

## **Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload**

**Purpose:** This quick start guide provides steps for **updating provider public display information 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.

**It is very important that the public be able to find timely and accurate COVID-19 vaccination clinic information like vaccine availability, phone number, weblink, address, and next steps for getting a vaccine on VaccineFinder.org.**

*Only active providers or sites should set their locations to display to the public (i.e., locations that will receive vaccine deliveries to display on VaccineFinder.org).*

**Scope:** This guide applies to providers and jurisdictions that will be using a flat file upload to edit administrative data for their provider locations to be displayed in the COVID-19 vaccine search experience on VaccineFinder.org.

Providers that wish to update provider public display information for one or a few sites on vaccinefinder.org can also use the Log Manually function on the COVID Locating Health portal. A quick start guide is available at <https://vaccinefinder.org/covid-provider-resources>.

## Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload

### Step One: Login

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

Sign In

Username

qa\_ui\_org@castlighthealth.com

Password

.....

Sign In

[Forgot password?](#)

#### Login tips:

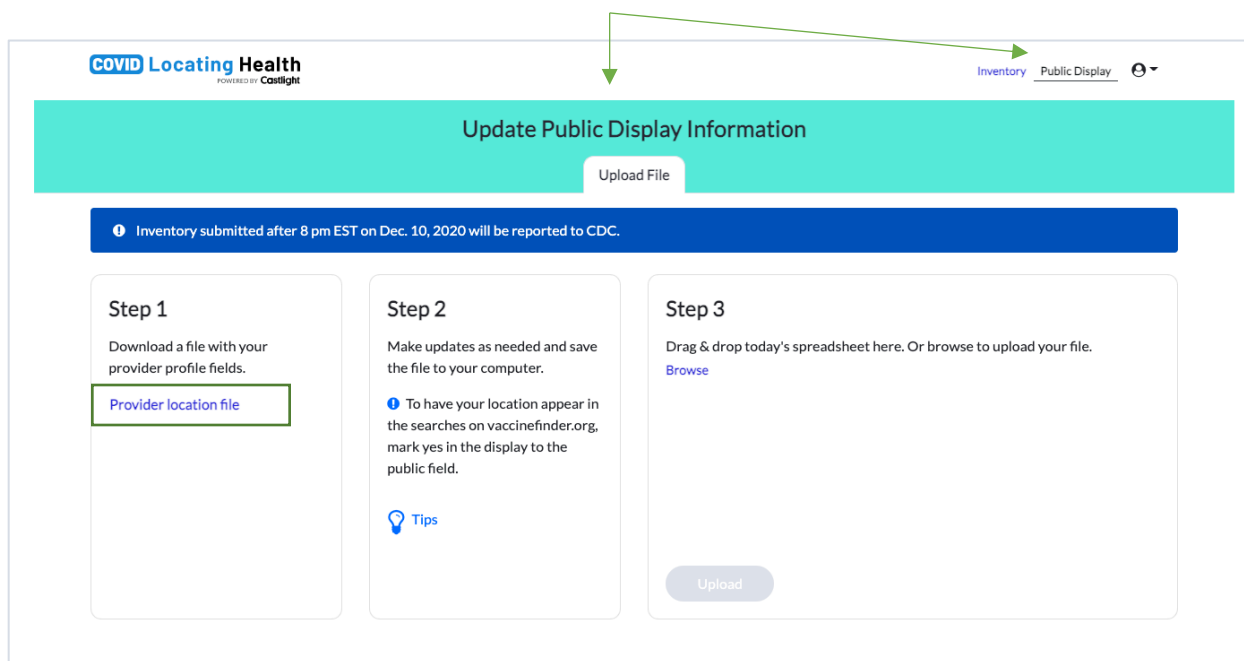
- Your username is the email address that was used to register for VaccineFinder.
- If you forget your password, click the "Forgot password?" link below the sign in button to reset your password.
- For login support, email [vaccinefinder@castlighthealth.com](mailto:vaccinefinder@castlighthealth.com)

## Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload

### Step Two: Select Provider Locations for Public Display and Download Provider File

To update administrative fields for public display through the portal via a flat file upload, select *Public Display* from the menu in the upper right-hand corner. Once you have selected *Public Display*, you should see the green banner that says **Update Public Display Information**.

To begin, simply select "Provider location file" to download the current set of administrative details listed for your locations in the box labeled Step 1.



#### 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-01-19.csv.
- The first 6 columns will be pre-populated with the administrative data sent to VaccineFinder by the CDC Immunization Data Lake (IZDL). These fields are read only on VaccineFinder, 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 VaccineFinder.org website, mark Yes in the column "Display to the Public."** The acceptable values for "Display to the Public" are:
  - Yes
  - No

## Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload

### Step Three: Update Provider Location Administrative fields

Once you have downloaded the template .CSV file, you can update the provider display attributes in the file. These attributes will be displayed on the public website for the COVID-19 vaccine search experience at VaccineFinder.org.

	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	VTRCKS	Street	Street	City	State	Postal	Display to the Public	Sunday Hour	Monday Hou	Tuesday Hou	Wednesday	Thursday Hou	Friday Hours	Saturday Hou	Web Address	Pre Screen V	Insurance Ac	Walkins Ac	Provider Notes	
2	ORG_ui_org	qa-ui_loc	f3ce7ca2	VTRCKS	ADDRESS_582	City	QA		Yes	09:00AM-05:00AM	09:00AM-05:00AM	09:00AM-05:00AM	09:00AM-05:00AM	09:00AM-05:00AM	09:00AM-05:00AM	09:00AM-05:00AM	<a href="https://acm">https://acm</a>	<a href="https://acm">https://acm</a>	No	No		
3	ORG_ui_org	qa-ui_loc	f3bafad7	VTRCKS	ADDRESS_343	City	QA		No													

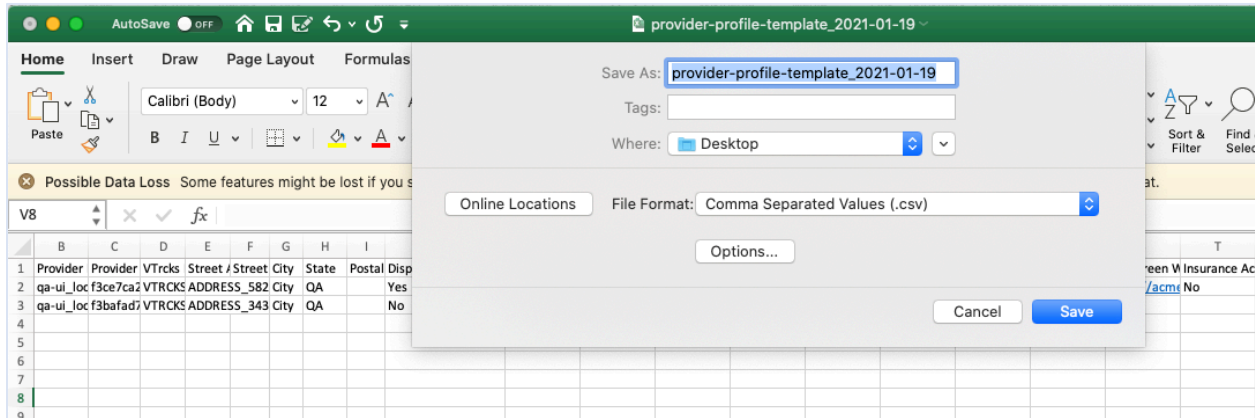
### Public Display Field data tips:

- 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. More details on the fields are listed below:
  - **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://vaccinefinder.org/covid-provider-resources>. For any day that your location is closed, please mark CLOSED in that column.
  - **Public display phone number** 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 vaccinefinder.org enter it in this field.
  - **Web Address** should be a link to the provider location's website.
  - **Pre Screen Web Address** 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.
  - **Walkins Accepted** should indicate if the location accepts walkins. **If your location is only accepting appointments for COVID vaccines, please mark NO 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.

## Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload

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.fakeaddress.com	acme.com	No	No	Vaccine available for ages 18+
Yes		24H	24H	24H	24H	24H	24H	24H			No	Yes	

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

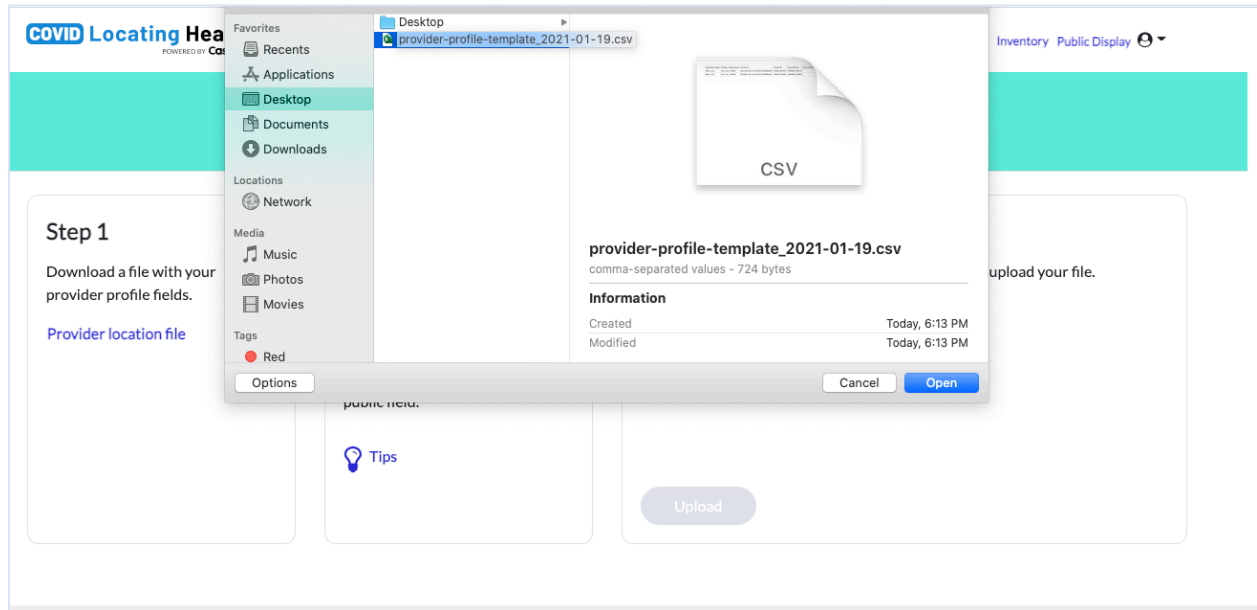


## Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload

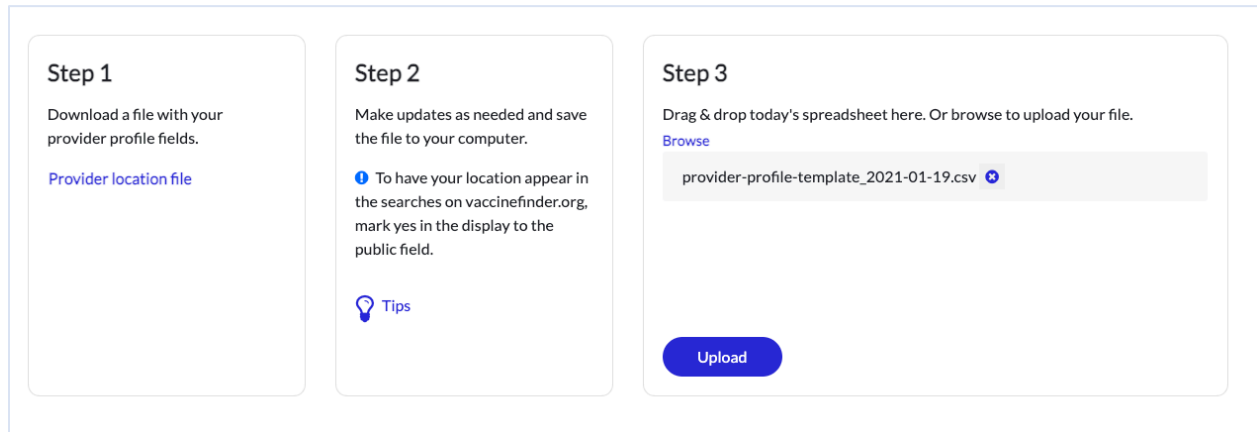
### Step Four: Upload File

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 press the “Upload” button to upload the file.

#### Select File



#### Upload file



## Quick Start Guide: VaccineFinder Public Display Administration Fields – File Upload

### 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; a banner will display at the top of the page to let you know how many of your locations are set to display on VaccineFinder.org.

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 an error message will display. 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](#)

**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. Required fields are listed below:
  - VTrckS Pin or Provider ID
  - Display to the Public
  - Public Display Phone Number
- Unsupported value for required fields.
- If you continue to see errors and need technical assistance, please contact our helpdesk at [vaccinefinder@castlighthouse.com](mailto:vaccinefinder@castlighthouse.com)

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