

Managing upload quota

Setting or changing a customer's upload quota by limiting the number of uploaded elements

Staff users who have the correct user rights can manage quotas for their customers.

Requirements: You must be logged on as a staff user with a system role at the site level that includes the Modify Customer user right.

1. In a web browser, log on to InSite Creative Workflow.
2. In the left pane, select a customer.
Note: If you cannot click the customer name, you do not have the correct user rights to edit your customer's information.
3. From the **Customer** menu, select **Manage Quotas**.
4. In the **Monthly file upload limit** area, perform one of the following actions:
 - To set or change a quota, select the **Maximum number of files that can be uploaded per month** button, and type the number of elements that the customer will be allowed to upload each month.
By default, customers have an unlimited number of monthly uploads.
You can decrease a customer's upload quota in mid-month, even if the customer has already reached the new, lower quota for the month. However, the customer will be unable to upload any more elements that month.
 - To give the customer an unlimited number of uploads per month, select **No limit**.
5. Set up an e-mail notification for users when a certain percentage of the quota is reached.
6. Click **Apply**.

Setting or changing a customer's upload quota by limiting the size of uploaded files

Staff users who have the correct user rights can set upload quotas for their customers.

Requirements: You must be logged on as a staff user with a system role at the site level that includes the Modify Customer user right.

1. In a web browser, log on to InSite Creative Workflow.
2. In the left pane, select a customer.
Note: If you cannot click the customer name, you do not have the correct user rights to edit your customer's information.
3. From the **Customer** menu, select **Manage Quotas**.
4. In the **Disk space consumption limit** area, perform one of the following actions:
 - To set or change a quota, select the **Maximum disk space allocation** option, and type the maximum disk space that the customer will be allowed to use upload files (in MB).
By default, customers have an unlimited space for uploads.
 - To give the customer an unlimited space of uploads, select **No limit**.
5. Set up an e-mail notification for users when a certain percentage of the quota is reached.
6. Click **Apply**.