

# Add User to ExacqVision

Open and login to the ExacqVision client

Go to the **Config (Setup) Page** - Click on the gear icon

Expand the primary server the user will access and select **Users**

Select **Query AD/LDAP**

In the search box type the first and last name and then click on **Search**

Note: You can use the wild card character "\*" at the beginning of the last name if needed

Highlight the appropriate user from the list and then click on **Select**

Set the **User Role** to the group for their building

Click on **Apply**

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