

VACCINE BULK UPLOAD TIPS & TRICKS



The rapid upload spreadsheet represents the fields required to update data effectively into CAIR2 so that we can more accurately and represent the hard work of each of you in vaccinating Californians. With this data in place, improved reporting will occur to the CDC.

Note that the Excel spreadsheet has a number of dropdown fields (e.g., VaccineCode) that will require the data entered match one of the available options.

Once you have completed this form, you may upload it securely on the state website:
<https://fileexchange.cdt.ca.gov/>.

Upload instructions are available on the same site in the “How To Upload” tab. The e-mail box listed on the support section is your fastest way to get excel upload issues resolved.

As you are entering your data, here are a few things to keep in mind:

- 1 Do not alter the excel** by adding any new columns, tabs, or reformatting
- 2 Be sure to utilize the dropdown options** in columns F (Gender), M (AdministrativeSiteCode), N (EthnicityCode), O (RaceCode), P (VaccineCode), and Q (VaccineEligibilityCode)
- 3 Always ensure you have the correct OrgCode (CAIR2 ID)** logged in column A
- 4 Ensure that each entry is completed in full** before uploading to the secure state website
- 5 Include your Facility Name and CAIR ID in the name of your file** before you upload to the secure state website

If you have any additional questions, please do not hesitate to contact the CalVax Help Desk at (833) 502-1245 or Helpdesk.CalVax@calvax.accenture.com.

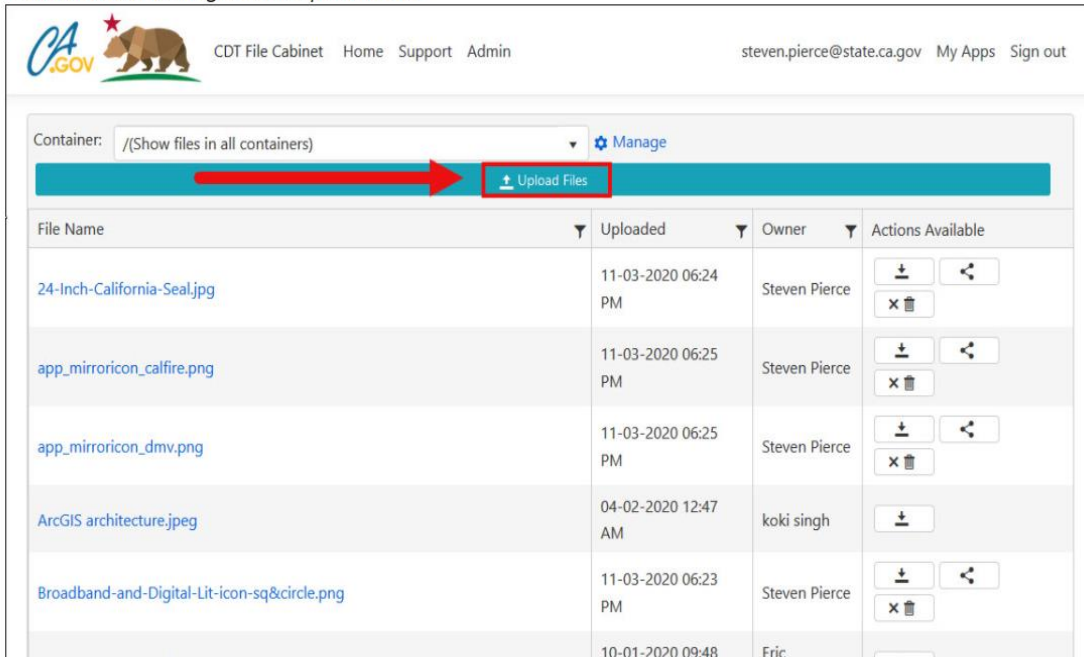
We thank you for your cooperation and recognize the immense effort involved in completing this task.

You are helping the state to demonstrate our true vaccine utilization rates and ensure that we obtain the additional doses we need!

VACCINE BULK UPLOAD – HOW TO UPLOAD

You can find instructions on how to upload your completed excel spreadsheet on the following slides and here: <https://fileexchange.cdt.ca.gov/Support/UploadDownloadProcess>.

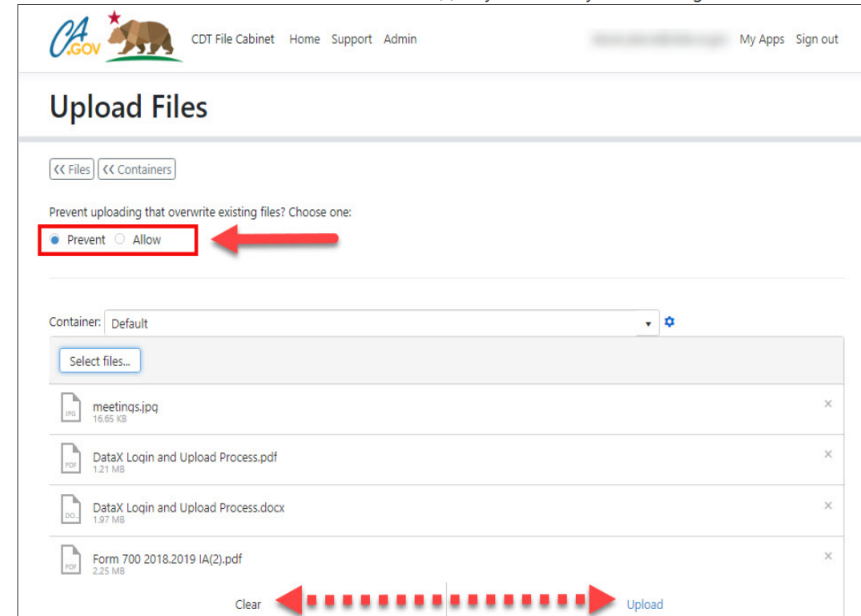
1. From the Home Page Click *Upload Files*



The screenshot shows the CDT File Cabinet interface. At the top, there is a navigation bar with the CA.GOV logo, a bear icon, and links for 'CDT File Cabinet', 'Home', 'Support', and 'Admin'. The user's email 'steven.pierce@state.ca.gov' and 'My Apps' are also visible. Below the navigation bar, there is a 'Container:' dropdown menu set to '/(Show files in all containers)'. A red arrow points to the 'Upload Files' button in the top navigation bar. Below this, there is a table of files with columns for 'File Name', 'Uploaded', 'Owner', and 'Actions Available'.

| File Name | Uploaded | Owner | Actions Available |
|--|---------------------|---------------|-------------------|
| 24-Inch-California-Seal.jpg | 11-03-2020 06:24 PM | Steven Pierce | |
| app_mirroricon_calfire.png | 11-03-2020 06:25 PM | Steven Pierce | |
| app_mirroricon_dmv.png | 11-03-2020 06:25 PM | Steven Pierce | |
| ArcGIS architecture.jpeg | 04-02-2020 12:47 AM | koki singh | |
| Broadband-and-Digital-Lit-icon-sq&circle.png | 11-03-2020 06:23 PM | Steven Pierce | |
| | 10-01-2020 09:48 | Eric | |

2. This is the file sharing landing page. Decide whether the files you are going to upload should replace any existing files of the same name by selecting *Allow* or *Prevent*. Then Click *Select Files*. Select file(s) as you normally would using Outlook and then click *Open*.



The screenshot shows the 'Upload Files' page. At the top, there is a navigation bar with the CA.GOV logo, a bear icon, and links for 'CDT File Cabinet', 'Home', 'Support', and 'Admin'. The user's email 'steven.pierce@state.ca.gov' and 'My Apps' are also visible. Below the navigation bar, there is a 'Container:' dropdown menu set to 'Default'. A red arrow points to the 'Prevent' radio button in the 'Prevent uploading that overwrite existing files? Choose one:' section. Below this, there is a 'Select files...' button. Below the 'Select files...' button, there is a list of files with columns for 'File Name', 'Size', and 'Actions Available'.

| File Name | Size | Actions Available |
|---|----------|-------------------|
| meetings.jpg | 16.65 KB | |
| DataX Loqin and Upload Process.pdf | 1.21 MB | |
| DataX Loqin and Upload Process.docx | 1.97 MB | |
| Form 700 2018.2019 IA(2).pdf | 2.25 MB | |

The files you selected will appear on the screen as you see above. You will then need to confirm the process by clicking *Upload*

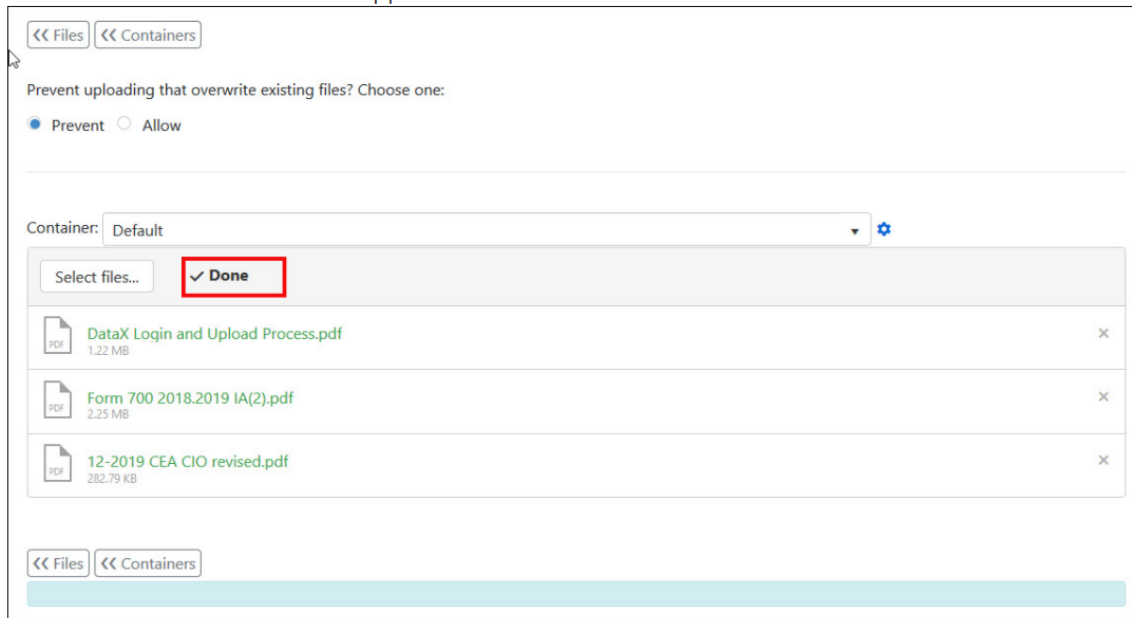
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VACCINE BULK UPLOAD – HOW TO UPLOAD

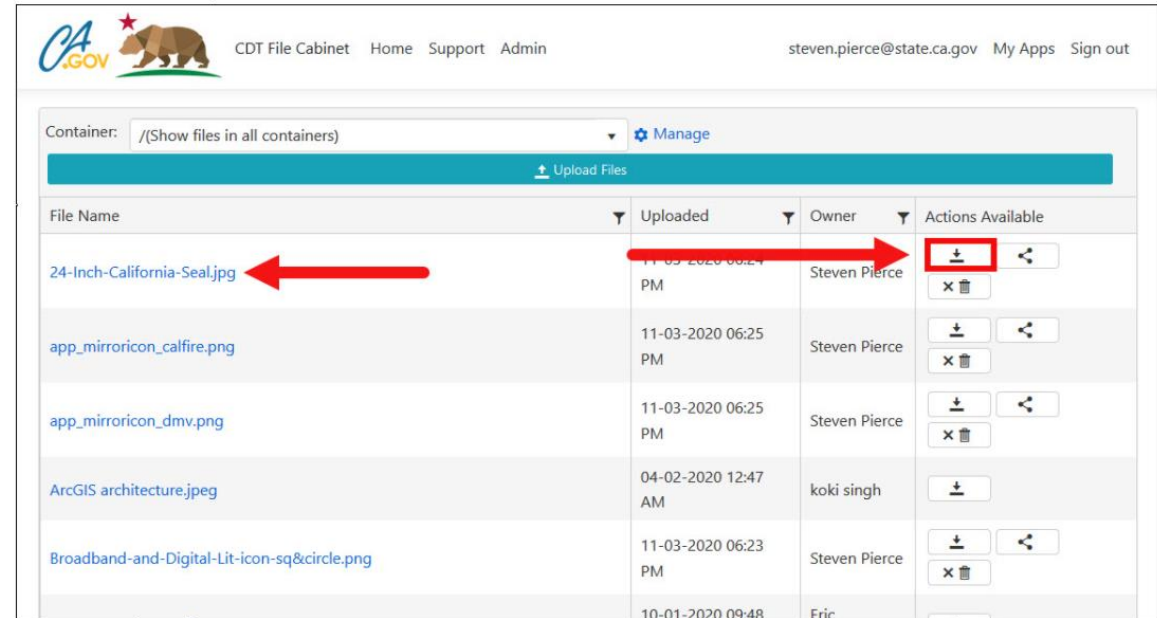


3. **RESULTS:** Confirmation should appear.



Then click *Files* to return to the previous screen.

4. To download files, click either the file name itself or the download icon.



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VACCINE BULK UPLOAD – HOW TO UPLOAD



5. You will briefly see the following screen:



NOTE: The download process from this point may differ depending on your browser and browser settings.

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