Viewing and changing the quotas

1. In the left pane, select a customer.
2. From the **Customer** menu, select **Manage Quotas**.
3. View the information in the Customer Quotas dialog box.
   - **Disk space consumption limit**—The size limit for uploaded files for a specific customer at any given time.
   - **Current disk space consumed**—The disk space that a specific customer has already used for uploaded files.
   - **Monthly file upload limit**—The maximum number of elements that can be uploaded each month to your customer's projects and libraries. A limit of none means that you can upload an unlimited number of elements.
   - **Number of files uploaded this month**— The number of elements uploaded to your customer's projects and libraries so far this month. This number appears even if your upload quota is unlimited.
   The upload count is automatically updated whenever an element is uploaded to one of your customer's projects or libraries.

   The Customer Quotas dialog box also contains an option to generate an e-mail notification that is sent to customers on a daily basis when their disk space or the number and size of their uploaded files exceed a certain percentage of their quota. The staff user or customer user with the Modify Customer user right can define these percentage values. The e-mail notification contains the following information:

     - The customer's name
     - The customer's current quota value
     - The size of the customer's uploaded files