

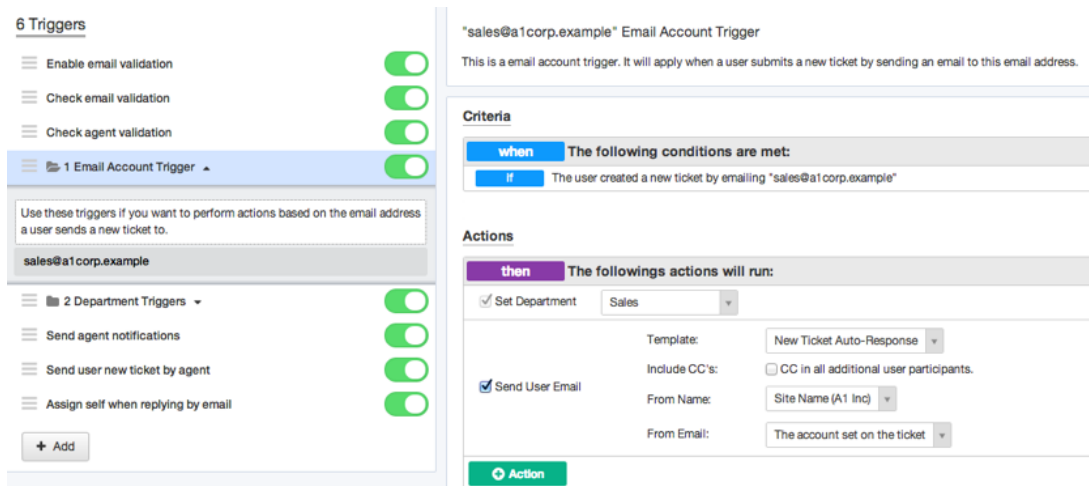
How do I send a different auto-reply to new users?

Ben Henley - 2023-08-16 - Comments (0) - Using Deskpro

Suppose the sales team want to customize the email auto-response when tickets are submitted to the Sales department. They want to send existing users the normal response, but they want new users to get a more elaborate welcome email explaining your product range.

We'll assume you start out with your sales@ account linked to the Sales department with simple **new ticket** triggers, configured to send the the default auto-response.

This **Email Account Trigger** sets tickets sent via the sales@ account to the Sales department, then sends the auto-response.



The screenshot shows the configuration interface for a trigger in Deskpro. On the left, a sidebar lists 6 triggers, with '1 Email Account Trigger' selected and highlighted in blue. Below the list, there is a text box that says 'Use these triggers if you want to perform actions based on the email address a user sends a new ticket to.' and a field containing 'sales@a1corp.example'. Below this, there are several other triggers listed, such as '2 Department Triggers', 'Send agent notifications', 'Send user new ticket by agent', and 'Assign self when replying by email', each with a green toggle switch. At the bottom of the sidebar is an '+ Add' button.

The main content area shows the configuration for the selected 'Email Account Trigger'. The title is '"sales@a1corp.example" Email Account Trigger'. Below the title, it says 'This is a email account trigger. It will apply when a user submits a new ticket by sending an email to this email address.'

The configuration is divided into two sections: 'Criteria' and 'Actions'. The 'Criteria' section has a 'when' dropdown set to 'The following conditions are met:' and a single condition 'if The user created a new ticket by emailing "sales@a1corp.example"'. The 'Actions' section has a 'then' dropdown set to 'The followings actions will run:'. It contains two actions: 'Set Department' with a dropdown set to 'Sales', and 'Send User Email' which is checked. The 'Send User Email' action has several fields: 'Template' set to 'New Ticket Auto-Response', 'Include CC's' with a checkbox 'CC in all additional user participants' (unchecked), 'From Name' set to 'Site Name (A1 Inc)', and 'From Email' set to 'The account set on the ticket'. At the bottom of the actions section is a green 'Action' button.

This **Department Trigger** sets tickets submitted via the web where the user has selected the Sales department to the sales@ email account, then sends the auto-response.

The simple triggers can't do what the sales team wants, because their criteria are fixed, so there's no way to specify that you only want to do something to new users.

Instead, you would create a new trigger:

This trigger is checked when a user or agent submits a ticket via email or web. (We'll assume that you don't want to send acknowledgements for tickets created using the API).

The criteria you would use are:

That means the new trigger will only run its actions when the department is Sales, and the

user is new. We're going to rely on the **Email Account Trigger** to set the department to Sales. Make sure the new trigger is below the simple triggers.

The action you want to run is sending a custom email. You would create a custom email template (see the chapter on [Editing Templates](#) for details), then run it like this:

Actions ?

then The followings actions will run:

Send User Email	Template:	new-user-sales-welcome.html
	Include CC's:	<input type="checkbox"/> CC in all additional user participants.
	From Name:	Site Name (A1 Inc)
	From Email:	The account set on the ticket

Action

You don't want users receiving more than one auto-response email when they submit a new ticket. So you would disable the **Send User Email** action for the simple triggers:

<p>Actions</p> <p>then The followings actions will run:</p> <p><input checked="" type="checkbox"/> Set Email Account sales@a1 corp.example</p> <p><input type="checkbox"/> Send User Email</p> <p>Action</p>	<p>Actions</p> <p>then The followings actions will run:</p> <p><input checked="" type="checkbox"/> Set Department Sales</p> <p><input type="checkbox"/> Send User Email</p> <p>Action</p>
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We're almost done. But we want users who don't receive the custom email to receive the default auto-response email. Since the simple triggers aren't sending that any more, we need another new trigger to do the job.

We could try to set up a complicated set of Criteria so that the new trigger runs if the user is not new and the department is Sales, or the department is anything else, but there's a simpler way. We can just put in a check to see if the custom email has already been sent, and make sure the default auto-response trigger is below the one that sends the custom response.

Criteria ?

when The following conditions are met:

The user has NOT been emailed a specific email template

+ Criteria

Actions

These actions will apply when all of the criteria pass.

then The followings actions will run:

Send User Email	Template:	<input type="text" value="New Ticket Auto-Response"/>
	Include CC's:	<input type="checkbox"/> CC in all additional user participants.
	From Name:	<input type="text" value="Site Name (A1 Inc)"/>
	From Email:	<input type="text" value="The account set on the ticket"/>

+ Action

Here's the completed triggers in the right order:

- 2 Department Triggers
- 1 Email Account Trigger
- Welcome email to new users
- Send default auto-response