

?How do I limit agent access to tickets by department

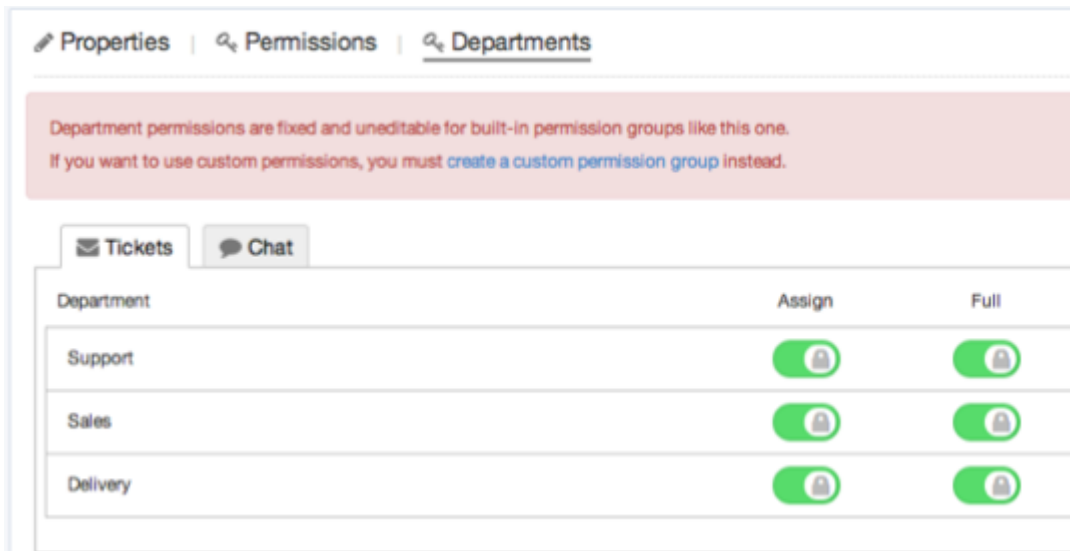
Deskpro Legacy - (1) تعليق - Ben Henley - 2023-09-12

.One function of departments is limiting agent access to tickets

For example, you can set up your helpdesk so that your support agents only have access to tickets in the Support department, while your sales staff can only access tickets in the Sales .department

You implement this using **agent permission groups** to set department permissions; you .can manage them from **Agents > Permission Groups** in the admin interface

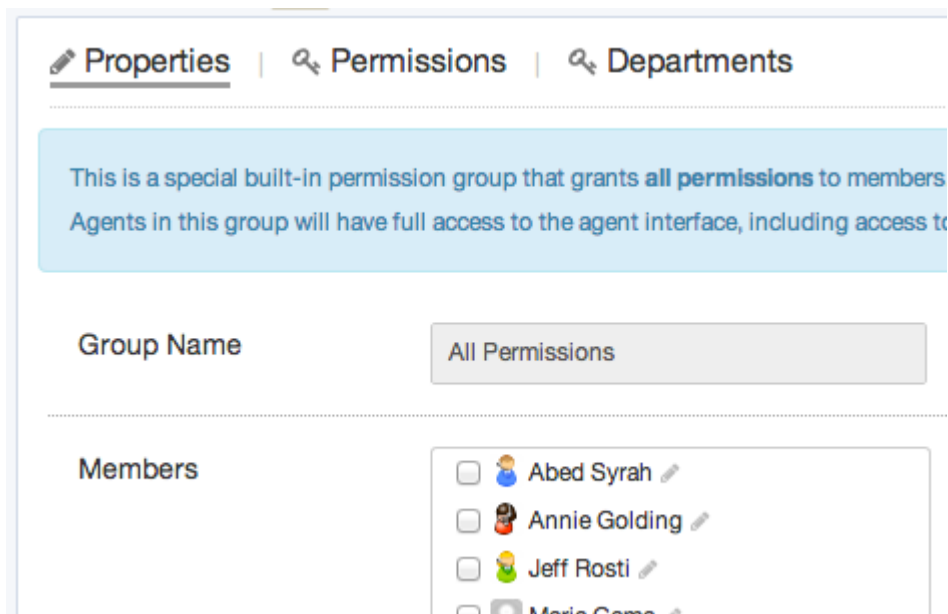
By default, all your agents are part of the built-in **All Permissions** and **All Non-Destructive Permissions** groups, which provide access to all departments, and can't be edited. Therefore, to set up selective department access, you need to remove your agents .from those groups



The screenshot shows the 'Permissions' tab in the Deskpro admin interface. At the top, there are navigation links for 'Properties', 'Permissions', and 'Departments'. A red warning box states: 'Department permissions are fixed and uneditable for built-in permission groups like this one. If you want to use custom permissions, you must create a custom permission group instead.' Below this, there are tabs for 'Tickets' and 'Chat'. A table displays permissions for three departments: Support, Sales, and Delivery. Each department has two columns: 'Assign' and 'Full', both with green toggle switches that are currently turned on.

Department	Assign	Full
Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select the **All Permissions** group **Properties** tab and remove all the agents who should have limited department access by unselecting the checkboxes. Repeat for **All Non-Destructive Permissions**



Now you need to grant back all the permissions you have just removed, except that you will grant full access to each department selectively

:There are two ways to do this

Create several different permission groups, each one granting access to a different department (as well as all the other permissions your agents need). If you have a lot of agents to manage relative to the number of departments, this is the best option

For example, you could create permission groups with Sales department access and Support department access

[Properties](#) | [Permissions](#) | [Departments](#)

[Tickets](#) | [Chat](#)

Department		Assign	Full
Support	Sales permission group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sales		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Tickets](#) | [Chat](#)











Department		Assign	Full
Support	Support permission group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales		<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can then assign agents to the appropriate permission group to give them either Sales or Support access

[Properties](#) | [Permissions](#) | [Departments](#)

Group Name:

Members:

-  Abed Syrah 
-  Annie Golding 
-  Jeff Rosti 
-  Maria Cama 
-  Samuel Blix 

Create a single permission group with no department permissions (but all the other .2 permissions your agents need), then grant department permissions from individual agent profiles. This may be quicker if you have a low agent:department ratio, e.g. you only have .one agent per department

In this case you would assign all your agents to the same permission group, then set their .department permissions individually



Permission groups are pre-defined sets of permissions you can easily apply to multiple agents.

Select the permission groups to apply to this agent:

- All Permissions
- All Non-Destructive Permissions
- All Permissions except Departments

		Tickets	Chat
Department	Assign	Full	
Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sales	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Notes

For departments where the agent doesn't have full access, you can choose to grant .1 'assign' access. This means the agent is allowed to assign a ticket to that department, but .nothing else: so after they assign the ticket, they won't be able to see it

You can see which permission groups and individual agents have access to each .2 department by going to **Tickets > Departments**, and looking at the .departments' **Permission** tabs

مواضيع ذات صلة

[?How can I set up ticket assignment workflows](#) •

تعليق (1)

تعليق (1)

Stuart Wilson

منذ 7 سنوات

This is helpful to me and easy to implement. Is there a way of restricting Agents seeing ?certain Users in the CRM side of the system