# Q4.04 Setting Quotas for Leave and Locations

Find it: *System Configuration >> Quotas*

REACH has the ability to set quotas for Leave requests or for Location movements with customised rules or consequences for each quota rule. This allows you to restrict or limit certain movements to any Leave Event or Location movement for your students.

> **Unlimited Quotas available as REACH Extension subscription**
> You get three (3) leave quotas as part of your REACH subscription and can access unlimited Quotas by subscribing to the REACH Extension Module for Unlimited Quotas ($99 per annum).
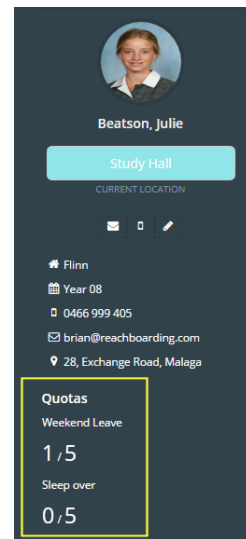
There are three steps involved to set and apply any Quotas that you want to implement.

Step 1: Create your Quota

In System Configuration > Quotas you can establish your Quota
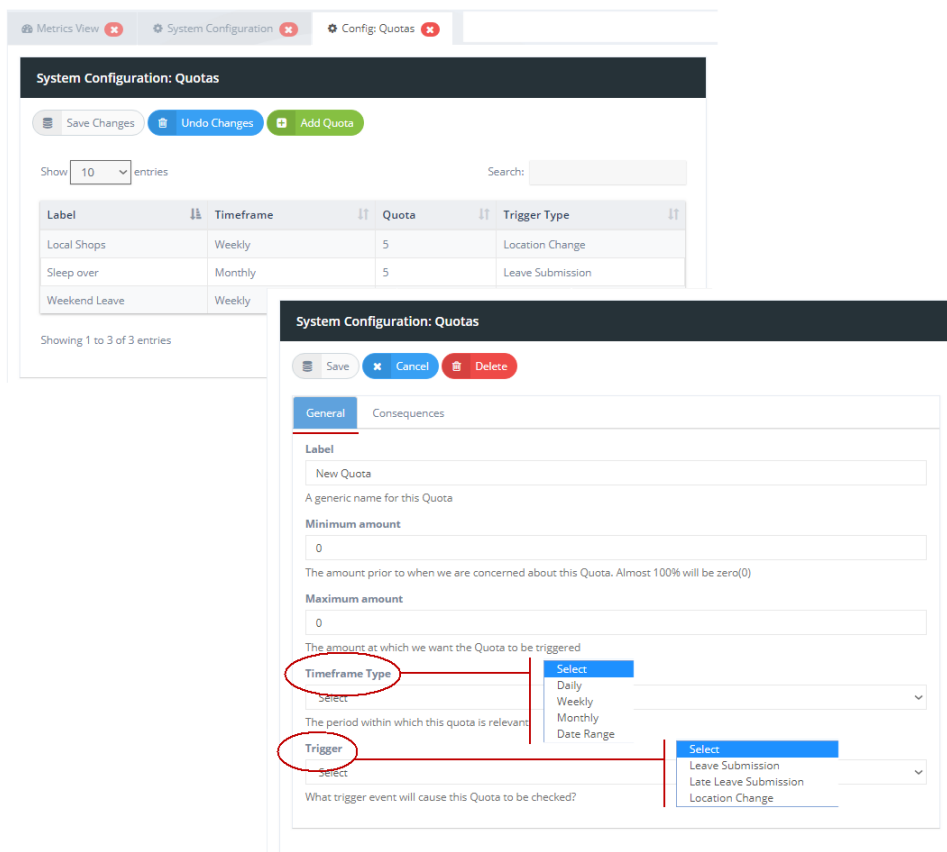
Your general Quota Settings require a Label or Name and Min/Max amounts for the Quota value. Minimum amounts will almost always be zero but having a minimum amount allows you to provide a scaling of consequences for more complicated Quota settings.

Your **Timeframe** Type can be set to Daily, Weekly, Monthly or to a specific date range.

Your **Trigger** determines whether the Quota will apply to Leave Types or Location Movements.

Step 2: Set your Consequences

Consequences are "actions" that REACH will perform when a quota trigger has been met. It determines what happens in REACH when a quota is reached. You can set a range of consequences that trigger when your Quota is met from passive actions like displaying sending a message or more aggressive consequences like preventing any further actions (eg: leave requests) from proceeding.
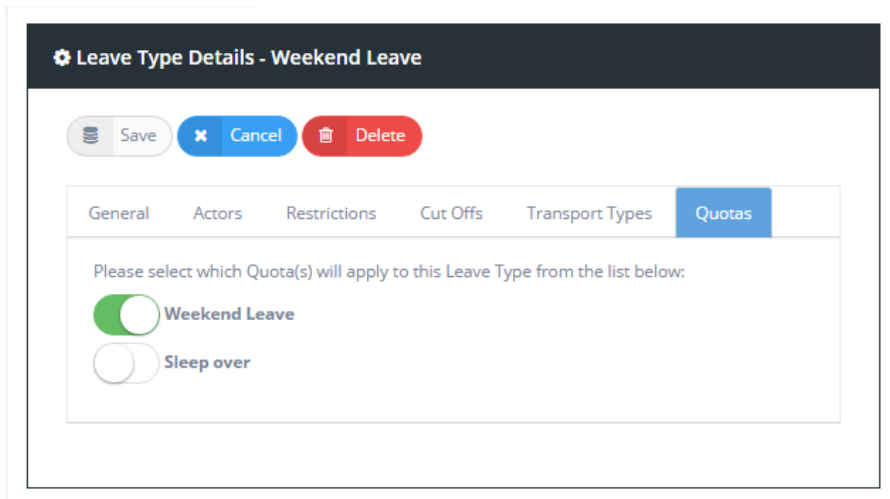

Step 3: Apply your Quota to relevant Leave Types or Locations

Once your Quota has been created and configured with time, trigger and consequence settings you then have to determine which Leave Types or Location movements the Quota will relate to.

Any Quotas that have been created will become visible in your Leave Type or Location configuration settings and it is simply a matter of setting the Quota to apply to the Leave Type or Location movement. Data counts for your Quota activity will then appear in the student profile sidebar for each student.

Multiple Quota Relationships
You can maintain multiple quota relationships for Quotas and your Leave Types or Locations. For examples
1. You can apply more than one Quota to any Leave Type or Location movement,   or
2. Each Leave Type or Location movement can count towards more than one Quota total.