

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Inventory Reporting – Add Vaccine Flow

Who should use this guide:


Providers and jurisdictions who have enrolled as a provider in the CDC’s COVID-19 Vaccination Program, onboarded to the COVID Locating Health provider portal, and want to know how to add vaccines to vaccination locations.

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:

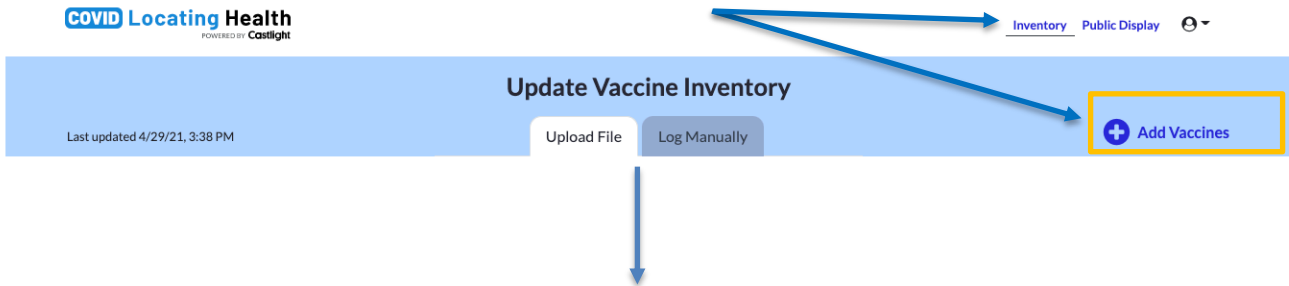
- Your username is the email address you used to register for your COVID Locating Health account.
- If you forget your password, click the “Forgot Password?” link to reset your password.

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Select *Add Vaccines* button from the Update Vaccine Inventory Screen

2. Select the Add Vaccines button 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.



Add Vaccines to Your Inventory

Any vaccines you add to your inventory will appear automatically in your most recent .csv file as well as on your manual dashboard.

1. Choose vaccines to add (select all that apply):

<input type="checkbox"/> Select all vaccines	
<input type="checkbox"/> Moderna, COVID-19 Vaccine, 100mcg/0.5mL 10 dose	<input type="checkbox"/> Pfizer-BioNTech, COVID-19 Vaccine, 30 mcg/0.3mL
<input type="checkbox"/> Janssen, COVID-19 Vaccine, 0.5 mL	<input type="checkbox"/> Moderna, COVID-19 Vaccine, 100mcg/0.5mL 14 dose

2. Choose locations where you'd like to add your selected vaccines (select all that apply):

<input type="checkbox"/> Select all locations
<input type="checkbox"/> sophialoc-goldenloc-70387 ADDRESS_879866 City QA
<input type="checkbox"/> sophialoc-goldenloc-70388 ADDRESS_672366 City QA
<input type="checkbox"/> sophialoc-goldenloc-70389 ADDRESS_622197 City QA
<input type="checkbox"/> sophialoc-goldenloc-70390 ADDRESS_536474 City QA
<input type="checkbox"/> sophialoc-goldenloc-70391 ADDRESS_359261 City QA

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Select vaccines and locations

From this screen you can select the vaccine(s) and specify which locations where the new vaccines should be added. You can select all, or choose individual vaccines/locations.

3. Select vaccine(s).

Select All

1. Choose vaccines to add (select all that apply):

4 vaccines selected

<input checked="" type="checkbox"/> Select all vaccines	
<input checked="" type="checkbox"/> Moderna, COVID-19 Vaccine, 100mcg/0.5mL 10 dose	<input checked="" type="checkbox"/> Pfizer-BioNTech, COVID-19 Vaccine, 30 mcg/0.3mL
<input checked="" type="checkbox"/> Janssen, COVID-19 Vaccine, 0.5 mL	<input checked="" type="checkbox"/> Moderna, COVID-19 Vaccine, 100mcg/0.5mL 14 dose

Select Individual

1. Choose vaccines to add (select all that apply):

2 vaccines selected

<input type="checkbox"/> Select all vaccines	
<input type="checkbox"/> Moderna, COVID-19 Vaccine, 100mcg/0.5mL 10 dose	<input type="checkbox"/> Pfizer-BioNTech, COVID-19 Vaccine, 30 mcg/0.3mL
<input checked="" type="checkbox"/> Janssen, COVID-19 Vaccine, 0.5 mL	<input checked="" type="checkbox"/> Moderna, COVID-19 Vaccine, 100mcg/0.5mL 14 dose

4. Select location(s).

Select All

2. Choose locations where you'd like to add your selected vaccines (select all that apply):

5 locations selected

<input checked="" type="checkbox"/> Select all locations	
<input checked="" type="checkbox"/> sophialoc-goldenloc-70387 ADDRESS_879866 City QA	
<input checked="" type="checkbox"/> sophialoc-goldenloc-70388 ADDRESS_672366 City QA	
<input checked="" type="checkbox"/> sophialoc-goldenloc-70389 ADDRESS_622197 City QA	

Select Individual

2. Choose locations where you'd like to add your selected vaccines (select all that apply):

2 locations selected

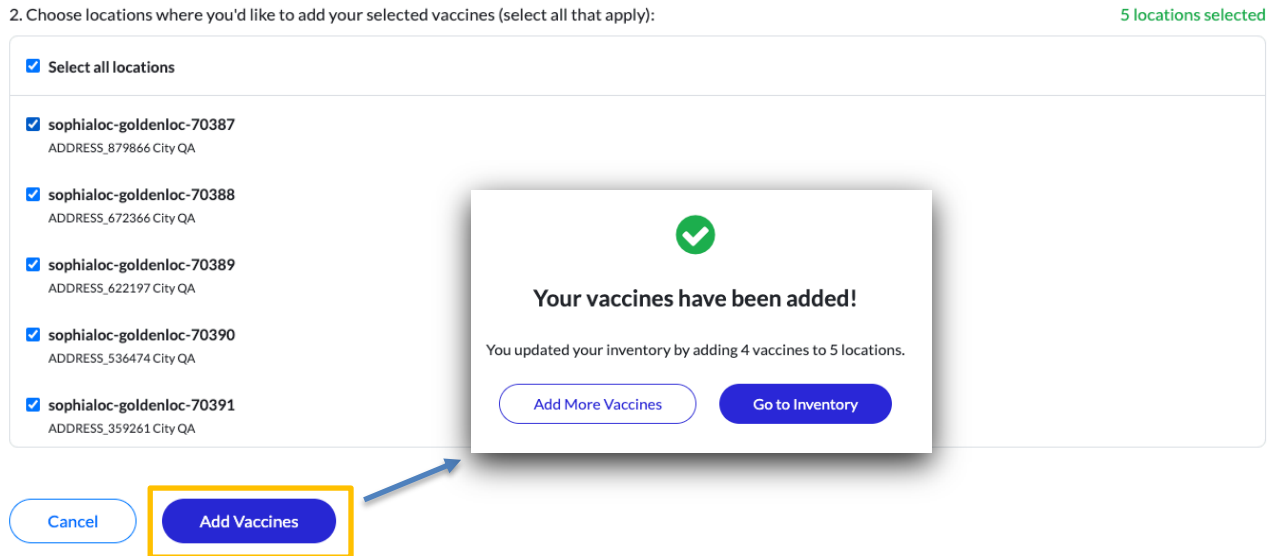
<input type="checkbox"/> Select all locations	
<input checked="" type="checkbox"/> sophialoc-goldenloc-70387 ADDRESS_879866 City QA	
<input checked="" type="checkbox"/> sophialoc-goldenloc-70388 ADDRESS_672366 City QA	
<input type="checkbox"/> sophialoc-goldenloc-70389 ADDRESS_622197 City QA	

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Add vaccines to your inventory

5. Select **Add Vaccines** to save your selections

To save your vaccine selection select the Add Vaccines button at the bottom of the page. You can also cancel at any time and return to the Inventory Update Screen.



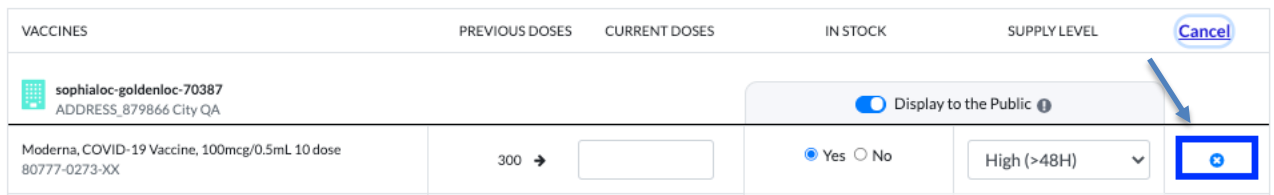
Once you add vaccines, they will automatically appear on the Update Inventory *Log Manually* page and in both the blank template and your most recent file downloadable from the Update Inventory *File Upload* page.

Remove vaccines from your inventory

6. You can remove a vaccine from your inventory using the file upload or log manually tab in the Update Vaccine Inventory page

Log manually:

Select the x button to the right of the vaccine you wish to remove.



File upload:

Type the word *remove* in the Quantity field for the vaccine you wish to remove.

Organization	Provider Loc	Provider Id	VTRcks PIN	Street Addr	Street Addr	City	State	Postal Code	GPI	Medication T	NDC	Medication N	Quantity
ORG_golden	sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866		City	QA			V	80777-0273-	Moderna, CO	Remove
ORG_golden	sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866		City	QA			V	59267-1000-	Pfizer-BioNTech, COVID-19	

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