



[Knowledgebase](#) > [VSee Clinic for Admins](#) > [Clinic Admin: User Roles](#)

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 interface. At the top, there's a navigation bar with 'VSee Clinic' and various menu items like Dashboard, Clinic, Rooms, Schedule, Users, and More. A 'User updated!' message is displayed at the top. Below the message, there's a 'USERS' section with a 'Users' tab. Under the 'Users' tab, there are links for 'New user', 'New member', 'New provider', and 'Broadcast email'. There are search filters for 'ID', 'Full name', 'All status', 'All users', and 'Select room'. A 'Search' button and an 'Export Providers' button are also present. The table shows 100 entries. The first user listed is 'Kylie Moss' with ID 1771954. The 'Action' column for this user has links for 'Edit', 'Delete', 'Set password', and 'User Role'. The 'User Role' link is highlighted with a red box.

ID	Full name	Last login	User	Room	Action
		(Not login yet) Sign up: 2022-03-14 00:42:34 Status: Active	Kylie Moss ID: 1771954 User name: chi+analyst2@vseelab.com Email: chi+analyst2@vseelab.com Vsee ID: chi+analyst2@vseelab.com Type: Provider (analyst_no_phi)	e-Rx UAT Code: jbgd8 Link: /v/latest/u/uat	Edit Delete Set password User Role

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**.

USER ROLE

Full Name: Kylie Moss Email: chi+analyst@vseelab.com

Select User Role

<input type="checkbox"/>	User Admin	User Admin
<input type="checkbox"/>	Scheduler	Recommended for managing the patient's schedule
<input type="checkbox"/>	Clinic Admin	Recommended for managing the clinic and room controls.
<input type="checkbox"/>	Account Manager	Account Manager
<input checked="" type="checkbox"/>	Analyst (No PHI)	

Cancel Save Changes

Related Articles:

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

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

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