

## Quick Start Guide: Vaccines.gov Flu Vaccine Reporting – File Upload

### Who should use this guide:

- Providers and jurisdictions who have already onboarded to the COVID-19 vaccine program.
- You have added flu vaccines to your location or locations.
- You are ready to log flu vaccine stock status to display on [vaccines.gov](https://vaccines.gov).
- You want to log data using the flat file upload method.


*Note: Providers and jurisdictions are not required to report on-hand inventory doses of flu vaccines. Locations that carry flu vaccines are encouraged to report stock status (in stock, out of stock). Please update flu vaccine stock status at least every two weeks.*

Visit <https://vaccines.gov/covid-provider-resources> for more training videos and guides. For support, contact the CARS Helpdesk at [CARS\\_HelpDesk@cdc.gov](mailto:CARS_HelpDesk@cdc.gov) or 1-833-748-1979 (M-F, 8am – 8pm ET).

### Step-by-step instructions

#### Login

1. **Login to your COVID Locating Health account at <https://covid.locating.health/login>.**



#### Login tips:

- Your username is the email address you used to register for VaccineFinder.
- If you forget your password, click the “Forgot password?” link to reset your password.

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### Download your template file

2. Select the **Other Vaccines** tab from the navigation bar at the top of the page, then select the **Upload File** tab.

You will see the screen below.

The screenshot shows the 'Other Vaccine Inventory' page on Vaccines.gov. At the top, there is a navigation bar with 'COVID-19 Vaccines' and 'Other Vaccines' (highlighted with a blue arrow). Below the navigation bar is a yellow header with 'Other Vaccine Inventory' and buttons for 'Upload File', 'Log Manually', and 'Add Vaccines'. A blue banner below the header contains a message about COVID vaccine search. The main content area is divided into three steps: Step 1 (download a non-COVID inventory spreadsheet), Step 2 (update the spreadsheet), and Step 3 (drag & drop or browse to upload the file).

### Get your inventory spreadsheet

3. **Download an inventory spreadsheet.**

The first time you view this page, you will only see “Blank template”. After you upload your vaccine stock status, you will be able to access it again through the “Your most recent file” button. Either can be used to update and submit new vaccine stock status. We encourage you to update flu vaccine stock status for your locations at least every two weeks.

**Select either Blank template or Your most recent file.**

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Last updated 1/18/21, 10:17 PM

**Step 1**

Download an inventory spreadsheet.

[Blank template](#)

[Your most recent file](#)

**Step 2**

Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

[Tips](#)

**Step 3**

Drag & drop today's spreadsheet here. Or browse to upload your file.

[Browse](#)

Upload

### File template tips:

- Both templates will download as a CSV file.
  - The blank template will have the name of your organization and the date in the file name; *other-vaccine-inventory-template\_YYYY-MM-DD.csv*
  - Your most recent file will have the file name *other-vaccine-inventory\_YYYY-MM-DD.csv*
- Both templates will prepopulate with all the locations in your organization. Any new locations added after you have setup your account will automatically appear in the template files.
- Each row of the file represents a single NDC at a unique location. For locations administering more than one vaccine, they will have a different row for each NDC they administer.
- The "Blank template" will download with all location data pre-filled, including any NDC selected during provider setup or added through the manual "Add Vaccine" form. The Blank template will download with *<Enter Yes or No>* in the *In Stock* column for all NDCs and locations.
- The "Your recent file" template will download with all location data pre-filled, including any NDC selected during provider setup or added through the manual form. The file will have your last reported stock value prefilled in the *In stock* column.

### Blank template:

Organization	Provider Loc	Provider Id	VTRcks PIN	Street Adde	Street Adde	City	State	Postal Code	GPI	Medication T	NDC	Medication N	In Stock	Supply Level
ORG_ui_org	qa-ui_loc_2-	bf1d64df-a3	VTRCKS_335	ADDRESS_275611		City	QA				33332-0421-	Afluria Quad	<Enter Yes or No Here>	<Enter High Medium Low Supply>
ORG_ui_org	qa-ui_loc_1-	bf1cd667-a3	VTRCKS_051	ADDRESS_236523		City	QA				<Enter NDC Here>		<Enter Yes or No Here>	<Enter High Medium Low Supply>

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### Most Recent Inventory:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Organization	Provider Loc	Provider Id	VTrcks PIN	Street Adre	Street Adre	City	State	Postal Code	GPI	Medication T	NDC	Medication N	In Stock	Supply Level
2	ORG-ui-org	qa-ui-loc-2	bf1d64df-a3	VTRCKS_335	ADDRESS_275611		City	QA				33332-0421	Afluria Quad No		

## Update your vaccine stock status

### 4. Fill out the *In Stock* column

If you have flu vaccines available to the public, mark “yes” in the *In Stock* field. If you do not have flu vaccines available to the public mark “no” in the *In Stock* field. See below for how flu vaccines display on vaccines.gov.

Flu vaccine display tips:

### In Stock

- No dose quantity level data is collected or reported for flu vaccines.
- Stock values will not be reported to the public by manufacturer. Vaccines will be grouped into four searchable categories. If any vaccine in a searchable category is in stock at a location, that group will show as in stock on vaccines.gov. See below for how flu vaccine NDCs will be grouped on vaccines.gov:

### Vaccine Options

- Flu Shot
- Flu Shot (egg-free)
- Flu Shot (65+, high-dose or adjuvanted)
- Flu Nasal Spray

[More about flu vaccines](#)

[Search for Flu Vaccines](#)

- **Flu Shot:** all non-high dose quadrivalent shot NDCs (Afluria, FluLaval, and Fluzone) will be grouped together under the searchable name “Flu Shot”.

- **Flu Shot (egg-free):** all egg free NDCs (Flublock and Flucelvax) will be grouped together under the searchable name “Flu Shot (Egg Free)”.

- **Flu Shot (65+, high-dose or adjuvanted):** all high-dose and adjuvanted NDCs (Fluzone High Dose and Fluad) will be grouped together under the searchable name “Flu Shot (65+, high-dose or adjuvanted)”.

- **Flu Nasal Spray:** FluMist nasal spray will be searchable under the name “Flu Nasal Spray”.

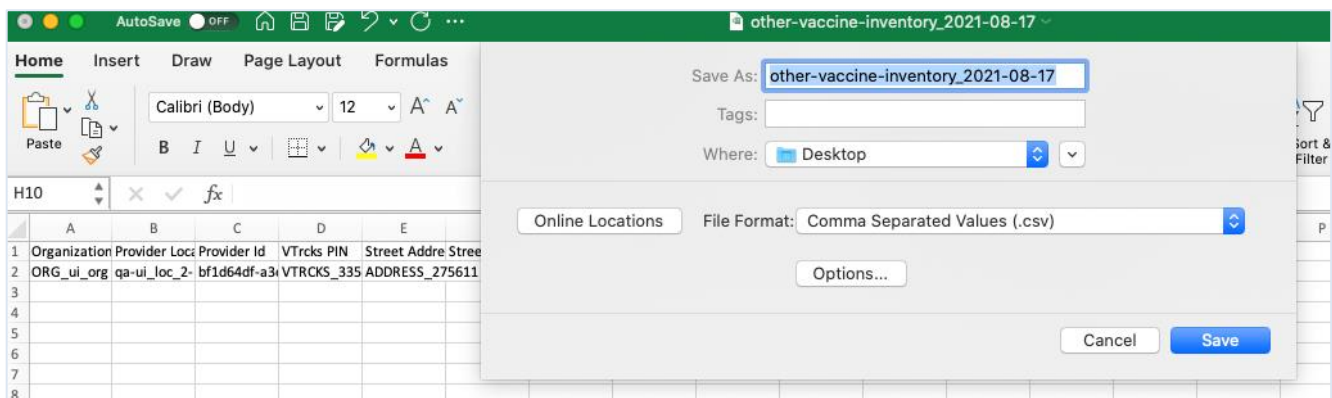
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### Supply Level

- *Supply Level* is an optional field. It does not currently display to the public on Vaccines.gov but it may display in the future. Supply level provides the consumer with an estimate of how long you expect the vaccine supply to last at your location. Acceptable values are:
  - NO SUPPLY
  - LOW (<24 hours supply)
  - MEDIUM (24-48 hours supply)
  - HIGH (>48 hours supply)

### 5. Save the changes to the file.

Tip: save the file to your desktop so that it is easier to find to upload.

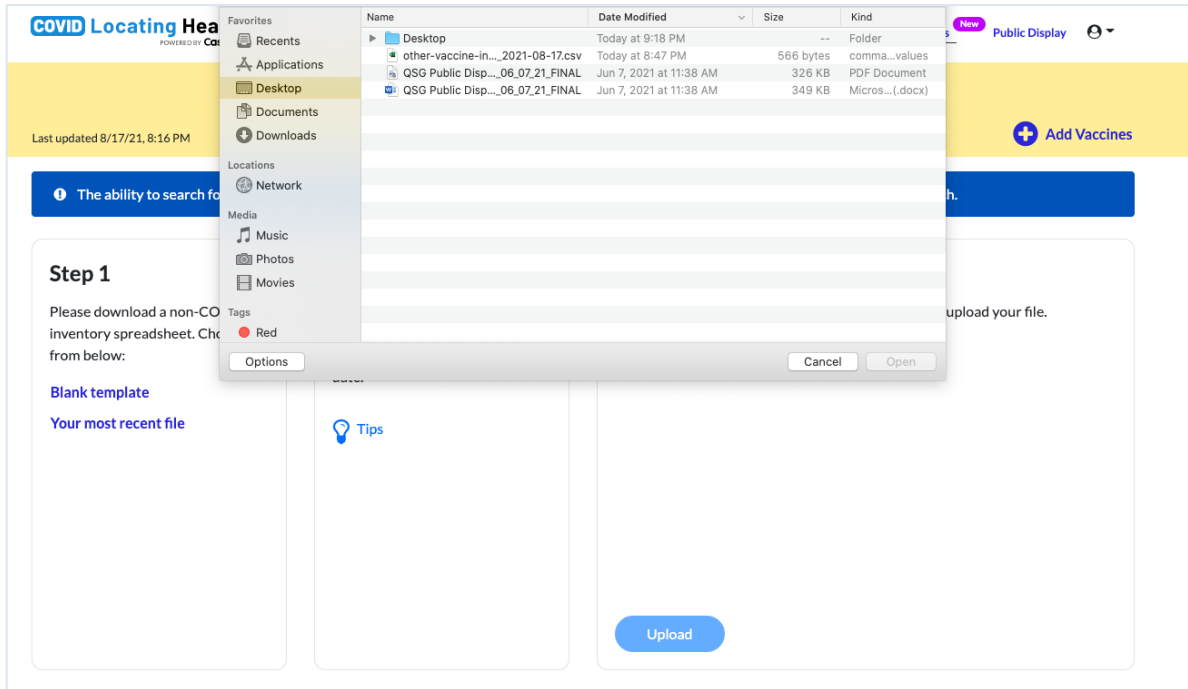


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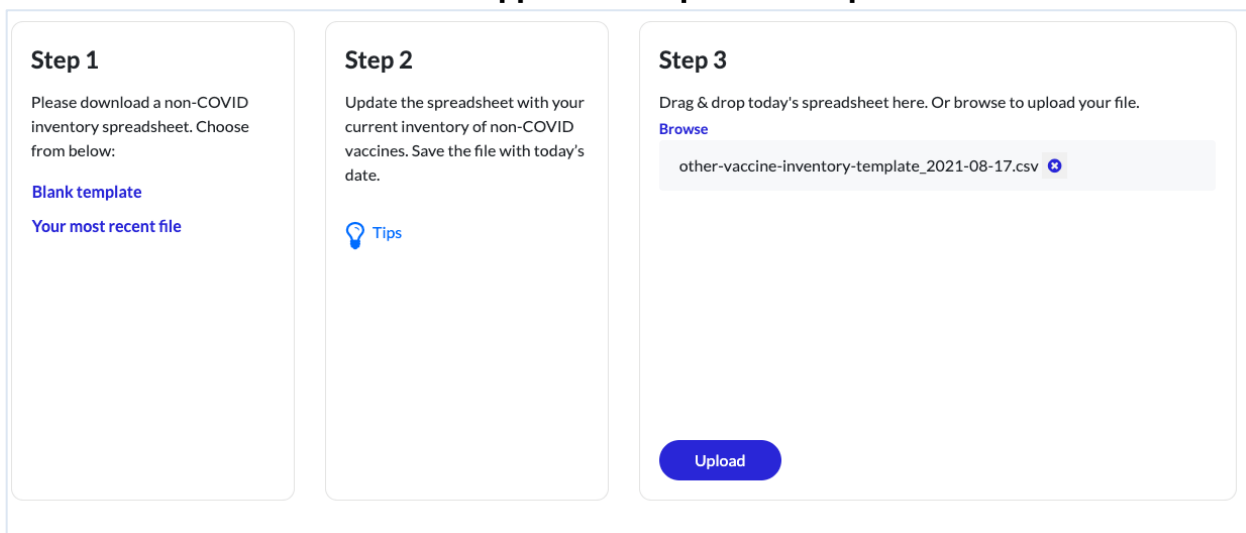
### Upload your file

#### 6. Select the “Browse” button in the box labeled Step 3 on the Upload File screen.

Navigate on your computer to find your file, select it, and click “Open.”



#### 7. Select the file that has now appeared and press the “Upload” button.



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### 8. Check that your file was successfully validated.

If there are no errors, the file will upload successfully and you will see a green *Success!* screen. You will be able to see how many records were updated. The new stock values will be visible on vaccines.gov within 5 hours.

**Step 1**  
Please download a non-COVID inventory spreadsheet. Choose from below:  
[Blank template](#)  
[Your most recent file](#)

**Step 2**  
Update the spreadsheet with your current inventory of non-COVID vaccines. Save the file with today's date.  
[Tips](#)

**Success!**

**Uploaded File**  
other-vaccine-inventory\_2021-08-17.csv  
[View updated file](#)  
1 records updated

Your vaccine inventory will be updated on Vaccines.gov in the next 5 hours.  
Want to upload a new file? [Browse again](#)

If the file contains errors, the upload will fail and you will see an error message with details about what's causing the error. Once you have updated the file, press "Try Again" to upload the new file.

Common errors:

**Step 3**  
Drag & drop today's spreadsheet here. Or browse to upload your file.  
[Browse](#)

Upload failed. [Try again](#) [Contact Support](#)

[Row number 2. In Stock Maybe is not supported]

[Upload](#)

- Unsupported values for the In Stock field. Supported values include:
  - Yes
  - No
  - <Enter Yes or No Here>
- Missing required fields. Required fields listed below:
  - VTrckS Pin or Provider ID
  - NDC

Common issues: Incorrect column headers, columns in wrong order, or no value for "In Stock".

**Tip:** If there has not been a flu vaccine inventory update for the site in over two weeks, a site set to public display will show as "call to confirm" instead of showing the normal in stock or out of stock status.

## **Quick Start Guide: Vaccines.gov Flu Vaccine Reporting – File Upload**

**Congratulations, you have now reported your inventory!**