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Clinic Admin: Manage Rooms

- 2022-04-13 - [VSee Clinic for Admins](#)

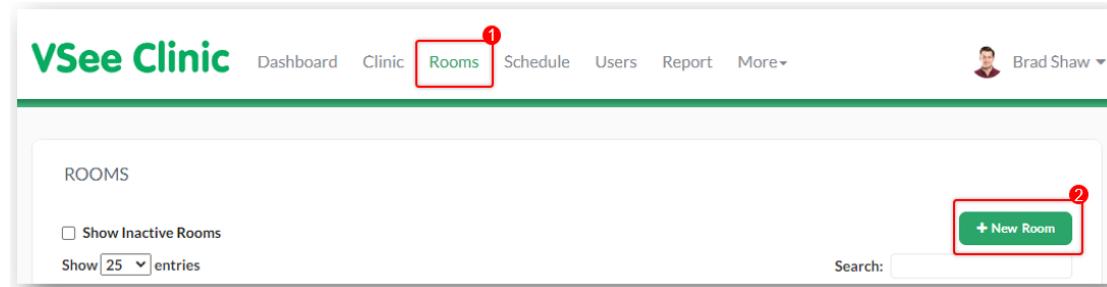
As a Clinic Admin, you can manage your waiting rooms. In this article, you will learn the following:

- [How to Create a Room](#)
- [How to Edit a Room](#)
- [How to Deactivate a Room](#)
- [How to Delete a Room](#)

Creating a Room

Go to the Admin panel (see [guide](#)).

1. Click the **Rooms** tab.
2. Then click **+ New Room** button.



Fill in the required details of your waiting room and click on the **Create** button once done.

- **Domain:** This is the clinic domain where you have admin access e.g. `clinic.vsee.me`. This portion is automatically filled out and not editable.
- **Slug:** Main identifier of a room and is part of the clinic web link or URL. Combining the domain and slug creates the Clinic URL in this format: <https://domain.vsee.me/u/slug> e.g. `clinic.vsee.me/u/telehealth`
- **Room Name:** It is the clinic display name that will appear to patients as "Welcome to [Room Name]" e.g. typing "My Clinic" will show as "Welcome to My

Clinic".

- **Room Code:** This is a unique alphanumeric code that patients will use to enter your room via the VSee Clinic mobile app. You can skip this part and a system-generated code will be created for you. This is also not editable once the room is created.
- **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.

CREATE A NEW ROOM

Room Details Operating Hours Visit Options Advanced

Room Name *
e.g. UMC Medical Center

Domain *
clinic.vsee.me

Slug *
e.g. telehealth

Room Code (optional)
e.g. RoomVsee

Room Description (optional)

Assignments (optional)

Display Provider Listing
 On When turned ON, provider listing will be displayed in both the room's website and mobile app.

Available for Public Search
 On When turned ON, anyone can search for the room in VSee Clinic app and VSee.com

Cancel **Create**

Editing a Room

Go to the Admin panel (see [guide](#)).

Under Rooms tab and after searching the room, click on the pen icon under the 'Action' column to edit the details of the room.

ROOMS							
<input type="checkbox"/> Show Inactive Rooms		Show 25 entries				+ New Room	
Domain	Slug	Name	Code	Status	Providers	Action	
clinicvsee.me	jessica	Jessica Laynes' Clinic	vc-jessica	Active	Jess Bacon (jessica@vsee.com), Jessica CSR Laynes (jessica+csr@vseelab.com), Jessica Admin (jessica+admin@vseelab.com)	  	

Showing 1 to 1 of 1 entries (filtered from 155 total entries)

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Deactivating a Room

Go to the Admin panel (see [guide](#)).

Under Rooms tab and after searching the room, to deactivate it, click on the pen icon under the Action column (see instruction on the **Editing a Room** section).

1. Go to the **Advanced** tab.
2. Toggle off **Is Active?**
3. Click **Update**.

ROOM DETAILS

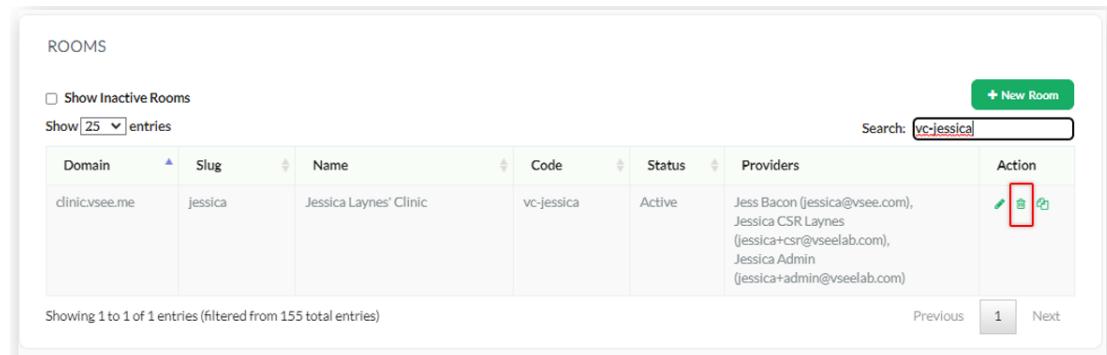
Room Details	Operating Hours	Visit Options	Advanced	Educational Material
Payment Currency	USD - US Dollar			
Choose Stripe account	Default - Clinic Portal Account			
BCC emails for notification				
Room Phone				
Room Info	text		link	
Accessibility	<input checked="" type="radio"/> Public - patients don't have to sign in to view room's information <input type="radio"/> Private - patients have to sign in to view room's information			
Deep Link	On			
Meeting Mode	On			
One Time Use	Off	2		
Is Active?	Off			
Listed on Clinic Directory	Off			When turned ON, this room will be listed on the clinic page.
				Cancel  3

Deleting a Room

Go to the Admin panel (see [guide](#)).

Under Rooms tab and after searching the room you want to delete, click on the **trash bin** icon under the Action column.

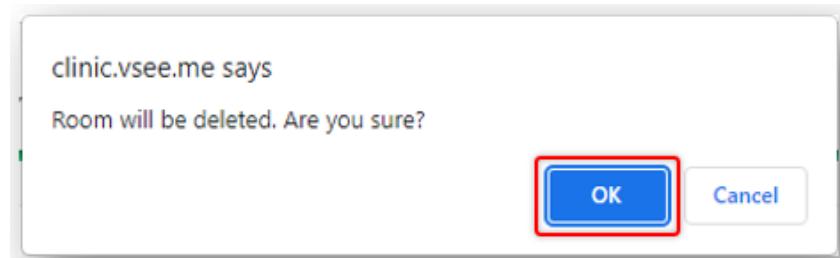
Note: Once deleted, the room will not be retrievable.



ROOMS							+ New Room
<input type="checkbox"/> Show Inactive Rooms							Search: vc:jessica
Show 25 entries							
Domain	Slug	Name	Code	Status	Providers	Action	
clinic.vsee.me	jessica	Jessica Laynes' Clinic	vc-jessica	Active	Jess Bacon (jessica@vsee.com), Jessica CSR Laynes (jessica+csr@vseelab.com), Jessica Admin (jessica+admin@vseelab.com)	 	

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Click the **OK** button to proceed.



Related Articles:

- [Managing Provider Accounts](#)
- [Managing Patient Accounts](#)
- [Clinic Admin: User Roles](#)

If you have any questions, please contact us at help@vsee.com

Last updated on: 13 April 2022

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