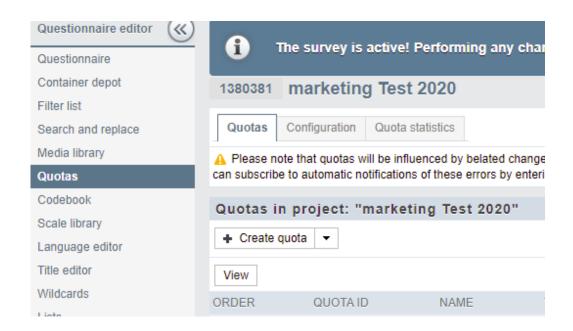


How to set quotas with Unipark

1. Go to the *questionnaire editor* and click on *quotas* in the left column. Then click on *create quota*:



2. Name your quota, e.g. female for a quota on the gender, set the limit to your desired number of completes for this quota and save it:





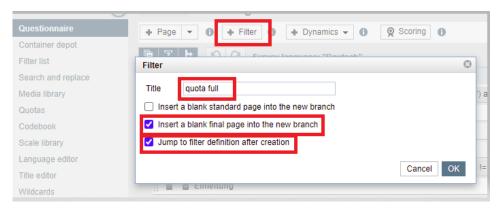
3. Your quota has been created. Now click on the arrow in the "condition" field.



4. Here you choose the variable for the respective question and the corresponding code for the respective quota. In this case, select the variable v_55 for the gender question and code 2 for the response 'female'.
Note: Please always put the quota questions at the beginning of your questionnaire so that non-fitting participants are screened out at the beginning of the survey.



5. Afterwards, you create a filter including end page in the questionnaire editor. If you also checkmark 'Jump to filter definition after creation', the filter definition opens automatically after creation. This filter you place directly after the last quota-relevant question – in our example, just after the question on the participant's gender:



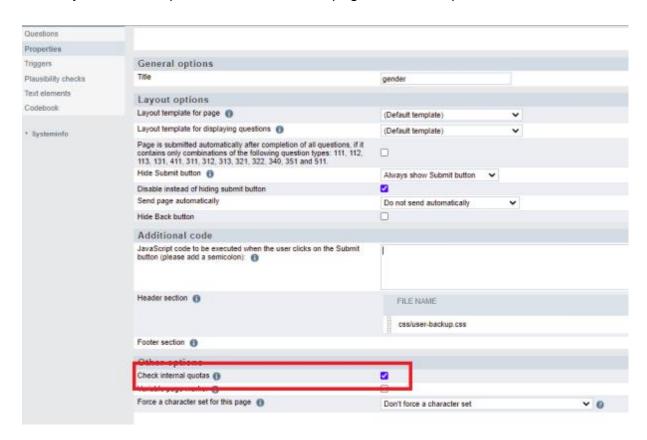


6. The filter definition opens automatically. There, you select the variable quota (Quota ID of participant) and set the condition to equal 0. The 0 isn't displayed in the dropdown menu and has to be entered manually.



7. In the properties of the last quota-relevant page, you checkmark *Check internal quotas*.

Important: the quota filter and the end page have to be placed after this filter.



Now the quota is set and when the desired number of participants per quota is reached, the quota is automatically closed. For testing, you can set a quota to 1, then we can check if everything is working fine when testing the redirect links.



Important: before soft launch the quota has to be adapted again.

This manual serves as a support for setting quotas. If you still have any questions, your responsible project manager will be there to assist you.

Good luck with your project!

Your Bilendi & respondi team