



Create Color Quotas

Instructor Led Training
Chapter 3 – Exercise G

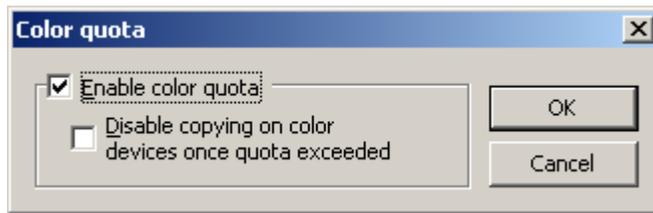
Topics include:

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- [Assign a Color Quota to Multiple Users](#)
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Enable the Color Quota Feature

NOTE: In the following exercises, only students will be assigned quotas.

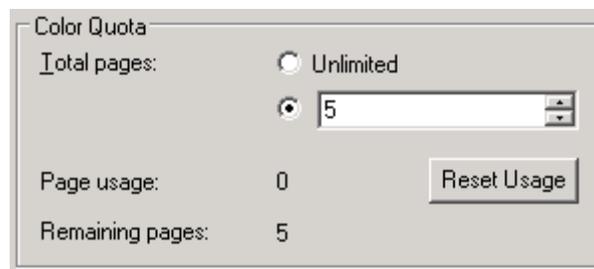
1. Start **Equitrac System Manger** and connect to the accounting server.
2. In the left pane, click .
3. In the **Other settings** section in the right pane, click **Color quota**; a Color quota dialog box appears.



4. Click to select the **Enable color quota** check box. Do NOT select the Disable check box.
5. Click the  button.

Assign a Color Quota to a User

1. In **Equitrac System Manager**, click  in the left pane; a list of users appears in the right pane.
2. In the right-pane, click the User ID column heading to sort the list in ascending order by User ID.
3. Click the user ID **dannytr** (Danny Thomas); the Properties dialog box appears.
4. In the **Color Quota** section, click the radio button **BELOW Unlimited** and type **5** in the field.

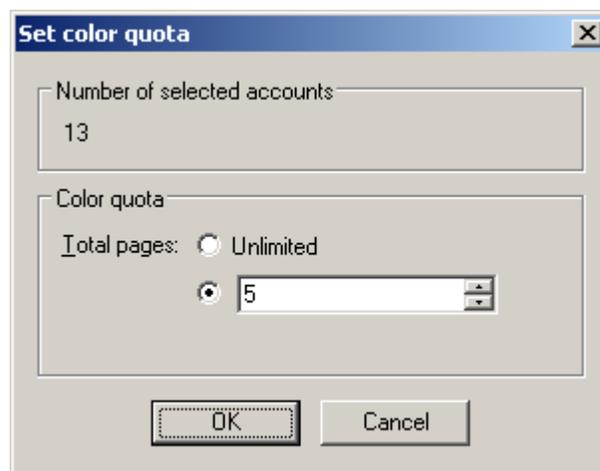


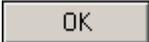
5. Click the  button.

Assign a Color Quota to Multiple Users

To select multiple, non-sequential users, left-click the first user to be selected, press and hold down the  key, and then left-click each additional user; each selected user remains highlighted as the next user is selected. To select a range of consecutive users, left-click the first user in the range, press and hold down the  key, and then left-click the last user in the range; all users in the range become highlighted.

1. In **Equitrac System Manager**, click  in the left pane; a list of users appears in the right pane.
2. In the right-pane, click the User ID column heading to sort the list in ascending order by User ID.
3. Click the full name (not the User ID) of **Elizabeth Taylor**.
4. Press and hold the  key and then click each of the following full names; all names selected are highlighted:
 - Margaret Thatcher
 - Max Schmeling
 - Tall Texan
 - Tammi Terrell
 - Tiny Tim
 - Tom Thumb
5. Right-click the highlighted area and then left-click **Set color quota**.



6. Click the radio button below **Unlimited** and type **5** in the field.
7. Click the  button.

Remove a Color Quota from a User

1. In **Equitrac System Manager**, click  in the left pane; a list of users appears in the right pane.
2. In the right-pane, click the User ID column heading to sort the list in ascending order by User ID.
3. Click the full name (not the User ID) of **Max Schmeling**; the Properties dialog box appears.
4. In the **Color Quota** section, click the **Unlimited** radio button; the value in the quota field is removed.

