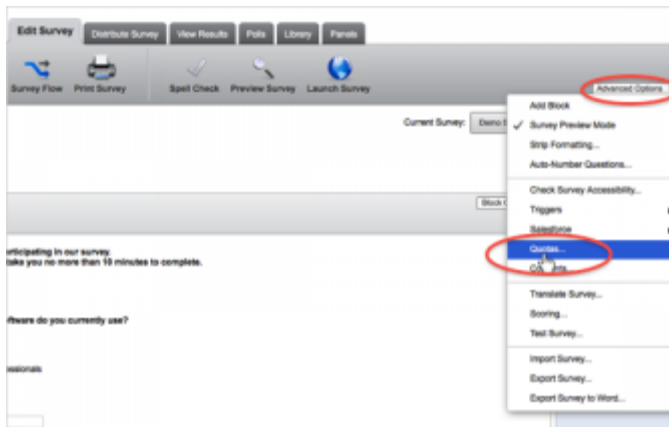


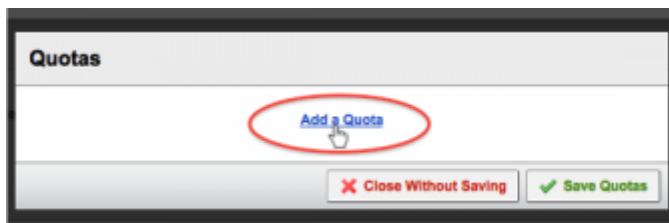
Use Quotas to limit how many participants from a specific demographic are allowed to take your survey. You can also use quotas to simply track how many participants meet a certain condition.

[create a Quota](#)

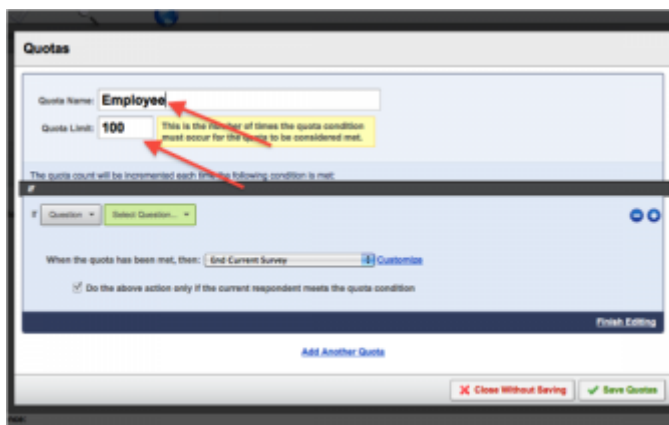
1. On the gray navigation bar, click on the **Advanced Options** drop-down and select **Quotas**.



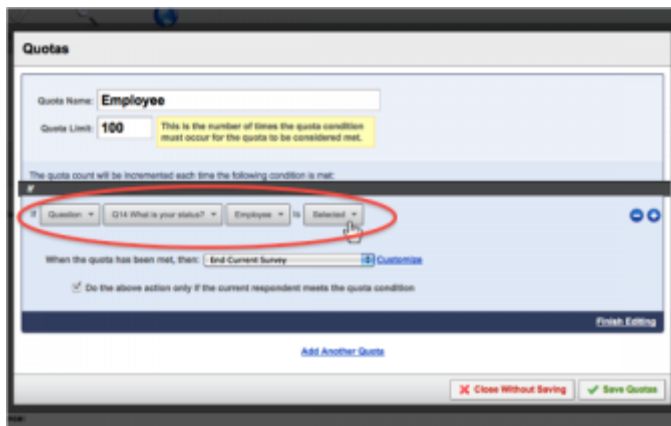
2. Click **Add a Quota**.



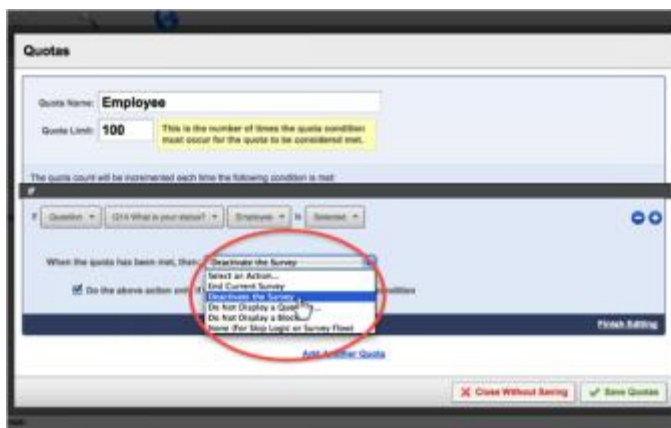
3. Enter a name for your quota in the **Quota Name** field.
4. Enter a limit for your quota in the **Quota Limit** field.



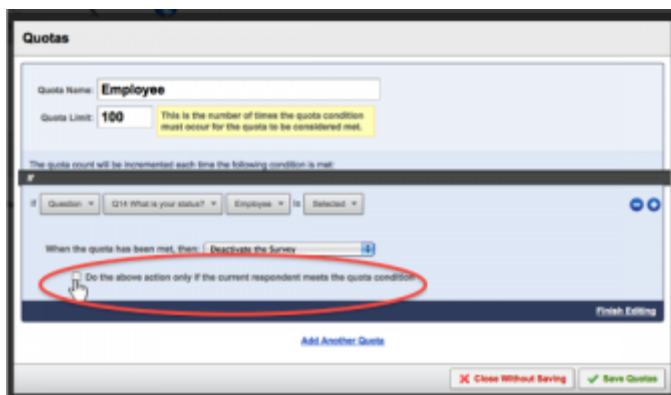
5. Create a condition that needs to be met for the quota to be incremented. To add multiple conditions, click the **blue plus sign** to the right of your condition.



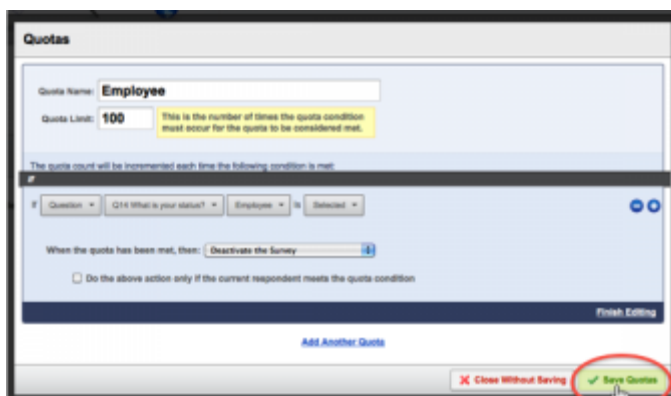
6. Select an action to take place once the quota has been met. The available actions are:
 - **End the Current Survey:** If a participant fits in the quota, they will immediately be directed out of the survey.
 - **Deactivate the Survey:** No new participants will be able to enter the survey once the quota is met.
 - **Do not display a question:** Choose a question to be hidden once the quota has been met.
 - **Do not display a block:** Choose a block to be hidden once the quota has been met.
 - **None:** Use branching and Display Logic in your survey to specify what happens when the quota is met rather than using a preset action.



7. If you would like the action to apply to all respondents and not just those who fit in the quota group, uncheck the box labeled **Do the above action only if the current respondent meets the quota condition**. This way, the action will apply to anyone who comes into the survey after the Quota is met.

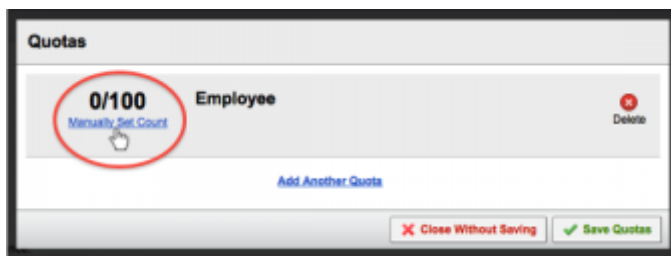


8. Click **Finish Editing** and **Save Quotas**.

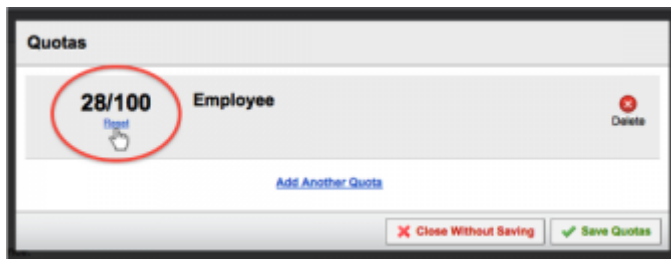


Check or change the current count on your Quota

1. Click into the **Advanced Options** drop-down and select **Quotas**.
2. If the quota is at 0, click the blue **Manually Set Count** link to set the quota count to whatever you wish.



3. If the quota is not at 0, click the blue **Reset Count** link to set the quota count back to 0. This is useful if your Quota was incremented during testing.



More Information

[QTips](#)

- To limit how many people finish the survey in general rather than limit those who meet a specific condition, set your quota condition based off of the last question in your survey. Specify to increment the quota if one of the choices on the last question is shown.
- Even after your quota is full, your quota count will continue to increment. This will help you know how many respondents are meeting the quota condition, even after it is full. If your quota has been filled and you want to stop it from incrementing further, add an **End of Survey** element to your **Survey Flow**, or change your quota action to **End Current Survey**. With both of these, you can click **Customize**, and check a box for **Do not increment quota counts**. But do not do this until your quota has been filled.
- You can also use the **Do not increment quota counts** feature when respondents get screened out of the survey early and you would like to exclude them from the quota. For example, your respondent has selected "Female", which would increment your Female Quota, but they have also selected "under 18", which will screen them out. When they are screened out, you may not want them to be counted in the female Quota. Set up a branch in the Survey Flow that leads to an End of Survey element. Customize the End of Survey Element and select **Do not increment quota counts**.