

Who should use this guide:

Providers and jurisdictions who have already onboarded to the CDC's COVID-19 Vaccination Program and the COVID Locating Health provider portal, and want to log data into the COVID Locating Health provider portal using a flat file upload method.

Visit <https://vaccines.gov/covid-provider-resources> 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.

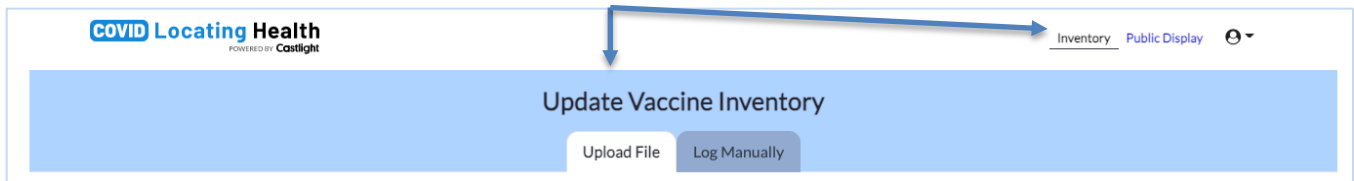
Login tips:

- 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.

Get your inventory spreadsheet

2. Select the Upload File tab under Update Vaccine Inventory.

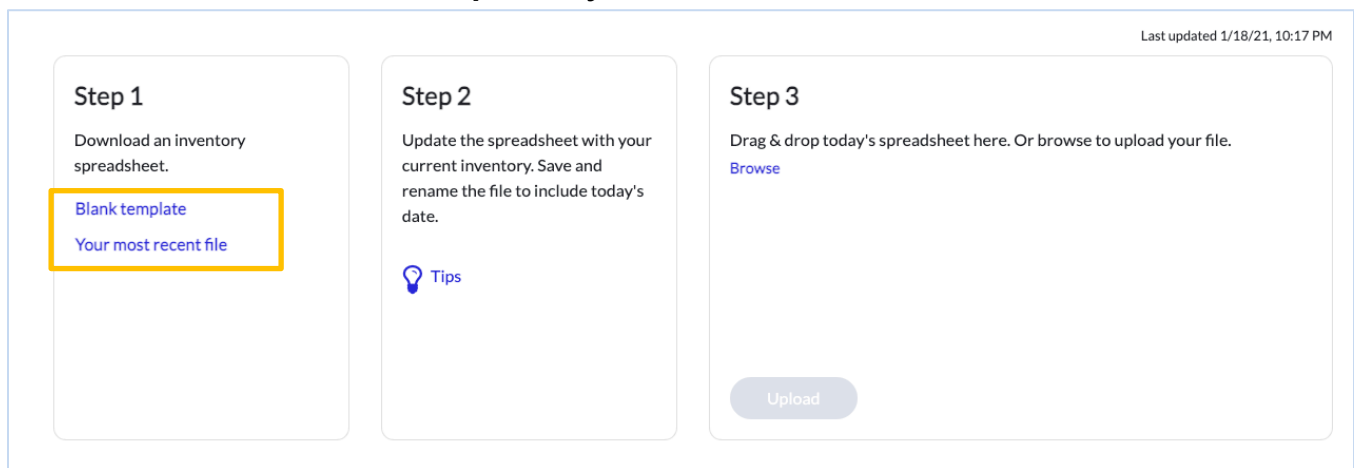
If you do not see the blue banner that says **Update Vaccine Inventory**, select *Inventory* from the menu in the upper right corner. You will see the screen below.



3. Download an inventory spreadsheet.

The first time you view this page, you will only see “Blank template”. After you upload your inventory, you will be able to access it again through the “Your most recent file” button. Either can be used to update and submit new on-hand inventory each day.

Select either the blank template or your most recent file.



File template tips:

- Both templates will download as a CSV 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*

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- 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.
- 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.

Blank template:

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
olden sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866	City	QA				V	80777-0273-	Moderna, CC	<Enter Quantity Here>	<Enter Yes or No Here>		
olden sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866	City	QA				V	59267-1000-	Pfizer-BioNT	<Enter Quantity Here>	<Enter Yes or No Here>		
olden sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866	City	QA				V	59676-0580-	Janssen, CO	<Enter Quantity Here>	<Enter Yes or No Here>		
olden sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866	City	QA				V	80777-0273-	Moderna, CC	<Enter Quantity Here>	<Enter Yes or No Here>		
olden sophialoc-go	951b03a2-25	VTRCKS_240	ADDRESS_672366	City	QA				V	80777-0273-	Moderna, CC	<Enter Quantity Here>	<Enter Yes or No Here>		
olden sophialoc-go	951b03a2-25	VTRCKS_240	ADDRESS_672366	City	QA				V	59267-1000-	Pfizer-BioNT	<Enter Quantity Here>	<Enter Yes or No Here>		

Most Recent Inventory:

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
ORG_golden sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866	City	QA				V	80777-0273-	Moderna, CC		300	Yes	High
ORG_golden sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866	City	QA				V	59267-1000-	Pfizer-BioNTech, COVID-1	No			

Update your inventory

4. Fill out the **Quantity** column with the number of doses you have on hand at the end of that day.

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.
- 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.
- If you have set your location to display to the public on the Vaccines.gov website, follow the tips below to enter the optional stock and supply level information.

In Stock and Supply Level Fields

These fields are relevant for locations that are set to display to the public on Vaccines.gov.

- *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. It does not currently display to the public on Vaccines.gov but it will display in the near future. Supply level provides the consumer with an estimate of how long you expect the vaccine supply to last at your location. Acceptable values are:
 - NO SUPPLY
 - LOW (<24 hours supply)

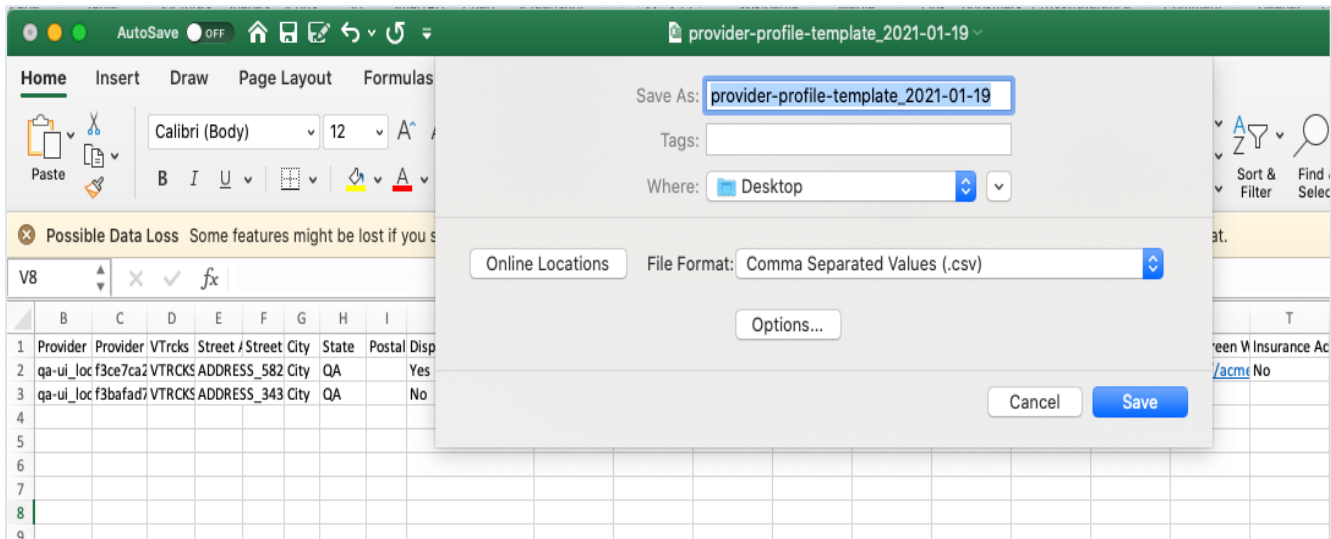
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- MEDIUM (24-48 hours supply)
- HIGH (>48 hours supply)

See the Quick Start Guide for Public Display Information on <https://vaccines.gov/covid-provider-resources> for more details.

5. Save the changes to the file.

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

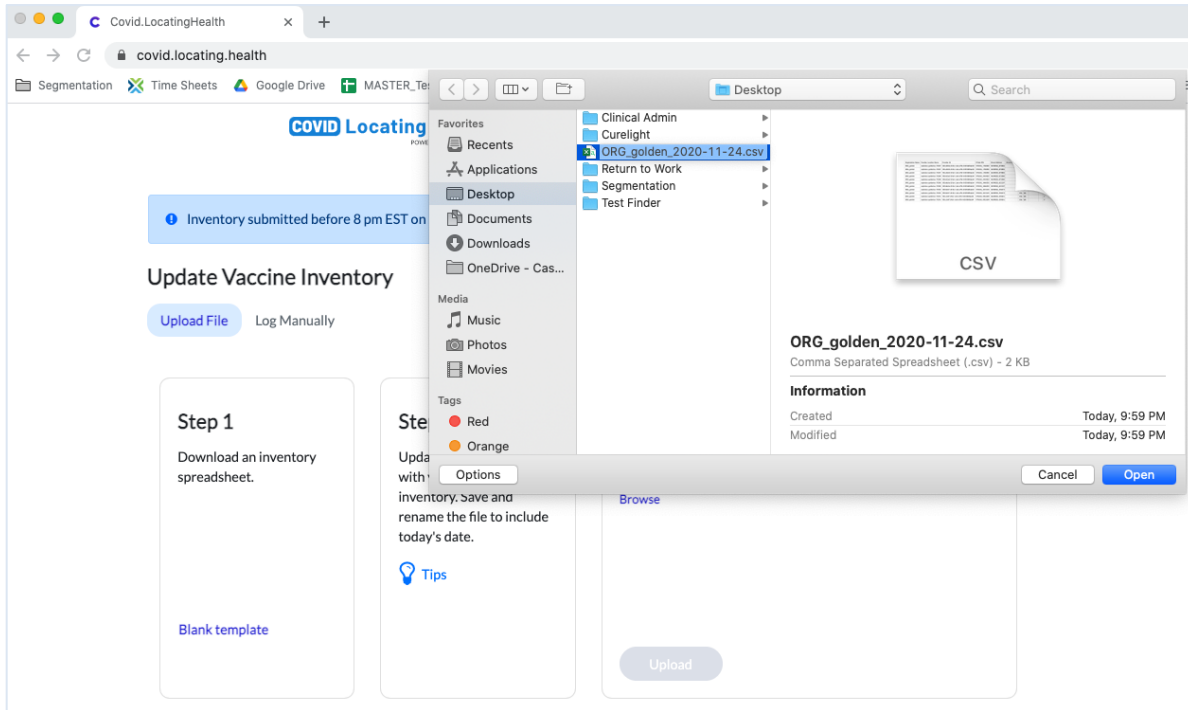


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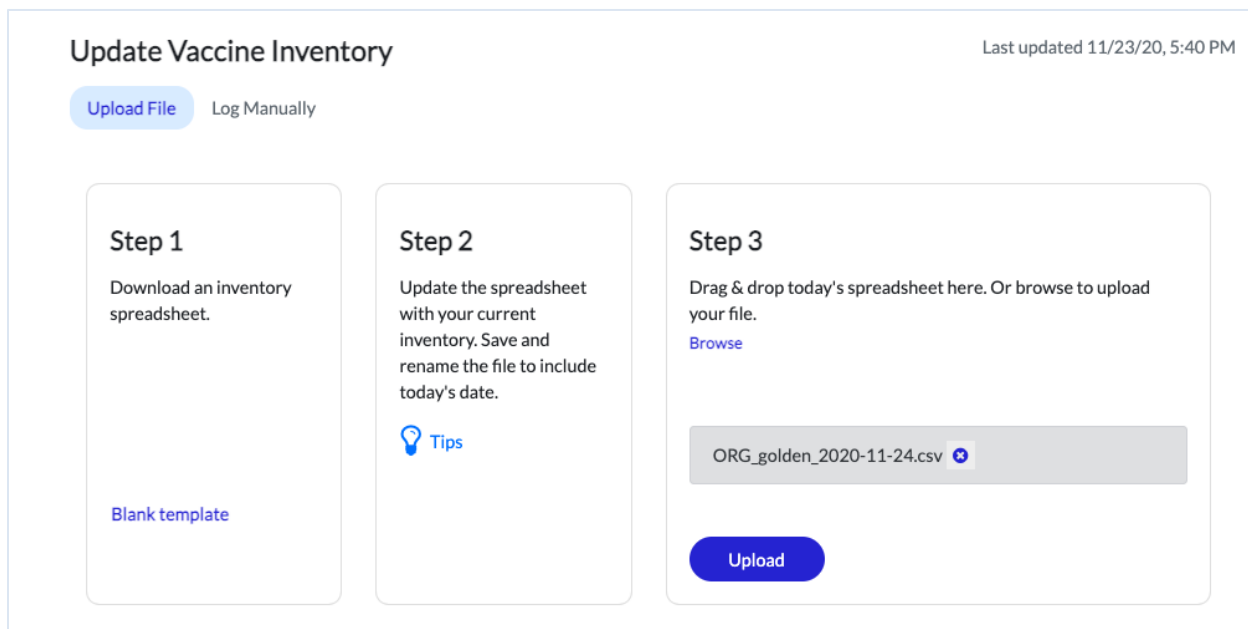
Upload your file

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

Navigate on 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 inventory will be sent to the CDC at 5:00 am Eastern.

The screenshot shows the 'Update Vaccine Inventory' interface. At the top, there are two buttons: 'Upload File' (highlighted in blue) and 'Log Manually'. Below this, there are three main sections. The first section, 'Step 1', instructs the user to 'Download an inventory spreadsheet' and provides links for 'Blank template' and 'Your most recent file'. The second section, 'Step 2', instructs the user to 'Update the spreadsheet with your current inventory. Save and rename the file to include today's date.' and includes a 'Tips' icon. The third section, 'Success!', features a green checkmark icon and displays the following information: 'Uploaded File vaccine-inventory_2020-12-07.csv', 'View updated file', and '10 records updated'. It also notes 'Last updated 12/7/20, 11:59 AM'. Below this, a message states: '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.' and provides a 'Browse again' link.

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.

The screenshot shows the 'Update Vaccine Inventory' interface with an upload failure. The 'Step 3' section is active, with instructions to 'Drag & drop today's spreadsheet here. Or browse to upload your file.' and a 'Browse' link. Below this, a grey error message box contains the text: 'Upload failed. Try again' and 'Contact Support'. Below the error box, a red message states: '[Row number 3. Quantity r is not supported.]'. At the bottom of the section, there is an 'Upload' button. Below the main content area, a note lists '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

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.

Congratulations, you have now reported your inventory!