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View the recipient quota report

Check how much of your purchased recipient quota has been used so far.

Prerequisites:

Distribute a conversational survey.

> **Note:** You must be an Admin to view the recipient quota report.

1. On the **Conversations** list, click **Recipient Quota** on the top right.
2. On the **Distribution Quota** progress bar, review the number of distributions used against number purchased.
   Your quota amount is calculated based on your contract, which includes a number of distributions per year.
3. In the **Recipient count per Conversation** table, review how many recipients received each conversation in the **Recipient Count** column.
4. **Optional:** In the top right, filter to a different year using the **Year** dropdown.

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