

## Quick Start Guide: Vaccines.gov Flu Vaccine Reporting – Log Manually

### Who should use this guide:

- Providers in jurisdictions that have designated their providers to report flu vaccine stock status directly and 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 manually.

*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>.**

**Sign In**

Username  
qa\_ui\_org@castlighthealth.com

Password  
.....

**Sign In**

[Forgot password?](#)

#### 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.

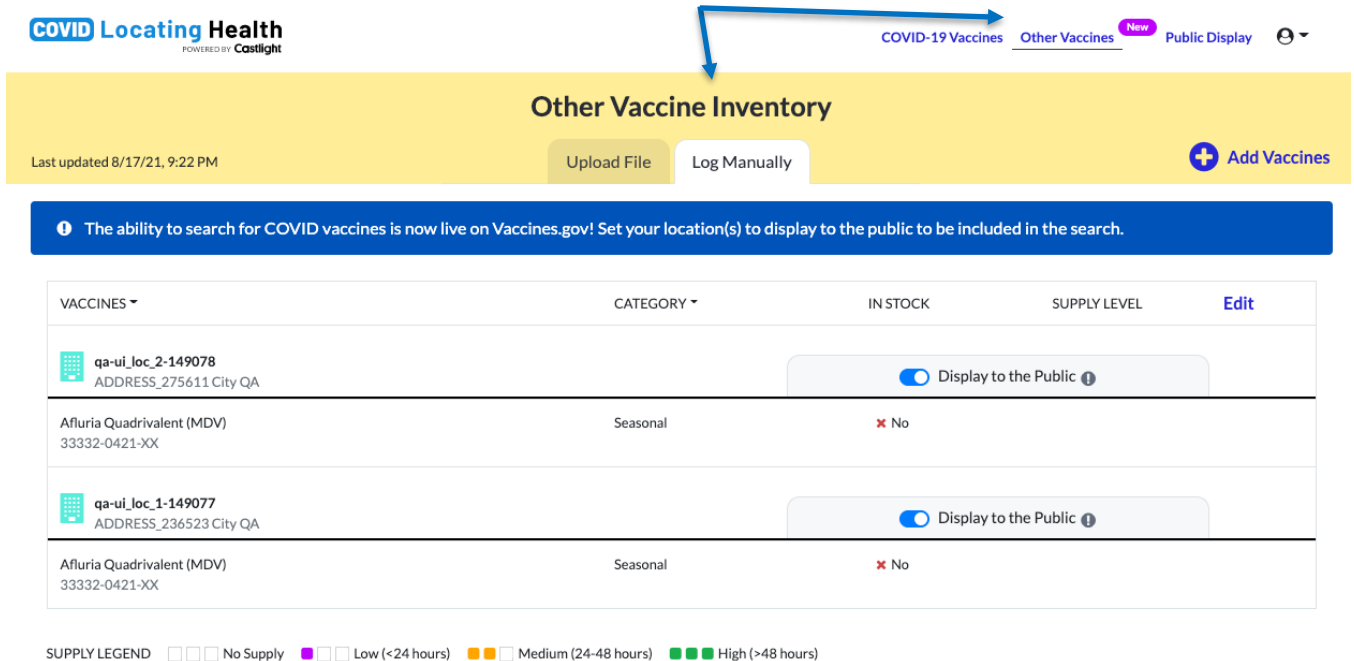
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### Pull up your manual inventory

2. Select the **Other Vaccines** tab and the **Log Manually** tab under **Other Vaccine Inventory** banner.

You will see the screen below.

All your locations will be listed out on the screen along with the most recently entered information for each location.



**COVID Locating Health**  
POWERED BY Castlight



COVID-19 Vaccines **Other Vaccines** <sup>New</sup> Public Display

### Other Vaccine Inventory

Last updated 8/17/21, 9:22 PM

Upload File Log Manually + Add Vaccines

**i** The ability to search for COVID vaccines is now live on Vaccines.gov! Set your location(s) to display to the public to be included in the search.

VACCINES	CATEGORY	IN STOCK	SUPPLY LEVEL	Edit
 <b>qa-ui_loc_2-149078</b> ADDRESS_275611 City QA		<input checked="" type="checkbox"/> Display to the Public <b>i</b>		
Afluria Quadrivalent (MDV) 33332-0421-XX	Seasonal	<b>x</b> No		
 <b>qa-ui_loc_1-149077</b> ADDRESS_236523 City QA		<input checked="" type="checkbox"/> Display to the Public <b>i</b>		
Afluria Quadrivalent (MDV) 33332-0421-XX	Seasonal	<b>x</b> No		

SUPPLY LEGEND    No Supply   Low (<24 hours)   Medium (24-48 hours)   High (>48 hours)

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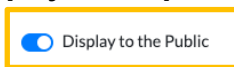
### Select provider locations to display to the public

To be included in the search on vaccines.gov, ensure the location is set to display to the public.

#### 3. Toggle the button for each location you want to display to the public.

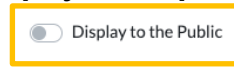
- This will activate the fields below it.
- "In Stock" and "Supply Level" will only be activated if your location is set to display to the public.

#### Display to the public – ON



PUBLIC DISPLAY ⓘ		DONE
IN STOCK	SUPPLY LEVEL	
<input type="radio"/> Yes <input checked="" type="radio"/> No	Select an Option ▾	✕
<input type="radio"/> Yes <input checked="" type="radio"/> No	No Supply ▾	✕
<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium (24-48H) ▾	✕

#### Display to the public - OFF





PUBLIC DISPLAY ⓘ		DONE
IN STOCK	SUPPLY LEVEL	
<input type="radio"/> Yes <input checked="" type="radio"/> No	Select an Option ▾	✕
<input type="radio"/> Yes <input checked="" type="radio"/> No	No Supply ▾	✕
<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium (24-48H) ▾	✕

Tip: If your Public Display Fields are grayed out and not editable, then your Display to the Public setting is set to not show to the public.

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### Update your stock value for the public



#### 4. Select the “Edit” button in the header bar for your location.

VACCINES ▾	CATEGORY ▾	IN STOCK	SUPPLY LEVEL	Edit
 qa-ui_loc_2-149078 ADDRESS_275611 City QA		<input checked="" type="checkbox"/> Display to the Public ⓘ		
Afluria Quadrivalent (MDV) 33332-0421-XX	Seasonal	✘ No		
 qa-ui_loc_1-149077 ADDRESS_236523 City QA		<input checked="" type="checkbox"/> Display to the Public ⓘ		
Afluria Quadrivalent (MDV) 33332-0421-XX	Seasonal	✘ No		

SUPPLY LEGEND  No Supply  Low (<24 hours)  Medium (24-48 hours)  High (>48 hours)

#### 5. A toggle and drop down box will appear to enter your stock and supply level data.

- In Stock:** If your location is set to display to the public, you must enter whether the vaccine is *In Stock* for the public. Select “Yes” if you would like your location to show as having flu vaccines in stock. If you would like a vaccine to show as out of stock, select “No.”
- Supply Level (optional):** This field 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. To indicate supply level, select a “Supply Level” from the drop-down menu. A supply legend is listed below each location.

VACCINES ▾	CATEGORY ▾	IN STOCK	SUPPLY LEVEL	Cancel
 qa-ui_loc_2-149078 ADDRESS_275611 City QA		<input checked="" type="checkbox"/> Display to the Public ⓘ		
Afluria Quadrivalent (MDV) 33332-0421-XX	Seasonal	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select an Option ▾	✘
 qa-ui_loc_1-149077 ADDRESS_236523 City QA		<input checked="" type="checkbox"/> Display to the Public ⓘ		
Afluria Quadrivalent (MDV) 33332-0421-XX	Seasonal	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select an Option ▾	✘

You've made changes to 2/2 vaccine listings

Submit Inventory

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Flu vaccine display tips:

### In Stock

1. No dose quantity data is collected or reported for flu vaccines.
2. 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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### Submit your inventory

#### 6. Click “Submit Inventory.”

You will receive a success message letting you know your inventory has been recorded. The new stock levels will be visible on the public facing Vaccines.gov site within 5 hours.

The screenshot displays the Vaccines.gov inventory reporting interface. At the top, there are tabs for 'VACCINES', 'CATEGORY', 'IN STOCK', and 'SUPPLY LEVEL', along with a 'Cancel' button. Below these are two rows of vaccine listings for 'Afluria Quadrivalent (MDV)'. Each row includes a location ID (e.g., 'qa-ui\_loc\_2-149078'), address, a 'Display to the Public' toggle switch, and a 'Select an Option' dropdown menu. A blue arrow points from the 'Submit Inventory' button to a success message box that reads: 'Your inventory has been updated! You submitted changes to 2 vaccine listings. Your updated inventory will be reflected on Vaccines.gov in the next 5 hours.' The 'Submit Inventory' button is highlighted with a yellow border. A notification at the bottom left states 'You've made changes to 2/2 vaccine listings'.

**Tip:** If there has not been a flu vaccine stock 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.

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