CTR Tool

GET SURVEY RESULTS
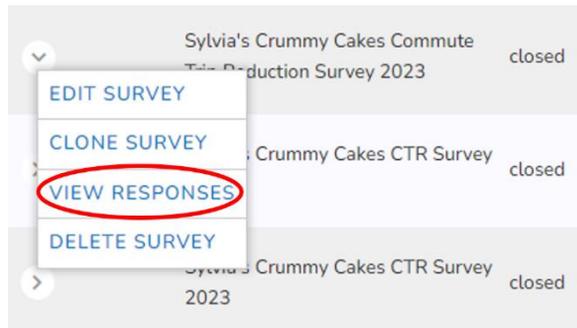
CTR Tool: get survey results

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

2. Scroll or search to find the **WORKSITE** for which you wish to view survey results and click the worksite name.

SYLVIA'S CRUMMY CAKES - NORTH CITY

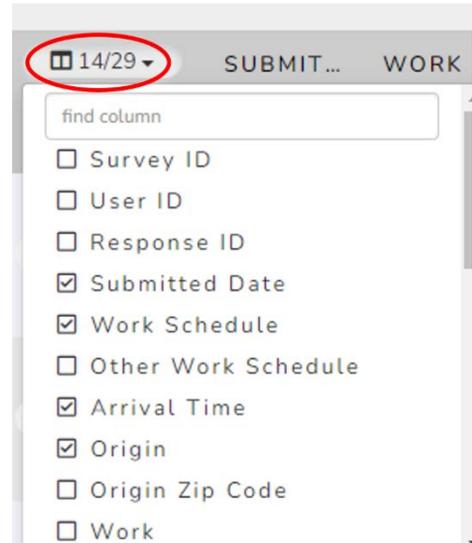SUBNETWORK OF: CTR TESTING, SYLVIA'S CRUMMY CAKES, EXCLUDED PARENT NETWORK

WORKSITE

CTR Tool: get survey results

3. Click **SURVEY MANAGEMENT** on the navigation panel.

4. Find the survey in the list, then click the **ARROW** to see the menu of options.

5. Click **VIEW RESPONSES**.

    - If the survey is still open, close the survey before continuing. It is not advisable to interpret or export results before all responses are submitted.
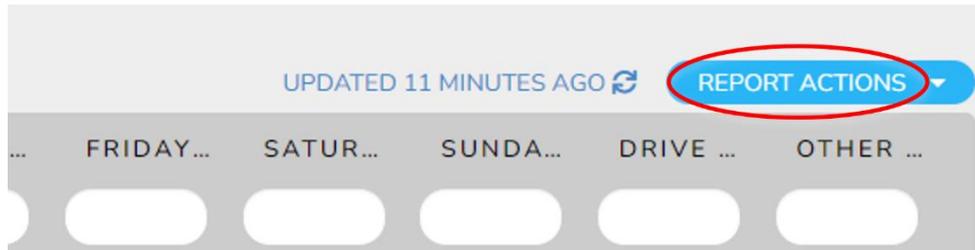
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6. Click the drop-down menu on the left to select which fields appear in the table.

- Response-level data is available in this table.

- These represent responses to different questions on the survey.
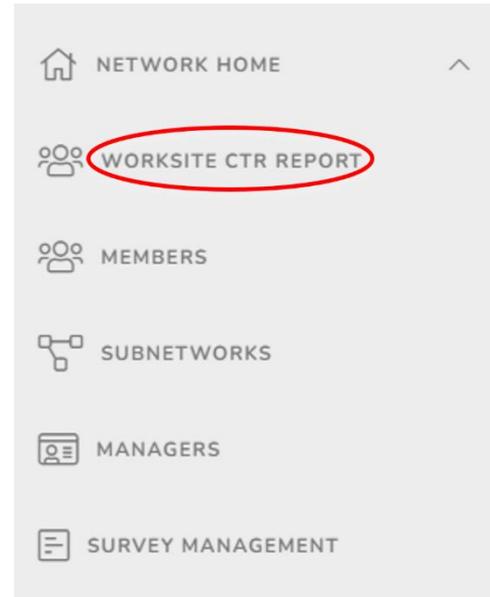
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7. Click **REPORT ACTIONS** to export your results to Excel, which will then be found in your downloads folder.
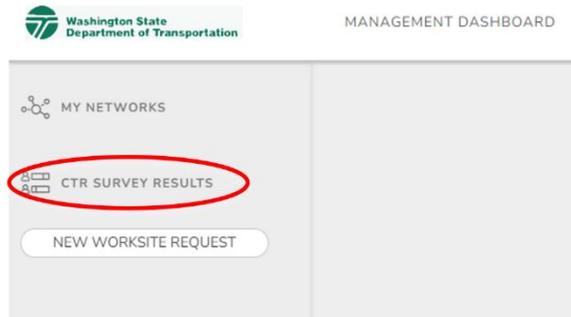
CTR Tool: get survey results

8. Click **CTR SURVEY REPORT** in the left navigation panel to view the dashboard of survey results for this worksite.

   - This will only display visualizations for the core survey questions. Supplemental questions will need to be analyzed outside of the tool.

NETWORK HOME

WORKSITE CTR REPORT

MEMBERS

SUBNETWORKS

MANAGERS

SURVEY MANAGEMENT

CTR Tool: get survey results

9. To view aggregated results for all worksites you manage, return to the **MY NETWORKS** screen by clicking **MANAGEMENT DASHBOARD** at the top of the screen.

10. Click **CTR SURVEY RESULTS** to view an aggregated dashboard of survey results from all your networks.

CTR Tool: get survey results

11. Click on the arrow next to a worksite and select **VIEW WORKSITE REPORT**.

- This will take you to a dashboard of all surveys from a single worksite. In future survey cycles, this will show results from multiple years.

CTR Tool: get survey results

12. Click on the arrow next to a specific survey and click **VIEW SURVEY SUMMARY**.

- This will take you to an exportable PDF of the survey summary, including visualizations and summary statistics.