

7 Quotas

Quotas restrict reservations from being booked based on a configurable limit. The quota system is flexible, allowing you to build limits based on reservation length and number reservations.

A couple of notes regarding quotas:

- Quotas applied to a group are enforced for each user in the group individually. It does not apply to the group's aggregated reservations.
- Quota limits "stack". All quota rules are joined together with an "and" join, and are ordered from the top down.
- Application Administrators are exempt from quota limits.
- Before creating a quota, it is best to make sure your resources and user groups are setup in the system.
- Additionally, writing out or being able to verbalize what it is you are trying to achieve helps in creating the quota.
- Depending on what you are trying to achieve, there are some resource settings you could use in addition to or in place of using quota settings.
- Once your quota is in place, be sure to test it!
- Quotas are not retroactive to existing reservations. Adding a new quota will not affect any *current* reservations which might violate the quota rule.
- For help with creating your quota, and ensuring it is properly setup, feel free to contact Support.



7.1 Create a quota [Admin]

1. From the menu line, choose **System, Quotas**.
2. At the bottom of the screen is where you Add a Quota. Indicate which Schedule, Resources, Users are being limited and what they are being limited to.
3. Once you have added the quota, it will appear in the All Quotas area.



7.2 Delete a quota [Admin]

1. Click the red X next to the Quota you want deleted.



Once you add a Quota to the system, it becomes effective immediately.

