

# Colligo Briefcase for Mac

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## Storage Limits



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## About this guide

This document describes the Storage Limits feature which was introduced in version 7.5 of Colligo Briefcase for Mac, hereafter referred to as Colligo Briefcase.

### Audience

This guide is intended for use by users and administrators of Colligo Briefcase.

### Related Publications

The following documents also provide useful information and are available in the Documentation section of the Colligo Support Portal:

- Briefcase for Mac Release Notes
- Briefcase for Mac Installation Guide
- Briefcase for Mac Administrator Guide
- Briefcase for Mac User Guide

### Colligo Technical Support

If you have a problem with your Colligo software, following are the available support options:

1. Colligo Knowledge Base: <http://www.colligo.com/support/knowledgebase>
2. Colligo Support Community: <http://www.colligo.com/support/community>
  - This community is free and open to anyone
3. Colligo Online Support: <https://www.colligo.com/support/request>
  - Submit a ticket online if you have current M&S or an active subscription.

## Storage Limits

Storage Limits are available as of version 7.5 of Colligo Briefcase and allow administrators to set the maximum local storage for documents within the application.

### Enabling Storage Limits

Storage Limits are enabled in Colligo Console by a Colligo Administrator (has the admin role):

1. Log into Colligo Console as an **admin**.
2. Click the **GROUPS** tab from the left navigation column.
3. If the same storage limit is to apply to all users, click the **All Users** group to display the **Group Properties** page.
4. If the storage limit will differ by user group, you will need to create a separate group for each limit:
  - a. Click **Add** to create a new group.
  - b. Click the group name to display the **Group Properties**.
  - c. In the **Users** section, add users

For more details on creating a group, refer to the Colligo Console Administrator Guide.

5. In the **Policies** section, click **Configure Policies**.
6. Scroll down to **Global Storage Limit**.
7. Toggle the **No** to **Yes**.
8. Select the Storage Limit value from the drop down. Available values are:

- |           |          |             |
|-----------|----------|-------------|
| • No Sync | • 100 MB | • 2 GB      |
| • 10 MB   | • 200 MB | • 8 GB      |
| • 20 MB   | • 500 MB | • 16 GB     |
| • 50 MB   | • 1 GB   | • Unlimited |

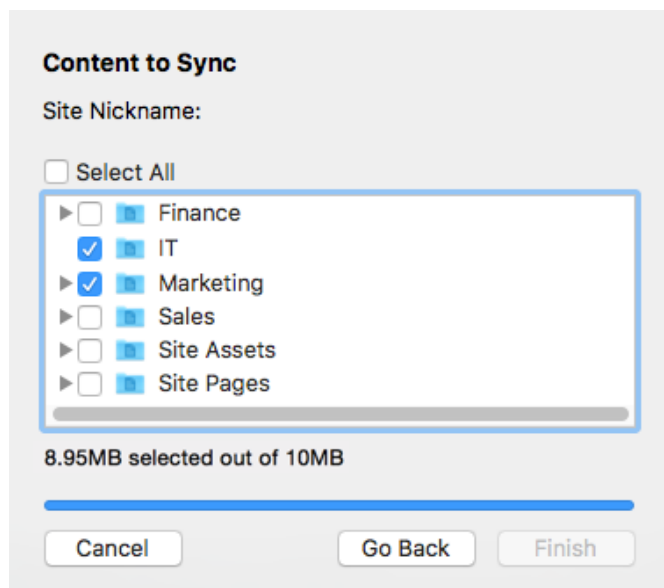
9. Scroll to the bottom of the page and click **Save Policies**.

**Note:** Content from Sites/Streams associated with the group will not count towards the limit.

## User experience of Storage Limits

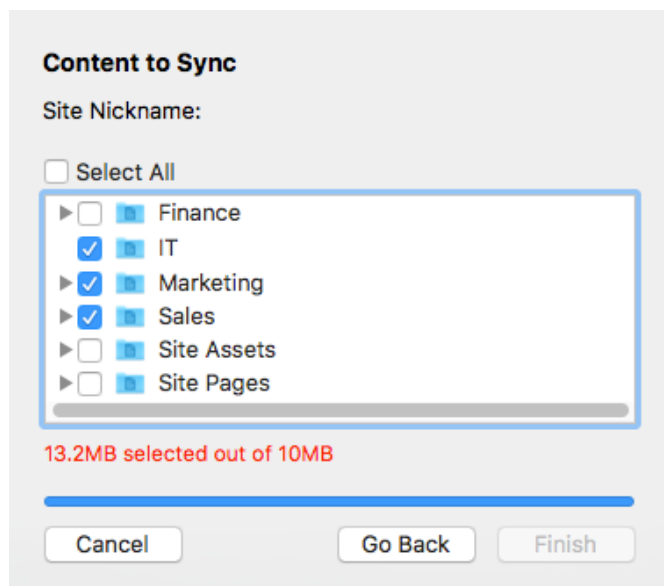
### When Adding a Site

When a user adds a site from the **Preferences** panel, after authentication with SharePoint, the **Content to Sync** dialog displays:



Any content selected in this dialog will count towards the limit. As content is selected, the size indicator will increase. The **Calculating...** message is displayed while Colligo Briefcase is calculating the size of the selected item(s).

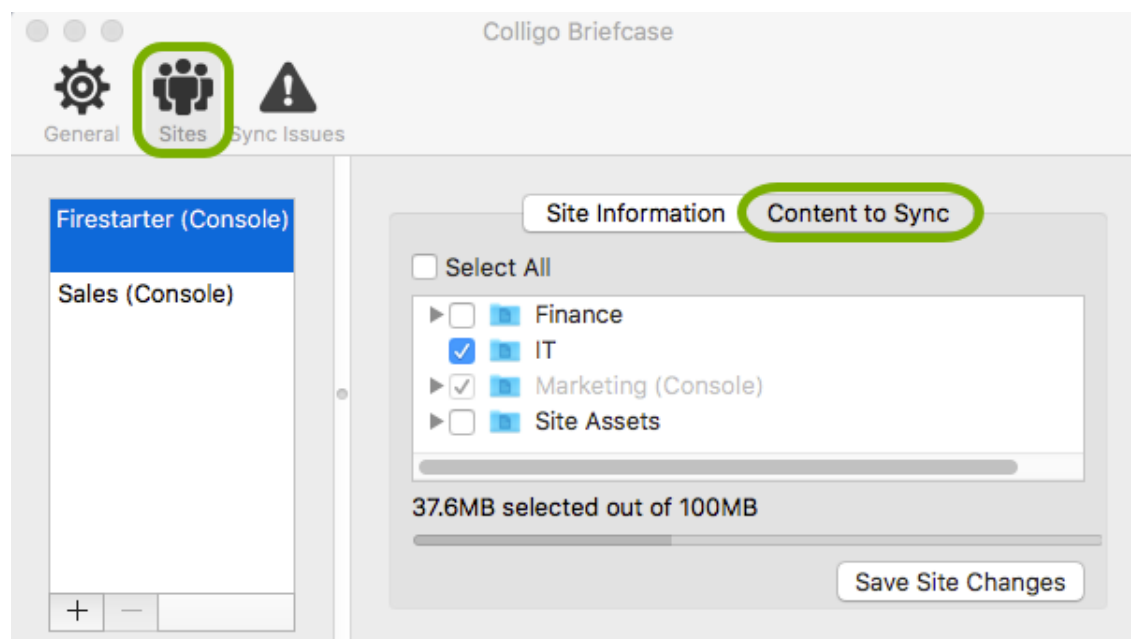
If you go over the storage limit when selecting content, the **Finish** button will remain grayed out.



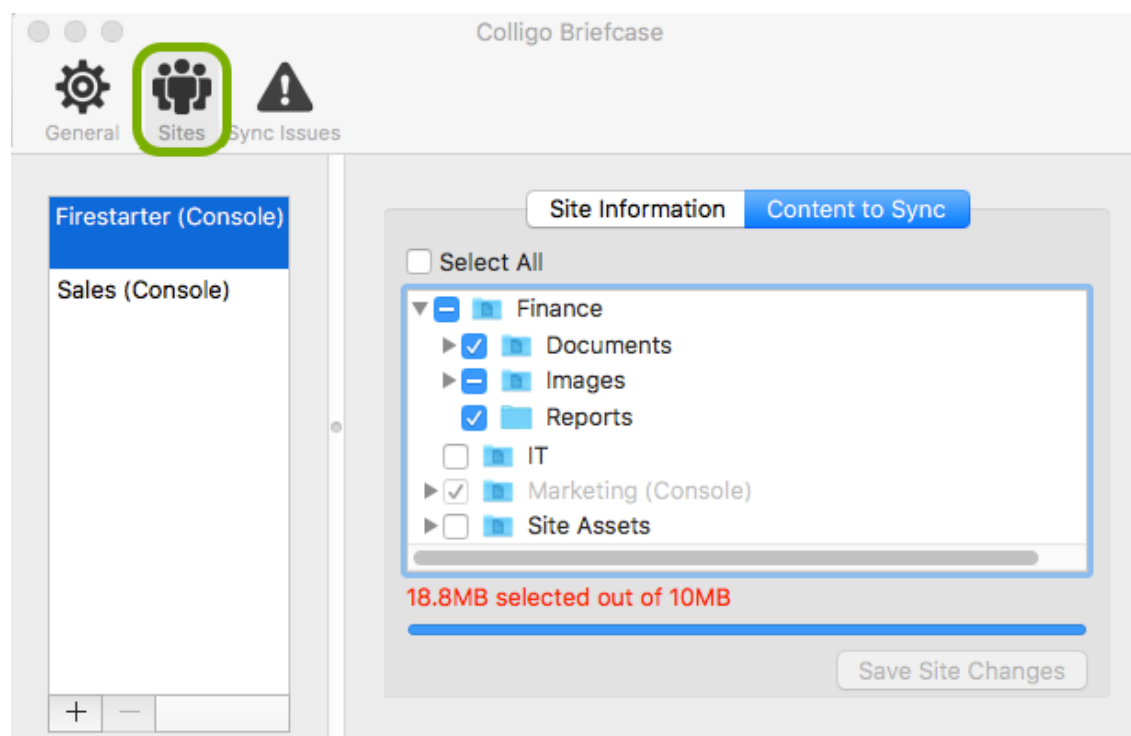
Unselect items until the total is below the storage limit.

## When Editing Site Content

Users can edit the content synced locally by opening the **Preferences** panel, selecting the site to edit and clicking the **Content to Sync** tab:



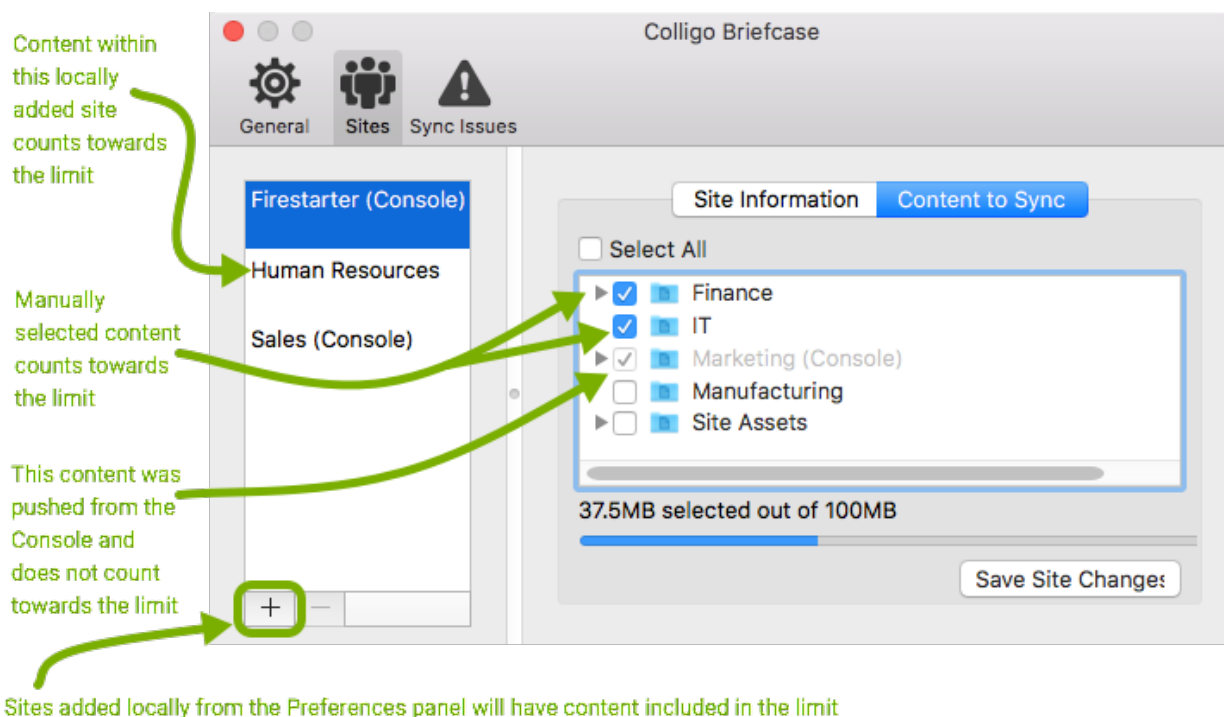
As content is selected / unselected, the size indicator will increase / decrease. If you go over the storage limit when selecting content, the **Save Site Changes** button will remain grayed out.



Unselect items until the total is below the storage limit.

## Content included in the Storage Limit

Storage Limits apply only to items added locally. They do not apply to Console pushed items.



Note: Only selected content is available within Colligo Briefcase.

### Included items: Content selected in the Content to Sync panel

As depicted in the screenshot above, content included in the storage limit is made up of:

- Content in the Human Resources site, as this site was added using the **+** in the lower left.
- Content in the Finance and IT libraries, as they are additional content selected from an existing site (Firestarter) that was pushed from Console with a pinned location (Marketing).

### Items that are not included: Console pushed content

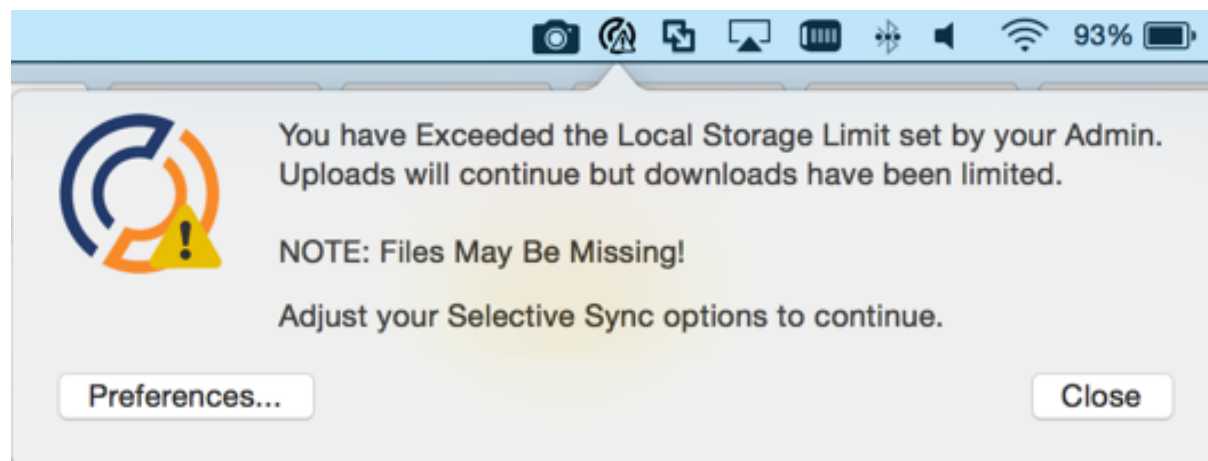
As depicted in the screenshot above, content that is not included in the storage limit includes content in the Marketing library.

Notes:

- Content pushed from the Console will have the text label **(Console)** appended to it and will also appear grayed out in the **Content to Sync** panel.
- When a location is pinned, the parent site will become associated with the group. Content from other locations in the site will not be pushed. Other locations in the site will be visible in the **Content to Sync** panel so users can choose to have the content available locally.

## Exceeding the Storage Limit

When the storage limit is exceeded, users will see a message like the one below indicating that it has been exceeded. Uploads will continue, but downloads will be limited.



The storage limit can be exceeded for many reasons, including:

- When a user select more content to sync than allowed
- When a remotely added file is pushed down
- When the Storage Limit is reduced and previously downloaded content exceeds the new limit

Users should adjust the Selective Sync settings to resume sync down from SharePoint.

## Frequently Asked Questions

### What happens if I was using Briefcase for Mac before limits were enforced?

If selected content is below the limit, users will not immediately see anything. If selected content is above the limit, users will see the popup message above.

### What happens when I add a file that will take me over the limit?

Users will see the popup above. As noted in the message above, the file will be uploaded to SharePoint. Users will no longer be able to download files from SharePoint.

### If I am over the limit, what happens when I edit a file?

Users will see the popup above. The changed file will still be uploaded to SharePoint.

### What happens if someone else adds a file SharePoint and it takes me over the limit?

Users will see the popup above. The file will not be downloaded.