

Clinic Admin: Manage Rooms

- 2020-06-02 - VSee Clinic for Admins

Managing rooms and providers actually go hand-in-hand when you have Clinic Admin access. As Clinic Admin, you can:

- Create the room first then assign existing providers, or
- Create a Provider account first then assign it to existing rooms

Create a Room

1. Admin panel > **Rooms**



2. Click on **+New Room**.



3. Fill in with the required waiting room details.

- **Domain:** This is the domain where you have admin access e.g. clinic.vsee.me. You cannot change this.
- **Slug:** Main identifier of a room and is part of the Clinic URL. Combining the domain and slug creates the Clinic URL in this format: *https://domain.vsee.me/u/slug* e.g. *https://clinic.vsee.me/u/myclinic*
- **Name:** Indicate the Room name. It will appear to patients as "Welcome to [Room Name]" e.g. typing "My Clinic" will show as "Welcome to My Clinic".
- **Code:** This is a unique alphanumeric code that patients will use to enter your room via the VSee Clinic mobile app.
- **Assignments:** This is where you assign existing users to the room. Skip this field if you haven't created the provider accounts yet. You can assign them later.
- **Is Active?** (checkbox): This is ticked by default. Uncheck it if you do not want a room to be active.

CREATE A NEW ROOM



Domain *
clinic.vsee.me

Slug *
myclinic

Name *
My Clinic

Code (optional)
myclinic

Assignments (optional)
Dr. April Inciong (april@vsee.com) ✕
Please enter 2 or more characters

Is Active?

4. Click **Create**.

You have successfully created a room! Do not forget to assign providers if you have not done yet. To check and test your new room, please type the clinic URL on your web or mobile browser.

Edit a Room

1. Admin panel > **Rooms**.
2. Search for the room. Check **Show Inactive Rooms** to display both active and inactive rooms.



ROOMS

Show Inactive Rooms

Show entries Search:

3. Click on the **pencil icon** to edit a room.



Search:

Status	Providers	Action
Active	Dr. April Inciong (april@vsee.com)	 

Previous Next

4. To deactivate a room, uncheck **Is Active?** To delete a room entirely, click on the trash icon.

Search:

Status	Providers	Action
Active	Dr. April Inciong (april@vsee.com)	 

Previous Next

5. Click **Update** or **OK** to save your changes.