



## Clinic Admin: Manage Rooms

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### MANAGE ROOMS IN ADMIN PANEL

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 ROOM

1. On your Admin panel, please choose **Rooms**.



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



3. Fill in the fields 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 user accounts yet. You can assign them later during creation of their account.
- **Is Active?** (checkbox): This is ticked by default. Uncheck it if you do not want a room to be active.



4. Click **Create** when done.

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

## EDIT ROOM

1. On your Admin panel, please choose **Rooms**.

2. Search for the specific room on the search box. Check **Show Inactive Rooms** to display both active and inactive rooms.



3. Click on the **pencil icon** under **Action** column.



4. To deactivate a room, uncheck **Is Active?**

To delete a room entirely, click on the **trash icon**.



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