

Conversational Surveys Documentation

- About Conversational Surveys
  - Release notes
    - Conversational Surveys FAQs
  - The Conversations list
  - The conversational survey workflow
  - Conversational survey best practices
  - The Conversation Survey Builder
- Build a conversational survey
  - Configure survey settings
  - Create an Intro message
  - Create a Statement message
  - Create a Single Choice message
  - Create a Numeric message
  - Create an Open End message
  - Add message elements
  - Add message logic
  - Preview a conversational survey
- Distribute a conversational survey
- Simplified distribution workflow
- Report on conversational survey data
  - Overall Analysis
  - Response Breakdown
  - Distribution Insights
  - Export Conversational Survey activity results
- View the recipient quota report
- Conversational Surveys user roles and permissions
- Contact us

Select Language

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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.

- On the **Conversations** list, click **Recipient Quota** on the top right.
- 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.
- In the **Recipient count per Conversation** table, review how many recipients received each conversation in the **Recipient Count** column.
- Optional:** In the top right, filter to a different year using the **Year** dropdown.



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