



**Make account  
management easy with  
survey allocation!**

**You can now allot surveys to each of your sub-account users and track their usage.**

Home Survey Manager Distribution Manager

You are here: Home > Dashboard

1 Paul Zuber at Paramount Travels  
10/15/10

Setup

Survey Calendar

Zarca Interactive

- Zarca.us
- Helpful
- Frequen
- Researc
- Zarca.R

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.

Helpful Links

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	1
Thompson Andrew	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]	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).