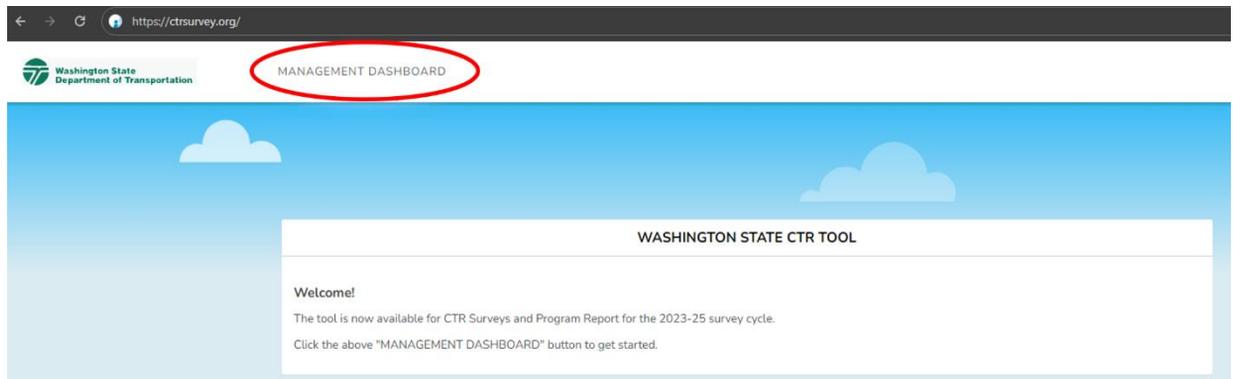


CTR Tool

REVIEW AND UPDATE WORKSITE INFORMATION

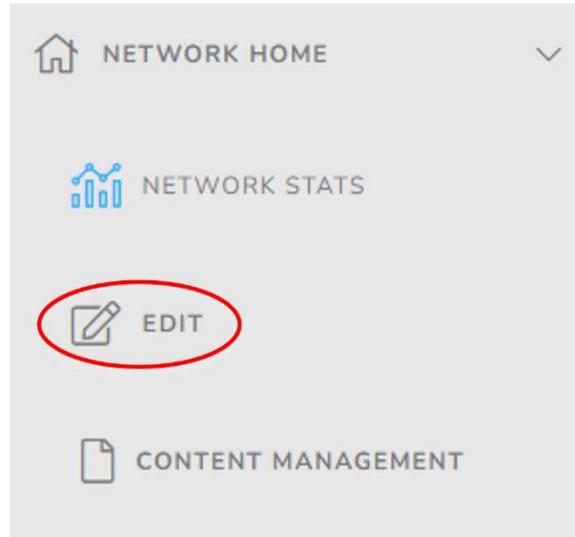
CTR Tool: update worksite information

1. Log in at ctrsurvey.org and click **MANAGEMENT DASHBOARD** to see your worksite(s).
2. Scroll or search to find the **WORKSITE** you for which wish to review information and click on the worksite name.



CTR Tool: update worksite information

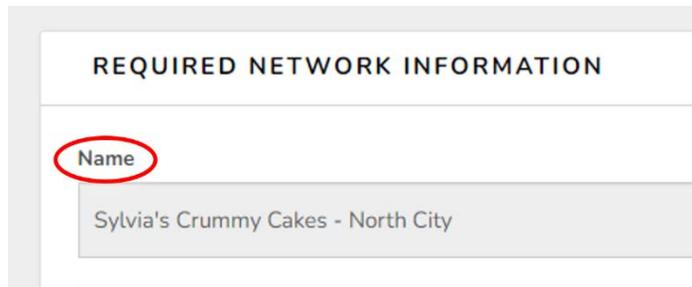
3. Click **EDIT** under the **NETWORK HOME** dropdown menu.



CTR Tool: update worksite information

4. Review the **NAME** field.

- The recommended worksite naming convention is *Organization Name – Worksite Branch*. The worksite branch can match the organization's naming conventions, indicate the city or neighborhood the worksite is located in, or be part of the building's address. This should be unique for each worksite.
- You will not be able to change the worksite name. Contact TDM@wsdot.wa.gov for assistance or questions.



REQUIRED NETWORK INFORMATION

Name

Sylvia's Crummy Cakes - North City

CTR Tool: update worksite information

5. Review the **WORKSITE SIZE** field and verify that the number entered is an accurate representation of the number of employees at this worksite.
 - If the number is no longer accurate, type the new employee count in the field.

BASIC NETWORK INFORMATION

Description
Visible to anyone visiting your network URL

Example: We are the network for the Pinnacle Office Building.

For text formatting, Markdown Syntax is allowed. You can find an excellent Markdov

worksite Size
This is used for normalized challenges and is the overall size of your organization

324

CTR Tool: update worksite information

6. Scroll down to the **WORKSITE NETWORK INFORMATION** box and review the information entered in each field.
- You will not be able to edit certain (greyed out) fields. Contact TDM@wsdot.wa.gov if these need to be corrected.

WORKSITE NETWORK INFORMATION

CTR or TMP?
CTR

Worksite ID
C80552

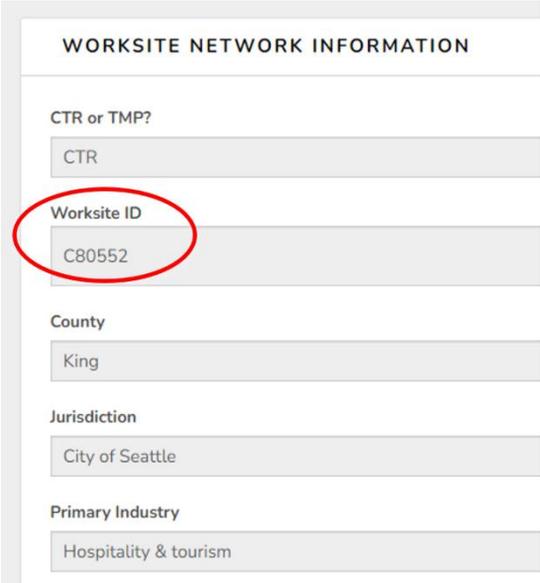
County
King

Jurisdiction
City of Seattle

Primary Industry
Hospitality & tourism

CTR Tool: update worksite information

7. The **WORKSITE ID** is similar to the CTR IDs we have used in the past.
- All worksite IDs have been changed and use a new format (e.g., using “C” instead of “E”).
 - **Note:** TMPs may have “T” IDs instead.
 - These are assigned automatically and typically will not change.
 - Contact TDM@wsdot.wa.gov for more information or to get a reference list of a worksite’s previous CTR IDs.



WORKSITE NETWORK INFORMATION

CTR or TMP?
CTR

Worksite ID
C80552

County
King

Jurisdiction
City of Seattle

Primary Industry
Hospitality & tourism

CTR Tool: update worksite information

8. If the **PRIMARY INDUSTRY** field says “*Select*,” click on the field to open a dropdown menu.
9. Choose the industry that best represents this worksite.

County

King

Jurisdiction

City of Redmond

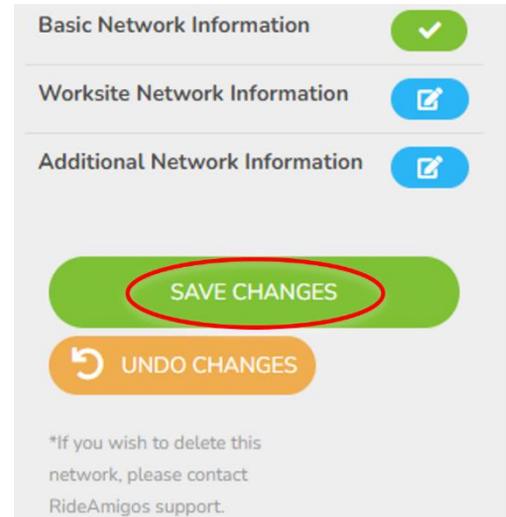
Primary Industry

Select

CTR Tool: update worksite information

11. Click the green **SAVE CHANGES** button.

- If an industry has not yet been selected, you will not be able to save the changes that have been made. Return to the **INDUSTRY** field and select the one that best represents this worksite.



CTR Tool: update worksite information

10. If the worksite is no longer affected and will not be surveying as voluntary, the status can be changed to **UNAFFECTED/INACTIVE**. This is **permanent**, so use caution when selecting this option.

- Provide the date and the reason for the change.
- Some reasons a worksite may be unaffected:
 - Permanently closing.
 - Moving locations (*create a new worksite once it has moved*).
 - No longer meets CTR criteria per [RCW 70A.15.4010](#).

Affected, Voluntary, Inactive?

Unaffected/Inactive

Inactive Date

Reason for Unaffected/Involuntary

Inactive Date 

Reason for Unaffected/Involuntary

