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How do I assign out-of-hours tickets to a particular team?

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Suppose you want to treat incoming tickets differently if they are created outside of working hours. In this example, we'll show how to assign them to a night shift team.

This is easy to accomplish with triggers. Go to **Admin > Business Rules > Triggers**, add a new Trigger, select the **Event** type and the **Criteria: Date Criteria > Check Business Hours**

Add: New Trigger

1 Properties

Title*

New out-of-hours tickets to night shift

This title will be used throughout the admin interface to refer to this Trigger.

☒ Enabled

2 Event

Event

New ticket

☒ By User

☒ Help Center
☒ Ticket Form Widget
☒ Messenger
☒ Twitter

☒ Website Widget
☒ Email

☒ API
☒ Phone
☒ WhatsApp

☒ By Agent

☒ Agent in
☒ Phone C
☒ Messeng
☐ Twitter

3 Criteria

The criteria set

When

Check business hours

Outside of

Default

Or when the following conditions are met:

3 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:

Check business hours

Within

Default

Or when the following conditions are met:

Select...

Select...

4 Actions

These actions will apply when all of the criteria pass.

Then the following actions will run

Set assigned team

Night Shift

Create

Cancel

Note that the "business hours" used will be those **Default Working Hours** in **Admin > Configuration > Business Hours** - but you could choose to specify custom hours just for this trigger.

You'd probably also want the same team to receive *replies* to tickets from users, not just new tickets. To achieve this, create a new Trigger with the event **New Reply**

Add: New Trigger

1 Properties

Title*

Out-of-hours replies

This title will be used throughout the admin interface to refer to this Trigger.

☒ Enabled

2 Event

Event

New reply

☒ By User

☒ Help Center

☒ Phone

☒ API

☐ SMS

☒ Email

☐ WhatsApp