DIANO

DIANO ACADEMY · CHECK

Track A Company Administrator: the check

Answer on your own. Choose one answer for each question unless it says otherwise.

Track: A: Company Administrator · **Version:** 5 November 2026

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NAME	DATE
COMPANY	SCORE / 15

1. Where do you change the VAT number that prints on documents?

□ a) Settings › Company profile › Business details

□ b) Sales › Customers

□ c) DIANO Drive

□ d) Help & Support

2. After you save banking details, what shows?

□ a) The full account number

□ b) Only the last 4 digits; press Change banking details to change it

□ c) Nothing

□ d) The bank's logo only

3. Which is true of Document design?

□ a) Each sending method has its own design

□ b) The same design is used for the PDF, Print, e-mail, WhatsApp and the share link

□ c) Only invoices can be designed

□ d) Only DIANO can change it

4. DIANO e-mails your documents from which address?

□ a) A DIANO address

□ b) Never from a DIANO address: from your own address once it is connected; until then staff use Open in my e-mail / Share, PDF or WhatsApp

□ c) The accountant's address

□ d) No documents can ever be sent

5. A person has signed in and now needs a different e-mail address. What do you do?

□ a) Edit the address

□ b) Remove them and add them again with the new address

□ c) Ask them to change it in My profile

□ d) Nothing can be done

6. Does your accountant use one of your paid users?

- □ a) Yes
- □ b) No
- □ c) Only on Starter
- □ d) Only if View only

7. Can you change your own access?

- □ a) Yes, always
- □ b) No: another Company Admin changes it
- □ c) Only on Growth
- □ d) Only with Ask DIANO

8. What does View as this person do?

- □ a) Signs in as them and lets you change their records
- □ b) Shows DIANO the way they see it, read only
- □ c) Resets their password
- □ d) Deletes them

9. A duty rule is set to Strict. What happens?

- □ a) Nothing
- □ b) A save that mixes the two duties is refused
- □ c) A warning only
- □ d) The person is suspended

10. Is two-step sign-in available for the people in your company today?

- □ a) Yes, required for everyone
- □ b) Not yet: the Trust Centre says it is not available yet for the people in your company
- □ c) Only for Sales
- □ d) Only on the Free plan

11. How long do deleted DIANO Drive files stay in the Recycle bin?

- □ a) 7 days
- □ b) 30 days
- □ c) Forever
- □ d) They are deleted at once

12. Sharing a DIANO Drive file with someone outside the company is…

□ a) Always on

□ b) Off until a Company Admin turns it on; links last at most 30 days

□ c) Not possible

□ d) Only by WhatsApp

13. The 30-day trial ends and no plan is chosen. What happens to other users?

□ a) They are deleted

□ b) They keep their accounts and work, but can't sign in until you choose a bigger plan

□ c) Nothing changes

□ d) They become Accountants

14. What should never be in a support request screenshot?

□ a) The error message

□ b) ID numbers, bank details or payslips

□ c) The page name

□ d) The time

15. You restore a backup. What happens to your live company?

□ a) It is overwritten

□ b) Nothing: the restore makes a new copy; your live company is never overwritten

□ c) It is deleted

□ d) It is locked for a month

Pass mark: 12 out of 15. Your trainer marks this check. Nothing you write here is stored by DIANO.