



"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 over half of all CTR surveys are now conducted online, rather than on paper? The online system provides easy to use tools for you to manage the survey process, saving you time as well as 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?**

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

The system requirements are very basic, however 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.

**** 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 the "King County Training" from the list, and click the "Select" button.
4. Finally complete the survey and click the "Next" button at the bottom of each page.

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)

What is the difference between Uploading email addresses, and using Domain access?

If you decide to survey online, you have two ways to manage access to your survey. You may simply designate one or more email domains (like abc.com, or yourcompany.com). Doing this allows anyone with an email address ending in these domains to access your survey.

You may also upload a list of email addresses for those employees you intend to survey. This provides further control, since only the exact addresses in your uploaded list will be allowed to login to the survey. And as an added benefit, if you have uploaded your email list, the online survey will be able to produce a report during your survey week, of all non-respondents. This allows you to send a targeted reminder email only to those who have not responded, as opposed to sending another broadcast email.

Why do we ask for a 'name that employees use' on the Survey Response Form?

This is primarily an issue for multi-site employers. Survey respondents are asked at login to select their worksite from a drop-down list. In some cases employees refer to their worksite by a different name than we have in our database (for example, a street address). We simply want to make sure your employees can select the proper worksite with ease. We can set up your survey with whatever site name you like, regardless of the 'official' site name.

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 concerns regarding our use of this system.

The system is entirely web based so we plan to communicate via email, sending 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:

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3. Choose the "King County Training" from the list, and click the "Select" button.
4. Finally complete the survey and click the "Next" button at the bottom of each page.

Please give me your OK, or let me know if you have any questions or concerns. If you have any technical questions contact Greg King, Metro CTR Database Administrator, at greg.king@kingcounty.gov, at your convenience.