Assign user quota for data backup

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User's quota usage

User quota is the maximum amount of data that a user can back up or share from the user's devices. The user quota is also the maximum data that the backup folders and inSync Share folder can contain across a user's devices.

For example, consider a user who has a quota of 2 GB. The user backs up data from Desktop and Documents folders and also shares data. At any time, the total data in the Desktop, Documents, and in Sync Share folders cannot exceed 2 GB. If the data in these folders exceeds 2 GB, backups and share operations fail.

When you assign a profile to a user, the user automatically acquires the quota that is assigned to the profile. Updates to quota settings of a profile are applied to all users that belong to that profile. You can also assign quota at a user level.

Note: User-level quota overrides profile-level quota. This means that if you assign the quota to an individual user and a user profile, the individual quota is applicable for the user.

For example, if the user quota is defined as 50 GB in the profile to which a user is associated, and if you have also defined the user-level quota at 70 GB for the user, the user is assigned 70 GB of quota.

Following are some scenarios to consider for user's quota usage:

- When the user installs the inSync Client on multiple devices, the inSync Master considers the contents of the user's inSync Share folder only once when it calculates the inSync Share folder quota usage.
- When the user creates and shares a folder, and adds files to the folder, the contents of the folder is considered as part of the user's quota usage.
- When the user's collaborators add files to your shared folder, this is considered in the user's quota usage. If the user adds files to folders that other people have shared, this does not affect the user's quota usage.
- When the user shares a folder with other users, but the user does not sync this folder to the device, this folder does not appear inside the user's inSync Share folder, but it is considered as part of the user's quota usage.

When the user reaches 90% of his user quota, then the user receives the Low User Storage Available alert message. For more information, see Alert Messages.
When the user's quota for data backup is reached, then the user receives the Storage quota reached error message. The user can then request the administrator to increase the user quota.

**Organization’s quota usage**

The organization's quota defines the maximum amount of data that users from that organization can back up or share on their devices. Following are some scenarios to consider for the quota usage of an organization:

- When the administrator creates a workspace, the contents of the workspace are considered as a part of the organization's quota usage and not as a part of individual user's quota usage.

- When the administrator configures the backup the user's Cloud Apps data, the cloud apps data is considered as a part of the organization's quota usage.

When the organization's quota for data backup is reached, then the users receive the Storage quota reached error message when performing any backup or share operations. In this case, the administrator must contact Druva Sales to increase the organization's quota.

**Assign user quota through profiles**

To assign user quota through profiles

1. On the inSync Management Console, click **Profiles**.
2. Click the profile for which you want to assign a user quota.
3. Under the **Devices** tab, click **User Settings > Edit**. The **Edit Device Backup Configuration** window appears.
4. In the **Quota per user** box, type the user quota and select the quota size.

   **Note:**
   - If you do not want to set restrictions on the quota, type 0 (zero).
   - Type the Quota value in whole numbers. Example, 1GB, 5GB, 10GB.

5. Click **Save**.

**Assign quota to an individual user**

To assign a quota to an individual user

1. On the inSync Management Console, click **Users**.
2. Click the user whose quota you want to modify.
3. Under the **Summary** tab, in the **User Summary** tab, click **Edit**. The **Edit User** window appears.
4. In the **Quota per user** box, type the user quota and select the quota size. If you do not want to set restrictions on the quota, type 0 (zero).
Note:
- If you do not want to set restrictions on the quota, type 0 (zero).
- Type the Quota value in whole numbers. Example, 1GB, 5GB, 10GB.

5. Click **Save**.