

## Clinic Admin: Manage Rooms

- 2022-04-13 - VSee Clinic for Admins

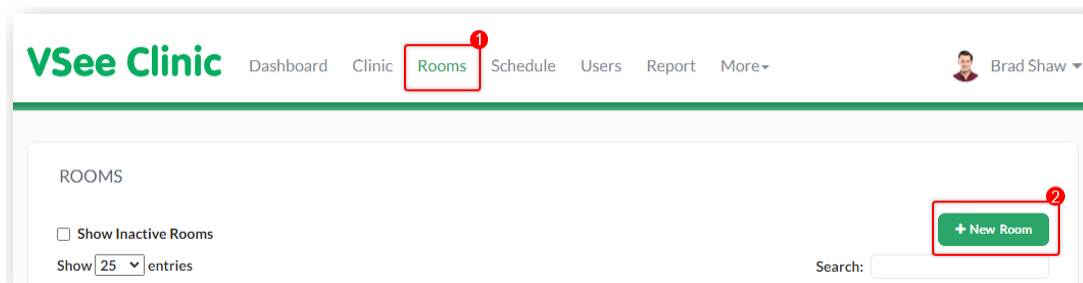
As a Clinic Admin, you can manage your waiting rooms. In this article, you will learn the following:

- [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

Show Inactive Rooms

Show  entries

Search:

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@vseeelab.com), Jessica Admin (jessica+admin@vseeelab.com)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Previous  Next

## 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

Note: You are in test mode.

BCC emails for notification:

Separate by comma

Room Phone:

Room Info:

Accessibility:  Public - patients don't have to sign in to view room's information  
 Private - patients have to sign in to view room's information

Deep Link:  On

Meeting Mode:  On

One Time Use:  Off

**Is Active?**  Off

Listed on Clinic Directory:  Off   When turned ON, this room will be listed on the clinic page.

Cancel   **Update**

## 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

Show Inactive Rooms

Show  entries

Search:

[+ New Room](#)

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@vseeelab.com), Jessica Admin (jessica+admin@vseeelab.com)	 

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

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Click the **OK** button to proceed.

clinic.vsee.me says

Room will be deleted. Are you sure?

## Related Articles:

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

If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com)

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Tags

admin panel

change room name

create room

deactivate room

delete room

edit room

room code

## Related Content

- [Clinic Admin: Post Visit Survey Responses](#)