## Copy Quotas from an Existing Survey

Quotas are limits that users can set for the number of responses a survey or question collects from respondents. These can be set up on the overall survey, on a given question or segment, as well as on a survey link.

For more information on setting up quotas within Alchemer projects, Check out our documentation on Survey Quotas here.

## Copy Survey with Quotas

If a user has a survey with quotas created, Alchemer allows for users to copy that survey, pulling in the quota parameters associated with the original project to save users time. Below explores the steps to complete this!

 Via the Left Hand Navigation Menu, Select *Projects*. Next, locate the project that has quotas one would like to copy. Select the three vertical dots to the right of the project, and then Copy:



2. From the menu that appears, select the Checkbox titled, "Copy Quotas," and rename the project to reflect the purpose of the copied survey:

O Blank Survey	What would you like to name this Survey?
<ul> <li>O Use a Template</li> <li>Copy a Survey</li> <li>Import from Word</li> </ul>	HR Seminar Sign up 2021 What project would you like to copy? HR Seminar Sign up 2020 Q Copy Reports Copy Email Campaigns Copy Links Make Survey Anonymous
	Choose a team Team 1 Cancel Start Building

If one is copying a link based quota, select **Copy Links** as well as copy Quotas.

3. Select Start Building.

Once within the new project, navigate over to the **Tools tab** via the top toolbar and select **Quotas:** 

Alchemer	HR Seminar Sign up 2021	🜲 Help 🚺
BB Projects	BUILD STYLE TEST SHARE RESULTS - TOOLS -	
Audience Design Library Research Library	Page 1: Add Page Title 10:1	<ul> <li>View Settings D Restore</li> <li>Preview + 2</li> </ul>
② Integrations → ③ Account →	I. Please select your preferred session to i Quelas Close Survey     October 1st, 2020     October 5st, 2020     Bulk Editor	▲ Edit
Au Alchemer University	ID-2 Typer Radio Buttons Required	
	Add New: Question Text/Media Action Library Item	

On the Quotas screen, Users see the quotas that existed in the original survey, now existing in the copied version:

No overall quota set, the numb	er of responses will be determined	only by logic based q	uotas below.		
Name -	Туре	Status	Responses	Segment Completion	
rb2	Logic	Active	0/10	0%	
📕 rb1	Logic	Active	0/10	0%	

The parameters of each quota are copied over as well so that responses that would fill a quota spot in the original project are reflected in the newly copied version.

*Note:* Responses to quotas are not copied over from the original project. The quotas will remain blank until responses are collected within the copied project.

