

## 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'. A 'User updated!' notification is visible at the top. Below the navigation, there are search and filter options for users, including fields for ID, Full name, All status, All users, and a 'Search' button. A table of users is displayed below, with columns for 'Delete', 'Last login', 'User', 'Room', and 'Action'. The 'Action' column for the user 'Kylie Moss' has a 'User Role' button highlighted with a red box. The table also includes 'Edit', 'Delete', and 'Set password' buttons for each user.

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](#).

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