

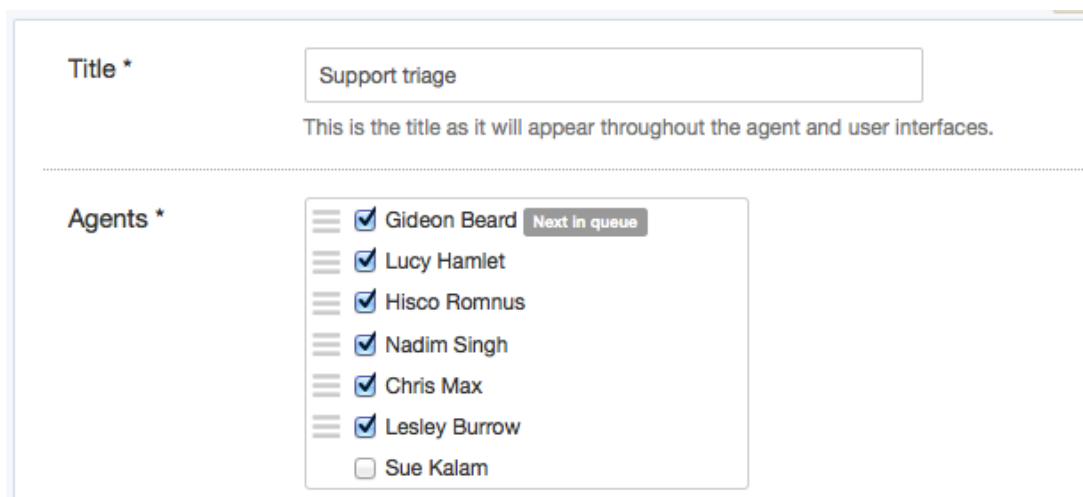
How do I set up round robin ticket assignment?

Ben Henley - 2023-09-15 - Comments (3) - Deskpro Legacy

For a large helpdesk, you may want to automatically assign incoming tickets to agents. This makes it clearer who's responsible for each ticket, instead of requiring agents to assign themselves, and saves time that would otherwise be spent deciding who'll handle which issue.

Deskpro supports 'round robin' assignment to a list of agents, where each agent in the list is assigned a ticket in turn. When each agent has been assigned a ticket, the round robin loops back to the beginning of the list.

1. To create a round robin, go to **Tickets > Round Robin**, click **Add** and select which agents you want in the list.



The screenshot shows the 'Round Robin' configuration interface in Deskpro. It has a 'Title' field with the value 'Support triage' and a note: 'This is the title as it will appear throughout the agent and user interfaces.' Below this is an 'Agents' section with a list of agents. Each agent has a checkbox and a 'Next in queue' button. The agents listed are Gideon Beard, Lucy Hamlet, Hisco Romnus, Nadim Singh, Chris Max, Lesley Burrow, and Sue Kalam. The checkboxes for Gideon Beard through Lesley Burrow are checked, while Sue Kalam's is unchecked.

| Agents * |
|---|
| <input checked="" type="checkbox"/> Gideon Beard Next in queue |
| <input checked="" type="checkbox"/> Lucy Hamlet |
| <input checked="" type="checkbox"/> Hisco Romnus |
| <input checked="" type="checkbox"/> Nadim Singh |
| <input checked="" type="checkbox"/> Chris Max |
| <input checked="" type="checkbox"/> Lesley Burrow |
| <input type="checkbox"/> Sue Kalam |

You can select whether you want the round robin to assign only to agents who are online (ie logged in to the agent interface).

You can bulk add all the agents from a team, department or permission group. (Note that this only adds the agents at that moment - i.e. if you bulk add all the members of a team, then a new agent is added to that team, they will not be automatically added to the round robin.)

Bulk add agents that are members of teams, departments or permission groups

Departments

Sales

Support

Partnerships

Media Requests

2. Click **Save**.

3. There will now be an automation action to **Set Assigned Agent From Round Robin** for the round robin you created. You can use triggers, SLAS or escalations to assign the next agent from the round robin.

For example, you could go to **Tickets > New Ticket Triggers** and add a trigger that assigns agents using the new action.

Criteria ?

when

The following conditions are met:

Urgency < 3

Criteria

or

The following conditions are met:

Department is

Media Requests

General Contact

Criteria

Actions ?

then

The following actions will run:

Set Assigned Agent from Round Robin

Front desk

Action

Front desk

Support triage

Troubleshooting

Chris Test

Note that you can have multiple automatic actions like triggers that all use the same round robin. In this case, the list of agents is shared between all the actions.

Comments (3)

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Randy

9 let nazpět

Hello, Please assist on how to set up round robin where emails/tickets will only be routed to online agents. All agents on the list are receiving tickets/emails even they are on rest period or offline on the current round robin setting. Thanks,

Ben Henley

8 let nazpět

There is now an option to assign only to online agents (that is, agents who are logged in to the agent interface).

Michael W.

3 roky nazpět

Maybe you can update the article and describe the behavior when a new ticket is created and the option "only online agents" is activated but non of the possible agents are online. Does the ticket stay unassigned? Can I have a fallback behavior and assign it to a certain agent then through an additional update trigger rule?