

Quick Start Guide: VaccineFinder Inventory Reporting – Log Manually

Purpose: This quick start guide provides steps for **logging COVID 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.
- If you cannot log in, email vaccinefinder@castlighthhealth.com.

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Step Two: Select Log Manually

To log your inventory through the COVID Locating Health provider portal manually, select the “Log Manually” tab under *Update Vaccine Inventory*. 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.

The screenshot displays the 'Update Vaccine Inventory' interface. At the top right, it indicates 'Last updated 11/23/20, 4:17 PM'. Below the title, there are two buttons: 'Upload File' and 'Log Manually' (which is highlighted in blue). The location name 'sophialoc-goldenloc-70387' and address 'ADDRESS_879866 City QA' are shown, along with an 'Add Vaccine' link. A table lists the current inventory:

VACCINES	DOSES	Edit
Sample COVID-19 Vaccine 200mcg 0.6mL dose 20000-000-02	3	
Sample COVID-19 Vaccine 300mcg 0.7mL dose 30000-000-03	70	
EZE Test Pfizer Vaccine 88888-1000-02	10	

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Step Three: Update Inventory

1. To update your inventory, select the “Edit” button in the grey bar below 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.**
3. Once you have finished updating your inventory for that location, select “Done.” Continue this process with all the locations you wish to update.

Update Vaccine Inventory

Upload File [Log Manually](#)

sophialoc-goldenloc-70390

ADDRESS_536474 City QA

VACCINES	DOSES	
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-10	100	1 Edit
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-01	100	

Update Vaccine Inventory

Upload File [Log Manually](#)

sophialoc-goldenloc-70390

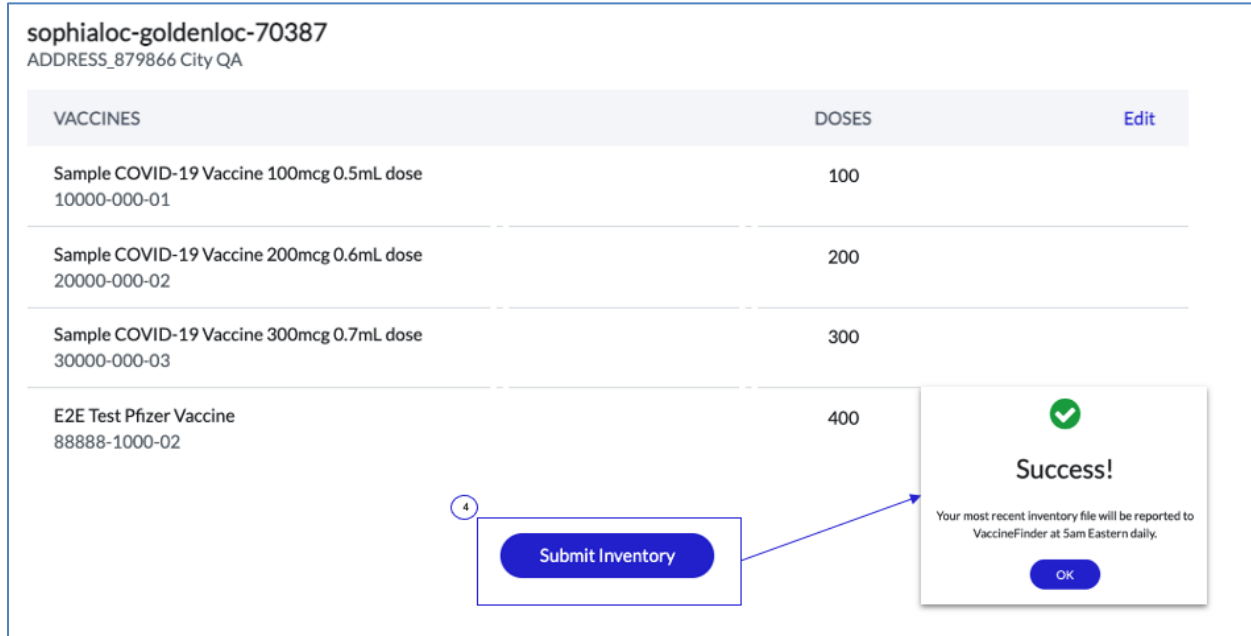
ADDRESS_536474 City QA

VACCINES	PAST DOSES	NEW DOSES	
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-10	100 →	<input type="text" value="200"/>	3 Done
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-01	100 →	<input type="text" value="200"/>	

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Step Four: 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 last reported inventory is sent to the CDC every day at 5:00 am Eastern.



sophialoc-goldenloc-70387
ADDRESS_879866 City QA

VACCINES	DOSES	Edit
Sample COVID-19 Vaccine 100mcg 0.5mL dose 10000-000-01	100	
Sample COVID-19 Vaccine 200mcg 0.6mL dose 20000-000-02	200	
Sample COVID-19 Vaccine 300mcg 0.7mL dose 30000-000-03	300	
E2E Test Pfizer Vaccine 88888-1000-02	400	

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Submit Inventory

Success!
Your most recent inventory file will be reported to VaccineFinder at 5am Eastern daily.
OK

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>.