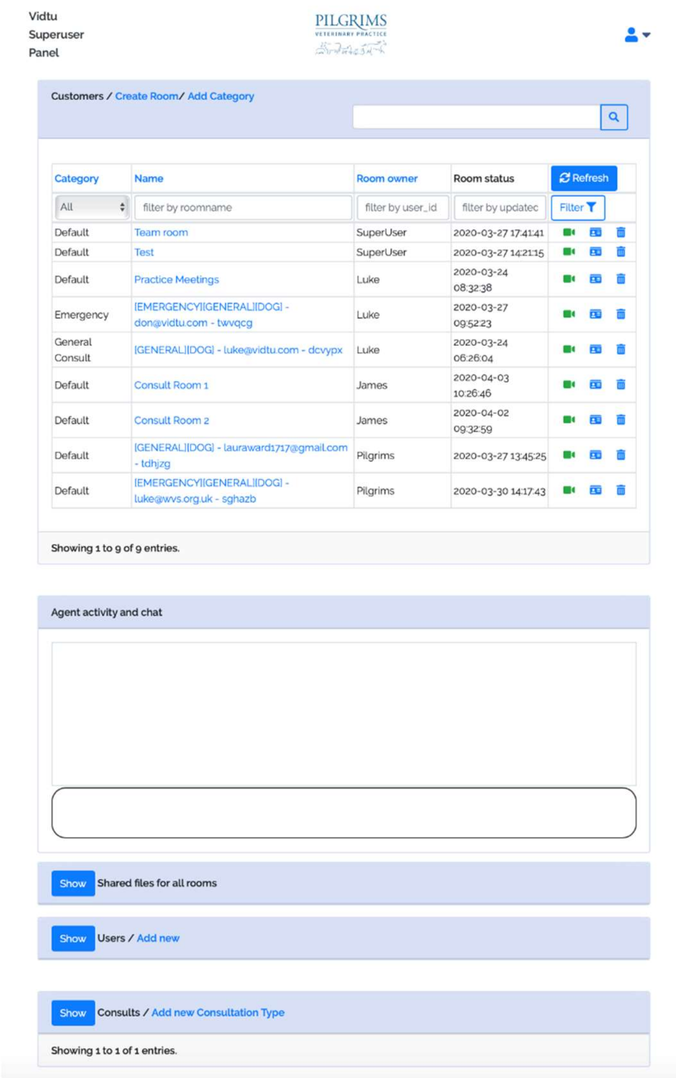
Signing in

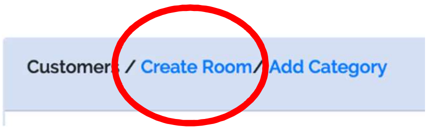
To sign in as an administrator, access the homepage of your Vidtu site (in the format **https://yourcompanyname.vidtu.com**) and click on the three horizontal bars on the top right.

Enter your login details with password to reach the control panel.

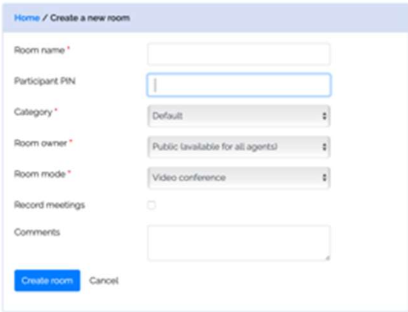


Above: Control panel

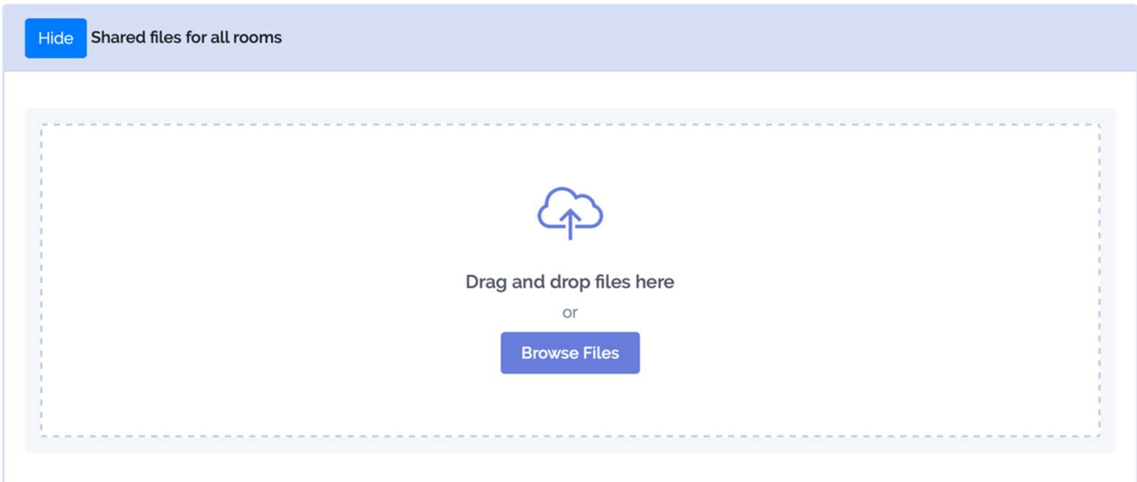
On this page, administrators can create rooms themselves (independent of the front end). This is useful for setting up practice meetings, working remotely with colleagues, or setting up client consultations and then inviting the client personally.



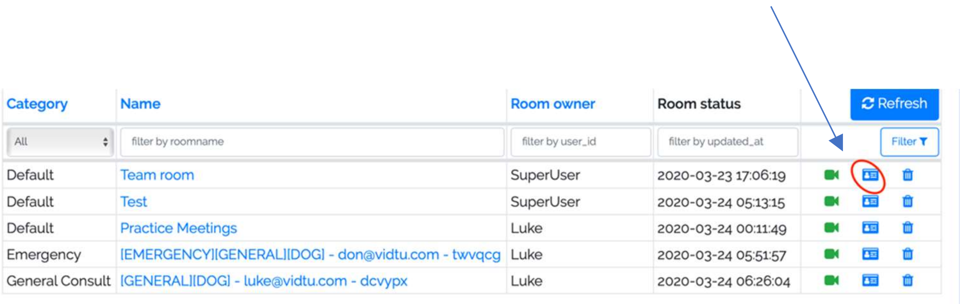
You can create your new room in public mode (manageable by all admins in your organizations) or assign it privately to you or another admin – in which case it will only be manageable by the selected user. You can also allow or disallow the 'recording' feature for the room.

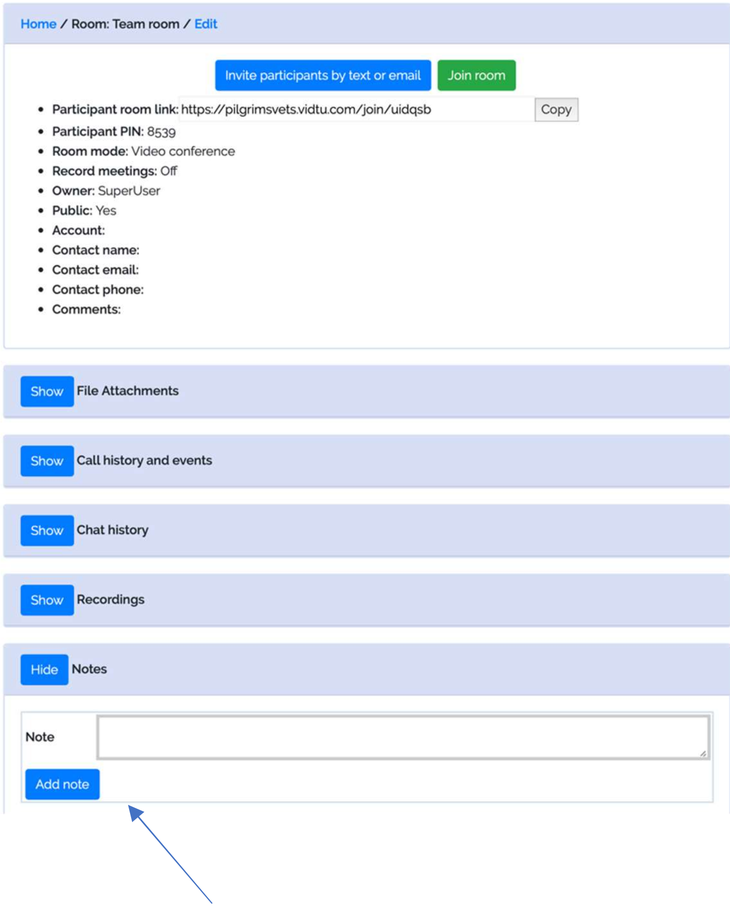


From the main control panel – files can be added that are shared to all rooms. This feature is useful when you have a standard set of documents that might need to be shared with any of your end-users (for example, a contract or disclaimer that you want to share and discuss during a consultations).



To access room details, including file attachments, chat history and call recordings, click on the detail icon

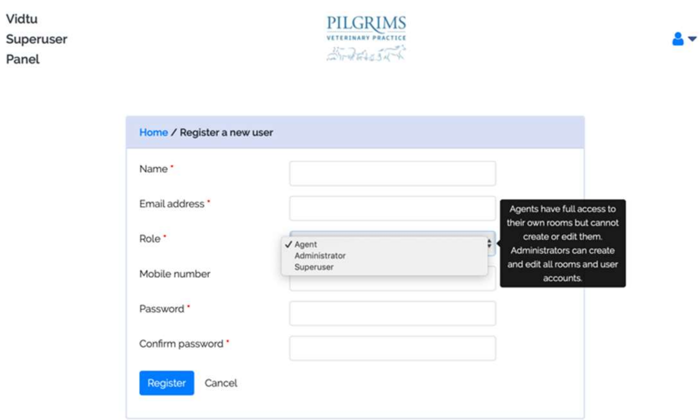




From here the room details can be accessed. Note – once notes are entered into the room log <u>they cannot be edited</u>.

Adding more admin users to the system

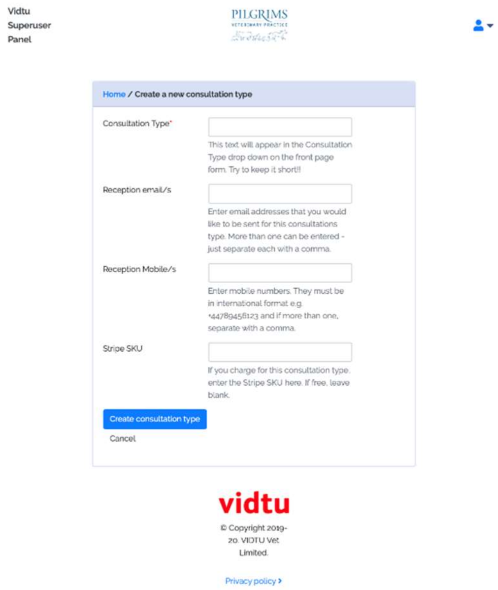
Click on the bar at the bottom of the control panel.



Admin users can then be added accordingly and will have access to your organization's Vidtu admin site.

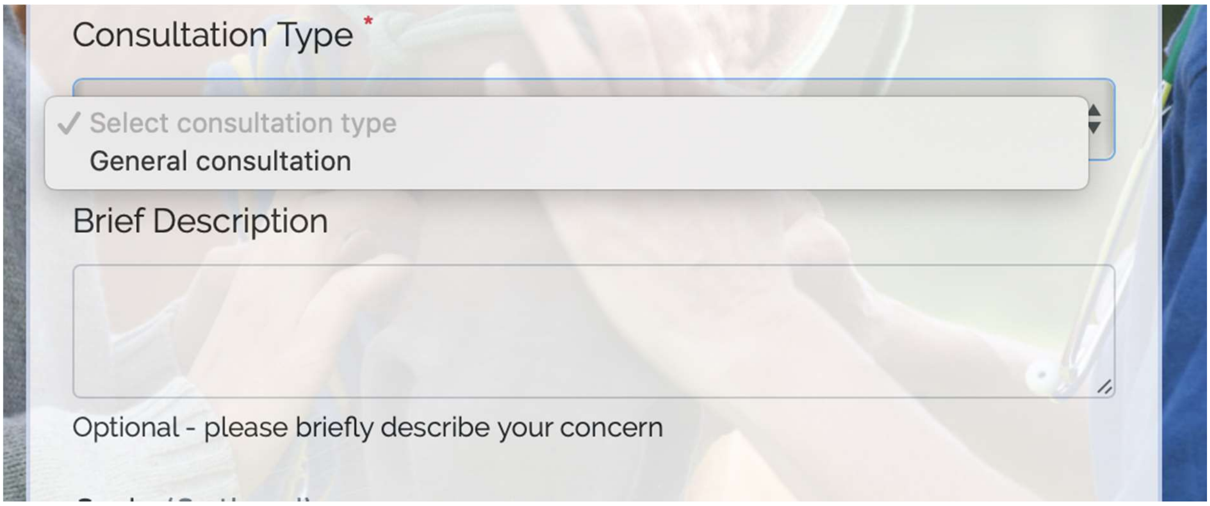
Adding Consultation types and Notifications

The 'Consults' panel allows you to create different type of consultations that your clients can request. You can associate a different price with each consultation type, and notify a different group of administrators or practitioners depending on the consultation type requested by the client. For example, you could create an 'emergency' consultation type that charges a particular rate (determined by the Stripe code that you assign it) and notifies one or more on-call consultants.



The above options allow superusers to configure who receives notification and to assign unique stripe codes.

Creating a new consult type will automatically sync with the front end of the website – giving your clients a new choice of consultation type to select.



Help and support

Please contact us on support@vidtu.com or +44 203 8000 0418 if you need further assistance or information.