

## Clinic Admin: User Roles

Chi - 2024-04-17 - VSee Clinic for Admins

A Clinic Admin can set different kinds of accesses to Provider accounts based on their User Roles.

### Adding User Roles

1. Make sure the provider is already created.
2. Admin panel > **Users** > Search for a provider > **User Role.**

The screenshot shows the VSee Clinic 'Users' management page. At the top, there's a navigation bar with 'VSee Clinic' and various menu items like 'Dashboard', 'Clinic', 'Rooms', 'Schedule', 'Users', and 'More'. There are also links for 'Help', 'Test Device', and a user profile 'Chi PROVIDER'. A green notification banner at the top says 'User updated!'. Below that, the 'USERS' section has a search bar with filters for 'All status' and 'All users', and buttons for 'Search' and 'Export Providers'. A table lists users with columns: 'Delete', 'Last login', 'User', 'Room', and 'Action'. The 'Action' column for the user 'Kylie Moss' has a 'User Role' link highlighted with a red box. Other links in the 'Action' column include 'Edit', 'Delete', and 'Set password'.

Delete	Last login	User	Room	Action
<input type="checkbox"/>	(Not login yet) Sign up: 2022-03-14 00:42:34 Status: <span>Active</span>	Kylie Moss ID: 1771954 User name: chi+analyst2@vseelab.com Email: chi+analyst2@vseelab.com Vsee ID: chi+analyst2@vseelab.com Type: <span>Provider (analyst_no_phi)</span>	e-Rx UAT Code: <span>1jbaq8</span> Link: /vc/fatest/u/uat	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Set password</a> <b><a href="#">User Role</a></b>

3. Choose the provider's new additional role:
  - **Clinic Admin** - can manage rooms, users and view reports
  - **Account manager** - can only view reports
  - **Scheduler** - can help in managing the scheduling of Patients
  - **Analyst** - can only view the Analytics Dashboard and will not see any information with PHI
4. Select the **User Role** then **Save Changes.**



## Related Articles:

- [How to Use the Analytics Dashboard](#)
- [What can a Clinic Analyst Do?](#)

For further assistance, please contact us [here](#).

Last updated on: 14 March 2022

### Tags

admin access

analyst

manage permissions

user roles