Purpose: This quick start guide provides steps for logging COVID-19 vaccine inventory manually 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 only applies to providers in jurisdictions that have designated their providers to report inventory quantities 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.

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.
- For login support, email vaccinefinder@castlighthealth.com.
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Step Two: Select Log Manually

To log your inventory manually through the COVID Locating Health provider portal, 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.
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Step Three: Public Display (not required)
To activate your location(s) to show COVID-19 vaccine availability to the public on VaccineFinder.org, toggle the button at the upper right for each location over to “Display to the Public.” This will activate the fields for public inventory reporting, “In Stock” and “Supply Level.” On-hand inventory quantities will never display to the public.

*Note:* All locations will initially default to not display to the public.

Your location will display to the public when the button is toggled to Display to the Public. The toggle will become blue and the fields for In Stock and Supply Level will become active. Public Display Fields are grayed out and not editable when a location is not set to display to the public. If your location is not set to display, you are only required to log quantity on-hand for those locations.

*Please note: Supply Level is an optional field and will not be displayed to the public on VaccineFinder.org at this time.*
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**Step Four: Update Inventory (required)**

1. To update your inventory, select the “Edit” button in the header bar for the location for which you wish to log inventory.

2. After you select “Edit,” text boxes will appear for you to enter your most recent inventory quantities. **Inventory must be logged as the number of doses on-hand at each location.**
   
a. **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, simply select the radial button for “No.”

b. **Supply Level:** *Supply level is optional and will not be displayed to the public at this time.* The field will provide the public with an estimate of how long you expect supply to last for a vaccine NDC. To indicate supply level, select a “Supply Level” from the drop-down menu. A supply legend is listed below each location.

3. Once you have finished updating your inventory for that location, select “Done.” Continue this process with all the locations you wish to update.

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### Edit Inventory

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>DOSES</th>
<th>PUBLIC DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>----------</td>
<td>-------</td>
<td>----------------</td>
</tr>
</tbody>
</table>

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

**Done Inventory**

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>PAST DOSES</th>
<th>NEW DOSES</th>
<th>PUBLIC DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>----------</td>
<td>------------</td>
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Step Five: Submit Inventory
Once you have updated your inventory for the day, 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 VaccineFinder.org site every day at 8:00 am Eastern.

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.