYLVIA'S CRUMMY CAKES - NORTH CITY

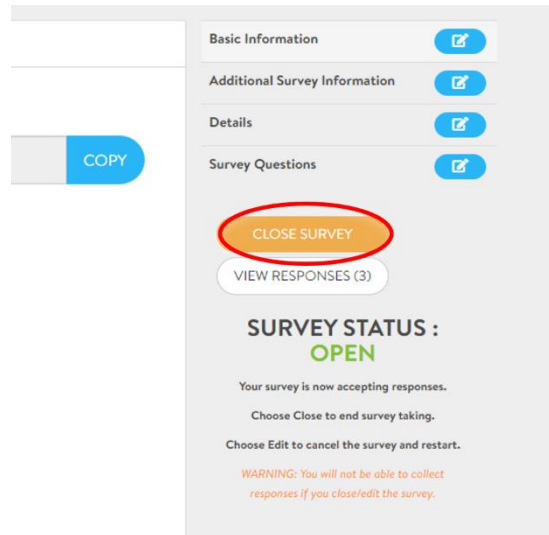SUBNETWORK OF: CTR TESTING, SYLVIA'S CRUMMY CAKES, EXCLUDED PARENT NETWORK

WORKSITE

CTR Tool: close a survey

4. Click **SURVEY MANAGEMENT** in the left navigation column.

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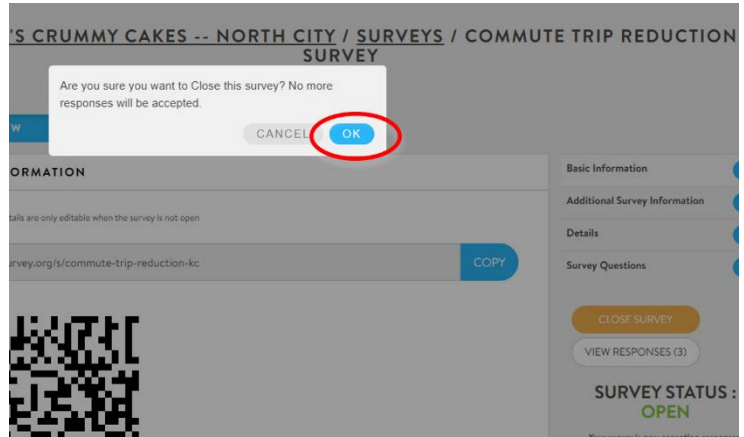
6. Click **EDIT SURVEY**.

CTR Tool: close a survey

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

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 by checking the status in the right column.