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Creating Deskpro Tickets using Google Calendar and Zapier

[Using Deskpro](#) - [تعليقات \(٠\)](#) - Matthew Wray - 2022-11-29

.You can integrate your Google Calendar with Deskpro using the third party [Zapier app](#)

.This will allow you to create tickets directly from Google events

.You can use this integration to create tickets for new events and also existing and recurring events

.Create a Zapier account (1)

.You can create a Zapier account for free and you will get a fully functional 14 day trial

They operate a 'freemium' pricing model based on the complexity of the integrations you are using and the frequency you use them (you can read more about this on their [pricing page](#)).

Open the 'Zap' editor (2)

Hit 'Make a Zap' in the top left corner of your Dashboard (a 'Zap' is a term Zapier use to describe each integration you create)



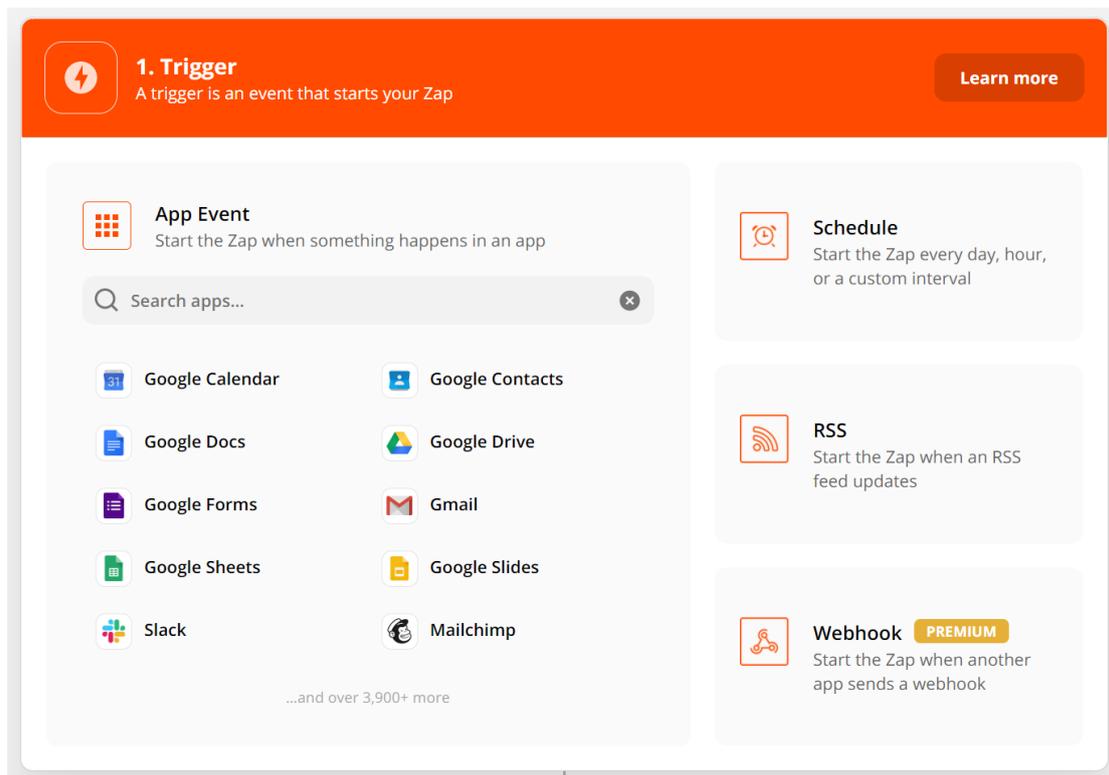
MAKE A ZAP

.Once selected you will be taken to the Zap creation page

It's structured along the lines of **Trigger > Action**

In this instance we would like an occurrence in Google Calendar to launch an action in Deskpro hence we will select google calendar as our first app

.Setup the Google Calendar integration (3)

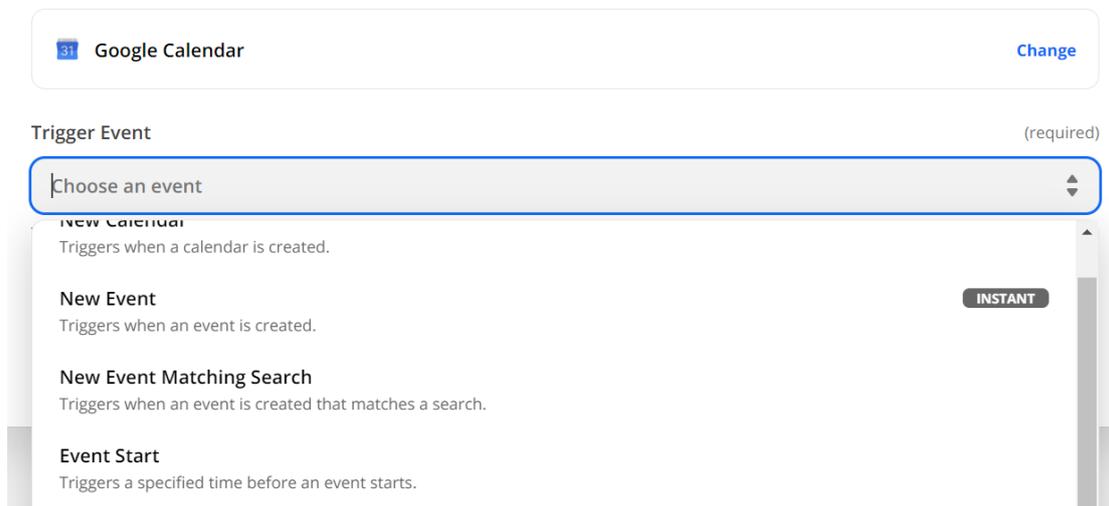


Once you've specified Google Calendar as the app you'll need to specify how this will instigate an action in .Deskpro

a) Choose app & event

There are three options here you can use to trigger a Deskpro action. New Event, New Event Matching Search (a new event that matches specific criteria) and Event Start (run the action in Deskpro x amount of time before .(the event is due

Choose app & event



In this example, I will run through 'Event Start' as it is broadly the most useful as it allows you to create tickets x .amount of time before an event begins . However, the same principles can be applied to the other two options

b.) Choose account

Choose an existing account or add a new Google account. If you add a new account this will launch a Window .where you can enter your Google credentials for authorization

c) Set up trigger

:You'll then need to specify when and where the zap should run

Set up trigger

Calendar (required)

Time Before ^{1 2 3}

How far before the event do you want us to trigger? For starter and free plans, this should be 16 minutes or more. For higher plans, 6 minutes or more.

Time Before (Unit)

Search Term

Triggers only on events containing the search term. **Note:** Search operators such as AND or OR do not work here. If you search for more [more](#) than one word (e.g. apple banana) we will only find events with both apple AND banana in them, rather than events that contains...

.Specify the calendar under the account -

How long before the Google event you would like the action to run in Deskpro (the default is minutes but you -
(can specify the unit if required)

The search term allows us to restrict ticket creation based on words in the event. In this example I only want to -
.create tickets for events with the words 'new' and 'starter' in them

d) Test trigger

Test trigger

 → 

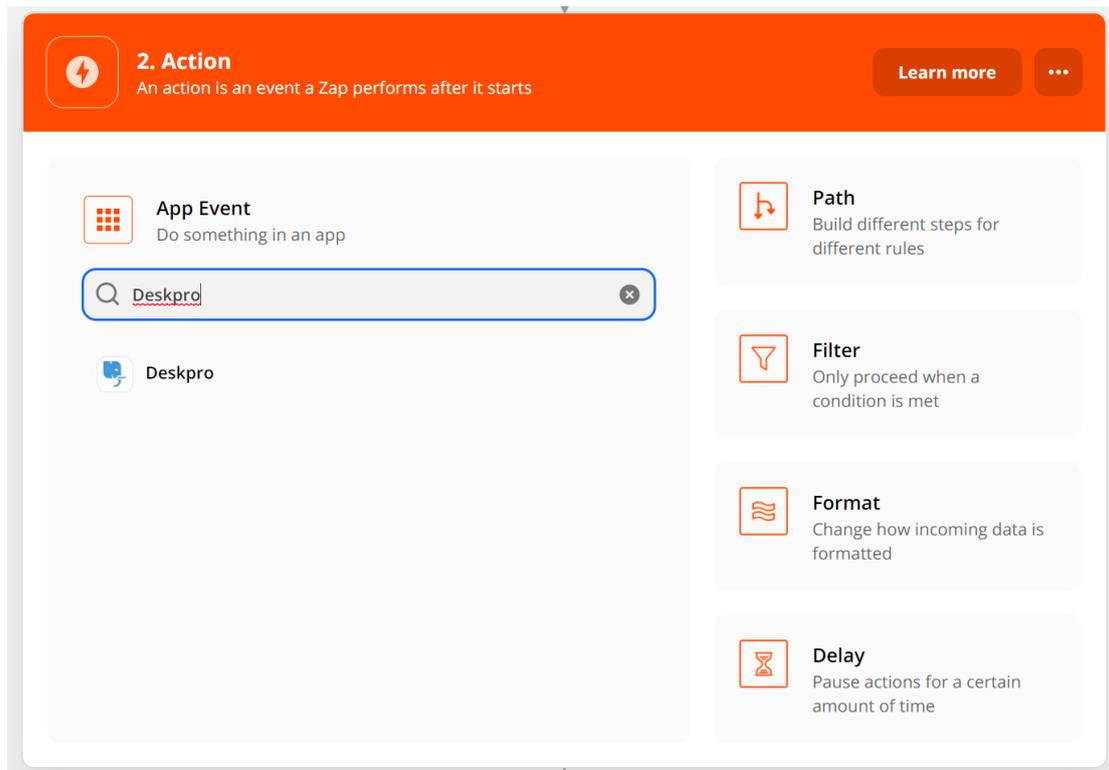
Test your trigger

We'll find a recent event in your Google Calendar account

to confirm that the right account is connected and your trigger is set up correctly.

Setup the Deskpro Integration (4)

Once the test has been completed, click on 'Continue' and you'll be taken to the **Action** element of the integration. This is where you can select Deskpro



a) Choose app & event

.Again there are multiple Event options here

- Create Ticket •
- Create Organization •
- Create Person •
- Add Message to Ticket •
- Update ticket •
- Find Person •
- Find Organization •
- Find Ticket •

.For this example we'll use 'Create ticket', as we'd like to create a new ticket for our Google Calendar Event

b) Choose account

'Click on 'Sign in to Deskpro

:Choose 'Add new account' and you'll then be taken to an authentication page

Allow Zapier to access your Deskpro Account?

Platform *(required)*

This is the full domain of your DeskPRO platform. Please include .deskpro.com if you're hosted on the cloud.

https:// /

API Key *(required)*

You can create a new API key in the Apps / Api Key section of the admin of your Deskpro platform. See [here](#) for help.

Yes, Continue

Cancel

Specify your helpdesk URL and your API key (there's information on generating API keys [in our Guides](#) if needed).

c) Set up action

:This is where we specify the criteria of the ticket we will create

Set up action

Department

Agent

Agent assign to the ticket, you can use Id or email address.

Subject

(required)

Message

Format

Message Author

Can be an Id or email address.

Is Note

Create message as an agent note

Person

(required)

Status

Labels

Comma separated list of labels

Type Of Enquiry

Product

 Refresh fields

:This will create a ticket where

- 'Department is 'Support
- Subject line is the event summary
- 'Message contains 'Our new starter begins in two weeks
- User on the ticket will be 'Matthew Wray' (Matthew Wray is the owner of the calendar and an existing .(user in Deskpro

d) Test action

Test action

[Skip Test](#)



Send Ticket to Deskpro

To test Deskpro, we need to create a new ticket. This is what will be created:

Search ticket data...

Department: Support
Agent:
Subject: New Starter - John Smith
Message: Our new starter begins in two weeks
Format:
Message Author:
Is Note:
Person: Matthew Wray
Status:
Labels:
Type of enquiry:
Product:

EMPTY FIELDS:

Agent: empty (optional)
Format: empty (optional)
Message Author: empty (optional)
Is Note: empty (optional)
Status: empty (optional)
Labels: empty (optional)
Type of enquiry: empty (optional)
Product: empty (optional)

[Test & Review](#)

[Test & Continue](#)

You'll have the option to test and continue. In this instance though when the test has been run successfully it will :create a ticket in your helpdesk

ID: 9 **New Starter - John Smith**

Matthew Wray ([redacted]) Add CC

Support ▾ Awaiting Agent ▾ 1 ▾ ▾

PROPERTIES TASKS (2) FOLLOW UPS (0)

Agent · Assign to Me Followers · Add Me
 Unassigned ▾ Add a follower

Labels: Add a label

Lock Merge ▾ Macros ▾ Remove ▾ Actions ▾

REPLY NOTE FORWARD

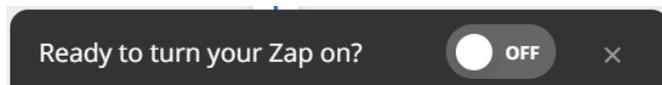
Attach Snippets B I U [text formatting icons]

Send Reply as Awaiting User Agent: Me Close Tab Email User

MESSAGES FULL LOG DATES & TIMES

#1 Matthew Wray [redacted]
 Our new starter begins in two week

:You'll also see the option at the bottom of the page to turn on the Zap



Turn it on and a ticket should then be created when you reach the time specified before the event (in this instance 15 days

:Further Reading

. [Automatically adding tasks to tickets](#)