

Clinic Admin: Manage Users

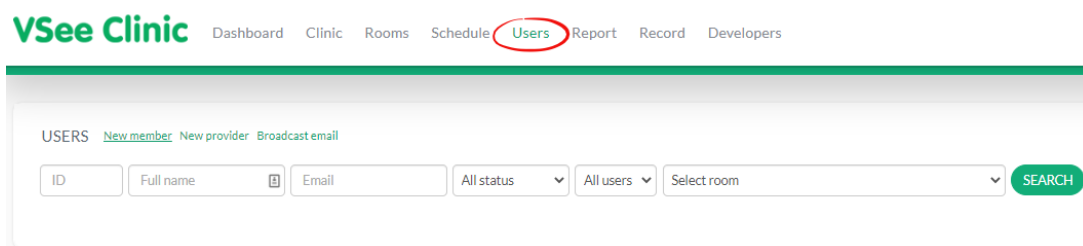
- 2020-06-02 - VSee Clinic for Admins

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 the user to existing rooms

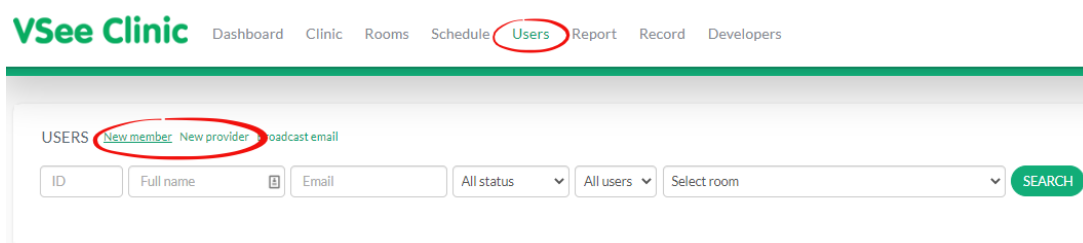
Search for a User

1. Admin panel > **Users**.
2. Search by name or email. You may filter based on user type, status, clinic or rooms.
3. Click **Search**.



Create a Provider or Patient

1. Admin panel > **Users**.
 2. To create a patient account, choose **New member**.
- To create a provider account, choose **New provider**.



3. Fill in the fields with the user's information. You can skip the optional fields and click **Save**.
4. See related articles for a step-by-step guide.

Edit or Delete a Provider or Patient

1. Search for the specific user.
2. You may edit, delete or change a user's password accordingly.

USERS [New member](#) [New provider](#) [Broadcast email](#)

ID Full name All status All users Select room

Show entries

| Last login | User | Room | Action |
|--|--|---|---|
| 2020-06-01 23:40:58 Sign up: 2020-04-15 07:16:59 Status: Active | April VSee Test Patient ID: 1043181 User name: april-testpatient@vseelab.com Email: april-testpatient@vseelab.com Vsee ID: cmo+user1043181 Type: Member | A1 Clinic Code: 3vh80 Link: /u/a1 | Edit Delete Set password |

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3. See related articles for a step-by-step guide.