DIANO

DIANO ACADEMY · MODULE COURSE M16

DIANO Drive

Your company's files and folders, shared the way you choose

For: Everyone who has DIANO Drive in their menu; the Company Admin for settings · **Length:** 25 minutes · **Track:** M: Per module · **Version:** 5 November 2026

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DIANO Drive

WHO IT IS FOR
Everyone who has DIANO Drive in their menu; the Company Admin for settings

LENGTH
25 minutes

BEFORE THIS COURSE
None.

YOU WILL BE ABLE TO
Upload and organise files, share with a colleague, share a link with someone outside the company safely, and recover a deleted file.

DIANO Drive keeps your company's documents with your books: contracts, signed delivery notes, certificates. Every plan has 2 GB. This course follows **DIANO Drive: files, folders and sharing** (diano.co.za/help/app/diano-drive.html).

Who does what

- **Everyone who has DIANO Drive in their menu** can use it, within the access they are given.
- A **Company Admin** sets who sees the **Company drive** folders, and switches outside sharing on or off.
- **My files** are private to you. **Shared with me** shows what others shared with you.

Upload and organise

1. Open **DIANO Drive** in the menu. On the left: **Company drive**, **My files**, **Shared with me**, **Starred**, **Recent** and **Recycle bin**.
2. To upload, press **New**, then **Upload files** or **Upload folder**. Or drag files or whole folders onto the page.
3. To make a folder, press **New**, then **New folder**. Type its name and press **Create**.

> Company drive folders have access by role and person, set by the Company Admin: **Same as the folder above**, or **Only these roles and people**.

Share with a colleague

1. Press ··· next to the file or folder, then **Share**.
2. Choose **Add a person or group**, then **View**, **Edit** or **Manage and share**.
3. Add an end date if you want, press **Add**, then **Save sharing**.

Share with someone outside the company

- Outside sharing is **off** until a Company Admin turns it on. Then only the Company Admin and an item's Managers can share outside. 1. In the same Share window, open **Share with someone**

outside the company. 2. Type their e-mail address, choose **They may** (View only, View and download, or Upload only for a folder), the **Days** (at most 30) and a **Download limit** if you want. Press **Send the link**. 3. The outside person gets an e-mail with the link. When they open it, a one-time code goes to that e-mail address. Every open and download is in your audit trail. 4. To stop a link, press **Revoke**. **Shared outside** lists every outside link. 5. To switch outside sharing off, open **Drive settings** and untick **Allow sharing with people outside the company**. Press **Turn off**. That stops every outside link at once.

Deleted files, versions and space

- Deleted files go to the **Recycle bin** for 30 days.
- DIANO keeps the previous 10 versions of a file (**Versions**).
- The **Storage** bar shows how much of the 2 GB is used. Uploads stop when it is full; nothing is deleted.
- When someone leaves, the Company Admin can recover their **My files** from Drive settings.
- A Company Admin's **Full export with every file** (Settings › Export my data) includes every file in DIANO Drive.

Common mistakes

- **Putting HR documents in a folder everyone can see.** Use Only these roles and people.
- **Sharing outside for longer than needed.** Choose fewer days and a download limit.
- **Forgetting to revoke** a link when the work is done.
- **Emptying a folder to make space** when a big old file version is the cause: check Versions.

Exercise (practice company)

1. As **Thandi Mokoena (Company Admin)**, in Company drive make the folders "2026", then inside it "Sales" and "HR".
2. Set "HR" to **Only these roles and people**: Company Admin and HR Payroll.
3. Upload "Signed delivery note (example).pdf" to Sales. Share it with **Johan Botha** with View.
4. Turn on outside sharing in Drive settings. Share the Sales folder with accountant@example-accountants.example, View only, 7 days. Then **Revoke** it.
5. Delete the file and restore it from the Recycle bin.
6. Sign in as **Sipho Dlamini (Sales)**. Can you open the HR folder?

Where to read more

- Help Centre: DIANO Drive: files, folders and sharing · Export your data, and back up your company
- Next course: Track A, Company Administrator