

Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

Purpose: This quick start guide provides steps for **logging COVID vaccine inventory via a flat file upload** through VaccineFinder's COVID Locating Health Provider Portal. Please visit <https://vaccinefinder.org/covid-provider-resources> for training videos and other documents.

Scope: The guide applies to providers and jurisdictions that will be using a flat file upload to report inventory quantities for all their provider locations directly into VaccineFinder.

Step One: Login

To begin logging inventory visit <https://covid.locating.health/login> to log into your VaccineFinder COVID Locating Health account.



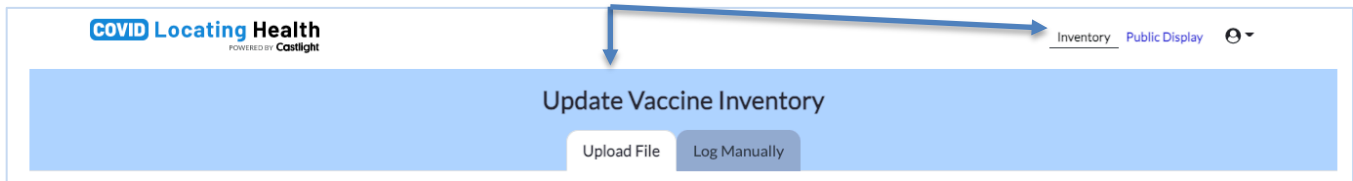
Login tips:

- Your username is the email address that was used to register for VaccineFinder.
- If you forget your password, click the “Forgot password?” button below the sign in button to reset your password.
- For login support, email vaccinefinder@castlighthhealth.com.

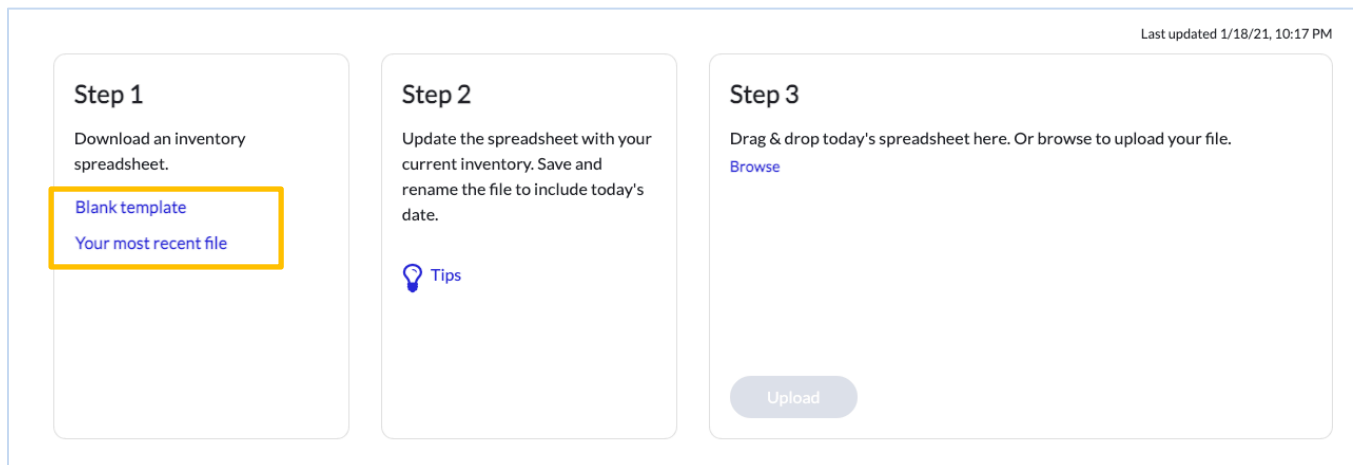
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Step Two: Select Upload File and Download an Inventory Spreadsheet

To log your inventory through the portal via a flat file upload, select the “Upload File” tab under **Update Vaccine Inventory**. If you do not see the blue banner that says **Update Vaccine Inventory**, select *Inventory* from the menu in the upper right corner. You will see the screen below.



Download an inventory spreadsheet to record your inventory. Initially, there is only one template available, the “Blank template”. After your first inventory upload you will see a second option to download your most recent inventory through the “Your most recent file” button. Either file can be used to update and submit new on-hand inventory each day. Simply select the file you wish to download from the box labeled Step 1 in the screen below.



File template tips:

- Both templates will download as a CVS file.
 - The blank template will have the name of your organization and the date in the file name; *your_organization_YYYY-MM-DD.csv*
 - Your most recent file will have the file name *vaccine-inventory_YYYY-MM-DD.csv*
- Both templates will prepopulate with all the locations in your organization. Any new locations added after provider setup 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.

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- The “Blank template” will download with all location data pre-filled, including any NDC selected during provider setup or added through the manual form. The Blank template will download with <Enter Quantity Here> in the *Quantity* 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 inventory prefilled in the *Quantity* column.
- **New fields for public inventory:** Both templates will download with the columns for reporting inventory for public display, “In Stock” and “Supply Level.”
 - In stock default value <Enter Yes or No Here>
 - Supply Level default value <Enter High Medium or Low Here>
- **In Stock and Supply Level are only relevant for locations set to Display to the Public. You can switch your location on through the Update Public Display Information file upload by marking YES in the Display to Public field. Alternatively, you can toggle Display to Public on or off in the Update Inventory: Log Manually tab. For more information see the Quick Start Guide for Public Display Information on <https://vaccinefinder.org/covid-provider-resources>.**
- **Please note: Supply Level is an optional field and will not be displayed to the public on VaccineFinder.org at this time.**

Blank template:

Organization	Provider	Loca	Provider Id	VTrcks	PIN	Street Adde	Street Adde	City	State	Postal Code	GPI	Medication T	NDC	Medication N	Quantity	In Stock	Supply Level
IRG_ui_org	qa-ui_loc_1-f3bafad7-2c	VTRCKS_055	ADDRESS_343955			City		QA				V	88888-1000-	EZE Test Pfiz	<Enter Quan	<Enter Yes or No Here>	<Enter Supply Level
IRG_ui_org	qa-ui_loc_1-f3bafad7-2c	VTRCKS_055	ADDRESS_343955			City		QA				V	80777-0273-	Moderna, CC	<Enter Quan	<Enter Yes or No Here>	<Enter Supply Level
IRG_ui_org	qa-ui_loc_1-f3bafad7-2c	VTRCKS_055	ADDRESS_343955			City		QA				V	59267-1000-	Pfizer, COVIL	<Enter Quan	<Enter Yes or No Here>	<Enter Supply Level
IRG_ui_org	qa-ui_loc_2-f3ce7ca2-2c	VTRCKS_861	ADDRESS_582123			City		QA				V	20000-000-0	Sample COV	<Enter Quan	<Enter Yes or No Here>	<Enter Supply Level
IRG_ui_org	qa-ui_loc_2-f3ce7ca2-2c	VTRCKS_861	ADDRESS_582123			City		QA				V	30000-000-0	Sample COV	<Enter Quan	<Enter Yes or No Here>	<Enter Supply Level

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Most Recent Inventory:

AutoSave OFF vaccine-inventory_2021-01-21

Home Insert Draw Page Layout Formulas Data Review View Tell me

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Organization	Provider Loc	Provider Id	VTrcks PIN	Street Address	Street Address	City	State	Postal Code	GPI	Medication T NDC	Medication I	Quantity	In Stock	Supply Level	
2	ORG_ui_org	qa-ui_loc_1-	765e6120-45	VTRCKS_775	ADDRESS_145147		City	QA			V	80777-0273-	Moderna, CC	200	Yes	Low
3	ORG_ui_org	qa-ui_loc_2-	76652a23-45	VTRCKS_707	ADDRESS_407562		City	QA			V	80777-0273-	Moderna, CC	200	Yes	

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Step Three: Update Inventory

Once you have downloaded a template file, you are ready to update your inventory. Simply fill out the *Quantity* column with the **number of doses** you have on hand at the end of that day. If you have set your location to display to the public on the VaccineFinder.org website, follow the tips below to enter stock and supply level information which is optional.

Inventory tips:

Quantity

- Acceptable values for *Quantity* are:
 - 0 and any positive integer - for the number of doses on-hand at the location for that NDC.
 - *Unknown* - if you do not know the quantity at the time of reporting.
 - *<Enter Quantity Here>* - you may also leave this pre-filled text if you do not know the quantity.
 - *Remove* - if you know you will no longer administer a vaccine at this location.
- **Note:** If you upload your file with *<Enter Quantity Here>* or *UNKNOWN* in the quantity field for an NDC at a location, VaccineFinder will skip that row for updates and the quantity that was last reported (with date of when that quantity was reported) for that NDC will be sent to the CDC. If you have the same number of doses on-hand for multiple days, please report that number each day to correctly reflect the quantity on-hand.

Public Display for Vaccine Availability:

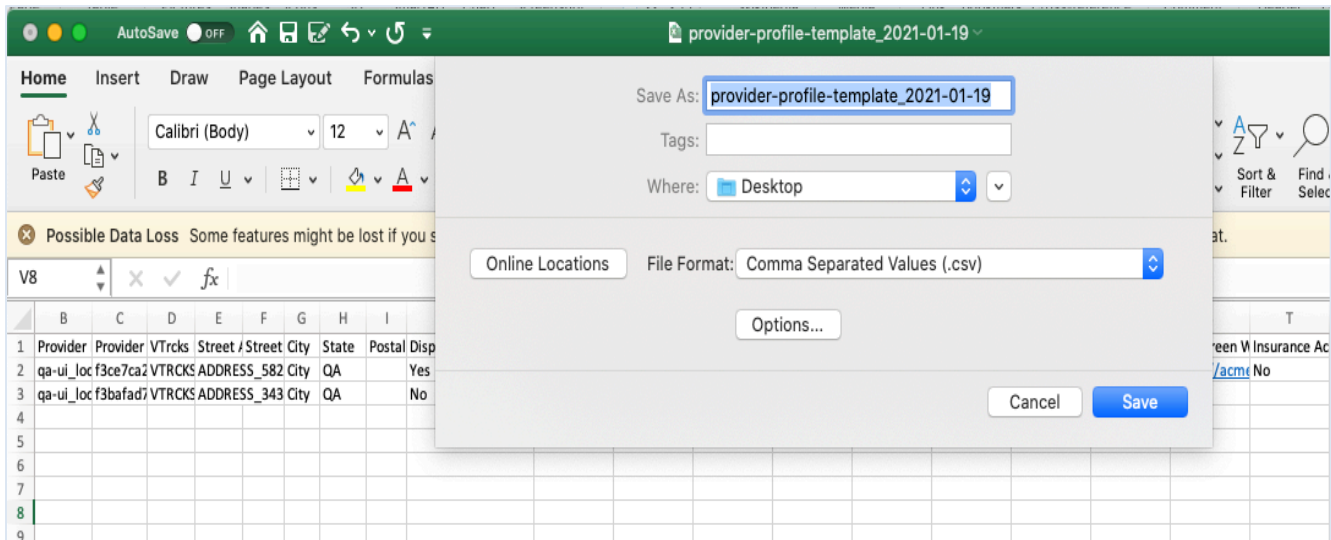
The fields below are only relevant if your location is set to display to the public. **For more information see the Quick Start Guide for Public Display Information on <https://vaccinefinder.org/covid-provider-resources>.**

- *In Stock* is a required field. If you enter no value or leave *<Enter Yes or No Here>*, this field will default based on the number of doses reported as outlined below. If you would like to report quantity, but would like the vaccine to show as **out-of-stock for the public** mark "No" in the column labeled "In Stock"
 - Acceptable values for *In Stock* are Yes or No. If left blank, *In Stock* will be derived from the quantity entered:
 - If *Quantity* > 0: *In Stock*, Yes
 - If *Quantity* = 0 : *In Stock*, No
- *Supply Level* is an optional field that provides the consumer with an estimate of how long you expect the vaccine supply to last at your location. Acceptable values are detailed below:
 - NO SUPPLY
 - LOW (<24 hours supply)
 - MEDIUM (24-48 hours supply)

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- HIGH (>48 hours supply)
- **Supply Level is an optional field and will not be displayed to the public on VaccineFinder.org at this time.**

Once you have logged inventory, save the changes to the file. We recommend you save the file to your desktop so that it is easier to find to upload.

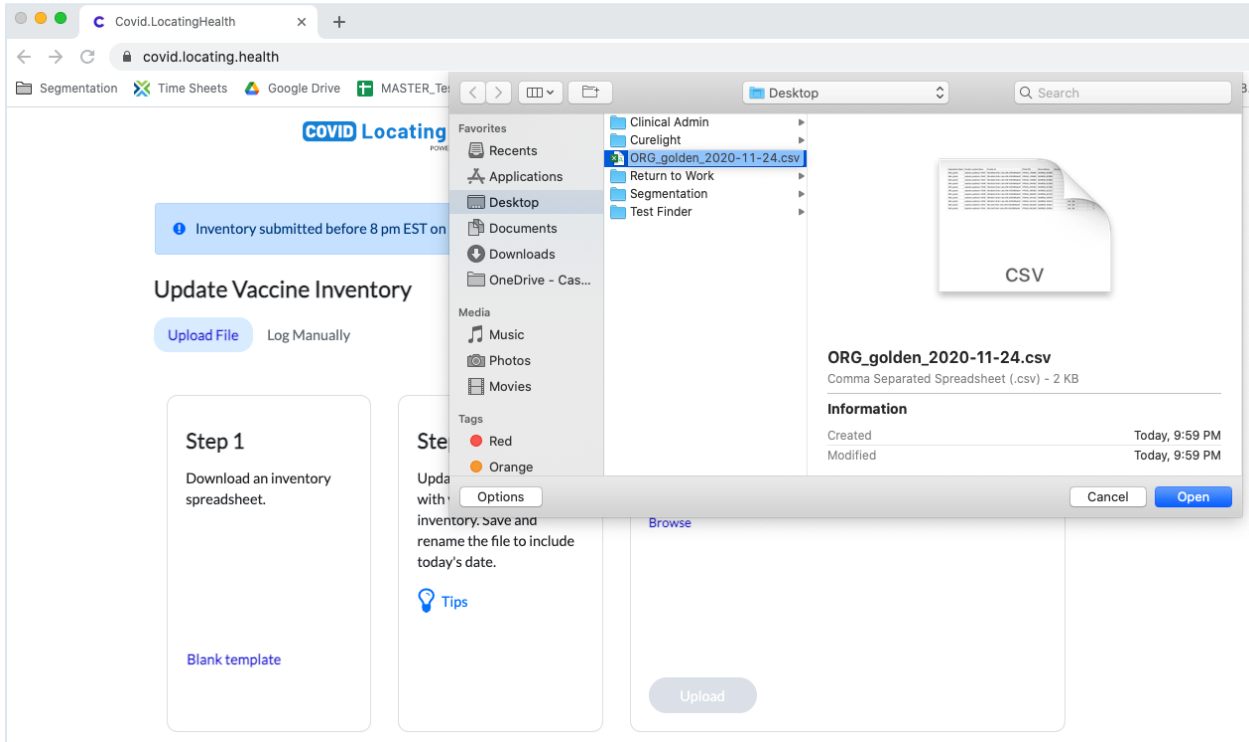


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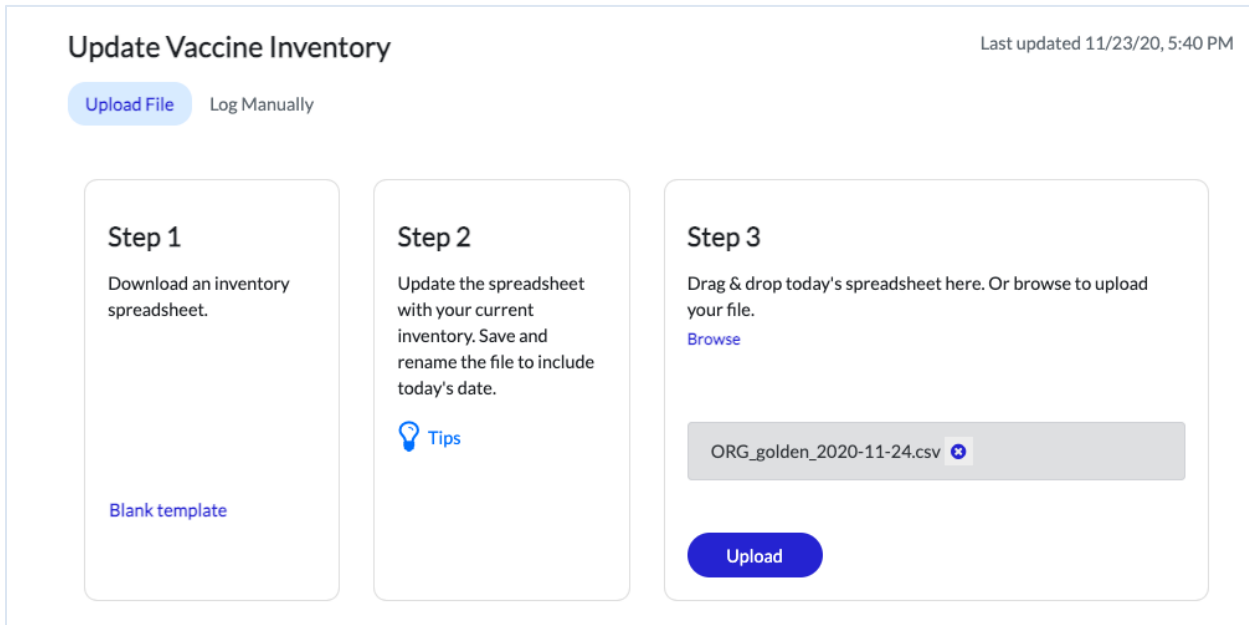
Step Four: Upload File

To upload your inventory file, select the “Browse” button in the box labeled Step 3 on the Upload File screen. This will allow you to search your computer for the file you wish to upload. Select the file and press “Open.” Once you have selected a file you will see it appear in the box labeled Step 3. Select the file and press the “Upload” button to upload the file.

Select File



Upload file



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Step Five: File Validation

VaccineFinder will validate your uploaded file. If there are no errors, the file will upload successfully and you will see a green *Success!* screen. You can verify that the file uploaded correctly by selecting the “View update file.” You will also be able to see how many records were updated. The last reported inventory is sent to the CDC every day at 5:00 am Eastern.

Update Vaccine Inventory

[Upload File](#) [Log Manually](#)

Last updated 12/7/20, 11:59 AM

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](#)

Success!

Uploaded File
vaccine-inventory_2020-12-07.csv
[View updated file](#)
10 records updated

Your most recent inventory file will be reported to VaccineFinder at 5am Eastern daily. Files uploaded after that time will be reported the following day.

Want to upload a new file? [Browse again](#)

If the file contains errors, the upload will fail and you will see a corresponding error message. The error message will tell you the row(s) the error(s) appear in and a brief description of the error to help you fix the file. Once you have updated the file, simply press “Try Again” to upload the new file.

Step 3

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

[Browse](#)

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

[Row number 3. Quantity r is not supported.]

[Upload](#)

Common issues: Incorrect column headers, columns in wrong order, or on-hand quantity not entered as zero or positive number.

Common errors:

- Unsupported values for the Quantity field. Supported values include:
 - 0 and positive integers
 - Unknown
 - Remove
 - <Enter Quantity Here>
- Missing required fields. Required fields listed below:
 - VTrckS Pin or Provider ID
 - NDC
 - Quantity
- If you continue to see errors and need technical assistance please contact our helpdesk at vaccinefinder@castlighthouse.com

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You have now reported inventory through VaccineFinder!

For more information on the COVID Locating Health Provider Portal, additional quick start guides, and training videos visit <https://vaccinefinder.org/covid-provider-resources>.