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:

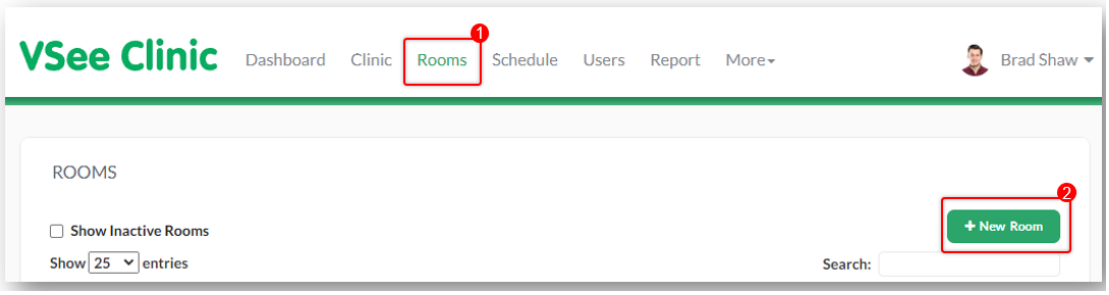
- How to Create a Room
- How to Edit a Room
- How to Deactivate a Room
- How to Delete a Room

Creating a Room

Go to the Admin panel (see guide).

1. Click the **Rooms** tab.

2. Then click **+ New Room** button.



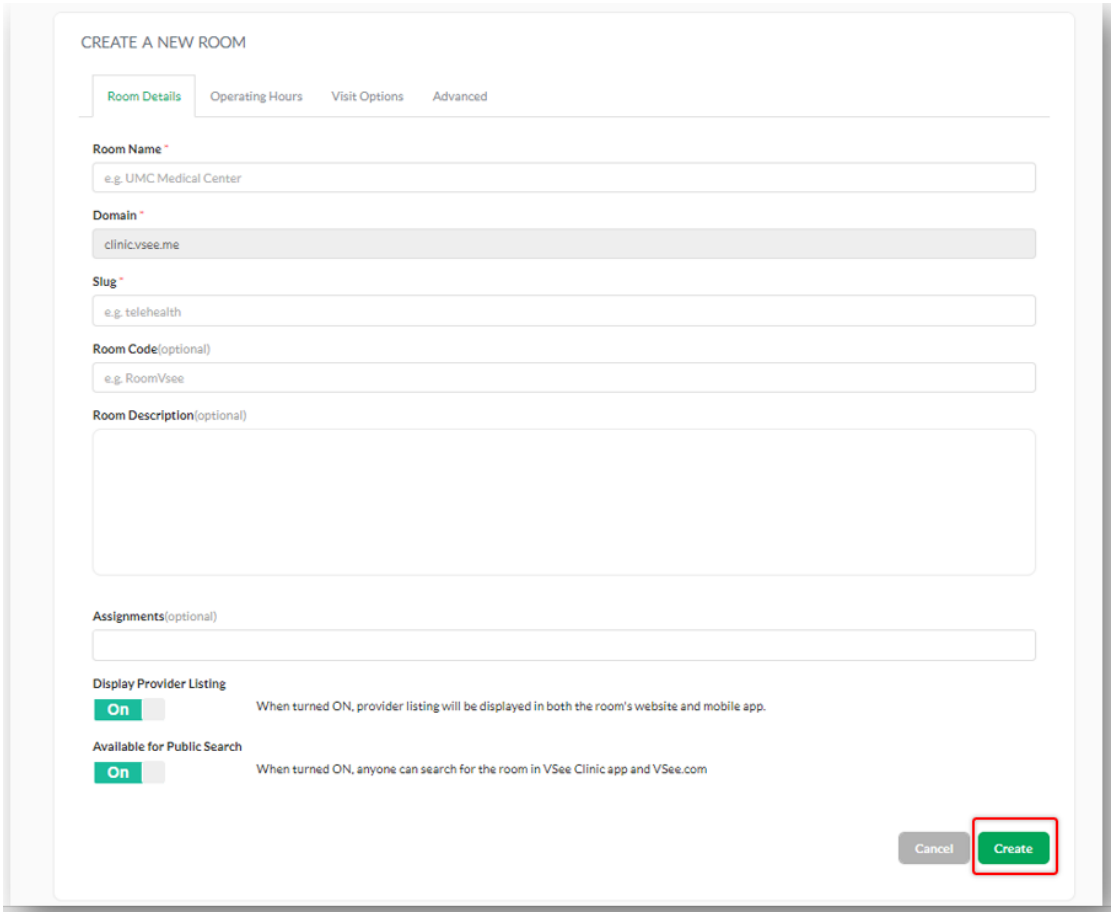
Fill in the required details of your waiting room and click on the **Create** button once done.

- **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.

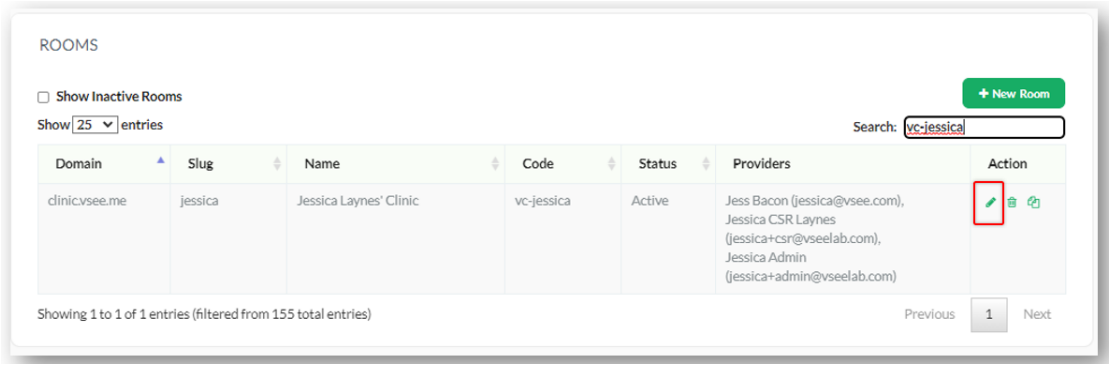
- **Assignments:** This is where you assign existing users to the room. Skip this field if you haven't created the provider accounts yet. You can assign them later.



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.

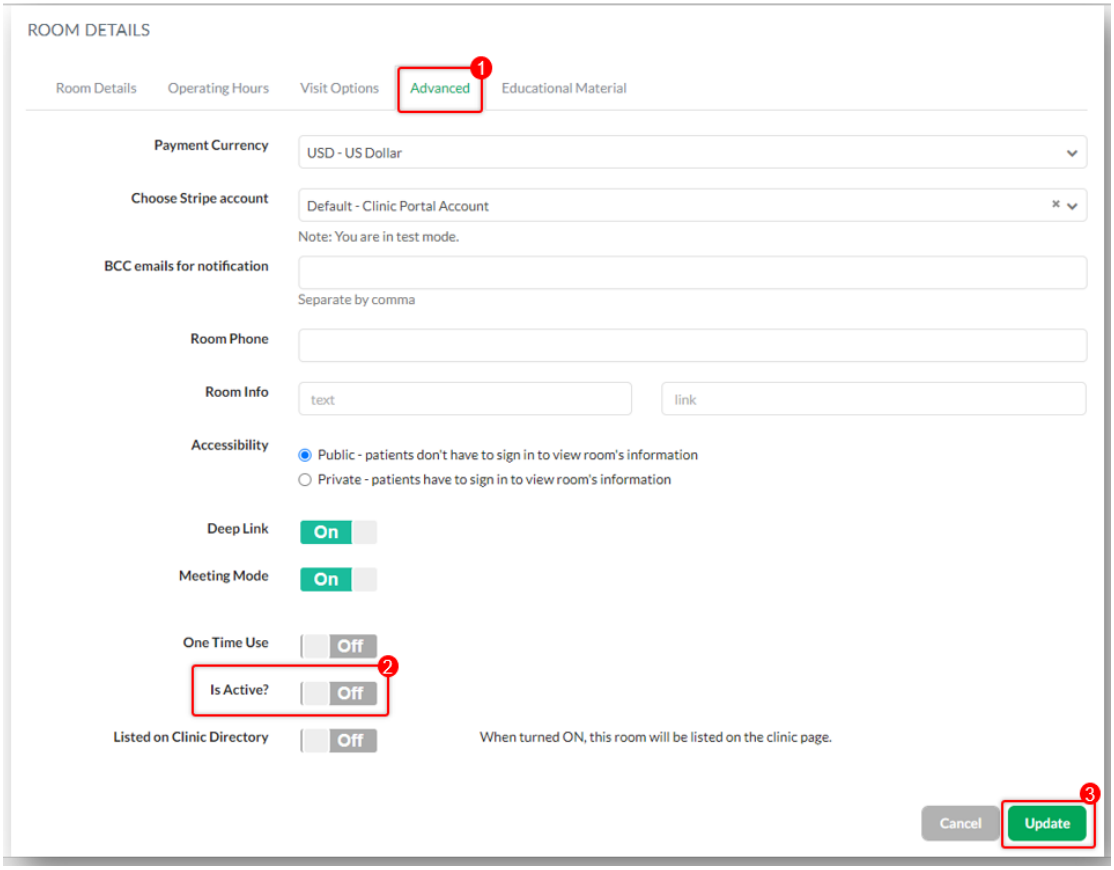


Deactivating a Room

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**.

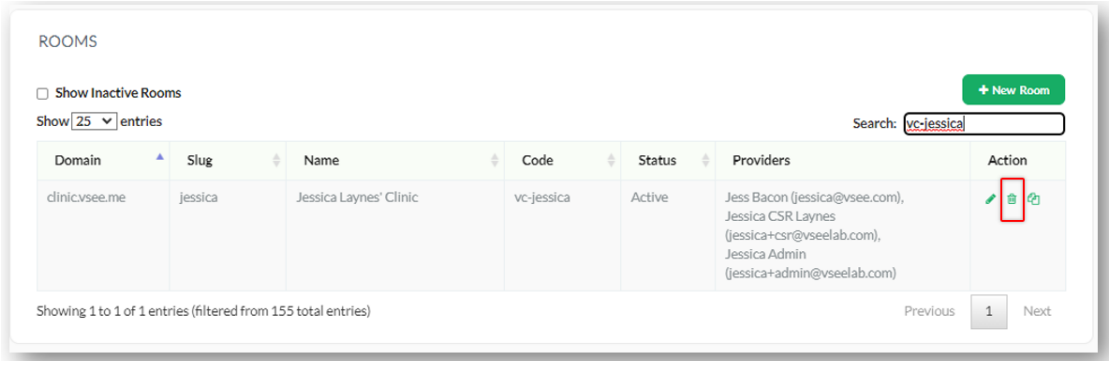


Deleting a Room

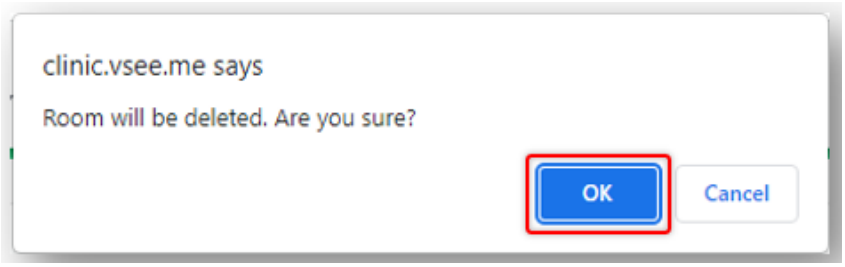
Go to the Admin panel (see guide).

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.



Click the **OK** button to proceed.



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

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