



## CLOSE TO PEOPLE

### 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*:

Questionnaire editor <<

Questionnaire  
Container depot  
Filter list  
Search and replace  
Media library  
**Quotas**  
Codebook  
Scale library  
Language editor  
Title editor  
Wildcards  
Lists

**i** The survey is active! Performing any change

1380381 marketing Test 2020

Quotas Configuration Quota statistics

**!** Please note that quotas will be influenced by belated change can subscribe to automatic notifications of these errors by enteri

**Quotas in project: "marketing Test 2020"**

+ Create quota ▾

View

ORDER	QUOTA ID	NAME
-------	----------	------

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:

PROJECTS > SURVEY MENU > QUESTIONNAIRE EDITOR

Questionnaire editor << **Create quota**

[Back to overview](#)

Name (\*) female

Target (\*) 220

Activate quota **i**



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

ORDER	QUOTA ID	NAME	TARGET	COUNT	STATUS	CONDITION	ACTIONS
1	2	female	220	0	inactive		

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.

Edit condition for quota: "female"

Standard definition Alternative definition

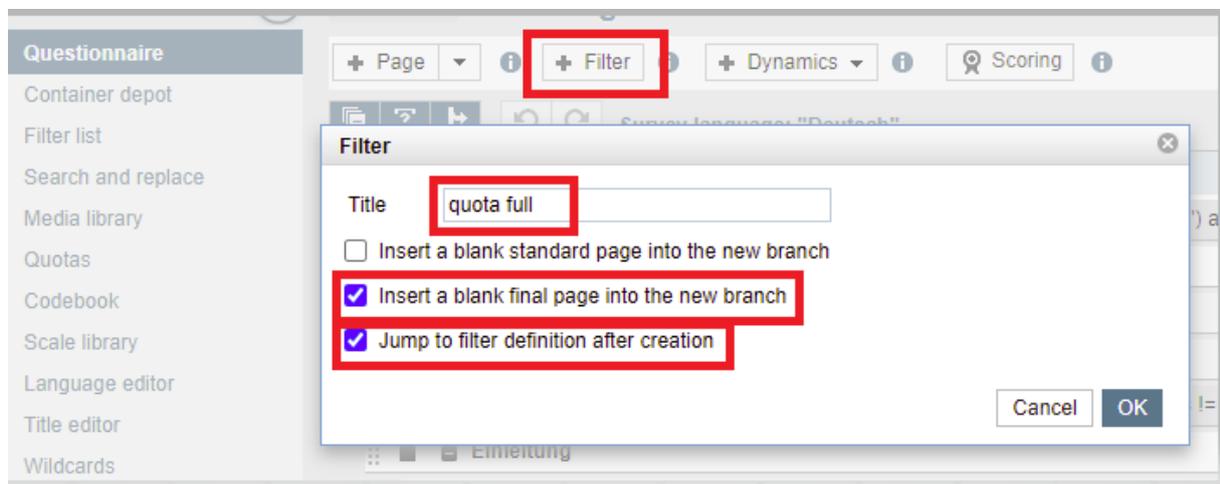
CONJUNCTION	NEGATION	BRACKET	VARIABLES	CONDITION	CODE	BRACKET
	<input type="checkbox"/> !	<input type="checkbox"/> (	v_55 (F1_gender)	=	2	) <input type="checkbox"/>
					male(1)	
					female(2)	
					diverse(3)	

Change

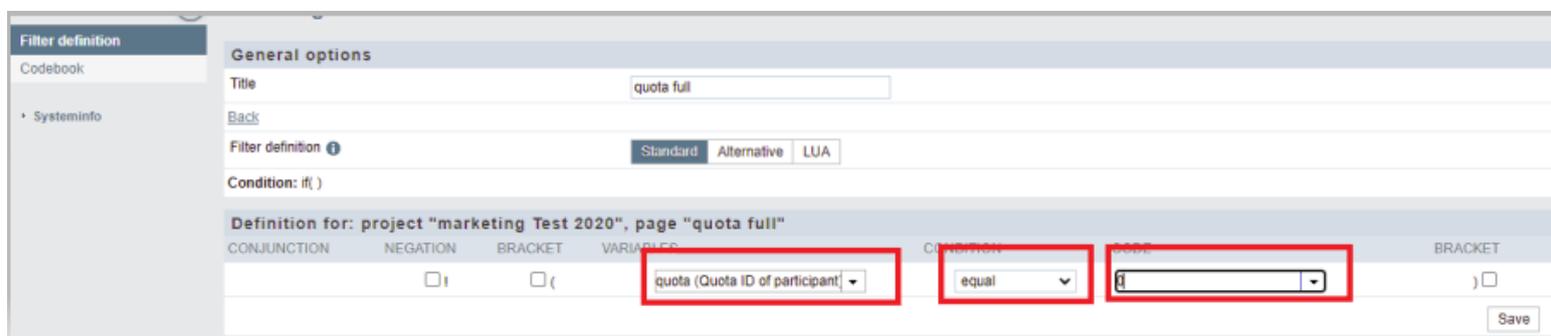


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5. Afterwards, you create a filter including end page in the questionnaire editor. If you also checkmark 'Jump to filter definition after creation', the filter definition opens automatically after creation. This filter you place directly after the 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.





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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.

The screenshot shows the 'Properties' tab in the Respondi interface. The left sidebar contains a navigation menu with items: Questions, Properties (selected), Triggers, Plausibility checks, Text elements, Codebook, and Systeminfo. The main content area is divided into several sections:

- General options:** Title: gender
- Layout options:** Layout template for page: (Default template); Layout template for displaying questions: (Default template)
- Page is submitted automatically after completion of all questions, if it contains only combinations of the following question types: 111, 112, 113, 131, 411, 311, 312, 313, 321, 322, 340, 351 and 511.**
- Hide Submit button:** Always show Submit button
- Disable instead of hiding submit button:**
- Send page automatically:** Do not send automatically
- Hide Back button:**
- Additional code:** JavaScript code to be executed when the user clicks on the Submit button (please add a semicolon):
- Header section:** FILE NAME: css/user-backup.css
- Footer section:**
- Other options:** **Check internal quotas:**  (highlighted with a red box)
- Force a character set for this page:** Don't force a character set

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 respondi team