



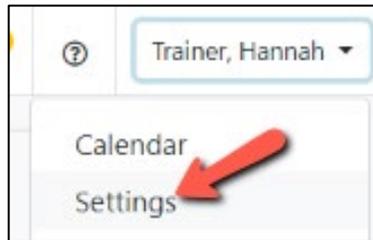
# SSA Client Task Created: ISP Review Notifications

## Brittco: How to sign up for notifications

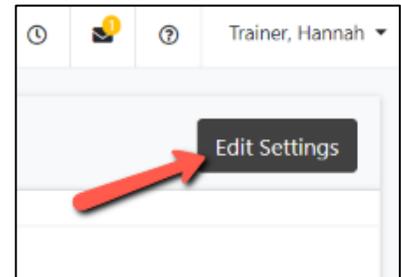
When an ISP Review is scheduled by Provider Compliance, a *Client Task* will be added to the Brittco Calendar. This is simply a way to track which reviews have been scheduled, and when they have been completed, thus giving us an audit trail. You can be notified automatically through email when a review is scheduled for someone on your caseload. To sign up for the notification, follow the steps below.

### Sign up for Brittco Notifications

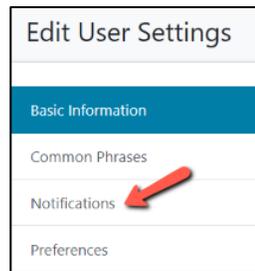
In Brittco, pull down the dropdown in the upper right corner next to your name. Choose *Settings*.



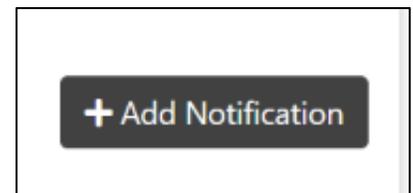
Then choose *Edit Settings*.



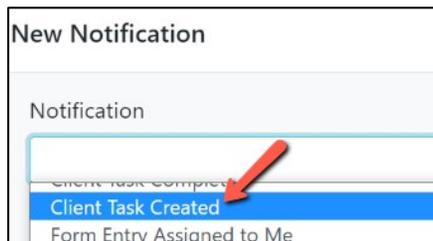
On the left, choose the *Notifications* tab.



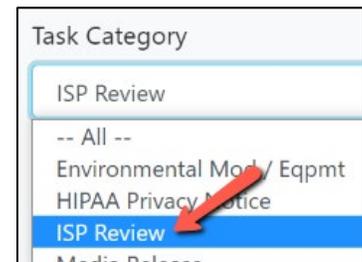
*Add Notification*.



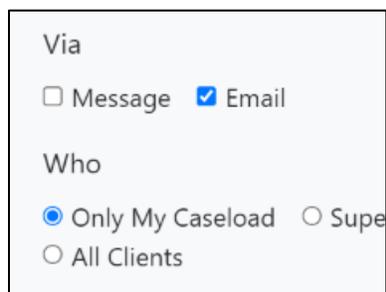
Choose *Client Task Created* From the *Notification* dropdown.



Add *ISP Review* to the *Task Category*.



Check *Email* and *Only My Caseload*, then Save.



You will receive an email when an ISP Review is scheduled for someone on your caseload. Please note, there is no link to open the form, because the form has not been started at this point. This is only a notification that a review is forthcoming.

