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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 ☒ Website Widget ☒ API

☒ Ticket Form Widget ☒ Email ☒ Phone

☒ Messenger ☒ WhatsApp

☒ Twitter

☒ By Agent

☒ Agent in ☒ Email ☒ Email

☒ Phone C ☐ Forwarding

☒ Messenger ☐ WhatsApp

☐ Twitter

**3 Criteria**

The criteria set

When

Check business hours

Outside of

Default

### 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