

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

Who should use this guide:

Providers and jurisdictions need to edit administrative data such as location phone number, website, or hours, using a file upload method. Provider location name and address must be updated through the CDC by the provider’s state, jurisdiction, or pharmacy network.

Accurate administrative data is especially important for active providers who have their locations set to display to the public on Vaccines.gov.

Visit <https://vaccines.gov/covid-provider-resources> for instructions on how to do this manually and to find for more training videos and guides.

Step-by-step instructions

Login

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



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Username** label above a text input field containing `qa_ui_org@castlighthealth.com`.
- Password** label above a password input field with masked characters (dots).
- A blue **Sign In** button.
- A [Forgot password?](#) link below the button.

Login tips:

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

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Get your Provider location file

2. Click “Public Display” in top right of page.
3. Click “Provider location file” in the “Step 1” box to download the current set of administrative details listed for your locations.

COVID Locating Health
POWERED BY Castlight

Inventory Public Display

Update Public Display Information

Upload File

Inventory submitted after 8 pm EST on Dec. 10, 2020 will be reported to CDC.

Step 1

Download a file with your provider profile fields.

[Provider location file](#)

Step 2

Make updates as needed and save the file to your computer.

To have your location appear in the searches on vaccinefinder.org, mark yes in the display to the public field.

[Tips](#)

Step 3

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

[Browse](#)

Upload

File download tips:

- The Provider Location file will download as a .CVS file with the date in the name, the file name will be provider-profile-template_YYYY-MM-DD.csv.
- The first 6 columns will be pre-populated with the administrative data sent to Vaccines.gov, powered by VaccineFinder by the CDC Immunization Data Lake (IZDL). These fields are read only , any changes to this data will need to be re-submitted by the jurisdiction or state to the CDC IZDL.
- The column “Display to the Public” will default to *No* for all locations, unless indicated by the provider through the file upload or log manually page. **If you wish to have your location visible on the public-facing vaccines.gov website, mark Yes in the column “Display to the Public.”** The acceptable values for "Display to the Public" are:
 - Yes
 - No

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Update your administrative fields

For all locations set to display to the public, the information you provide here will be displayed to the public on Vaccines.gov.

4. Update your provider display data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Organization Provider	Provider	VTRcks	Street / Street	City	State	Postal	Display to the Public	Sunday Hour	Monday Hou	Tuesday Hou	Wednesday I	Thursday Hoi	Friday Hours	Saturday Hoi	Web Address	Pre Screen V	Insurance Ac	Walkins Acc	Provider Notes		
2	ORG_ui_org_qa- ui_loc_f3ce7ca2	VTRCKS	ADDRESS_582	City	QA		Yes		09:00AM-05:09:00AM	05:09:00AM-05:09:00AM	05:09:00AM-05:09:00AM	05:09:00AM-05:09:00AM	05:09:00AM-05:09:00AM	05:09:00AM-05:09:00AM	05:09:00AM-05:09:00AM	https://acmi	https://acmi	No	No			
3	ORG_ui_org_qa- ui_loc_f3bafad7	VTRCKS	ADDRESS_343	City	QA		No															

Public Display Field tips:

Administrative data for locations should be populated only for locations that are selected to display to the public. The fields are optional but will greatly help guide the public to accurate information about how to access COVID-19 vaccines.

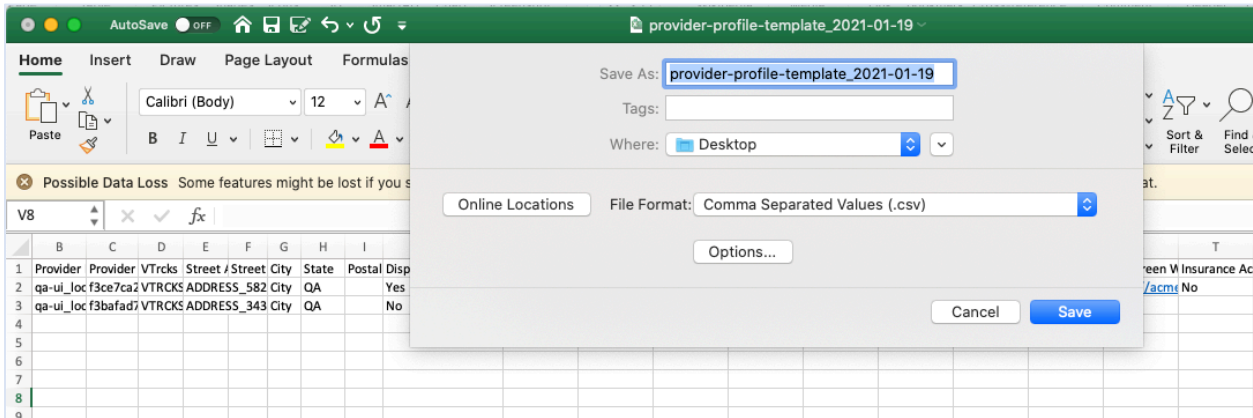
- **Hours** are broken out by the day of the week. The preferred format is HH:MMAM-HH:MMPM. We will also accept h:mm am – h:mm pm. For additional accepted values please refer to the Data Import Document on <https://vaccines.gov/covid-provider-resources>. For any day that your location is closed, please mark CLOSED in that column.
- **Public display phone number (required if pre screen web address is blank)** is pre-filled with the location administration phone number provided on the provider or pharmacy agreement. If you would like a different number to show on vaccines.gov enter it in this field.
- **Web Address** should be a link to the provider location’s website.
- **Pre Screen Web Address (required if public display phone number is blank)** should be the direct link to the provider or jurisdictional eligibility screener or pre-screener that is required to make an appointment at the location.
- **Insurance Accepted** should indicate if the location accepts insurance, acceptable values are Yes, No or blank.
- **Walk ins Accepted** should indicate if the location accepts walk ins. **If your location is accepting walk-ins for COVID vaccines, please mark YES in this field.** Acceptable values are Yes, No or blank.
- **Provider Notes** is a free text field that will display to the public (max 1000 characters). Please use this space to provide any additional information a member of the public should know about COVID-19 vaccinations at your location.

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J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Display to the Public	Public Display Phone Number	Sunday Hours	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Web Address	Pre Screen Web Address	Insurance Accepted	Walkins Accepted	Provider Notes
Yes	(555) 555-5555	Closed	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	11:00 AM - 2:00 PM	www.fakeadacme.com		No	No	Vaccine available for ages 18+
Yes		24H	24H	24H	24H	24H	24H	24H			No	Yes	

5. Save the changes to the file.

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

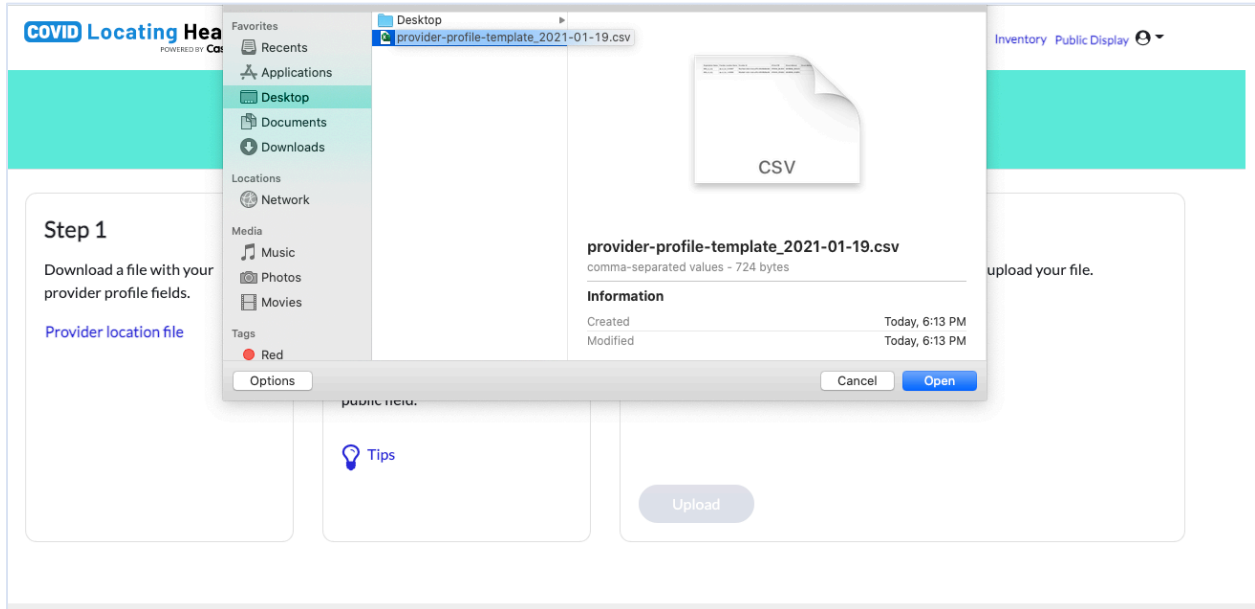


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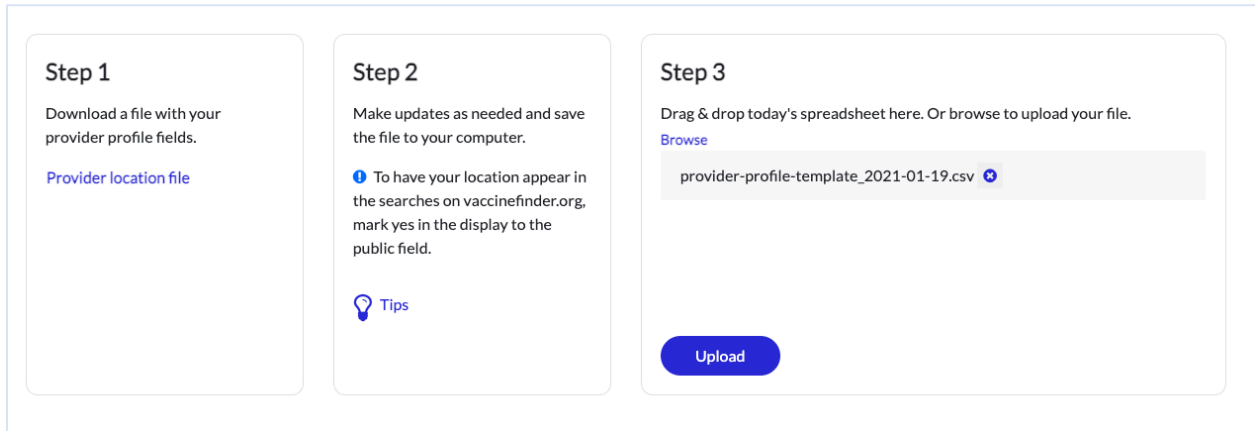
Upload your file

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

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



7. Select the file that has now appeared and click 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. Your public display data will now be sent to the CDC at 5:00 am Eastern.

1 record will appear on vaccinefinder.org for public display, 1 record will be hidden from public display.

Step 1

Download a file with your provider profile fields.

[Provider location file](#)

Step 2

Make updates as needed and save the file to your computer.

i To have your location appear in the searches on vaccinefinder.org, mark yes in the display to the public field.

[Tips](#)

Success!

Uploaded File
provider-profile-template_2021-01-19.csv

Your updated provider location information will appear on vaccinefinder.org in the next 24 hours only if you have selected yes to display to the public.

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.

Step 3

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

[Browse](#)

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

[Row number 3. Display to the Public Maybe is not supported]

[Upload](#)

Common issues: Incorrect column headers, columns in wrong order, or no value entered in 'Display to the Public' column.

Common errors:

- Missing required fields. Make sure you've included:
 - VTrckS Pin or Provider ID
 - Display to the Public
 - Public Display Phone Number or Pre Screen Web Address
- Unsupported value for required fields.

Tip: If there has not been an inventory update for the site in over 72 hours, a site set to public display will show as "call to confirm" instead of showing the normal in stock or out of stock status. Update your inventory daily to ensure the stock status displays correctly to the public.