

## 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**.

VSee Clinic Dashboard Clinic Rooms Schedule Users More

Help Test Device Chi PROVIDER

User updated!

USERS

Users

New user New member New provider Broadcast email

ID Full name All status All users Select room Search Export Providers

Show 100 entries

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>jqd98</span> Link: /vc/atest/u/uat	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Set password</a> <a href="#">User Role</a>

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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

☐ User Admin

User Admin

☐ Scheduler

Recommended for managing the patient's schedule

☐ Clinic Admin

Recommended for managing the clinic and room controls.

☐ Account Manager

Account Manager

☒ 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](#).

Last updated on: 14 March 2022

#### Tags

admin access

analyst

manage permissions

user roles