

Knowledgebase > VSee Clinic for Admins > Room Level Configurations

Room Level Configurations Chi - 2023-07-17 - VSee Clinic for Admins

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You cou can now control your room-level configurations as Admin. This allows more flexibility when setting up different rooms under the same practice/clinic so we can support your different workflows.

1. Go to Rooms.

2. Select Enable/Disable Feature tab.

3. Under Meeting/Visit Options, toggle the current workflow configuration options available:

- Walk-In Visits
- Scheduled Appointments

Group Appointments Allow Patient to Self Schedule

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	ROOM DETAILS Room Details Operating Hours Visit Options Advanced Educational Material Enable/Disable Features	
	Meeting Options Off Follow clinic settings On Walk-In Visit On Scheduled Appointment Off Allow Patient to Self Schedule	
	Cancel Update	
	Powered by VSee	

General Logic

- If the toggle for "Follow Clinic Settings" is on, it will follow the clinic's settings
- If the toggle is off, changes on the clinic level will not affect the room level

Once you toggle off the **Scheduled Appointment** field, the **Group Appointment** and the **Allow Patient to Self Schedule fields** will be greyed out.

Meeting Options	Meeting Options
On Walk-In Visit	On Walk-In Visit
On Scheduled Appointment	Off Scheduled Appointment
Off Group Appointment	Off Group Appointment
On Allow Patient to Self Schedule	On Allow Patient to Self Schedule

If you have any questions, please contact us at <u>help@vsee.com</u>.

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