

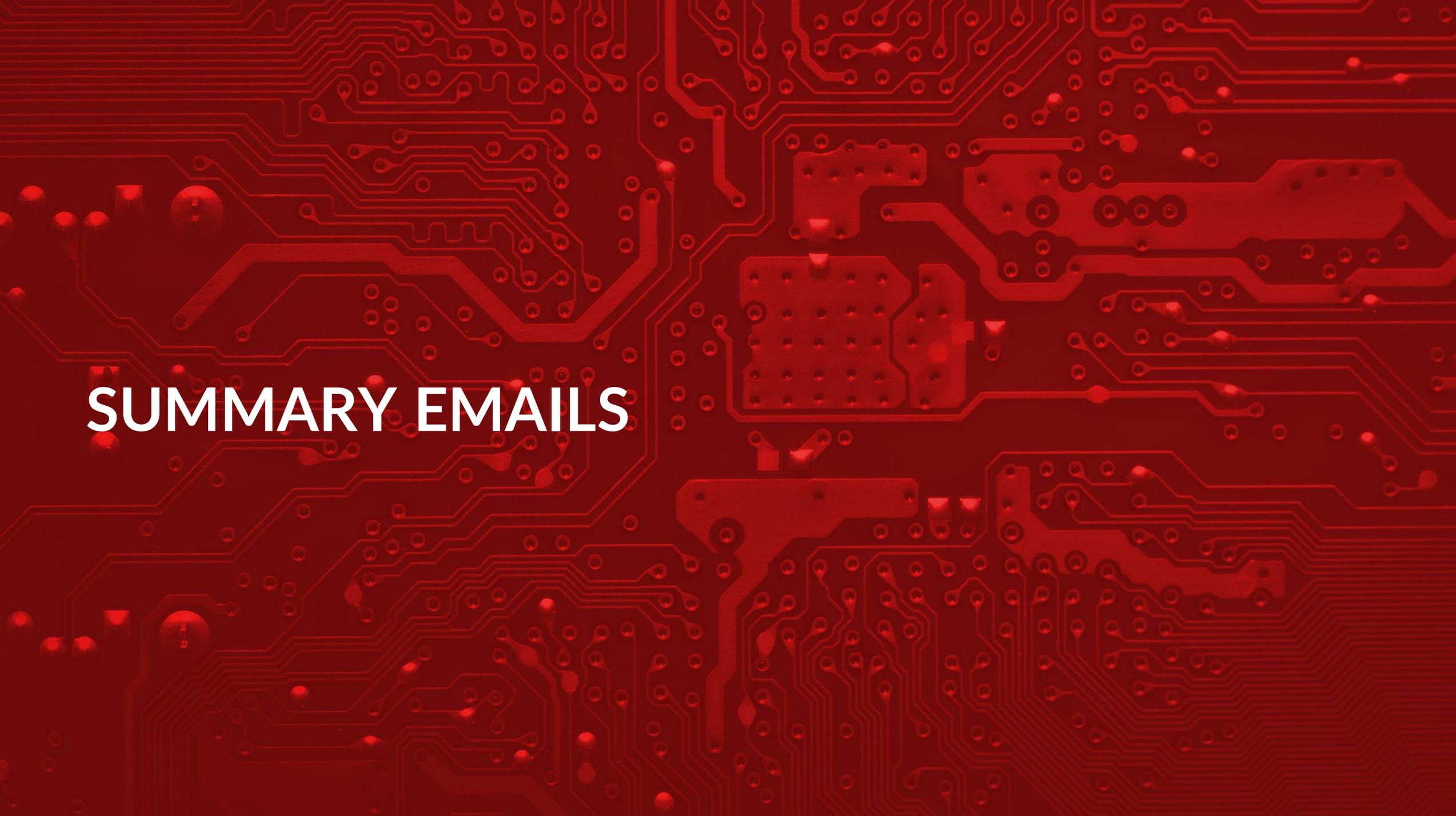


SUMMARY EMAIL PREFERENCES

Instructions for Setting Summary Email Preferences

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SUMMARY EMAILS

Summary Emails

Assessed Entities and External Assessors may receive two summary email notifications for HITRUST CSF Validated, Interim, Bridge, and Readiness Assessments that are undergoing Check-in or QA Review.

- The **Open Item Summary** email contains a summary of all open items (tasks, requirement statements, and PQIs) assigned to the Assessed Entity, External Assessor, and HITRUST for assessments submitted to HITRUST that are undergoing check-in or QA.
- The **New Item Summary** email contains a summary of all new items (tasks, requirement statements, and PQIs) assigned to you for assessments that have been submitted to HITRUST and are undergoing check-in or QA.

HITRUST: Open Item Summary

 no-reply2@mail.mycsf.net

HITRUST Test Org - [Assessment 123](#)

Open and Pending Tasks

Party	Total Open	Last 14 Days	Between 14 and 28 Days	Greater than 28 Days
External Assessor	12	0	0	12

Open CAPs

Party	Total Open	Last 14 Days	Between 14 and 28 Days	Greater than 28 Days
External Assessor	16	0	0	16

HITRUST Test Org - [Assessment ABC](#)

Open and Pending Tasks

Party	Total Open	Last 14 Days	Between 14 and 28 Days	Greater than 28 Days
Subscriber	4	4	0	0
External Assessor	8	8	0	0
HITRUST	2	2	0	0

Open Requirement Statements

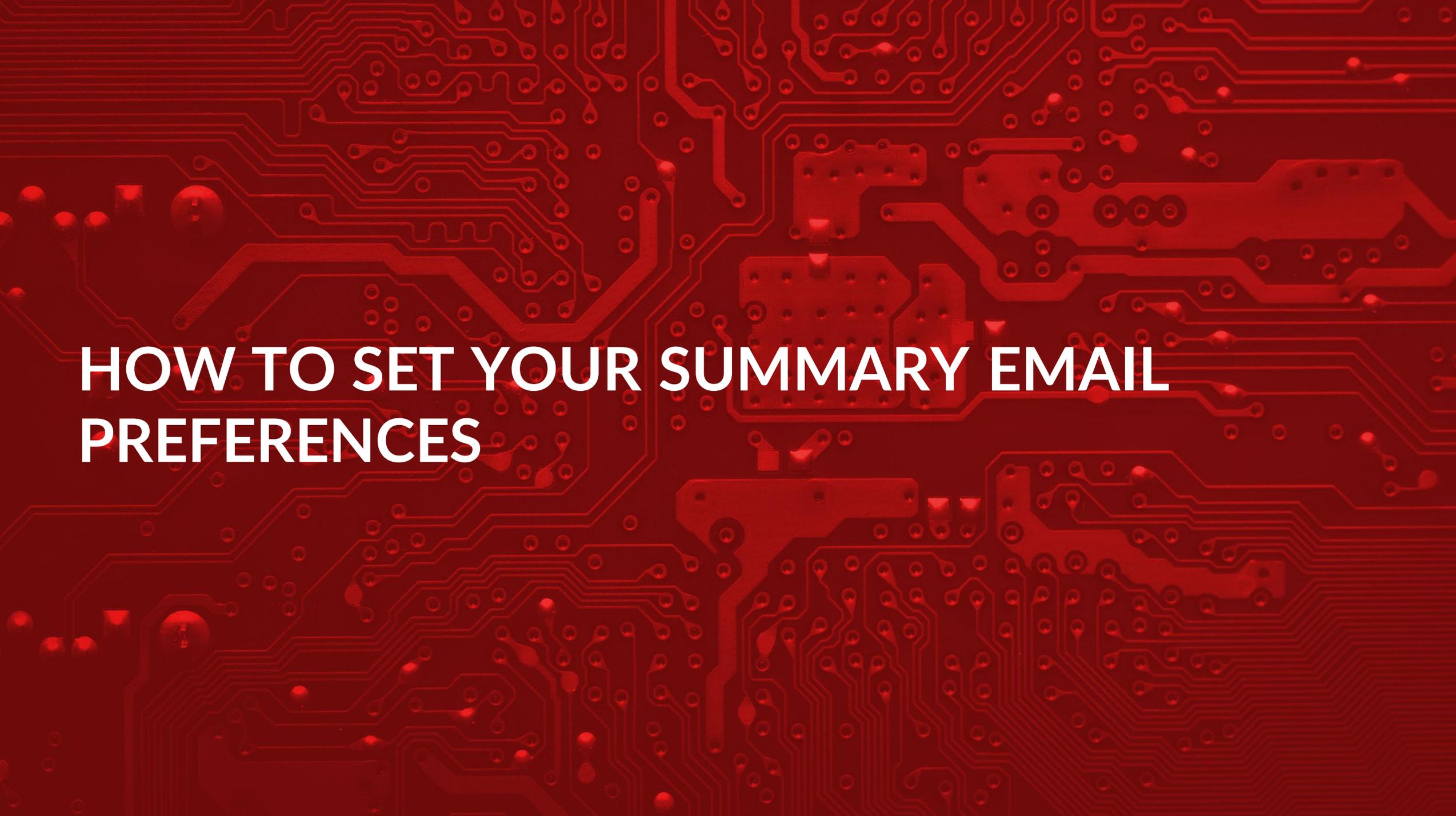
Party	Total Open	Last 14 Days	Between 14 and 28 Days	Greater than 28 Days
Subscriber	6	6	0	0

HITRUST: New Item Summary

 no-reply2@mail.mycsf.net
To

In the **HITRUST Test Org – [Assessment ABC](#)** assessment, **2** new items have been assigned to your group in the last day.

- 1 new open task(s)
- 1 new requirement statement(s)

The background of the image is a dense, intricate pattern of red lines and shapes, resembling a complex electronic circuit board or a network diagram. The lines are of varying thickness and form various geometric shapes, including rectangles, circles, and zig-zags, all set against a dark red background. The overall effect is one of high-tech and digital connectivity.

HOW TO SET YOUR SUMMARY EMAIL PREFERENCES

Instructions: How to set your summary email preferences

Step 1 – To access the Summary Email Preferences page, select Preferences from the profile drop down at the top right corner of MyCSF.

SUMMARY EMAIL PREFERENCES

The options below allow you to select the frequency you would like to receive various summary emails.

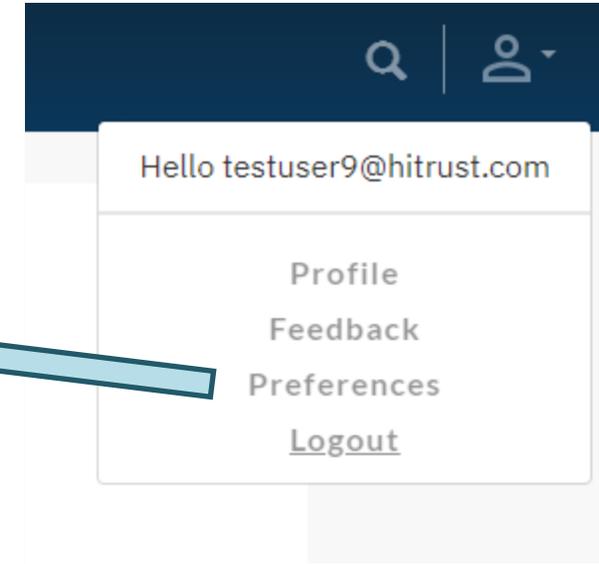
Open Items Summary
This email contains a summary of all current open items assigned to the Assessed Entity, External Assessor, and HITRUST for assessments that have been submitted to HITRUST.

Daily

New Items Summary
This email contains a summary of all new items assigned to you for assessments that have been submitted to HITRUST.

Hourly

SAVE



Instructions: How to set your summary email preferences

Step 2 – Select the frequency that you would like to receive the **Open Item Summary** email.

SUMMARY EMAIL PREFERENCES

The options below allow you to select the frequency you would like to receive various summary emails.

Open Items Summary
This email contains a summary of all current open items assigned to the Assessed Entity, External Assessor, and HITRUST for assessments that have been submitted to HITRUST.

Daily
Daily
Weekly

Instructions: How to set your summary email preferences

Step 3 – Select the frequency that you would like to receive **New Item Summary** email.

SUMMARY EMAIL PREFERENCES

The options below allow you to select the frequency you would like to receive various summary emails.

Open Items Summary
This email contains a summary of all current open items assigned to the Assessed Entity, External Assessor, and HITRUST for assessments that have been submitted to HITRUST.

Daily

New Items Summary
This email contains a summary of all new items assigned to you for assessments that have been submitted to HITRUST.

Hourly
Never
Hourly
Daily
Weekly

Step 4 – Click **Save**.

SUMMARY EMAIL PREFERENCES

The options below allow you to select the frequency you would like to receive various summary emails.

Open Items Summary
This email contains a summary of all current open items assigned to the Assessed Entity, External Assessor, and HITRUST for assessments that have been submitted to HITRUST.

Daily

New Items Summary
This email contains a summary of all new items assigned to you for assessments that have been submitted to HITRUST.

Hourly

SAVE

