



## Make account management easy with survey allocation!

With the release of Version 8.4, you can now allot surveys to each of your sub-account users and track their usage.

1

Home | Survey Manager | Distribution Manager

You are here: Home > Active Surveys

Paul Zuber at Paramount Travels  
8/8/09

Survey Title

Airline Service

Post Tour Survey

Travel Survey

Pre Tour Survey

Survey Calendar

On the Home tab, select "Setup".

2

Company Information

View/Edit company information such as account logo, etc.

Manage Users

Create/edit/delete sub-users and manage their passwords.

Survey Allocations

Allocate the number of surveys a user can create.

New Requests

Request for change in limits and preferences.

Texts

In the Setup interface, select "Survey Allocations".

3

or this account [C=A-B] = 5

Name	Max Allotted [A]	Edit
Cognen James	0	
Thompson Andrew	0	
Zuber Paul	10	
<b>Surveys</b>	<b>10</b>	

In the Survey Allocations interface, you can allot surveys to each sub-account user by clicking "Edit".

4

Name	Max Allotted [A]
Cognen James	<input type="text" value="1"/>
Thompson Andrew	<input type="text" value="3"/>
Zuber Paul	6
<b>Surveys</b>	<b>10</b>

Save Cancel

Enter the number of surveys you want to allot to each sub-account user.

5

if surveys already created by all users of this account [B] = 6

Surveys available for this account [C=A-B] = 4

	Name	Surveys		
		Max Allotted [A] Edit	Already Created [B]	Balance [C=A-B]
3	Cognen James	1	0	1
14	Thompson Andrew	3	1	2
[Admin User]	Zuber Paul	6	5	1
<b>Total Surveys</b>		<b>10</b>	<b>6</b>	<b>4</b>

Track your sub-account users' survey usage by viewing the "Already Created" column (column B) and their balance in the last column (column C).