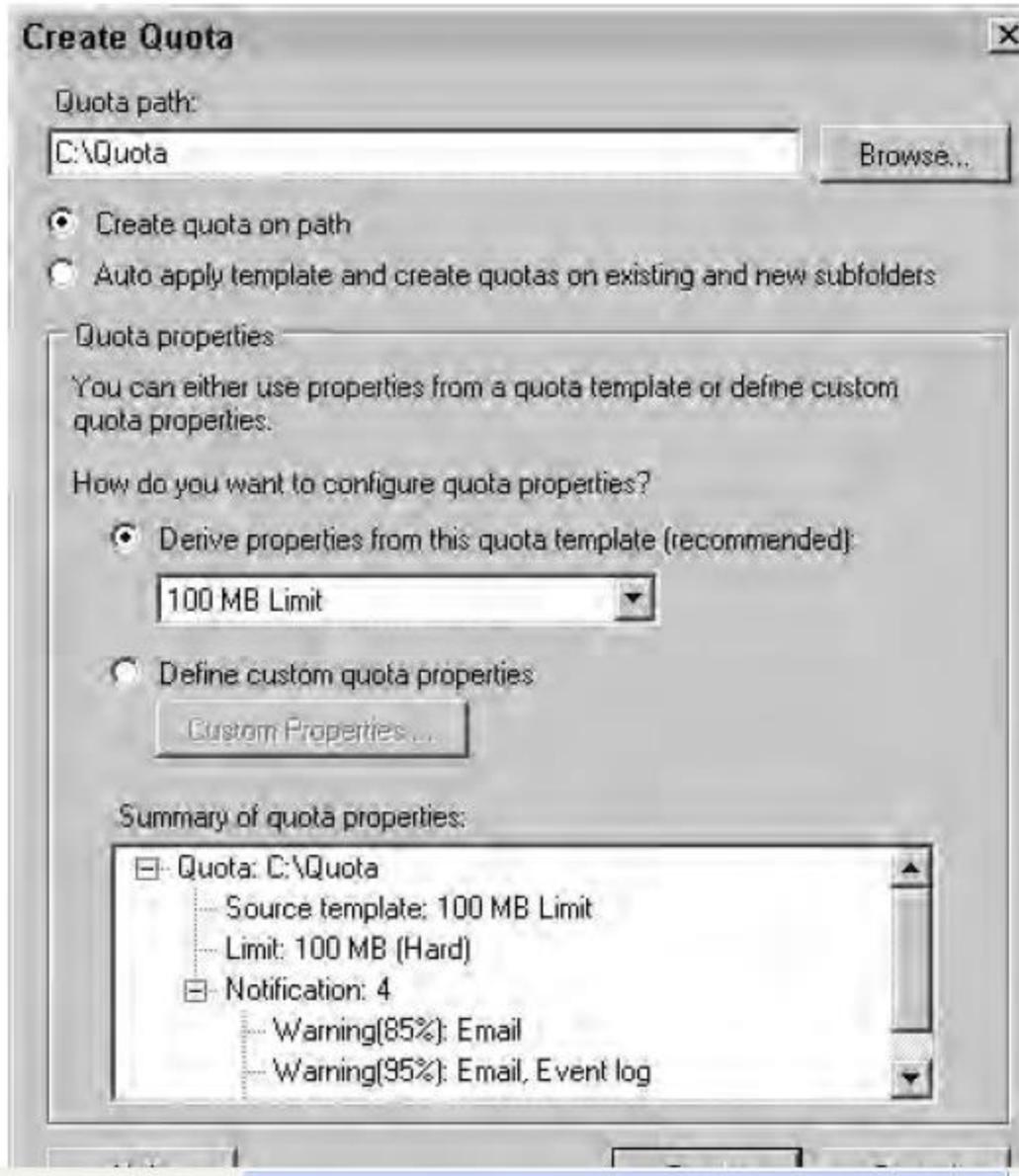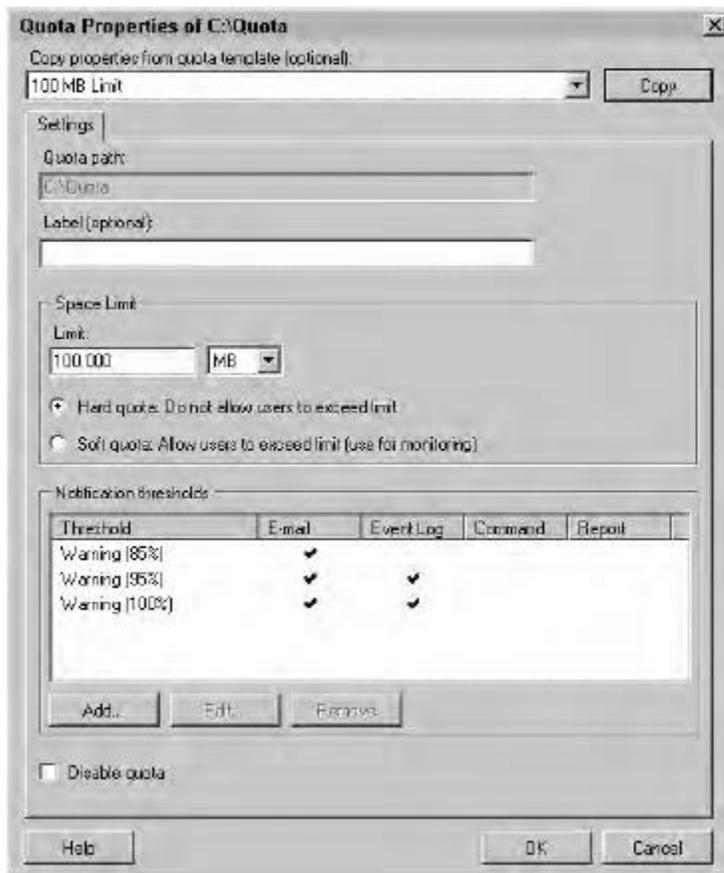## Enabling Quotas

1. Click on tools, file Server Resource Manager

2. Expand tha Quota Management Node and click on Quotas

3. Right-click Quotas, and select Create Quota.

4. On the Create Quota page, click the Browse button.

5. In the Browse for Folder dialog box, select the C:\ drive. Click the Make New Folder button, and rename the folder to Quota. Click OK.

6. Back on the Create Quota page, ensure that Create Quota on Path and Derive Properties from This Quota Template are selected. Your display should look similar to the following image.

Create Quota   ☒

Quota path:

| C:\Quota | [Browse...]

⦿ Create quota on path
◯ Auto apply template and create quotas on existing and new subfolders

Quota properties

You can either use properties from a quota template or define custom quota properties.

How do you want to configure quota properties?

⦿ Derive properties from this quota template (recommended):

| 100 MB Limit ▾ |

◯ Define custom quota properties

[Custom Properties...]

Summary of quota properties:

```
⊟ Quota: C:\Quota                              ▲
    ─ Source template: 100 MB Limit
    ─ Limit: 100 MB (Hard)
    ⊟ Notification: 4
        ─ Warning(85%): Email
        ─ Warning(95%): Email, Event log       ▼
```
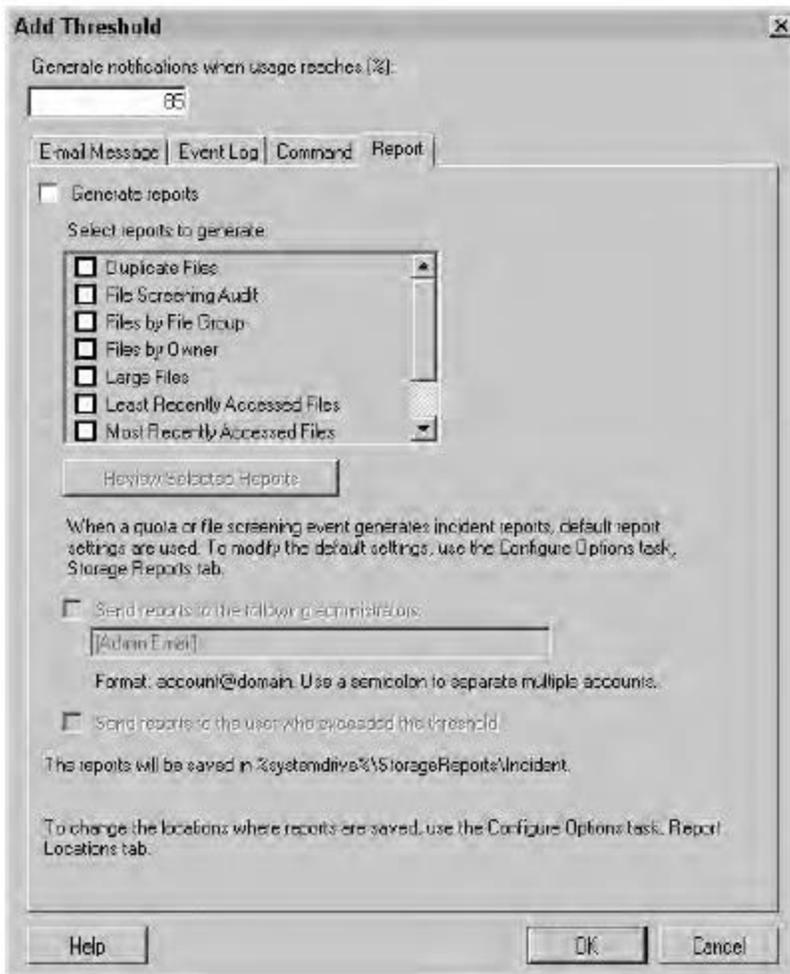
7. With 100 MB Limit selected in the drop-down box, review the settings in the Summary of Quota Properties area. Notice that the limit is set as 100 MB (Hard) and several notifications are configured. All of these settings are derived from the quota template.

8. Change the 100 MB Limit setting to Monitor 500 MB Share. Notice that the limit is changed to 500 MB (Soft) and different notifications are configured.

9. Select the Define Custom Quota Properties option, and click the Custom Properties button.

10. On the Quota Properties of C:\Quota page, review the settings and then click the Copy button. This will copy the settings from the 100 MB Limit quota template to this page. Notice that several notification thresholds have been added. Your display should look similar to the following image.

11. Notice the Hard Quota setting is selected. A hard quota will prevent the limits from being exceeded. A soft quota will provide notifications but won't prevent the quota from being exceeded.

12. Click the Add button to add a notification. The Add Threshold page will appear. On this page, you can define what happens when a threshold is reached. The default is 85%, meaning usage has reached 85 percent. When this threshold is reached, you can configure the following actions:

   ▪ Email Message. You can modify the contents of the email and select the option to send a copy of the email to both an administrator and the user.

   ▪ Event Log. You can modify the text of the log entry and add variables that can be added to the text.

   ▪ Command. You can select a command or script to run in response to a threshold being reached.

   ▪ Report. You can select a report to be generated in response to the event.

13. The following graphic shows the Add Threshold page with the Report tab selected. Select and review each of the tabs. After reviewing the tabs, click Cancel.

Add Threshold   ☒

Generate notifications when usage reaches (%):

     85

E-mail Message | Event Log | Command | Report

☐ Generate reports

Select reports to generate

☐ Duplicate Files
☐ File Screening Audit
☐ Files by File Group
☐ Files by Owner
☐ Large Files
☐ Least Recently Accessed Files
☐ Most Recently Accessed Files

[Review Selected Reports]

When a quota or file screening event generates incident reports, default report settings are used. To modify the default settings, use the Configure Options task, Storage Reports tab.

☐ Send reports to the following administrators:

[Admin Email]

Format: account@domain. Use a semicolon to separate multiple accounts.

☐ Send reports to the user who exceeded this threshold

The reports will be saved in %systemdrive%\StorageReports\Incident.

To change the locations where reports are saved, use the Configure Options task, Report Locations tab.

[Help]   [OK] [Cancel]

14. Back on the Quota Properties of C:\Quota page, click OK.

15. On the Create Quota page, click Create.

16. On the Save Custom Properties as a Template page, select Save the Custom Quota Without Creating a Template, and click OK.