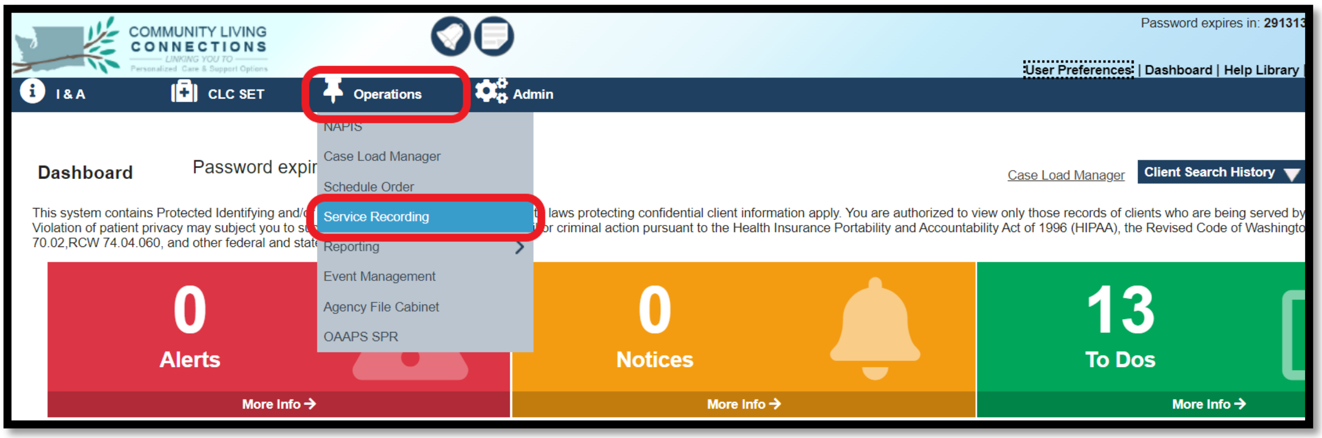
# Aggregate Data – Information Services

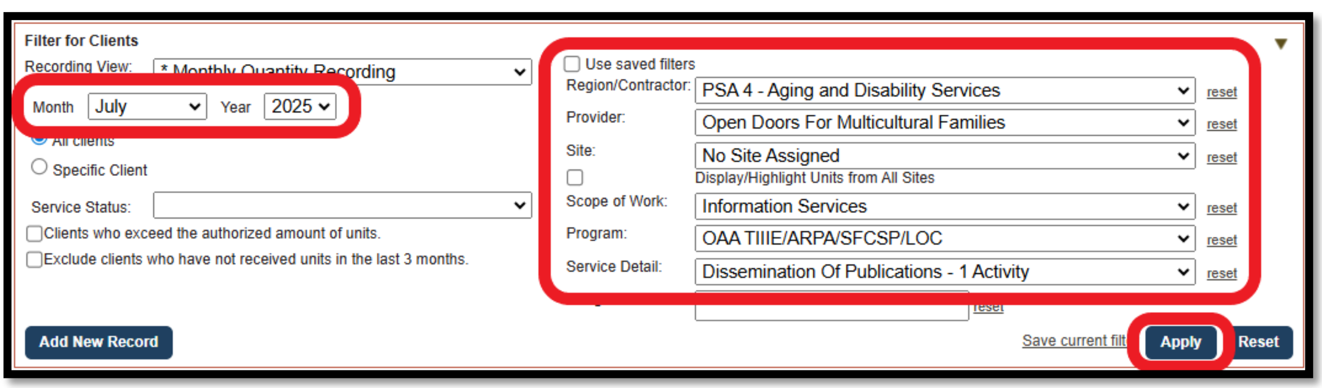
This guide shows how to record Information Services data in GetCare including adding units and client totals. Information Services data are always entered as aggregate, which means no client level data needs to be entered, and no service enrollments need to be created.

## 1. To get to the Service Recording page, hover over "Operations," then click on "Service Recording."



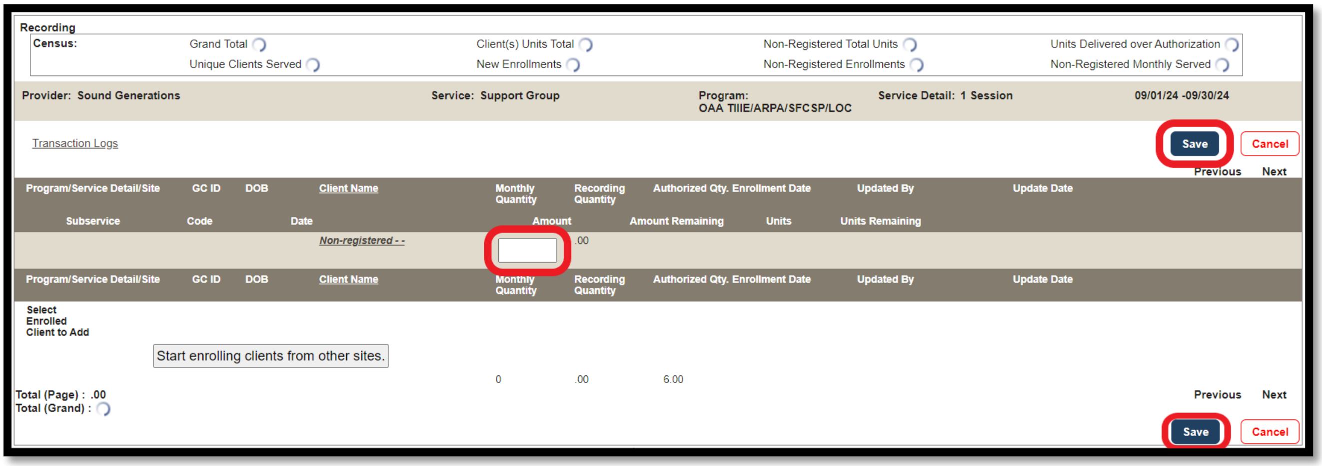

## 2. Enter in the information for the month and service you want to record units for, then hit "apply"

Fields you should fill out: Month, Year, Provider (your agency), Site (no site assigned), Scope of Work (Information Services) and Service Detail (Dissemination Of Publications – 1 Activity, Group Presentation – 1 Activity, or Publicity/Media Campaign – 1 Activity).

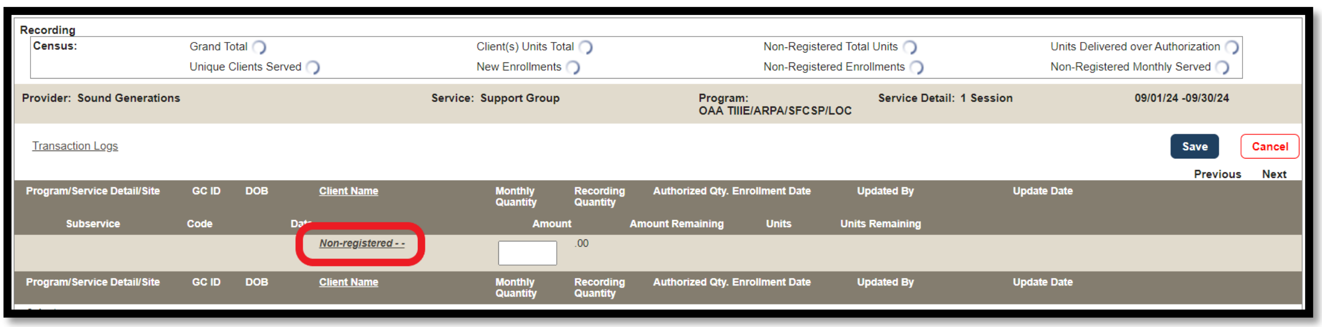


## 3. Enter the number of units in the white box under “Monthly Quantity,” and click “Save.”

For Information Servies, 1 unit = 1 activity.  If you had 2 activities, your unit will be “2.”




## 4. To enter client totals, click on “Non-registered.”




## 5. In the “Non-registered” overlay, enter client totals in the first row.

The left column is for clients that are newly enrolled in the fiscal year. The fiscal year starts in January, so every January, everyone is considered new again. In the right column, enter the total number of clients, for outreach, it is the total number of people who received outreach contacts. Then hit “Save.”