DIANO

DIANO ACADEMY · CHECK

M16 DIANO Drive: the 5-question check

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

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NAME	DATE
COMPANY	SCORE / 5

1. How much DIANO Drive space does every company have?

- ☐ a) 500 MB
- ☐ b) 2 GB
- ☐ c) 20 GB
- ☐ d) Unlimited

2. Who can see the files in My files?

- ☐ a) Everyone in the company
- ☐ b) Only you
- ☐ c) The accountant
- ☐ d) Anyone with the link

3. Is sharing with people outside the company on from the start?

- ☐ a) Yes
- ☐ b) No: a Company Admin turns it on
- ☐ c) Only for Sales
- ☐ d) Only on Growth

4. What happens when the outside person opens your link?

- ☐ a) Nothing else: the file opens
- ☐ b) A one-time code goes to their e-mail address, and every open and download is in your audit trail
- ☐ c) They must sign up for DIANO
- ☐ d) They pay a fee

5. How long can you get a deleted file back from the Recycle bin?

- ☐ a) 24 hours
- ☐ b) 7 days
- ☐ c) 30 days
- ☐ d) Forever

Pass mark: 4 out of 5. Your trainer marks this check. Nothing you write here is stored by DIANO.