

How can I automatically respond to users to let them know our office is closed?

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Question:

Our office is going to be closed for a week as we relocate to a new building. We would like to leave our helpdesk active, but automatically reply to new tickets to tell users that we are away. How can I set this up?

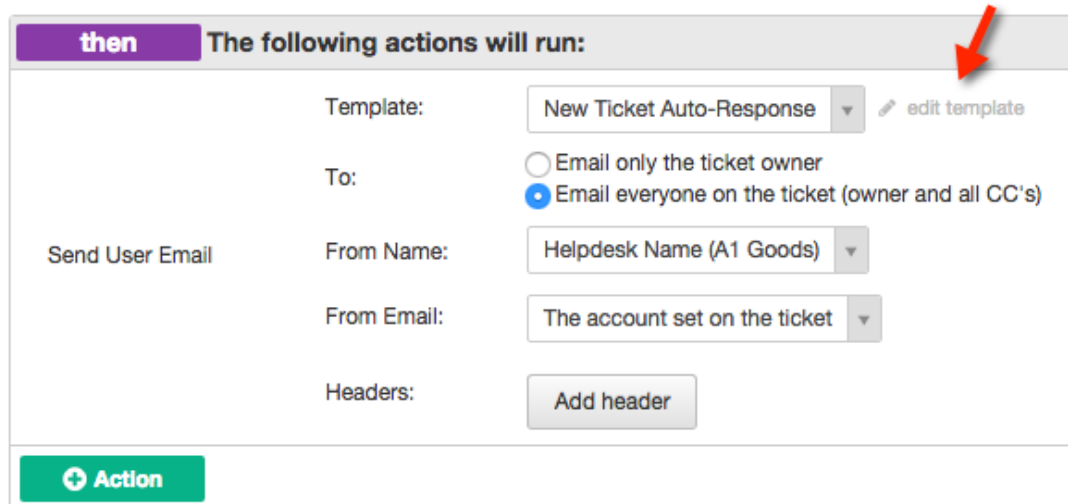
Answer:

In **Tickets > New Ticket Triggers**, you can use a trigger to send an email explaining that there will be a delay in replying.

The pre-made **Send auto-reply confirmation to user** trigger is ideal for this purpose. You just need to edit the default email template to mention the delay.

1. Select the trigger and click the **edit template** link.

Actions ?



then The following actions will run:

	Template:	New Ticket Auto-Response	edit template
	To:	<input type="radio"/> Email only the ticket owner <input checked="" type="radio"/> Email everyone on the ticket (owner and all CC's)	
Send User Email	From Name:	Helpdesk Name (A1 Goods)	
	From Email:	The account set on the ticket	
	Headers:	Add header	

[+ Action](#)

The phrase in the template that you need to change is *user.emails.ticket_received* which says "Your ticket has been received. One of our agents will reply to you shortly."

New Ticket Auto-Response

Auto-response email sent to users to confirm the helpdesk received

Email Subject:

```
{{ phrase('user.email_subjects.tickets_re') }}
```

Email Body:

```
1  {{ phrase('user.emails.greeting') }}
2
3  <br /><br />
4
5  {{ phrase('user.emails.ticket_received') }}
6
```

2a. If you only use one language on your helpdesk, you can just delete `{{ phrase('user.emails.ticket_received') }}` and enter a message like "Your ticket has been received. Due to an office move, we may not be able to reply until August 23rd".

2b. If you use multiple languages, you should make a custom phrase for each language you use by going to **Setup > Languages**, clicked **Edit Phrases** then clicking **All Custom Phrases** and using the **Add Custom Phrase** button.

Repeat for every active language on your helpdesk. Create the custom phrase using the *same name* for each language.

Phrase	Default	Translation	Custom + Add Custom Phrase
custom.delay-notice Delete			Your ticket has been received. Due to an office move, we may not be able to reply until August 23rd.

Save

Then edit the template to replace:

```
{{ phrase('user.emails.ticket_received') }}
```




with

```
{{ phrase('custom.delay-notice') }}
```

(or whatever name you used for the phrase).

3. Finally, save the modified template and make sure that the **Send auto-reply** trigger is

active.

	Send agent notifications	<input checked="" type="checkbox"/>
	Send auto-reply confirmation to user	<input checked="" type="checkbox"/>
	Send user new ticket by agent	<input checked="" type="checkbox"/>