



[Neuigkeiten](#) > [Product](#) > [Automatically create tasks with relative due dates](#)

Automatically create tasks with relative due dates

2019-09-02 - Colin Dunn - [Kommentare \(0\)](#) - [Product](#)

You don't just need to use your helpdesk for support, and increasing number of clients use Deskpro for change, workflow and [task management](#). A common example we see in [HR and Recruitment](#) would be a set of tasks to complete when a new employee joins or leaves a company - however you can apply this process in practically any working environment.

What has been changed?

As part of our continuing efforts to improve [tasks and automations](#) you are now able to configure ticket triggers and escalations which can create a set of tasks for an agent, with **relative due dates**.

Criteria

The criteria section is a list of terms that must match before the actions are applied to the ticket.

when The following conditions are met:

Department	is	New Hire
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Criteria

A ticket comes into a certain department

Actions

These actions will apply when all of the criteria pass.

Urgent tasks may require immediate action

then The following actions will run:

Create Task		Task Title:	Fire and Safety Training
		Due Date	<input type="radio"/> None <input checked="" type="radio"/> Relative time <input type="radio"/> On a specific date 24 Hour(s) later
		Public:	<input checked="" type="checkbox"/> Yes
		Creator:	Current Agent
		Assignee:	1st Response Crew
		Link to ticket:	<input checked="" type="checkbox"/> Yes
Create Task		Task Title:	Introduce to a Line Manager
		Due Date	<input type="radio"/> None <input checked="" type="radio"/> Relative time <input type="radio"/> On a specific date 7 Day(s) later
		Public:	<input checked="" type="checkbox"/> Yes
		Creator:	Current Agent
		Assignee:	Support
		Link to ticket:	<input checked="" type="checkbox"/> Yes
Create Task		Task Title:	Determine Eligibility for Annual Performance Bonus
		Due Date	<input type="radio"/> None <input checked="" type="radio"/> Relative time <input type="radio"/> On a specific date 01 November 2019 UTC +9:00
		Public:	<input type="checkbox"/> Yes
		Creator:	John Doe
		Assignee:	Management Team
		Link to ticket:	<input type="checkbox"/> Yes

Action

Flexible timeframe units for different tasks

A choice between relative and specific dates still exists

When would we use this?

In the above example, we can see there are some main tasks to complete for a new hire.

1. The employee must immediately be familiarised with the fire exits and basic safety guidelines. **Within 24 hours of ticket creation.**
2. A suitable line manager must be chosen for the employee, after they have had a chance to settle in. **Within 7 days of ticket creation.**
3. The management team must review the employee's Annual Performance Bonus on a specific date.

This has infinite application, from IT Service Management, Sales and Government/Public Sector applications

which require robust automation in their tasks and workflows.

In summary?

This is a very powerful enhancement to the tasks management system, allowing you to fully automate what has previously been delicate and tiresome workflow. There is now no need for a support manager to repeatedly create or enforce deadlines, the helpdesk will take care of this.

How do we get started?

This feature will apply automatically after upgrading to 2019.7. The "Create Task" feature is available in all types of ticket trigger and escalation.