

Quick Start Guide: VaccineFinder Public Display Administration Fields – Log Manually

Purpose: This quick start guide provides steps for **updating provider public display information via an online form** through VaccineFinder’s COVID Locating Health Provider Portal. Please visit <https://vaccinefinder.org/covid-provider-resources> for training videos and other documents.

It is very important that the public be able to find timely and accurate COVID-19 vaccination clinic information like vaccine availability, phone number, weblink, address, and next steps for getting a vaccine on VaccineFinder.org.

Only active providers or sites should set their locations to display to the public (i.e., locations that will receive vaccine deliveries to display on VaccineFinder.org).

Scope: This guide applies to providers and jurisdictions that will be using the Update Public Display Information Log Manually tab to update public display data for a vaccination clinic location. The form on this tab is used to enter or edit administrative data, including location hours, web address, phone number, pre-screener link, and additional provider notes.

This data will be displayed publicly in the COVID-19 vaccine consumer search experience on VaccineFinder.org.

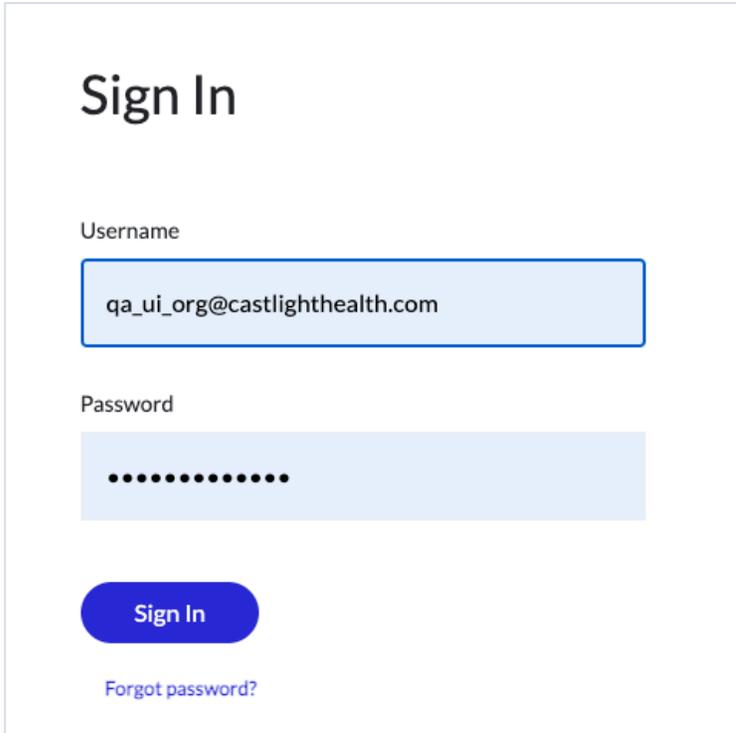
Providers and jurisdictions that wish to update provider public display information for several sites on VaccineFinder.org can also use the File Upload function on the COVID Locating Health portal. A quick start guide is available at <https://vaccinefinder.org/covid-provider-resources>.

NOTE: The default for all locations is **“do not display to the public.”** In addition to submitting the provider location public display data (via flat file upload or the log manually page), **providers and jurisdictions MUST update the public display preference to “display to the public”** in the COVID Locating Health Provider Portal for a site to be searchable on VaccineFinder.org. **“Display to the public” can be switched on through the Update Inventory Log Manually tab as well as the Update Public Display Information Log Manually and File Upload tabs.**

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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_ui_org@castlighthealth.com

Password

.....

Sign In

[Forgot password?](#)

Login tips:

- Your username is the email address that was used to register for VaccineFinder.
- If you forget your password, click the “Forgot password?” link below the sign in button to reset your password.
- For login support, email vaccinefinder@castlighthealth.com

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Step Two: Select Provider Locations to Display to the Public

To update administrative fields for public display through the portal via the Update Public Display Log Manually tab, select *Public Display* from the menu in the upper right-hand corner. Once you have selected *Public Display*, you should see the green banner that says **Update Public Display Information**. Toggle over to the Log Manually tab to begin editing locations.



To begin, set the locations you would like to display to the public by toggling over the Display to the Public button next to the location you wish to switch on. Once the location is set to display the toggle will turn blue. If you would like to switch all locations to display, you can toggle the button at the top of the page above all the locations.



Public Display tips:

- If you would like to display most of your locations, but not all, you can toggle all to display to the public and then toggle off the locations you wish not to display.
- The number of locations set to the public will display at the top of the location box.

Step Three: Update Provider Location Administrative fields

You can edit the public display fields for locations set to display to the public. These attributes will be displayed on the public website for the COVID-19 vaccine search experience at VaccineFinder.org. To edit the details, select the location name on the left-hand menu and then click *Edit* button at the top of the page.

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1 Display all to the public (1 location set to display) Last updated 2/9/21, 10:26 AM

qa-ui_loc_2-93087
ADDRESS_582123
City, QA

qa-ui_loc_1-93086
ADDRESS_343955
City, QA



qa-ui_loc_2-93087 ⓘ

ADDRESS_582123 City, QA
1234

2

Display to the public

If your location is set to display to the public, the information provided in the fields below will show in the vaccinefinder.org search experience for the public.

Once you select edit, the text fields and dropdown menus will populate for you to enter your Public Display information.

Public Display Information

If your location is set to display to the public, the information provided in the fields below will show in the vaccinefinder.org search experience for the public.

Display Phone Number (required) ⓘ

(555) 555-5555

Open Hours ⓘ

Custom

Monday	9:00 AM	to	5:00 PM
Tuesday	9:00 AM	to	5:00 PM
Wednesday	9:00 AM	to	5:00 PM
Thursday	9:00 AM	to	5:00 PM
Friday	9:00 AM	to	5:00 PM
Saturday	11:00 AM	to	2:30 PM
Sunday	Closed		

Public Display data tips:

Administrative data for locations should be populated only for locations that are selected to display to the public. The fields will greatly help guide the public to accurate information about how to access COVID-19 vaccines. More details listed below:

- **Hours:** Start by selecting a schedule from the dropdown menu. Based on the schedule you select, enter the hours for the day(s) of the week from the dropdowns provided. You may also select CLOSED.
- **Display phone number (required)** is pre-filled with the location administration phone number provided on the provider or pharmacy agreement. If you would like a different number to show on vaccinefinder.org enter it in this field.

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Web Address ⓘ

Web Address pre-screen link ⓘ

Accepts Insurance ⓘ Yes No

Accepts Walk Ins ⓘ Yes No

Notes ⓘ Chars remaining: 963

- **Web Address** should be a link to the provider location’s website. Please enter the address beginning with www, https or http.
- **Pre Screen Web Address** should be the direct link to the provider or jurisdictional eligibility screener or pre-screener that is required to make an appointment at the location. Please enter the address beginning with www, https or http.
- **Provider Notes** is a free text field that will display to the public (max 1000 character limit). Please use this space to provide any additional information a member of the public should know about COVID-19 vaccinations at your location.

Once you have updated your locations, press the *Save* button at the bottom of the page. You can also cancel at any time, if you cancel any updates you have made will not be saved. Information is updated on VaccineFinder.org within 24 hours.

For more information on the COVID Locating Health Provider Portal, additional quick start guides, and training videos visit <https://vaccinefinder.org/covid-provider-resources>.