

Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

Purpose: This quick start guide provides steps for **logging COVID vaccine inventory 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.

Scope: The guide applies to providers and jurisdictions that will be using a flat file upload to report inventory quantities for all their provider locations 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.

Sign In

Username

qa_jur_rep_for_all@castlighthhealth.com

Password

.....

Sign In

[Forgot password?](#)

Don't have a login? Email Support at vaccinefinder@castlighthhealth.com

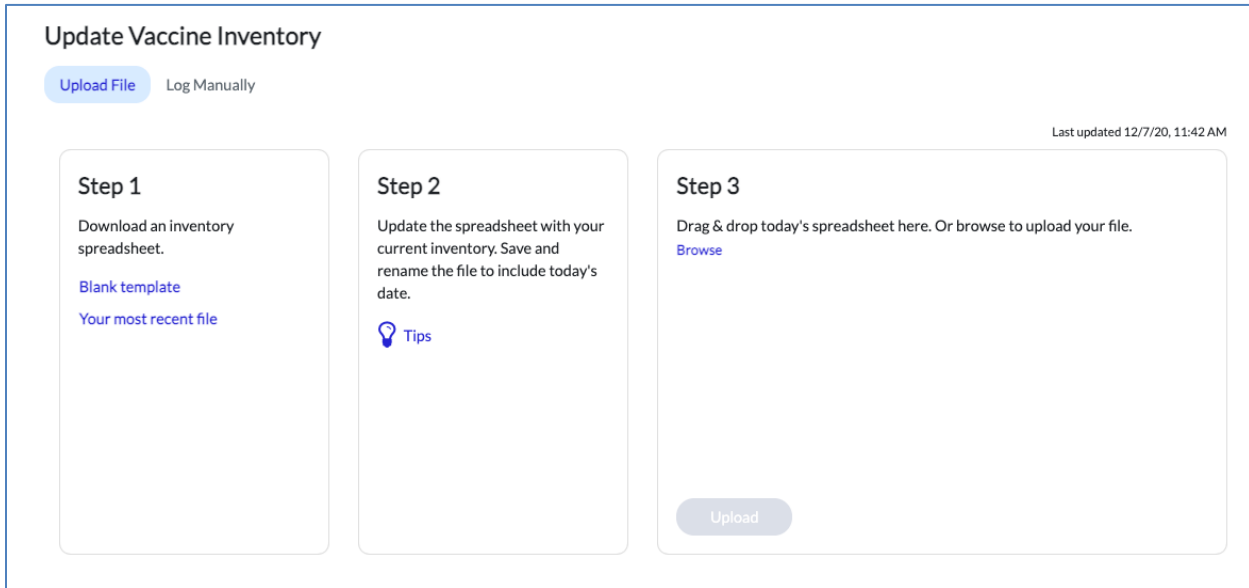
Login tips:

- 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.
- If you cannot log in, email vaccinefinder@castlighthhealth.com.

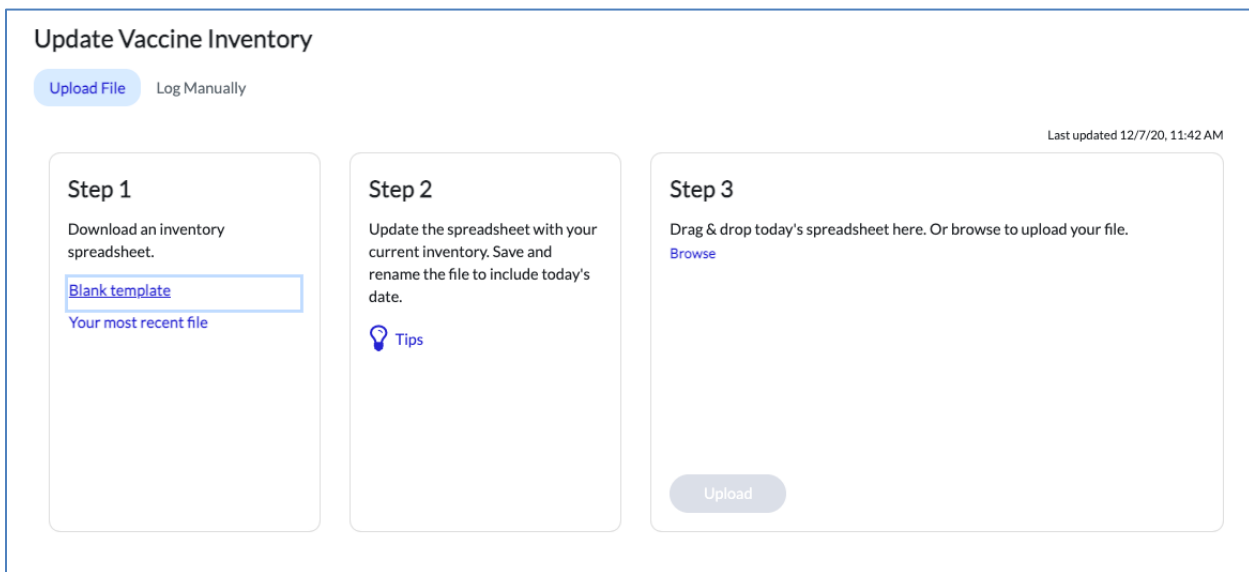
Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

Step Two: Select Upload File and Download an Inventory Spreadsheet

To log your inventory through the portal via a flat file upload, select the “Upload File” tab under *Update Vaccine Inventory*. You will see the screen below.



Download an inventory spreadsheet to record your inventory. Initially, there is only one template available, the “Blank template”. After your first inventory upload you will see a second option to download your most recent inventory through the “Your most recent file” button. Either file can be used to update and submit new on-hand inventory each day. Simply select the file you wish to download from the box labeled Step 1 in the screen below.



Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

File template tips:

- Both templates will download as a CVS file.
 - The blank template will have the name of your organization and the date in the file name; *your_organization_YYYY-MM-DD.csv*
 - The inventory file will have the file name *vaccine-inventory_YYYY-MM-DD.csv*
- Both templates will download prepopulated 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 |
|--------------|--------------|-------------|------------|----------------|----------------|------|-------|-------------|-----|------------------|---|
| ORG_golden | sophialoc-go | 951a32b6-25 | VTRCKS_176 | ADDRESS_879866 | | City | QA | | | V | 20000-000-0 Sample COV <Enter Quantity Here> |
| ORG_golden | sophialoc-go | 951a32b6-25 | VTRCKS_176 | ADDRESS_879866 | | City | QA | | | V | 30000-000-0 Sample COV <Enter Quantity Here> |
| ORG_golden | sophialoc-go | 951a32b6-25 | VTRCKS_176 | ADDRESS_879866 | | City | QA | | | V | 88888-1000- E2E Test Pfiz <Enter Quantity Here> |
| ORG_golden | sophialoc-go | 951b03a2-25 | VTRCKS_240 | ADDRESS_672366 | | City | QA | | | V | 10000-000-0 Sample COV <Enter Quantity 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 |
|--------------|--------------|-------------|------------|----------------|----------------|------|-------|-------------|-----|------------------|-------------------------------|
| ORG_golden | sophialoc-go | 951a32b6-25 | VTRCKS_176 | ADDRESS_879866 | | City | QA | | | V | 20000-000-0 Sample COV 100 |
| ORG_golden | sophialoc-go | 951a32b6-25 | VTRCKS_176 | ADDRESS_879866 | | City | QA | | | V | 30000-000-0 Sample COV 200 |
| ORG_golden | sophialoc-go | 951a32b6-25 | VTRCKS_176 | ADDRESS_879866 | | City | QA | | | V | 88888-1000- E2E Test Pfiz 300 |
| ORG_golden | sophialoc-go | 951b03a2-25 | VTRCKS_240 | ADDRESS_672366 | | City | QA | | | V | 10000-000-0 Sample COV 400 |

Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

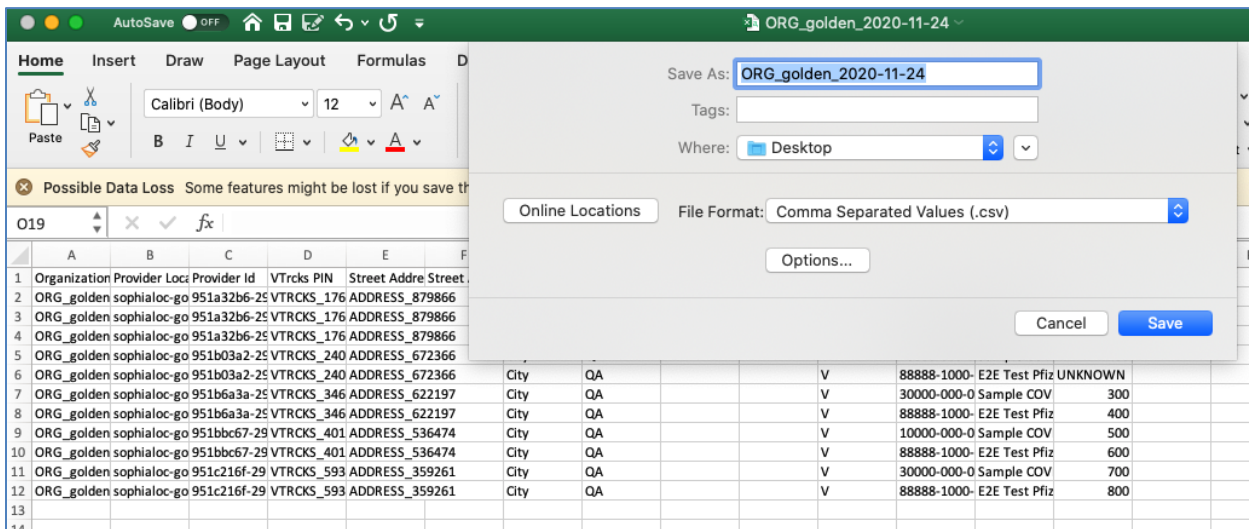
Step Three: Update Inventory

Once you have downloaded a template file, you are ready to update your inventory. Simply fill out the *Quantity* column with the **number of doses** you have on hand at the end of that day.

Inventory tips:

- 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.
- Please note that if you leave *<Enter Quantity Here>* or UNKNOWN in the quantity field for an NDC, VaccineFinder will send the last reported doses on hand for that NDC to the CDC with the date that quantity of doses on-hand were entered. 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.

Once you have logged inventory, be sure to save the changes to the file. We recommend you save the file to your desktop so that it is easier to find to upload.

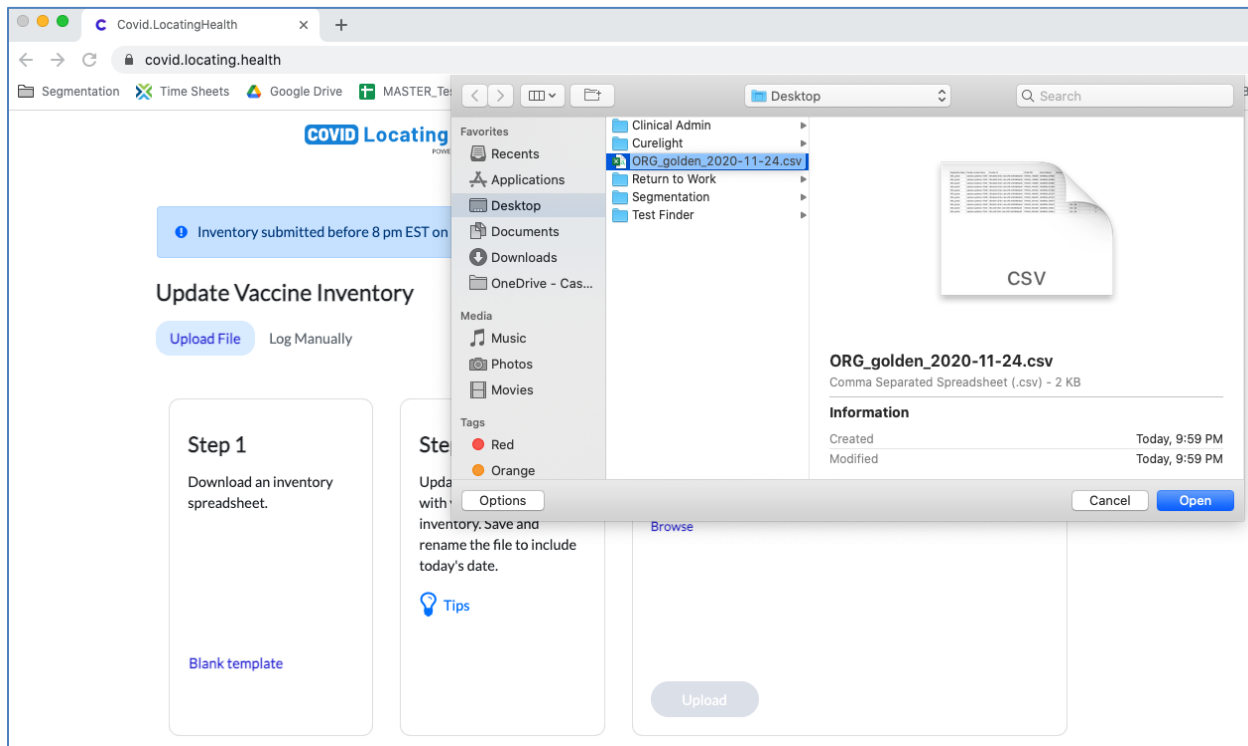


Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

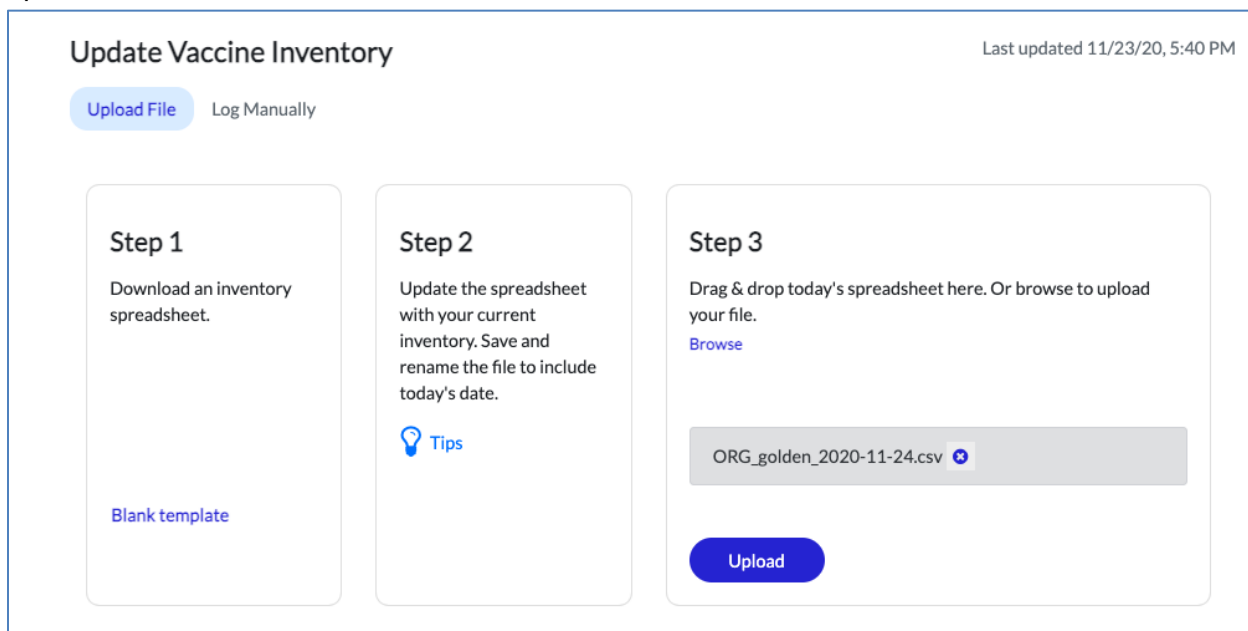
Step Four: Upload File

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



Step 4: File Validation

Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

VaccineFinder will validate your file when you upload. If no errors are detected, 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. The last reported inventory is sent to the CDC every day at 5:00 am Eastern.

Update Vaccine Inventory

[Upload File](#) [Log Manually](#)

Last updated 12/7/20, 11:59 AM


Step 1

Download an inventory spreadsheet.

[Blank template](#)
[Your most recent file](#)

Step 2

Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

 [Tips](#)

Success!

Uploaded File
vaccine-inventory_2020-12-07.csv
[View updated file](#)
10 records updated

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.

Want to upload a new file? [Browse again](#)

If the file contains errors, the upload will fail and you will see a corresponding error message. 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.

Update Vaccine Inventory

[Upload File](#) [Log Manually](#)

Last updated 11/23/20, 10:13 PM


Step 1

Download an inventory spreadsheet.

[Blank template](#)

Step 2


Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

 [Tips](#)

Step 3

Drag & drop today's spreadsheet here. Or browse to upload your file.

[Browse](#)

 Upload failed. [Try again](#) [Contact Support](#)

[Row number 3. Quantity r is not supported.]

[Upload](#)

Common issues: Incorrect column headers, columns in wrong order, or on-hand quantity not entered as zero or positive number.

Common errors:

Quick Start Guide: VaccineFinder Inventory Reporting – File Upload

- Unsupported values for the Quantity field, such as letters or misspelled versions of supported values. Supported values include:
 - 0 and positive integers
 - Unknown
 - Remove
 - <Enter Quantity Here>
- Missing required fields. Do not remove any of the data from the pre-populated required fields or leave the Quantity completely blank. Required fields are listed below:
 - VTrckS Pin
 - NDC
 - Quantity
- If you continue to see errors and need technical assistance please contact our helpdesk at vaccinefinder@castlighthhealth.com

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>.