

CTR Tool

MONITOR AN ONGOING SURVEY

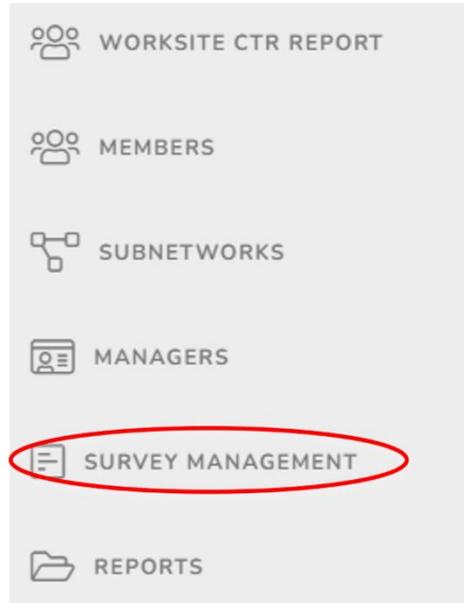
CTR Tool: monitor a survey

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 monitor the survey and click the worksite name.
 - If you are an implementer, you can open the jurisdiction network instead to monitor all surveys in the jurisdiction.



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



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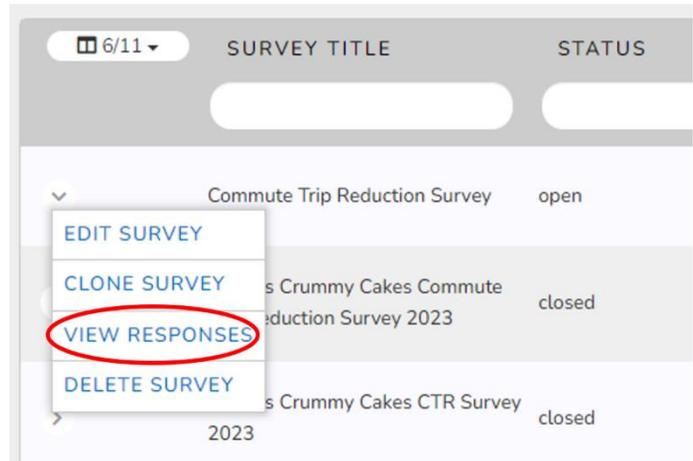
- The list of surveys will show whether the surveys are open or closed, and how many responses they have so far. The system will calculate a response rate based on the number of expected responses entered when creating the survey.

[SYLVIA'S CRUMMY CAKES - NORTH CITY / SURVEYS](#)

6/11	SURVEY TITLE	STATUS	RESPONSES	EXPECTED RESPONSES	RESPONSE RATE PERCE...
>	Commute Trip Reduction Survey	open	3	324	0.93
>	Sylvia's Crummy Cakes Commute Trip Reduction Survey 2023	closed	0	324	0

CTR Tool: monitor a survey

4. Click the arrow next to a survey title.
5. Click **VIEW RESPONSES** to see individual responses to the survey.
 - It is important not to analyze or interpret these responses until the time the survey is closed, and no more responses are expected.



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6. Click **EDIT SURVEY** to view additional information for the survey.
 - This will provide the survey URL, the address used for distance calculations, and any internal survey notes.
 - Some fields will not be able to be edited while the survey is open.

