

Increasing the priority of tickets when emails are marked with High Importance

Matthew Wray - 2023-03-08 - Comments (0) - Using Deskpro

Often users will set an email to high importance through their mail client, when they would like you to prioritise their request.

This sets an importance email header in their email to high

You can use triggers in Deskpro to recognise this header and then automate actions to prioritise the ticket accordingly.

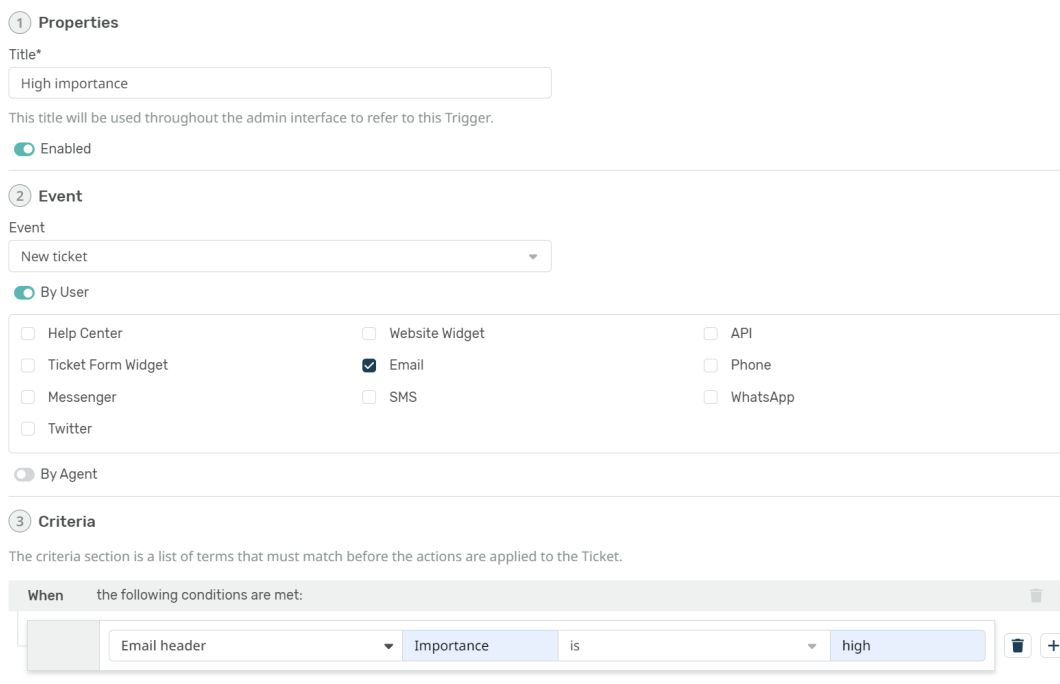
Example

Trigger Criteria

We want our trigger to run when the event is an email from a user and the email contains the Header Importance with the value high

Therefore we'll set the Event section to email by user.

Then in criteria we'll add email header and then specify the importance header and the value per the screenshot below:



The screenshot displays the configuration interface for a trigger in Deskpro, organized into three main sections:

- 1 Properties:** The 'Title*' field is set to 'High importance'. A note states: 'This title will be used throughout the admin interface to refer to this Trigger.' The 'Enabled' toggle is turned on.
- 2 Event:** The 'Event' dropdown is set to 'New ticket'. The 'By User' radio button is selected. A list of event sources is shown with checkboxes: Help Center, Ticket Form Widget, Messenger, Twitter, Website Widget, Email (checked), SMS, API, Phone, and WhatsApp.
- 3 Criteria:** A note states: 'The criteria section is a list of terms that must match before the actions are applied to the Ticket.' A condition is added: 'When the following conditions are met: Email header Importance is high'. The condition is displayed in a box with a trash icon and a plus sign to add more conditions.

This example is for a new ticket trigger. You could also configure this as a new reply trigger

as users may want to increase the urgency as the ticket progresses.

Trigger Actions

You can obviously add whatever actions will best prioritise the ticket through your workflows.

A simple example might be to increase the value of the inbuilt Urgency field:

4 Actions

These actions will apply when all of the criteria pass.

Then the following actions will run

Set urgency	Change urgency to
	Ten
<input type="checkbox"/> Only set if urgency is lower	

