

This user guide will demonstrate how to use the Vault Usage Report.

1. In the navigation bar, select **More** and click **Vault Usage**.

The screenshot shows the emX navigation bar with the following items: Home, Clients, Connections, Applications, More (circled in red), a notification bell, and a checkmark icon. A dropdown menu is open under 'More', listing: Advisor Reports, Advisor Vault, Investment Assumptions, TouchPoint, and Vault Usage (circled in red with a mouse cursor). Below the navigation bar, the 'All Clients' section is visible, showing a list of clients with columns for Name, Email, Phone, and User Name.

Name	Email	Phone	User Name
Burke, Charles and Katherine	Charles.Burke@noemail.com	(858) 555-5555	
Esposito, Jeremy and Lorrie	Jeremy.Esposito@noemail.com	(214) 555-5555	
Miller, Frank and Joanna	FandJ.Miller@noemail.com	(610) 555-5555	
Price, Paul and Lynn	Lynn.Price@noemail.com	(972) 555-5555	
Stein, Jerry and Ruth	RuthnJerry.Stein@noemail.com		

This page provides the breakdown by client statistics for the clients' use of the Vault. The Client's Name, User Name (if applicable), Available Space allocated to client, and Total Used space are listed.

The screenshot shows the 'Vault Usage' report page. On the left, there is a summary table for Vault Usage. On the right, there is a main table with columns: Name, User Name, Client Allocated, Client Used, and Total Used.

Vault Usage		Name	User Name	Client Allocated	Client Used	Total Used
Clients	3.84 MB	Jerry and Ruth Stein		--	0 KB	2.32 MB
Advisor	2.17 MB	Frank and Joanna Miller	FrankM	20.00 MB	0 KB	1.49 MB
		Jeremy and Lorrie Esposito		--	0 KB	20.18 KB
		Paul and Lynn Price	PaulP1	20.00 MB	0 KB	10.36 KB
		Charles and Katherine Burke	CharlesB	20.00 MB	0 KB	0 KB

This page also provides the statistics on total vault usage.