

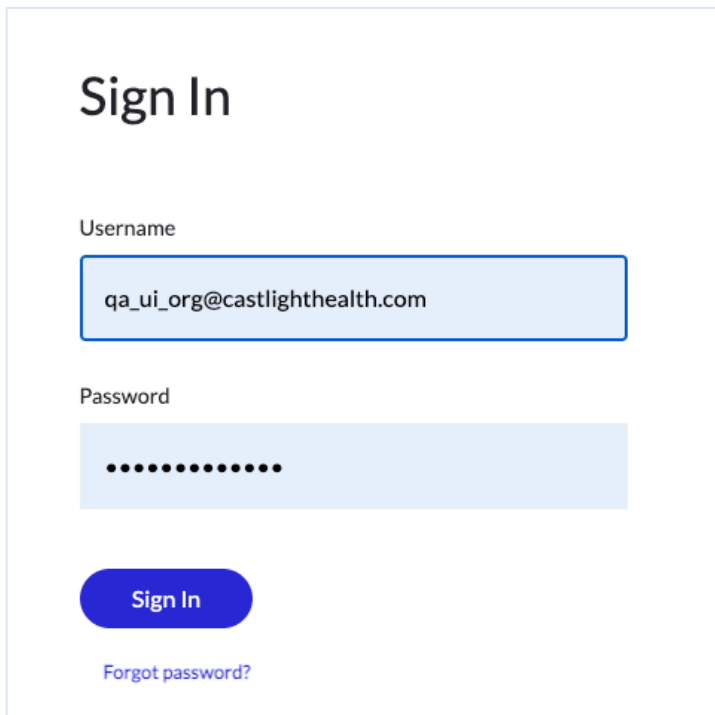
## Quick Start Guide: VaccineFinder Inventory Reporting – Log Manually

**Purpose:** This quick start guide provides steps for **logging COVID-19 vaccine inventory manually** 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 *only* applies to providers in jurisdictions that have designated their providers to report inventory quantities 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@castlighthouse.com](mailto:vaccinefinder@castlighthouse.com).

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### Step Two: Select Log Manually

To log your inventory manually through the COVID Locating Health provider portal, select the “Log Manually” 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. All your locations will be listed out on the screen along with the most recently entered inventory for each location.

**COVID Locating Health**  
POWERED BY Castlight

Inventory Public Display

### Update Vaccine Inventory

Upload File Log Manually

qa-ui\_loc\_1-93086  
ADDRESS\_343955 City QA  Display to the Public [+ Add Vaccine](#)

VACCINES	DOSES	PUBLIC DISPLAY		Edit
		IN STOCK	SUPPLY LEVEL	
E2E Test Pfizer Vaccine 88888-1000-XX	0	✗ No		<a href="#">+</a>
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	7	✓ Yes	■ ■ ■	<a href="#">+</a>
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	7	✓ Yes	■ ■ ■	<a href="#">+</a>

Supply Legend: ■ ■ ■ No Supply ■ ■ ■ Low (<24 hours) ■ ■ ■ Medium (24-48 hours) ■ ■ ■ High (>48 hours)

qa-ui\_loc\_2-93087  
ADDRESS\_582123 City QA  Display to the Public [+ Add Vaccine](#)

VACCINES	DOSES	PUBLIC DISPLAY		Edit
		IN STOCK	SUPPLY LEVEL	
Sample COVID-19 Vaccine 200mcg 0.6mL dose 20000-000-XX	15	✓ Yes	■ ■ ■	<a href="#">+</a>
Sample COVID-19 Vaccine 300mcg 0.7mL dose 30000-000-XX	3	✓ Yes		<a href="#">+</a>
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	6	✓ Yes		<a href="#">+</a>

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### Step Three: Public Display (not required)

To activate your location(s) to show COVID-19 vaccine availability to the public on VaccineFinder.org, toggle the button at the upper right for each location over to "Display to the Public." This will activate the fields for public inventory reporting, "In Stock" and "Supply Level." On-hand inventory quantities will never display to the public.

**Note:** All locations will initially default to **not** display to the public.

#### Display to the public – ON

Display to the Public + Add Vaccine

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

Display to the Public + Add Vaccine

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) ▾	✖

Your location will display to the public when the button is toggled to Display to the Public. The toggle will become blue and the fields for In Stock and Supply Level will become active. Public Display Fields are grayed out and not editable when a location is not set to display to the public. If your location is not set to display, you are only required to log quantity on-hand for those locations.

**Please note: Supply Level is an optional field and will not be displayed to the public on VaccineFinder.org at this time.**

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### Step Four: Update Inventory (required)

- To update your inventory, select the "Edit" button in the header bar for the location for which you wish to log inventory.
- After you select "Edit," text boxes will appear for you to enter your most recent inventory quantities. **Inventory must be logged as the number of doses on-hand at each location.**
  - In Stock:** If your location is set to display to the public, you must also enter whether the vaccine is *In Stock* for the public. *In Stock* will default to "Yes" if you enter any quantity greater than 0 for that vaccine NDC. If you would like a vaccine to show as out of stock, simply select the radial button for "No."
  - Supply Level:** *Supply level is optional and will not be displayed to the public at this time.* The field will provide the public with an estimate of how long you expect supply to last for a vaccine NDC. To indicate supply level, select a "Supply Level" from the drop-down menu. A supply legend is listed below each location.
- Once you have finished updating your inventory for that location, select "Done." Continue this process with all the locations you wish to update.

qa-ui\_loc\_1-93086  
ADDRESS\_343955 City QA

Display to the Public [Add Vaccine](#)

VACCINES	DOSES	PUBLIC DISPLAY		Edit
		IN STOCK	SUPPLY LEVEL	
E2E Test Pfizer Vaccine 88888-1000-XX	0	<input checked="" type="checkbox"/> No		
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	7	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	7	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Supply Legend:    No Supply      Low (<24 hours)      Medium (24-48 hours)      High (>48 hours)

qa-ui\_loc\_1-93086  
ADDRESS\_343955 City QA

Display to the Public [Add Vaccine](#)

VACCINES	PAST DOSES	NEW DOSES	PUBLIC DISPLAY		DONE
			IN STOCK	SUPPLY LEVEL	
E2E Test Pfizer Vaccine 88888-1000-XX	0 →	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select an Option	
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	7 →	<input type="text" value="10"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	No Supply	
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	7 →	<input type="text" value="100"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium (24-48H)	

Supply Legend:    No Supply      Low (<24 hours)      Medium (24-48 hours)      High (>48 hours)

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### Step Five: Submit Inventory

Once you have updated your inventory for the day, click "Submit Inventory". You will receive a success message letting you know your inventory has been recorded. The most recently reported inventory is sent to the CDC every day at 5:00 am Eastern. The new stock levels will be visible on the public facing VaccineFinder.org site every day at 8:00 am Eastern.

qa-wi\_ioc\_1-73086  
ADDRESS\_343955 City QA

Display to the Public [+ Add Vaccine](#)

VACCINES	DOSES	IN STOCK	SUPPLY LEVEL	
EZE Test Pfizer Vaccine 88888-1000-XX	0	<span style="color: red;">✘</span> No		<a href="#">+</a>
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	10			<a href="#">+</a>
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	100			<a href="#">+</a>

Supply Legend:   No Supply   Low (<24 hours)   Medium (24-48 hours)   High (>48 hours)

[Submit Inventory](#)

✔  
**Success!**  
Your most recent inventory file will be reported to VaccineFinder at 5am Eastern daily.  
[OK](#)

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>.