

The screenshot shows the Dell Digital Locker website interface. At the top, there is a breadcrumb trail: Home > Support > Software. Below this, the title "Dell Digital Locker" is centered. A welcome message reads "Welcome to Dell Digital Locker" followed by a paragraph: "The Dell Digital Locker allows you to view and manage your products, software, and licensing information in one location. You can:". Below this is 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". A "Quick Start Guide" link is present. Two buttons are shown: "Sign In" (highlighted in blue) and "Create an Account" (grey). Below the buttons, a note states: "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".

Home > 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](#)

Open and sign into your Dell Digital Locker account

Open **Users and Groups** page, then Users tab; Assigned Users view to see all those people that have access to your account

Support > Software > Users

Dell Digital Locker

Users and Groups

To manage your groups:

- 1) Create a list of users
- 2) Organize the users into User Groups
- 3) Create Products Groups from the software products in your account and associate them to User Groups

▶ Set notification preferences

Users User Groups Product Groups Remove Users

Assigned Users Unassigned Users

Actions: Select 1-10 of 797 < 1 2 3 ... 80 > 10 per page

<input type="checkbox"/>	Last Name ▲	First Name	Email ID	User Group	Role
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

People who have access to your account are shown here

Remove an existing user

If you are a super admin or admin, you can remove people from individual user groups, by selecting "Remove"

Open **Users and Groups** page, then Users tab; Unassigned Users view to see all those users not yet assigned a User Group. All User assignments are done within a user group

The screenshot shows the 'Users and Groups' management interface. On the left is a navigation menu with items like 'Products', 'Order History', 'Saved Searches', 'Users and Groups', 'License Activation', 'Warranty', 'Product Registration', and 'Help'. The main content area has a breadcrumb 'Support > Software > Users' and a title 'Dell Digital Locker'. Below the title are instructions: 'To manage your groups: 1) Create a list of users, 2) Organize the users into User Groups, 3) Create Products Groups from the software products in your account and associate them to User Groups'. There are tabs for 'Users', 'User Groups', 'Product Groups', and 'Remove Users'. The 'Users' tab is active, and the 'Unassigned Users' radio button is selected. An 'Add a User' button is present. Below is a table with columns for 'Last Name', 'First Name', 'Email ID', and 'Manage'. The 'Manage' column contains a 'Remove' button for each user. A green callout box with the text 'Remove an unassigned user' and a large green arrow points to one of the 'Remove' buttons. A red text overlay reads: 'People who do not have access to your account are shown here'. At the bottom of the table, there are pagination controls showing '1-6 of 6' and '10 per page'.

If you are a super admin or admin, you can remove an unassigned user, by selecting "Remove"

Add a new user is available from Users tab ; Unassigned Users view. However Users added will not have access to the account until they are assigned to a User Group that has an assigned Product Group

The screenshot shows a web interface for managing users and groups. A green callout box with the text "Add a New User" and a downward-pointing arrow highlights the "Add a User" button. The interface includes a sidebar with navigation options like "Products", "Order History", "Saved Searches", "Users and Groups", "License Activation", "Warranty", "Product Registration", and "Help". The main content area shows a table of users with columns for "Last Name", "First Name", "Email ID", and "Manage". The "Manage" column contains "Remove" links for each user. A red text overlay reads: "People who do not have access to your account are shown here".

To create a new user, select "Add a User"

Complete the first name, last name and email to be used by the new user to sign into your account.

Support > Software > Users > Add Users

Dell Digital Locker

Add Users

This allows you to organize Users and make them available to assign to User Groups.

Enter User Details

First Name: *

Last Name: *

Email Address: *

Products

Order History

Saved Searches

Users and Groups

License Activation

Warranty

Product Registration

Help

Submit to save

To assign a user, you will need to open a User Group and select Add a User

Add a User

Product Groups are shown here

Assigned Users are shown here

Last Name	First Name	Email ID	Role	Manage
			SuperAdmin	Remove

STEP 1

This view shows the assigned Users and Product Groups in the user group

To assign a unassigned user, you will need to select a role for them in the user group unassigned tab

Support > Software > User Groups > Edit User Group > Add Users

Dell Digital Locker

Add Users

User Group Name

[Add a New User](#)

Unassigned Assigned

1-6 of 6 10 per page

Last Name	First Name ▲	Email ID	Role
<input type="checkbox"/>	<i>Users in your account are shown here</i>		Select ▼
<input type="checkbox"/>			Select ▼
<input type="checkbox"/>			Select ▼
<input type="checkbox"/>			Select ▼

STEP 2

This view allows Unassigned Users to be assigned to the user group

To assign an existing user, you will need to select a role for them in the user group assigned tab

Add by assigning a role

Support > Software > User Groups > Edit User Group > Add Users

Dell Digital

Add Users

User Group Name

Refine Your Results:

Keywords Search

1-4 of 4 < 1 > 10 per page

Last Name	First Name	Email ID	Role
<input type="checkbox"/>			Select
<input type="checkbox"/>			Select
<input type="checkbox"/>			Select
<input type="checkbox"/>			Select

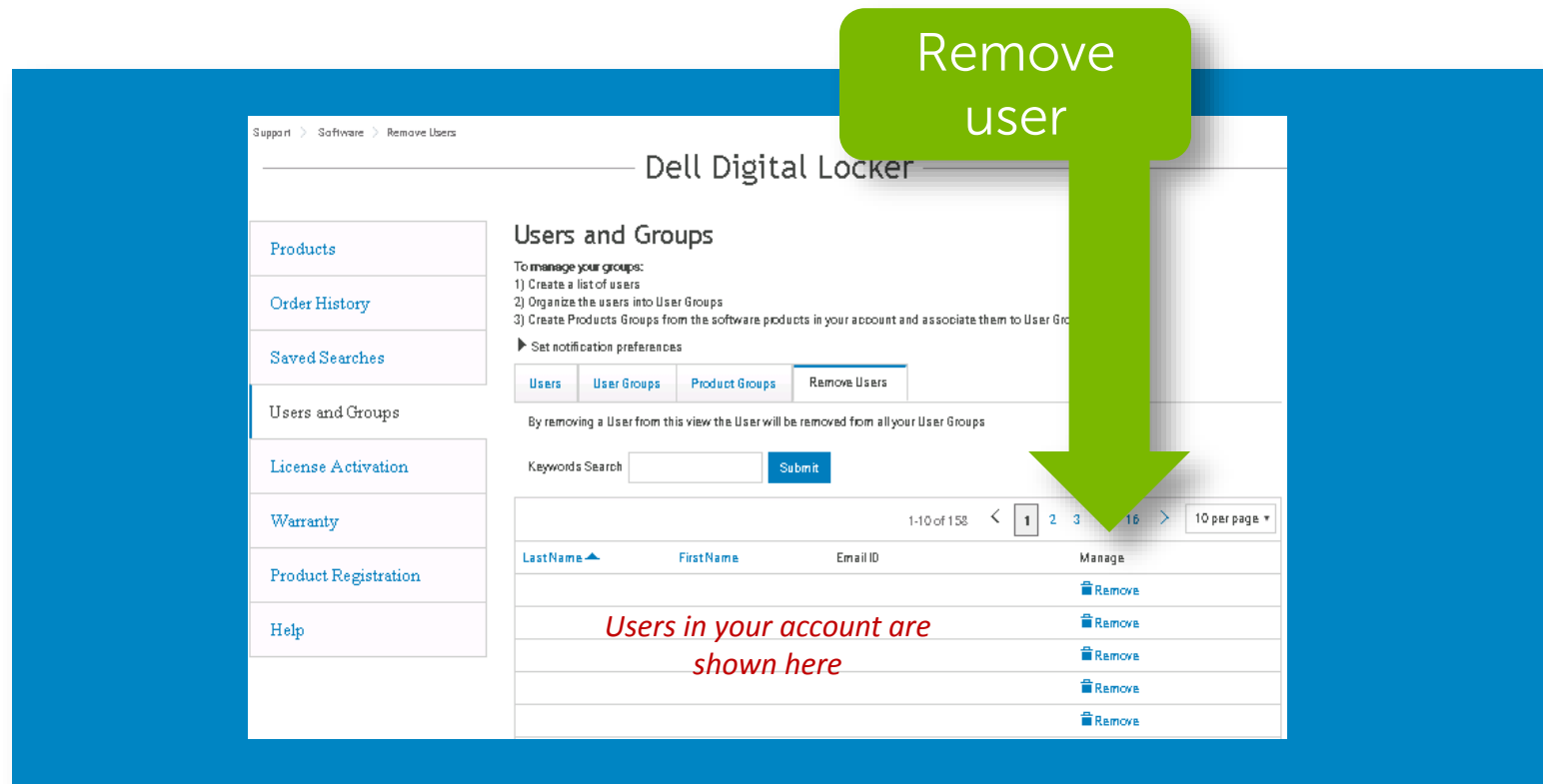
Users in your account are shown here

1-4 of 4 < 1 > 10 per page

STEP 3

This view allows Assigned Users to be assigned to the user group

If you need to remove a user completely from your account, you can open **Users and Groups** page, then Remove Users tab



The screenshot shows the 'Dell Digital Locker' interface. On the left is a navigation menu with options: Products, Order History, Saved Searches, Users and Groups (selected), License Activation, Warranty, Product Registration, and Help. The main content area is titled 'Users and Groups' and includes instructions on how to manage groups. Below the instructions are tabs for 'Users', 'User Groups', 'Product Groups', and 'Remove Users' (which is highlighted). A warning message states: 'By removing a User from this view the User will be removed from all your User Groups'. There is a search bar with a 'Submit' button. Below the search bar is a table with columns for 'LastName', 'FirstName', 'Email ID', and 'Manage'. The table contains five rows, each with a 'Remove' button. A green arrow points from a box labeled 'Remove user' to the 'Remove' button in the first row of the table. A red text overlay in the center of the table reads: 'Users in your account are shown here'.

By selecting "Remove" from this view, the user will be removed from all the user groups associated to your account

*Thank You for
Choosing Dell*

Support > Software

Dell Digital Locker

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