



"The online survey is FABULOUS! I cannot imagine doing the paper version; this is so easy for me and our staff. The real time data tracking is great. Although I am getting obsessive about checking on our response rate. :)"

Stephanie Innis, ETC, Children's Hospital, Seattle

Have You Tried the Online CTR Survey?

Did you know that nearly half of all CTR surveys are now conducted online, rather than on paper? The online system provides a simplified distribution and tracking method that can save you time and paper. If you would like to survey online for any given worksite, simply make sure you are able to answer "yes" to the following questions:

- 1. Do a majority of the employees at my worksite(s) have an individual email address *and* access to the Internet?**
- 2. Am I permitted to send bulk e-mail to those employees, and am I comfortable doing so?**
- 3. Am I comfortable navigating web sites and working with Excel?**
- 4. If necessary, will my Information Technology staff work with me to ensure that employees may access the survey website? ****
- 5. If necessary, will my Human Resources staff work with me to provide employee email addresses sorted by worksite?**
- 6. Am I able to participate in the required training on how to use the online survey?**

If you can answer "yes" to each of the above questions then you have the ability to survey online!

You may need to get approval from your management and especially from your Information Technology (IT) staff. Use the sample communication on the back of this page to discuss the technical requirements of electronic surveying.

**** You can first check out the system yourself!**

- 1. Go to <https://www.ctrsurvey.org>**
- 2. Create a mock email address using @abc.com as the domain (example *louisa@abc.com*) and click the "Login" button immediately below the email box**
- 3. Choose any worksite from the list, and click the "Select" button.**
- 4. Finally complete the survey and click the "Submit" button at the bottom of the survey**

If you encounter problems with this test, you should speak to your IT staff to see if your company's Internet settings prohibit access for any reason.

(Over)

Sample Communication for Information Technology (IT) Staff:

We have a State mandated Transportation Survey coming up in (insert month). In past years we have had to use a Scantron/bubble format paper survey. Now, an Internet-based survey is available. Before I go ahead with final approvals, I wanted to see if you had any "red flags" regarding our use of this system.

The system is entirely web based so we plan to communicate via email with a hyperlink and instructions. We do not have any need to store data or operate the system on our servers. The only real question that we need to ask is if we have any potential Proxy Server issues.

The system requires that users have:

- *Individual email identifications(with the ability to sort addresses by worksite)*
- *Access to the Internet*
- *Microsoft Internet Explorer (IE) 4.x or Netscape 4.x or later*

Connection to the survey is via a standard port (80).

If you would like to check the system out:

1. *Go to <https://www.ctrsurvey.org>*
2. *Create a mock email address using @abc.com as the domain (example louisia@abc.com) and click the "Login" button immediately below the email box*
3. *Choose any worksite from the list, and click the "Select" button.*
4. *Finally complete the survey and click the "Submit" button at the bottom of the survey*

Please give me your "go ahead" or let me know if you have any questions or concerns. If you have any technical questions contact Ed Hillsman, CTR Database Manager, WSDOT at hillsme@wsdot.wa.gov at your convenience.