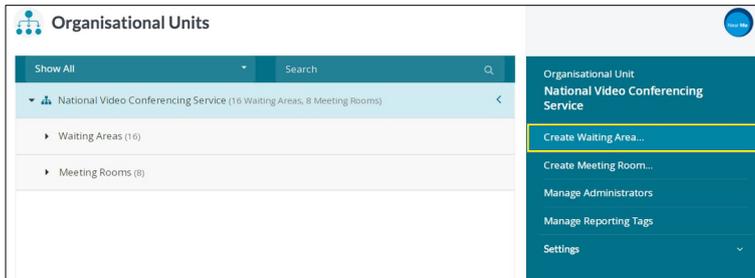# National Video Conferencing Service

Near Me: Create Group Consultation Waiting Areas v.1.2

N.B. Waiting Areas can only be created by those with an Organisation Administrator role.

Once logged in, click the Organisational Units button from your home screen,

Then, on the OU screen, click the OU to add the new Group Consultations Waiting Area to.

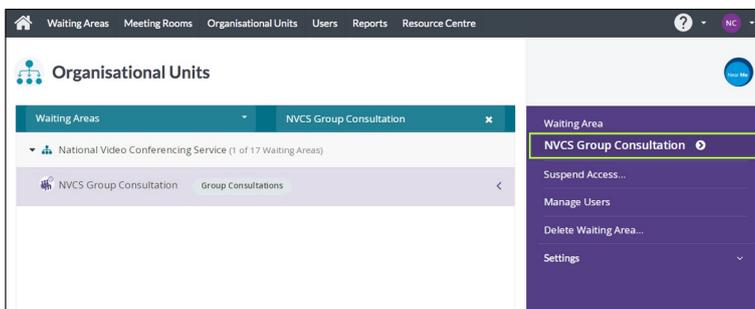Click Create Waiting Area from the right hand column (yellow highlight).
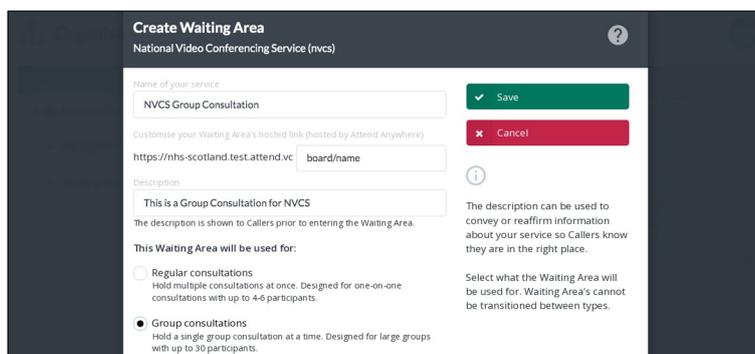
Enter the name of the service to be provided.

Enter the url for your Waiting Area, in the format https://fixed-string/board-or-other-ou-descriptor/service

Add a description of the service (this is seen by your callers).

Choose Group Consultations and Save.

You'll see your new Waiting Area in your OU view. To continue setup and check settings[1], click its name in the right-hand column. Then the cog to access settings.

Set Reporting Tags when available (the beta release will launch without them).

Make sure to add Service Providers.
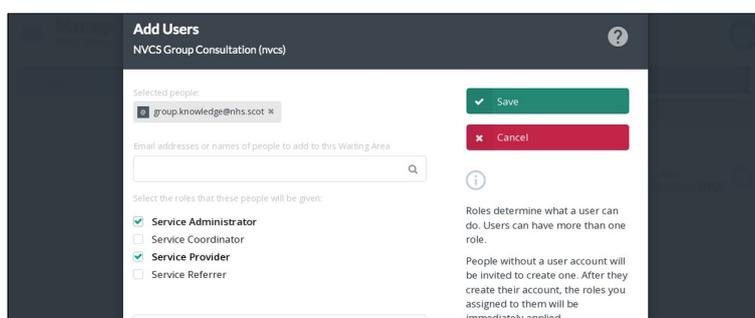
It may be worth adding two Service Administrators who have local knowledge of the Waiting Area and the department using it. They would be able add/remove users without having to track down an OU Admin or wait for a service-desk ticket to be acted upon.

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[1] For the beta, please remove the line, "Everyone attending the consultation with you will be introduced" from the Before Calls (Please Read! Text) section.