

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Inventory Reporting – Log Manually

Who should use this guide:

Providers in jurisdictions that have designated their providers to report inventory quantities directly and the providers need to log data manually into the COVID Locating Health provider portal.

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>.



Sign In

Username

qa_ui_org@castlighthealth.com

Password

.....

Sign In

[Forgot password?](#)

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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Pull up your manual inventory

2. 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

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

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

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

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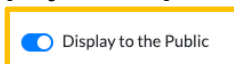
Select provider locations to display to the public

All locations will initially default to **not** display to the public but we encourage you to turn on your display to the public setting if your locations are vaccinating the public so more people can find your vaccines on Vaccines.gov.

3. Toggle the Display to the Public button for each location you want to display to the public.

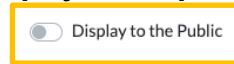
- This will allow changes to the fields below it.
- "In Stock" and "Supply Level" will be active for locations set to display to the public.
- "On-hand" inventory quantities will never display to the public. If you choose not to display to the public, you are still required to log quantity on-hand for those locations.

Display to the public – ON



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



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) ▾	✖

Tip: If your Public Display Fields are grayed out and not editable, then your Display to the Public setting is set to not show to the public.

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Update your inventory (required)

4. Select the “Edit” button in the header bar for your location.
5. Text boxes will appear 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, select “No.”
- Supply Level (optional):** 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. To indicate supply level, select a “Supply Level” from the drop-down menu. A supply legend is listed below each location.

6. When done updating your inventory for that location, select “Done.” Continue this process with all the locations you want to update.

qa-ui_loc_1-93086
ADDRESS_343955 City QA

Display to the Public

VACCINES	DOSES	IN STOCK	SUPPLY LEVEL	
E2E Test Pfizer Vaccine 88888-1000-XX	0	✖ No		4 Edit
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	7	✔ Yes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	✖
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	7	✔ 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

VACCINES	PAST DOSES	NEW DOSES	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	6 DONE
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)	5 ✖

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

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Submit your inventory

7. 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 Vaccines.gov site within 5 hours.

qa-ai_ioc_1-93086
ADDRESS_343955 City QA

Display to the Public

VACCINES	DOSES ⓘ	PUBLIC DISPLAY ⓘ		Edit
		IN STOCK	SUPPLY LEVEL	
EZE Test Pfizer Vaccine 88888-1000-XX	0	✘ No		+
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	10			+
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	100			+

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](#)

Tip: If there has not been an inventory update 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!