

Dell Digital Locker

How to manage your user groups

The screenshot shows the Dell Digital Locker website. At the top, there is a breadcrumb trail: "Support > Software". The main heading is "Dell Digital Locker". Below this, a welcome message reads: "Welcome to Dell Digital Locker". A sub-heading states: "The Dell Digital Locker allows you to view and manage your products, software, and licensing information in one location. You can:". This is followed by a bulleted list of features: "Download purchased software", "Access licensed software products", "Download updates and patches", "Manage user and product groups", and "View software license entitlements". Below the list is a link for "Quick Start Guide". There are two buttons: "Sign In" (highlighted in blue) and "Create an Account". A note below the buttons says: "Sign in with the Dell Account used at purchase or assigned to you." At the bottom, there is a navigation bar with four links: "Product Support", "Trial Software", "Ownership Transfer", and "Order Support".

Support > Software

Dell Digital Locker

Welcome to Dell Digital Locker

The Dell Digital Locker allows you to view and manage your products, software, and licensing information in one location. You can:

- Download purchased software
- Access licensed software products
- Download updates and patches
- Manage user and product groups
- View software license entitlements

[Quick Start Guide](#)

[Sign In](#) [Create an Account](#)

Sign in with the Dell Account used at purchase or assigned to you.

[Product Support](#) [Trial Software](#) [Ownership Transfer](#) [Order Support](#)

STEP 1 Open your Dell Digital Locker account

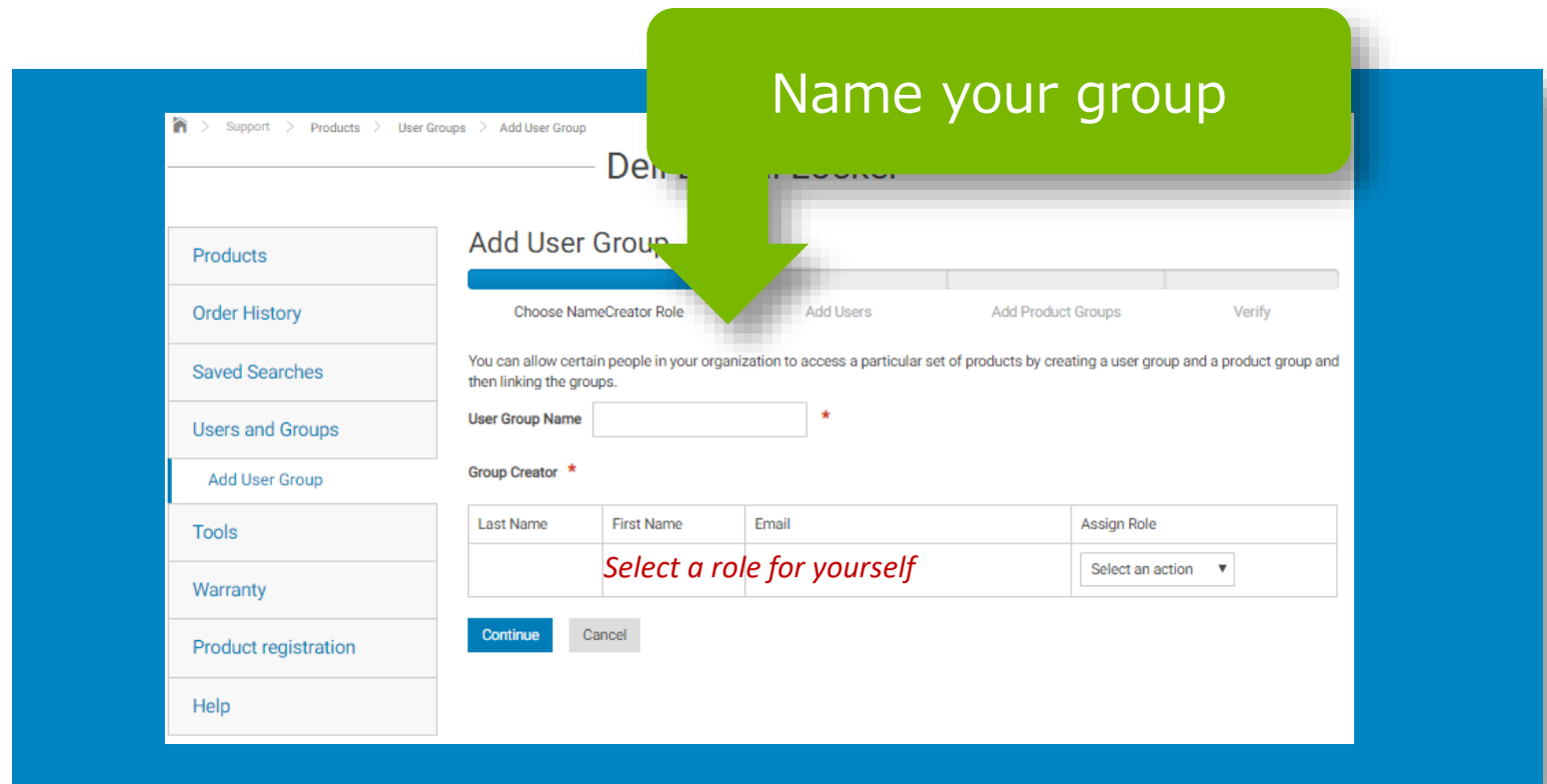
Only a super admin can create a user group. Also each user group must have at least one super admin or admin assigned to manage the group.

The screenshot shows the 'Dell Digital Locker' interface. On the left is a navigation menu with items: Products, Order History, Saved Searches, Users and Groups (highlighted), Tools, Warranty, Product registration, and Help. The main content area is titled 'User Groups' and includes instructions: 'To manage user groups: 1) Organize users into User Groups 2) Organize products into User Groups 3) Create User Groups from the software products in your account and associate them to Users'. Below this are tabs for 'Users', 'User Groups', 'Product Groups', and 'Remove Users'. A blue button labeled 'Add a User Group' is visible. A table below shows a list of user groups with columns for 'User Group Name', 'Product groups', and 'Manage'. The table is currently empty, and a red text overlay reads 'User Groups are shown here'. A green callout box on the left says 'Add user groups' with an arrow pointing to the 'Add a User Group' button. Another green callout box on the right says 'Edit an existing group' with an arrow pointing to the 'Manage' column of the table.

STEP 2

Open **Groups** page, then User Groups tab to create or edit a user group

When creating a user group or editing an existing group that you are a super admin or admin on, you can manage the group name and your role within the group.



The screenshot shows the 'Add User Group' page in a web application. A green callout box with the text 'Name your group' and a downward-pointing arrow highlights the 'User Group Name' input field. The page includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area with a form and a table.

Name your group

Support > Products > User Groups > Add User Group

Add User Group

Choose Name Creator Role Add Users Add Product Groups Verify

You can allow certain people in your organization to access a particular set of products by creating a user group and a product group and then linking the groups.

User Group Name *

Group Creator *

Last Name	First Name	Email	Assign Role
			Select an action ▼

Select a role for yourself

Continue Cancel

STEP 3 Create the name and set your role within the group

When there is a conflict in roles for a user between groups, the highest role assigned will be used.

Create new users

Select existing users

Den Digital Locker

User Group Name: [input field] Creator Role [dropdown] Add Users [button] Add Product Groups [button] Verify [button]

Unassigned | Assigned

Last Name	First Name	Email	Role
<i>Available Users shown here</i>			

GO [dropdown]

1-1 of 1 10 per page

STEP 4

To add a user, select between unassigned and assigned tabs, then assign each person a role within the group

Select the product groups that the user group will manage

Select product groups

Del Digital Locker

Choose Name Creator Role Add Users Add Product Groups Verify

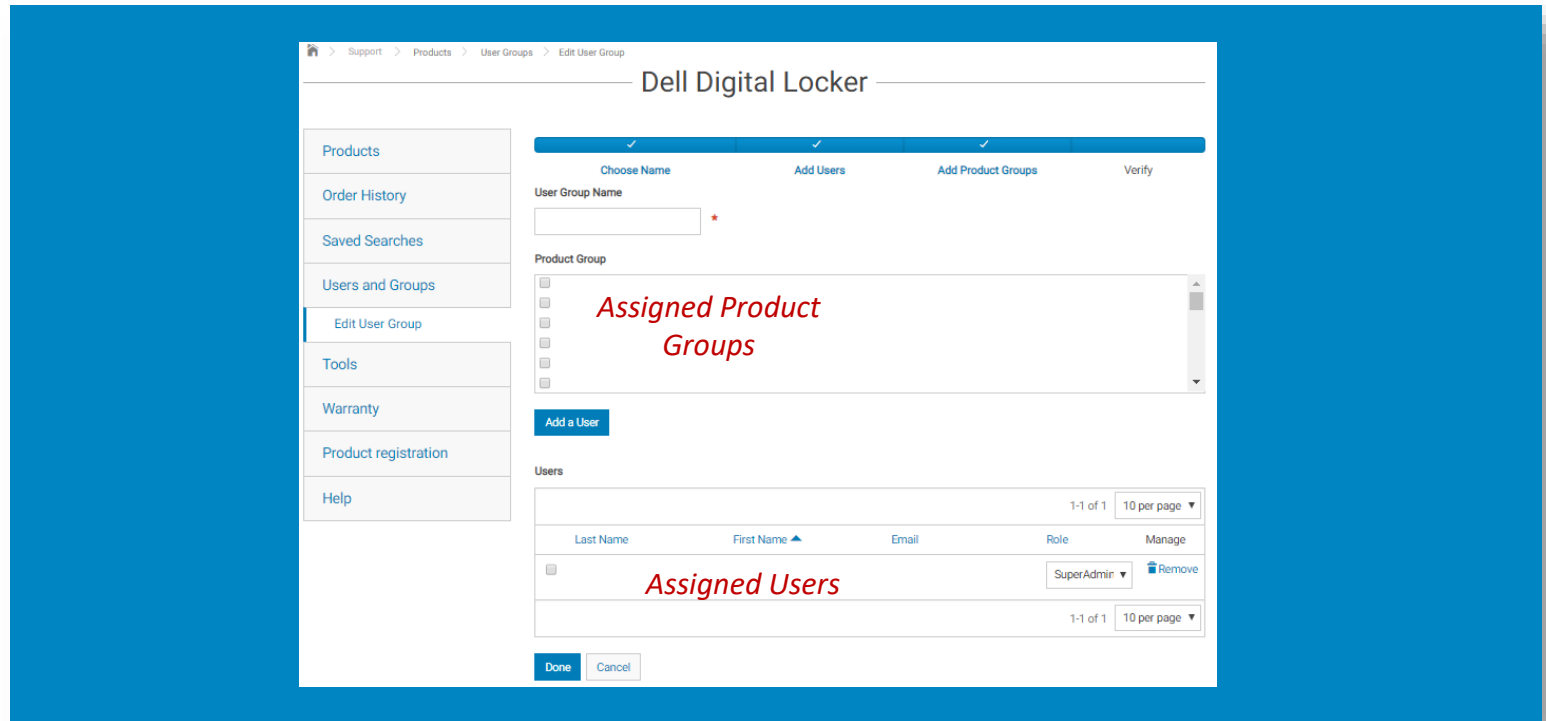
User Group Name: test

Product Groups are shown here

Continue Cancel

STEP 5 Select which product groups to add

Review and adjust the group configuration as needed until it meets your needs



STEP 6 Verify and Save your changes

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*Thank You for
Choosing Dell*

Support > Software

Dell Digital Locker

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