

## How do I use ticket SLAs?

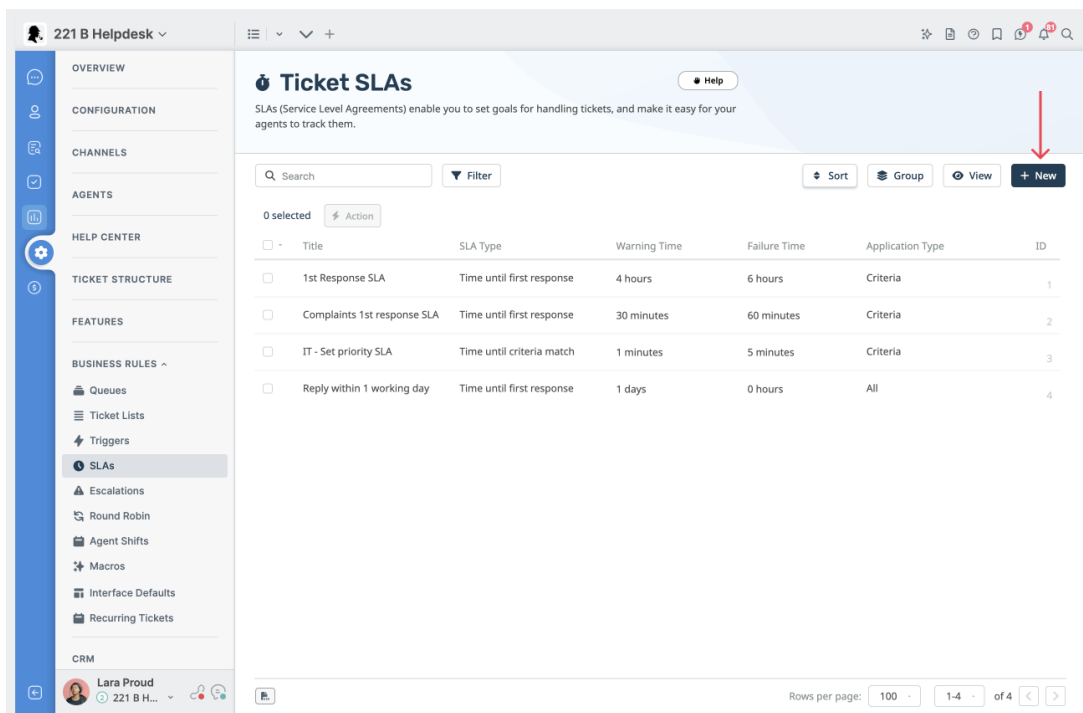
Cecilia Sam - 2023-08-10 - Comments (0) - Admin

### Service-level agreements (SLAs)

SLAs are a way to define expected ticket response or resolution times. This helps ensure that you and your agents are meeting the level of service you define or that your customers have contracted.

#### Define your SLAs

You can create and manage your SLAs at **Admin Interface > Business Rules > SLAs**. To create a new SLA, click **+ New**.



<input type="checkbox"/>	Title	SLA Type	Warning Time	Failure Time	Application Type	ID
<input type="checkbox"/>	1st Response SLA	Time until first response	4 hours	6 hours	Criteria	1
<input type="checkbox"/>	Complaints 1st response SLA	Time until first response	30 minutes	60 minutes	Criteria	2
<input type="checkbox"/>	IT - Set priority SLA	Time until criteria match	1 minutes	5 minutes	Criteria	3
<input type="checkbox"/>	Reply within 1 working day	Time until first response	1 days	0 hours	All	4

#### Give a title

Start by adding a meaningful title to your SLA. You should add a title that accurately describes your SLA's goal, so your team can easily understand the SLA's purpose.

**Add: New SLA**
✕

---

**① Properties**

Title\*  ←

This title will be displayed in the agent interface when listing SLAs

Type

Hours

Pending Statuses

Pending  
 Awaiting Approval  
 Awaiting Bug Fix

This SLA will not apply while tickets are in these pending statuses.

---

**② Warning**

After  hours the ticket is close to failing and the warning status is applied.

Then the following actions will run

Select...

Select...

---

**③ Failure**

After  hours the ticket has failed and the failed status is applied.

Then the following actions will run

## Choose a type

The SLA type controls how the SLA requirements are completed. There are five SLA types:

- **Time until criteria match:** The SLA is not satisfied until the ticket meets the defined criteria.
- **Time until first response:** The SLA is satisfied as soon as an Agent responds to the ticket.
- **Time until ticket resolution:** The SLA is satisfied when the ticket is resolved. The time from when the ticket was created to when it is resolved is counted towards the SLA countable time.
- **User waiting time until next agent response:** The SLA is not satisfied until the user has not received a response from an agent for a specified amount of time, such as 2 hours after the user first submits a ticket.
- **User waiting time until ticket resolution:** The SLA is satisfied when the ticket is resolved. The time that the user is waiting for a response from an agent (while the ticket is in the "awaiting agent" state) is counted towards the SLA countable time.

**Add: New SLA**
✕

① **Properties**

Title\*

This title will be displayed in the agent interface when listing SLAs

Type

Time until first response ←

---

Time until criteria match

**Time until first response** ✓

---

Time until ticket resolution

User waiting time until next agent response

User waiting time until ticket resolution

This SLA will not apply while tickets are in these pending statuses.

### Define countable time

The SLA countable time is the time that is used to calculate whether an SLA has been met. There are three ways to set the SLA countable time:

- **24x7:** All time counts towards the SLA countable time. This means that if a ticket is created at 3am on a Sunday, the warning/failure counters will start immediately.
- **Custom Hours:** Only time within the defined working hours and days counts towards the SLA countable time. You may also define specific holidays that will not be considered work days.
- **Helpdesk Default Hours:** This sets the SLA countable time based on your helpdesk's default hours. This means that if a ticket is created outside of your helpdesk's default hours, the warning/failure counters will not start until the next time your helpdesk is open.

**Hours**

Helpdesk Default hours ▼

24 x 7

Custom Hours

**Helpdesk Default hours** ✓

### Setting SLA Warning and Failure criteria

SLA warnings and failures are used to notify agents when a ticket is not being resolved within the SLA time frame. This helps to ensure that tickets

are resolved promptly and that customers are not left waiting for a response. To define your SLA's warning and failure criteria, you will need to specify the amount of time before a warning or failure state is triggered.

The screenshot displays a configuration interface for SLA states. It is divided into two main sections: 'Warning' and 'Failure'.  
1. **Warning Section:** Labeled with a circled '2'. It features a text input 'After' with the value '0' and a dropdown menu set to 'hours'. Below this, a description reads 'the ticket is close to failing and the warning status is applied.' Underneath is a 'Then' section with the text 'the following actions will run'. This section contains two dropdown menus, each with 'Select...' as a placeholder, and a trash icon followed by a plus sign (+).  
2. **Failure Section:** Labeled with a circled '3'. It has a similar structure to the warning section, with 'After' set to '0' and 'hours', and a description 'the ticket has failed and the failed status is applied.' It also includes a 'Then' section with 'the following actions will run' and two 'Select...' dropdown menus with a trash icon and a plus sign (+).

### What happens when an SLA Warning or Failure state is triggered?

When an SLA warning or failure state is triggered, the ticket will change color in the agent interface. A warning state will turn the ticket amber, while a failure state will turn the ticket red. This lets agents know that the ticket should be prioritized and that it is at risk of not being resolved within the SLA time frame.

### Define Actions to take when an SLA Warning or Failure state is triggered

In addition to changing the color of the ticket, you can also define actions to take when an SLA warning or failure state is triggered. For example, you could automatically assign the ticket to a specific agent or send an email notification to the customer.

### Applying SLA to Tickets

SLAs can be applied to tickets in several ways. You can:

- **Allow agents to manually assign or remove the SLA** - Agents will be able to assign or remove the SLA when viewing a ticket.
- **Apply SLA to all tickets** - All tickets created will have this SLA.
- **Apply SLA to new tickets that match certain criteria** - The SLA will apply to all new tickets that match the criteria you define.
- **Apply SLA to new tickets that match certain criteria before triggers** - This option allows you to apply the SLA to new tickets that match the defined criteria before any triggers are fired. This can be

useful if you want to ensure that all new tickets are assigned this SLA, even if they are not triggered by a specific event.

**Note that any changes to SLA settings will not be applied to existing tickets.** For example, if you change the SLA time settings for a ticket that has already been created, the new settings will not be applied to that ticket. The new settings will only be applied to tickets that are created after the settings are changed.

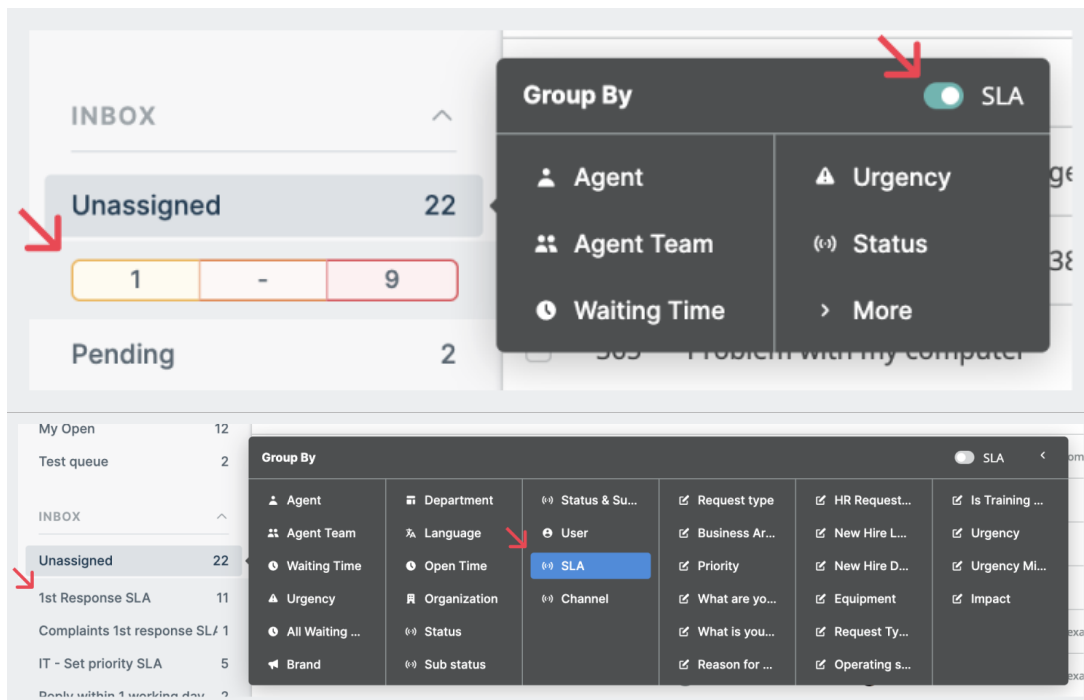
You can also add and remove SLAs or change their status using triggers and escalations.

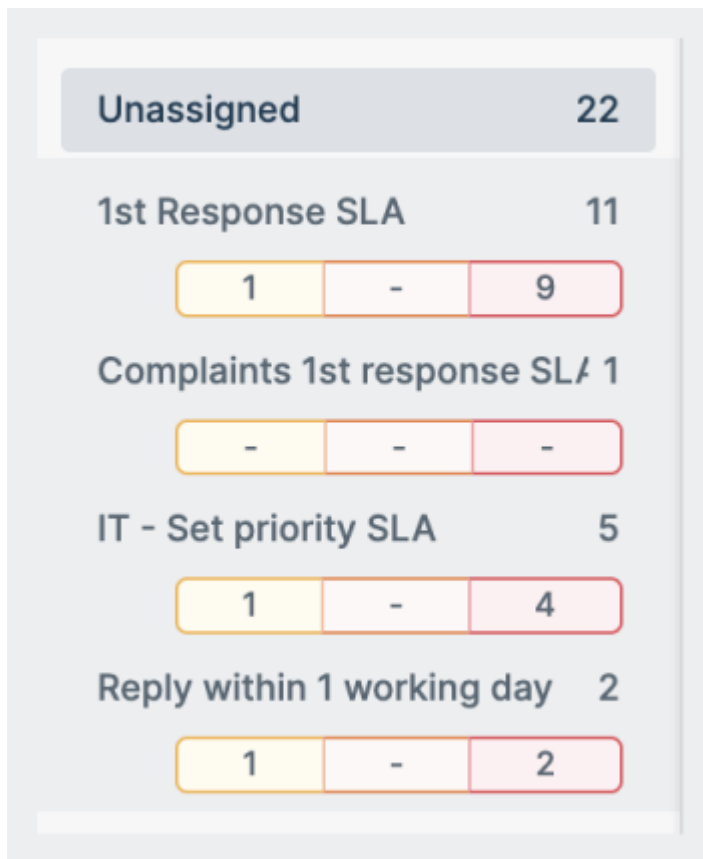
SLAs for Agents

Agents can see the SLA status of their tickets in a few ways:

### In the navigation panel

You can group your ticket queue by SLA status, SLA name, or both SLA name and status.





The SLA status grouping shows all tickets that are currently counting down, regardless of when they were created. For example, if a ticket is set to count down only during custom work hours, it will still be shown in the SLA status section even if it was created outside of work hours. For SLAs based on the first response or time until resolution, this includes tickets that are "awaiting agent" or "awaiting user." For SLAs based on user waiting time, this includes tickets that are "awaiting agent."



The numbers for each SLA listed here are broken down by status: green indicates that the SLA is on track, orange indicates that the SLA has passed the warning time, and red indicates that the SLA has passed the failure time.

Clicking the SLA title will show you a list of all the "ticking" tickets for that SLA. Clicking a specific counter will only show "ticking" tickets in that state for that SLA. By default, the list of tickets generated will display the tickets closest to failing (or the tickets the most overdue) at the top.

Agents can also see the SLA status at a glance when viewing a ticket. The SLA status is displayed in the ticket details pane. If agents have

permission to add or remove an SLA from a ticket, they will be able to do so here.

The screenshot displays a ticket management interface with a top navigation bar containing icons for information, currency, a clock with a '2' notification, a refresh icon, a diamond icon, and a link icon. Below this is a row with a calendar icon and a refresh icon. The main content area features a yellow pill-shaped button labeled 'Awaiting Agent' with a dropdown arrow and a red circle containing the number '10'. Underneath are three columns: 'Agent' with a person icon, 'Team' with a group icon, and 'Followers' with a plus sign. A red arrow points to a red-bordered box in the 'Agent' column containing the text '-2 wks' and 'Next event'. The 'Team' column shows '2 wks' and 'Ticket Open', and the 'Followers' column shows '2 wks' and 'User Waiting'.

Agent	Team	Followers
		+
<b>-2 wks</b> Next event	<b>2 wks</b> Ticket Open	<b>2 wks</b> User Waiting