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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.

/See Clinic	Dashto Manage Group Ch	ats × 🔊 🕥 Dr. Sarah Bays 🔹	
	You are limited to 20 group chats. Once the limit is reach any group chats. Delete or leave some group chats to fre		
 Ready for Visits 	California Clinic owner 3 members • Last updated 10/02/2024	Delete ents 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 Is at this time.	
	New York Clinic owner 3 members • Last updated 10/02/2024	Delete iunna Anne Williams st #1001064965	
	Florida Medical Groups owner 3 members • Last updated 10/02/2024	Delete delete	
	Virginia Hospital owner 6 members • Last updated 10/02/2024	Delete te White st #1001164895 rding notes	
	Utah Hospital owner 4 members • Last updated 10/02/2024	Delete anna Anne Williams Delete or leave some group chats to	
	Maryland Group Clinic owner 4 members • Last updated 10/02/2024	Delete st #1001164894 space now.	
	Washington DC Clinics owner	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	× 🔊 🚺 Dr. Sarah Bays	e :
✓ Ready for Visits		Would you like to delete group Virginia Hospital for all members? This action cannot be reverted.	lete.	
		A mospital owner Last updated 10/02/2024	ne ents at this time.	
	There	New York Clinic owner Delete 3 members • Last updated 10/02/2024	te Its at this time,	
		Florida Medical Groups owner Delete 3 members • Last updated 10/02/2024	te	
		Virginia Hospital owner Delete 6 members • Last updated 10/02/2024	te sit #1001164965 nding notes	
		Utah Hospital owner Delete 4 members • Last updated 10/02/2024	te leen White	
		Maryland Group Clinic owner Delete 4 members • Last updated 10/02/2024	sit #1001164895 inding notes	
		Washington DC Clinics owner Delete 4 members • Last updated 10/02/2024 Delete Delete	te ianna Anne Williams sit #1001164894	
		Alabama State Hospital owner Delete 4 members • Last updated 10/02/2024	nding notes	

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- 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.

0	CHATS
✓ Ready for Visits	Image: Construction of the second
There are no patients waiting at this time. Invite Patients	VV State Hospital 02:36 AM You: We will Join you Later
	CC Hospital Group 02:34 AM Steve Browning: I will be joining the session later
	Mercy Clinic 02:27 AM ams You: We will send the visit summary later i i
	New Mexico Clinic 02:27 AM Your Sorry
	Tennessee Clinics 02-26 AM. You: Please submit your medical reports ASAP i
	Vour You're welcome
	Nevada Groups Clinic O2:22 AM You: We want to thank you for joining us today



 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.

See Clinic	Dashbo	Manage Group Chats	×	📌 🚺 Dr. Sarah Bays 💌
		I to 20 group chats. Once the limit is reached, yo s. Delete or leave some group chats to free up s	pace now.	tient Schedule
 Ready for Visits 	California Cli 3 members • Li	inic owner ast updated 10/02/2024	Delete	ents at this time.
	Texas Clinic 3 members • Li	owner ast updated 10/02/2024	Delete	
	CA Hospital 3 members • L	owner ast updated 10/02/2024	Delete	s at this time.
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	Virginia Hos 6 members • L	pital owner ast updated 10/02/2024	Delete	en White t #1001164895 ding notes
	Utah Hospita 4 members • L	al owner ast updated 10/02/2024	Delete	nna Anne Williams
		oup Clinic owner ast updated 10/02/2024	Delete	t #1001164894 ding notes
		DC Clinics owner ast 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	🗙 🥦 Dr. Sarah Bays 💌
✓ Ready for Visits		Would you like to delete group Virginia Hospital for all members? This action cannot be reverted. Cancel	tient Schedule
		3 members • Last updated 10/02/2024	
	There	New York Clinic owner Delete 3 members • Last updated 10/02/2024	e Its at this time.
		Florida Medical Groups owner Delete 3 members • Last updated 10/02/2024	
		Virginia Hospital owner Delete 6 members • Last updated 10/02/2024	 ianna Anne Williams sit #1001164965 nding notes
		Utah Hospital owner Delete 4 members • Last updated 10/02/2024	e en White
		Maryland Group Clinic owner Delete 4 members • Last updated 10/02/2024	e it #1001164895 nding notes
		Washington DC Clinics owner Deleter 4 members • Last updated 10/02/2024	e ianna Anne Williams sit #1001164894
		Alabama State Hospital owner Delete 4 members • Last updated 10/02/2024	e 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 B	ays 👻
✓ Ready for Visits		Do you want to leave group California Hospital Bay now?	Cancel Lea	ive	stient 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	Lea	ve		
		California Hospital Bay 4 members • Last updated 10/02/2024	4 Lea	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					Π	×

JE	\equiv Chats (🕤 🐵 California Hospital Bay	B 2 •••
	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.

	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	NV State Hospital O2:36 AM You: We will join you later
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	Bidaho Clinic 02:23 AM You: You're welcome
	Nevada Groups Clinic O2:22 AM You: We want to thank you for joining us today

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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	9		Dr. Sarah Bays 🔻	
	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	leave some grou	ip chats to	free up space now.	
Chats	i									C New Char	t
-23	Mexico Hospitals Steve Browning: Hello										
**	LA Clinics You: Hello										
***	NV Hospitals Steve Browning: Hello eveyone										
*	NY Emergency Hospital You: Urgent need of Provider										
***	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