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How to Manage Group Chats on VSee Clinic

Jay-Ileen (Ai) - 2024-10-08 - VSee Clinic for Providers

VSee Clinic users who also use the VSee Messenger app and have turned ON the Chats page feature can use and manage the Group chats on both platforms.

Whenever you would need to leave or delete group chats, you can do it on either the VSee Messenger app or the VSee Clinic.

There are multiple locations where you will see an alert once you are about to hit the group chats limit.

Note: The limit for Group Chats may vary depending on how you request it. Currently, the maximum limit is 50 group chats.

To be able to manage your group chats without going to the VSee Messenger app, you can do it via:

- <u>Chat Window Alert</u>
- Chats Page Alert

Alert from the Chat Window

Once you are about to hit the limit for group chats, a chat window will appear to inform you that you have to delete or leave the group chats you belong to.

- 1. Click on the chat window with the **Group Chat Limit Approaching** message.
- A pop-up window will appear where you can view all the group chats you belong. Choose which ones you want to leave or delete.

VSee Clinic	Dash	Manage Group Chats	×	🔊 🚺 Dr. Sarah Bays 👻
		You are limited to 20 group chats. Once the limit is reached, you won't be a any group chats. Delete or leave some group chats to free up space now.	ble to add or join	tient Schedule
 Ready for Visits 	There	California Clinic owner 3 members • Last updated 10/02/2024	Delete	nents at this time.
		Texas Clinic owner 3 members • Last updated 10/02/2024	Delete	
		CA Hospital owner 3 members • Last updated 10/02/2024	Delete	its at this time.
		New York Clinic owner 3 members • Last updated 10/02/2024	Delete	ianna Anne Williams st #1001164965
		Florida Medical Groups owner 3 members • Last updated 10/02/2024	Groups owner Delete riding notes pdated 10/02/2024	r ding notes VSEE ×
			Virginia Hospital owner 6 members • Last updated 10/02/2024	Delete
		Utah Hospital owner 4 members • Last updated 10/02/2024	Delete	inni is reached, you won't be able to add or join any group chats. Delete or leave some group chats to free up
		Maryland Group Clinic owner 4 members • Last updated 10/02/2024	Delete	st #1001164894 space now.
		Washington DC Clinics owner 4 members - Last updated 10/02/2024	Delete	

You can select **Delete** to permanently delete the group chat you've created that you no longer want to keep.

VSee Clinic	Dashbo	Delete Group	×	20	🚺 Dr. Sarah Bays 👻
✓ Ready for Visits		Would you like to delete group Virginia Hospital for all members? This action cannot be reverted.	te	tient a ll	Schedule
		3 members • Last updated 10/02/2024		Ents at this time.	
	There	New York Clinic owner Delete 3 members • Last updated 10/02/2024	e	ts at this time,	
		Florida Medical Groups owner Delete 3 members • Last updated 10/02/2024	e		
		Virginia Hospital owner Delete 6 members • Last updated 10/02/2024		ianna Anne Willia sit #1001164965 nding notes	ms
		Utah Hospital owner Delete 4 members • Last updated 10/02/2024	e	leen White	
		Maryland Group Clinic owner Delete 4 members • Last updated 10/02/2024	e	sit #1001164895 nding notes	
		Washington DC Clinics owner Delete 4 members • Last updated 10/02/2024	e	ianna Anne Willia sit #1001164894	ms
		Alabama State Hospital owner Delete 4 members • Last updated 10/02/2024	e	nding notes	

Open cg2.JPG

- 1. Click on **Leave** if you want to remove yourself from a group chat you were added.
- 2. Click on **Leave** one more time to confirm.



Note: Any changes done to your group chats will apply to your VSee Messenger app.



Alert from the Chats Page

Once you are about to hit the limit for group chats, the Chats page icon will show a red indicator to notify you that you need to manage your group chats.

- 1. Click on the **Chats page** icon.
- 2. Click on the Group Chat Limit Approaching message.

	CHATS
✓ Ready for Visits	Group Chat Limit Approaching You are limited to 20 group chats. Once the limit is reached, you won't be able to add or join any group chats. Delete or leave some group chats to free up space now.
There are no patients waiting at this time. Invite Patients	VV State Hospital O2:36 AM You: We will Join you later
	CC Hospital Group 02:34 AM Steve Browning: Will be joining the session later
	Mercy Clinic 02:27 AM ams You: We will send the visit summary later
	Vew Mexico Clinic 02:27 AM
	Tennessee Clinics O2:26 AM You: Please submit your medical reports ASAP
	Vou: You're welcome 02:23 AM
	Nevada Groups Clinic O2:22 AM



 A pop-up window will appear where you can view all the group chats you belong. Choose which ones you want to leave or delete.

VSee Clinic	Dashbo	Manage Group Chats	×	📌 🚺 Dr. Sarah Bays 🕶
	e.	You are limited to 20 group chats. Once the limit is reached, you won't be al any group chats. Delete or leave some group chats to free up space now.	ble to add or join	atient Schedule
 Ready for Visits 		California Clinic owner 3 members • Last updated 10/02/2024	Delete	nents at this time.
	There	Texas Clinic owner 3 members • Last updated 10/02/2024	Delete	
		CA Hospital owner 3 members • Last updated 10/02/2024	Delete	Its at this time.
		New York Clinic owner 3 members • Last updated 10/02/2024	Delete	ianna Anne Williams sit #1001164965
		Florida Medical Groups owner 3 members • Last updated 10/02/2024	Delete	inding notes
		Virginia Hospital owner 6 members • Last updated 10/02/2024	Delete	leen White sit #1001164895 nding notes
		Utah Hospital owner 4 members • Last updated 10/02/2024	Delete	ianna Anne Williams
		Maryland Group Clinic owner 4 members • Last updated 10/02/2024	Delete	sit #1001164894 Inding notes
		Washington DC Clinics owner 4 members • Last updated 10/02/2024	Delete	



You can select **Delete** to permanently delete the group chat you've created that you no longer want to keep.

1	/See Clinic	Dashbo	Delete Group	× 💁 🕜 Dr. Sarah Bays. *
	✓ Ready for Visits		Would you like to delete group Virginia Hospital for all members? This action cannot be reverted.	tient Schedule
			CA nospital owner Delet	= = mis at this time.
			3 members • Last updated 10/02/2024	
		There	New York Clinic owner Delet 3 members • Last updated 10/02/2024	ts at this time.
			Florida Medical Groups owner Delet 3 members • Last updated 10/02/2024	
			Virginia Hospital owner Delet 6 members • Last updated 10/02/2024	 Ianna Anne Williams sit #1001164965 oding notes
			Utah Hospital owner Delet 4 members • Last updated 10/02/2024	e - leen White
			Maryland Group Clinic owner Delet 4 members • Last updated 10/02/2024	sit #1001164895 nding notes
			Washington DC Clinics owner Delet 4 members • Last updated 10/02/2024	anna Anne Williams sit #1001164894
			Alabama State Hospital owner Delet 4 members • Last updated 10/02/2024	nding notes



- 1. Click on **Leave** if you want to remove yourself from a group chat you were added.
- 2. Click on **Leave** one more time to confirm.

Note: Any changes done to your group chats will apply to your VSee Messenger app.

VSee Clinic	Dashb	Leave Group		×	🚗 🌘 Dr. Sarah Bay	(5.)*
✓ Ready for Visits		Do you want to leave group California Hospital Bay now?	Cancel Lea	ave	atient Schedule	
		Idaho Clinic owner 4 members • Last updated 10/02/2024	Dele	te	ments at this time.	
	Ther	Tennessee Clinics owner 4 members • Last updated 10/02/2024	Dele	te		
		New Mexico Clinic owner 4 members • Last updated 10/02/2024	Dele	te		
		Mercy Clinic owner 4 members • Last updated 10/02/2024	Dele	te		
		CO Hospital Group 4 members • Last updated 10/02/2024	Leav	ve		
		California Hospital Bay 4 members • Last updated 10/02/2024	4 Leav	ve		
		NV State Hospital owner 4 members • Last updated 10/02/2024	Dele	te		
		FL Hospitals owner 4 members • Last updated 10/02/2024	Dele	te		
		NY One Medical Group	Leav	ve		
VSoo						×

JE	⊟ Chats	🗇 🐵 California Hospital Bay	B 1 ···
	Q. Search	October 2	California Hospital Bay
	NY One Medical Group Steve: Hello everyone	Steve Browning	Former Participants (1) O Steve Browning
*	 FL Hospitals Me: Thank you 	Please send your medical reports today	
Ð	NV State Hospital Me: We will join you later	2:35 am	
	California Hospital Bay Steve: Please send your medical report		
	CO Hospital Group Steve: I will be joining the session later		
	Mercy Clinic Me: We will send the visit summary later		
	New Mexico Clinic Me: Sorry		
	Tennessee Clinics Me: Please submit your medical reports		
	Idaho Clinic Me: You're welcome		
	Nevada Groups Clinic Me: We want to thank you for joining us		
	Alabama State Hospital Me: I won't be joining tomorrow, sorry	You are no longer in this chat group	

How to Go to the Main Chats Page View

1. Click on the **Chats page** icon.

VSee Clinic Dashboard Patients Schedule Health	e-Rx 🕢	Dr. Sarah Bays 🕶
	CHATS	Schedule
✓ Ready for Visits	Group Chat Limit Approaching You are limited to 20 group chats. Once the limit is reached, you won't be able to add or join any group chats.	
	Delete or leave some group chats to free up space now.	
There are no patients waiting at this time. Invite Patients	VV State Hospital 02:36 AM You: We will join you later	
	CO Hospital Group 02:34 AM Steve Browning: I will be joining the session later	
	Wercy Clinic 02:27 AM You: We will send the visit summary later	ams
	New Mexico Clinic 02:27 AM	
	You: Please submit your medical reports ASAP	
	Lidaho Clinic 02:23 AM You: You're welcome	
	Nevada Groups Clinic 02:22 AM You: We want to thank you for joining us today	ams
	Alabama State Hospital 02:21 AM You: I won't be joining tomorrow, sorry	

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1. Scroll down and click See All Chats.



You will be routed to the main Chats page view.

Here you can view all your group chats and can create new chat conversations whether 1-1 or group.

Note: You will also see here the **Group Chat Limit Approaching** message but clicking on it will not launch the pop-up window that allows you to manage your group chats.

	VSee Clin	ic 🛛	ashboard	Patients	Schedule	Health	e-Rx 4	•	0	Dr. Sarah Bays 👻	
Grou You	up Chat Limit Approaching are limited to 20 group chats. Or	nce the limi	t is reached,	you won't be	able to add or	join any grou	ip chats. Delete or	eave some group	chats to fr	ee up space now.	
Chats	i.									R New Chat	
***	Mexico Hospitals Steve Browning: Hello										
***	LA Clinics You: Hello										
***	NV Hospitals Steve Browning: Hello everyone										
**	NY Emergency Hospital You: Urgent need of Provider										
-24	Wyoming Group Clinics You: Please join us tomorrow noon										
***	NV State Hospital Steve Browning: Thanks										

Scope and Limitations:

- Once a group chat is deleted, it is permanent and cannot be retrieved.
- Once you reach the limit range of your group chats, you won't be able to create or join any additional group chats. So manage your group chats if you belong in multiple group chats.

Related Article:

• How to Manage Group Chats on VSee Messenger App

Need more assistance? Send us an email at <u>help@vsee.com</u> or check out the <u>Help</u> section under the Profile Menu of your VSee Clinic.

Tags

group chats

manage group chats