

Datto Folder Submission Instructions


ACVIM has recently migrated our shared files to a service called Datto Workplace. Datto makes it easy to share, upload, and download files, not just with ACVIM but with our volunteers, diplomates, and candidates, too. These instructions will explain what to expect and how to use Datto to seamlessly share files with ACVIM.

How you'll get access to a Datto Share

1. You will receive an email from your ACVIM Staff liaison with a link and password specific to your personal Datto folder. Only yourself and ACVIM staff will have access to this information.

*Always make sure the link or button points to an address starting with
acvim.workplace.datto.com*

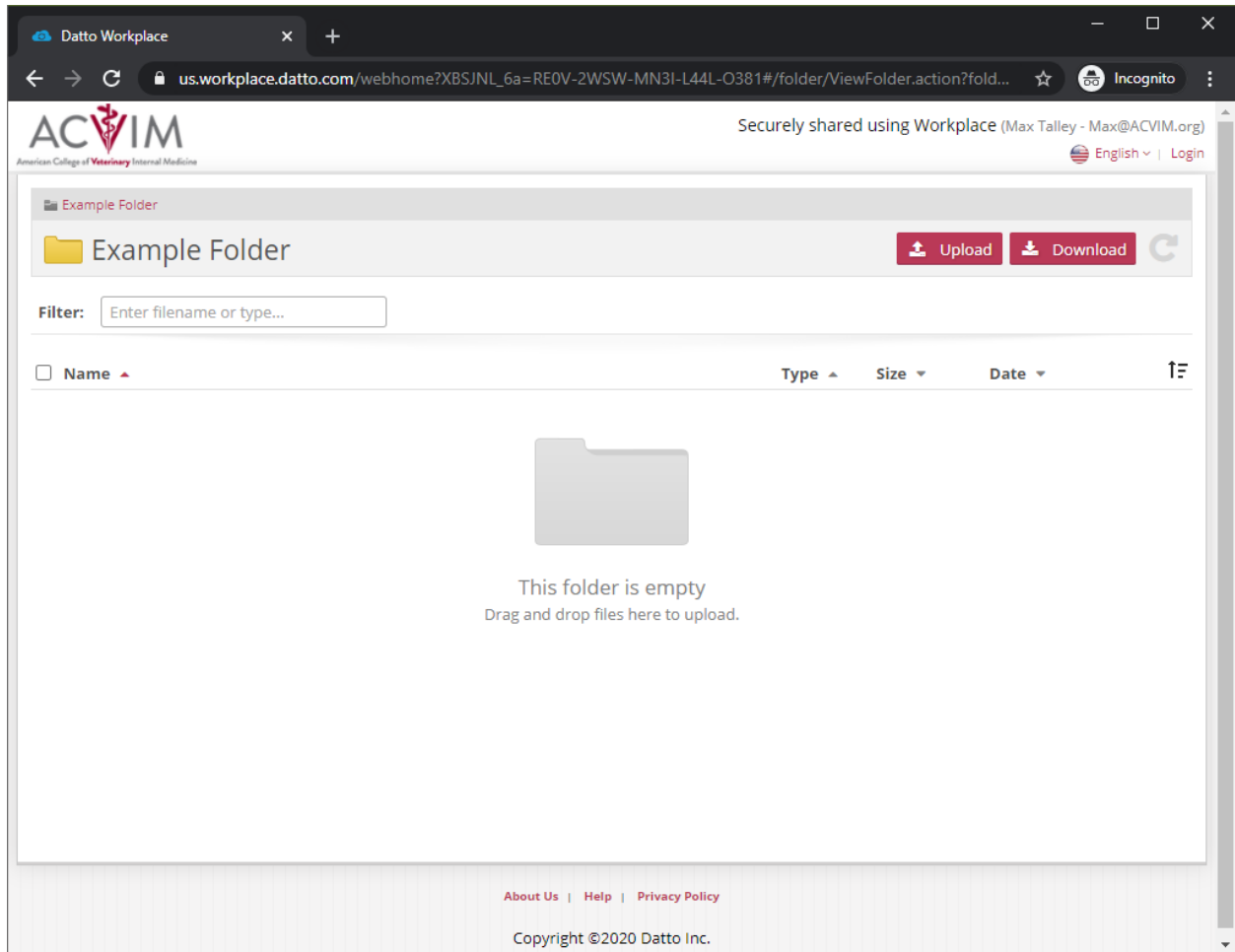
2. You will click on the provided link which will take you to a screen that looks like this:



3. Your next step is to enter the password that was provided to you via email.

Accessing the Share

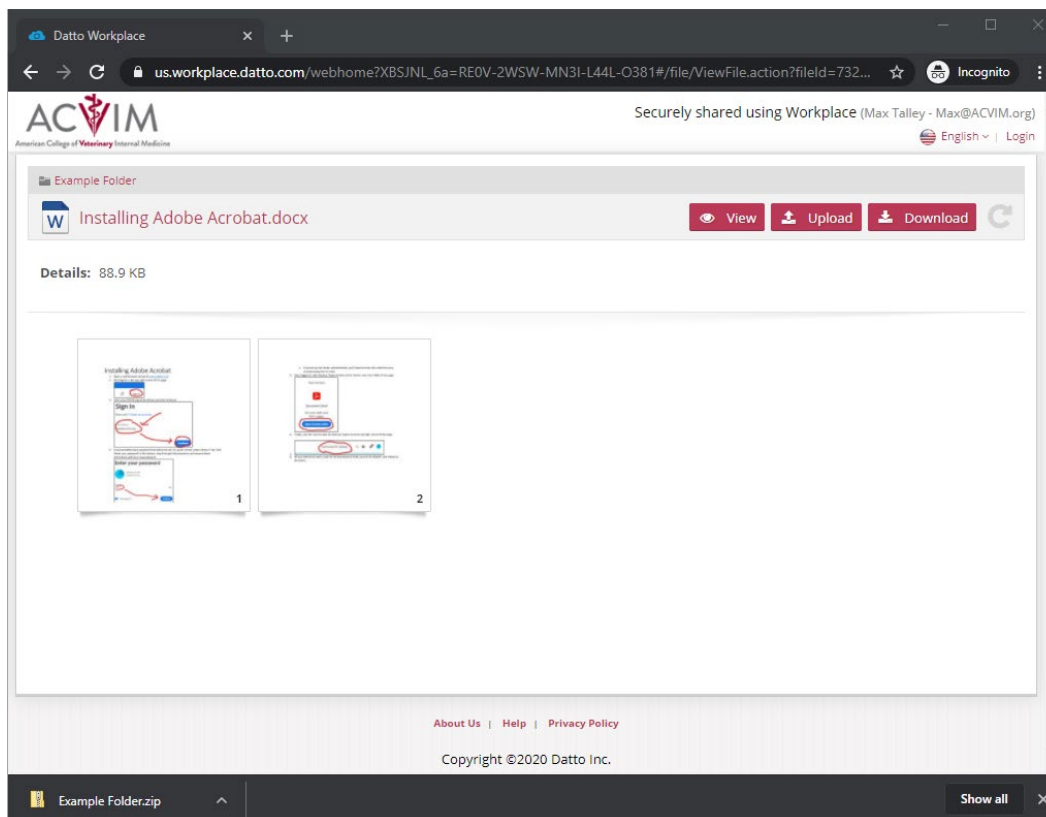
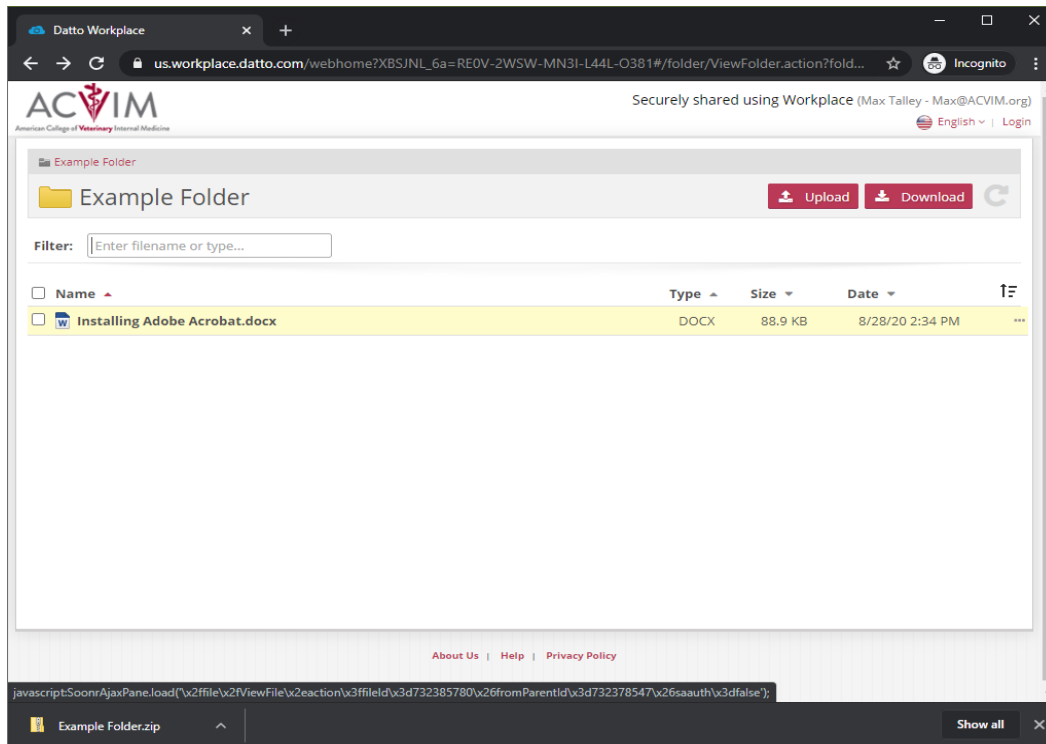
Your basic Datto Share will look like this:



This is where you will be able to upload all your files. You can do this by clicking the red Upload button. You can either drag and drop files right onto the window or click 'Select Files to Upload' to get a regular file selection window as appropriate for your operating system.

Please note that you must leave the Datto browser window open until all files are uploaded; closing your browser before the upload is complete will terminate the upload.

Example of an Uploaded File:



You can click the View button to open the file within your browser window, or click the red linked title (ex: "Installing Adobe Acrobat.docx" above) which will allow you to temporarily download the file. Note that in both scenarios, you will be able view the document/file, but will not be allowed to make changes to it.

The screenshot shows a web browser window with the address bar displaying `us.workplace.datto.com/file/PdfViewer.action?XBSJNL_6a=RE0V-2WSW-MN3I-L44L-O381&viewFile&fileId=732...`. The document title is "Installing Adobe Acrobat.docx". The document content is titled "Installing Adobe Acrobat" and includes the following steps:

1. Open a web browser and go to www.adobe.com
2. Click Sign In in the top right corner of the page:

A red circle highlights the "Sign In" button in the top right corner of the document content.

3. Enter your ACVIM.org email address and click Continue:

A red circle highlights the "email address" field containing `max@acvim.org`, and another red circle highlights the "Continue" button. Red arrows point from the email field to the "Continue" button.

4. If you remember your password from when we set this up on Cetrom, enter it here; if not, click 'Reset your password' at the bottom, step through that procedure, and resume these instructions with your new password:

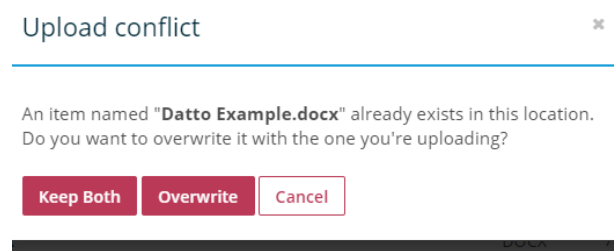
The "Enter your password" field is visible at the bottom of the document content.

The browser's left sidebar shows a file explorer with "Example Folder.zip". The bottom right corner of the browser window has a "Show all" button.

Users are not able to Edit or delete documents that have been uploaded to Datto unless they have a current Office 365 Subscription. Otherwise, if a document/file needs to be replaced by a revised version, the user may do **one of** the following options:

OPTION A

- 1.Upload a revised version and title it the exact same way as the deficient file.
- 2.You will then see this pop-up for the respective file/document



3. Click “overwrite” to replace the deficient document/file with the correct version.

OPTION B

- 1.Upload revised version and title it the exact same way as the deficient file, with “_REVISED” added to the end of the title.

*ACVIM staff will then go in and delete the originally uploaded file of the same title, while keeping the revised version intact.

*If a document was uploaded in error, the user can notify staff of any such documents/files, who can then go in and delete accordingly.

When you’re finished uploading materials, you may close the browser window. Any files you uploaded will be available to us right away. Files do not need to be uploaded in one-sitting, as access links/passwords may be used repeatedly until they expire.

All Datto Shares are secured using industry-standard encryption. The only individuals authorized to use a folder will be the candidate to which it has been assigned, as well as the ACVIM Certification Team. Credentials materials will be dispersed to the Credentials Committee for review once the submission deadline has passed.