

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.



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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