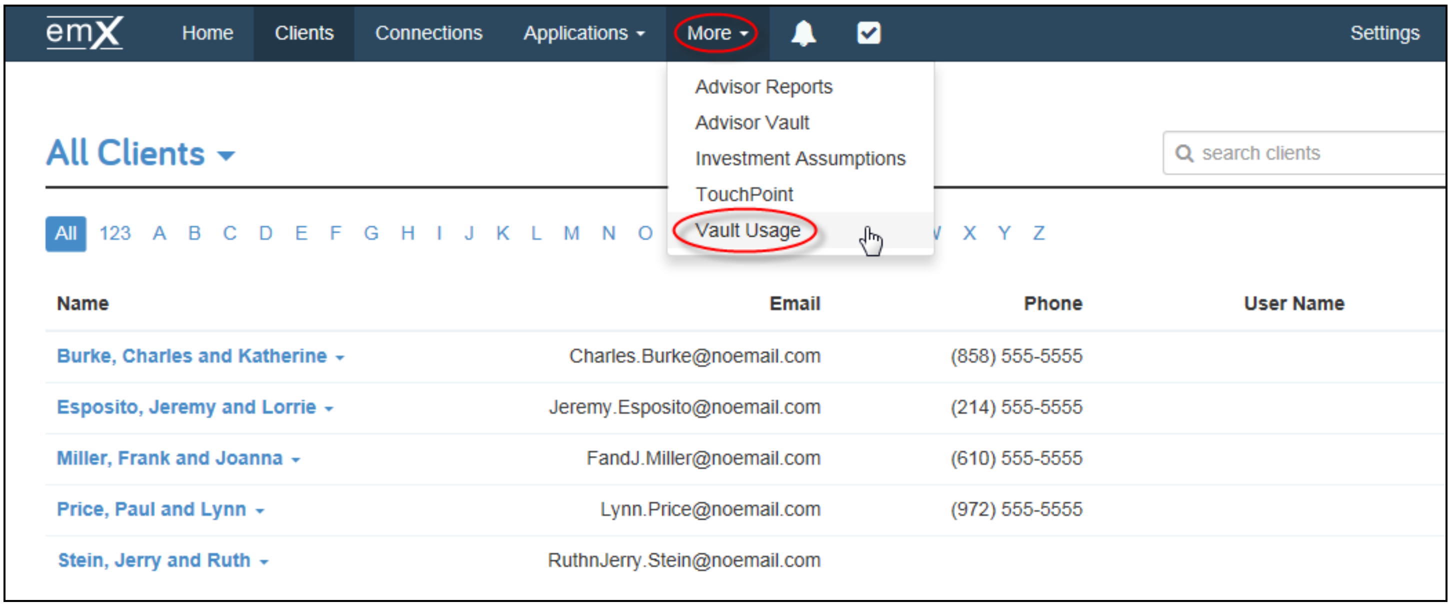
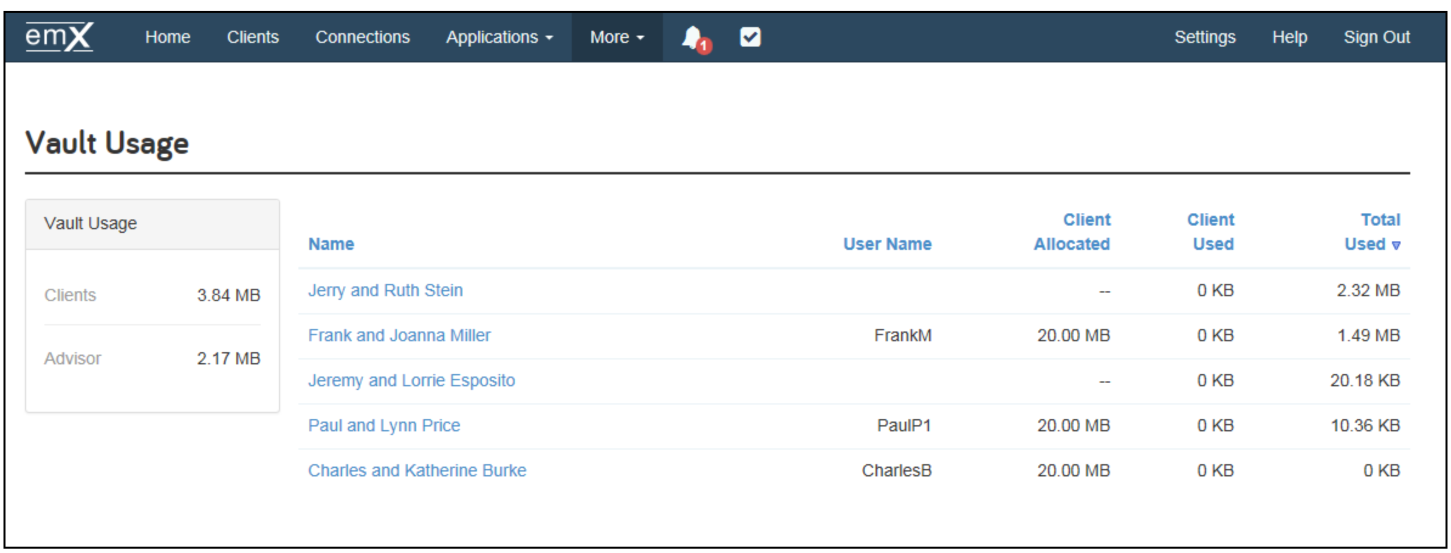
This user guide will demonstrate how to use the Vault Usage Report.

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




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.




This page also provides the statistics on total vault usage.