



Clinic Admin: Manage Users

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MANAGE USERS 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 the user to existing rooms

CREATE USER

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



2. To create a **Provider** or **Customer Service Representative** or **Remote Medic** account, choose **Providers > New User**.

To create a **Patient** account, choose **Patients > New User**.



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 USER

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

2. Search for the specific user on the search box.

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



DELETE OR SUSPEND A USER'S ACCESS

As Clinic Admin, you can only delete a Clinic account or suspend a user's Clinic access. You cannot delete or suspend a user's VSee Messenger access from the admin panel.

Provider / Customer Service Rep / Remote Medic

Edit User then click **Authentication detail** > **Status** > Choose **Suspended** or **Pending delete** > **Save**.



Patient

Edit User then click on the **disable icon** under **Action** column.



Alternatively, you can click on **Other** > **Status** > Choose **Suspended** or **Pending delete** > **Save**.

