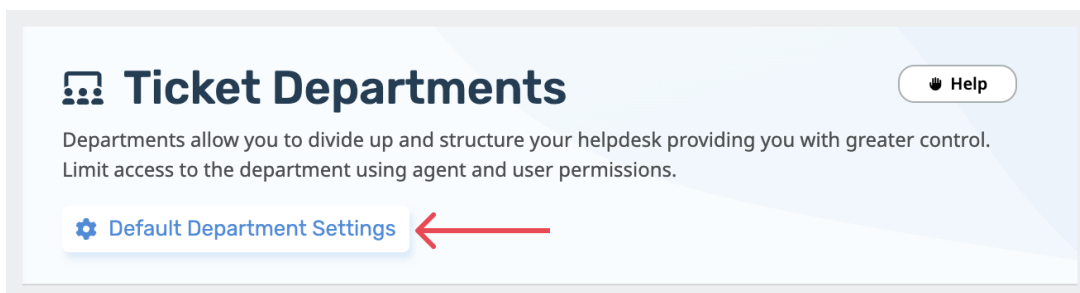


## How do I set a default department for tickets submitted via the Help Center?

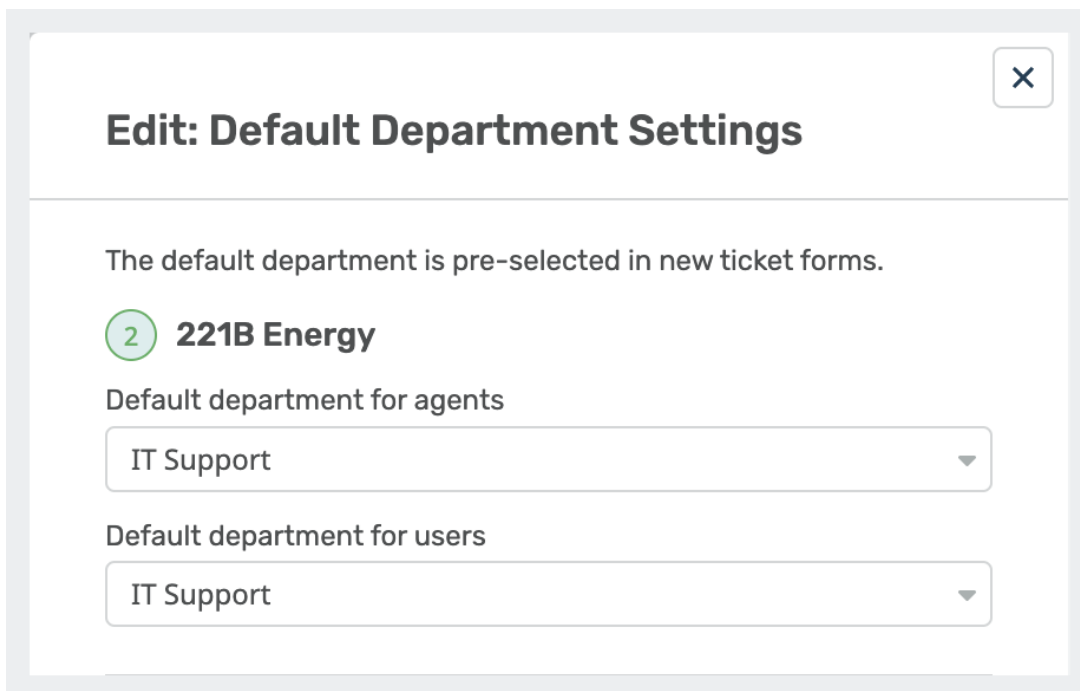
Cecilia Sam - 2023-08-17 - Comments (0) - Ticket Structure

To set a default department for the ticket form on your Help Center, you can go to **Admin > Ticket Structure > Departments > Default Department Settings**.



The screenshot shows the 'Ticket Departments' page in the Deskpro admin interface. At the top left is a 'Ticket Departments' header with a grid icon. To the right is a 'Help' button. Below the header is a descriptive paragraph: 'Departments allow you to divide up and structure your helpdesk providing you with greater control. Limit access to the department using agent and user permissions.' At the bottom left, there is a 'Default Department Settings' link with a gear icon. A red arrow points to this link from the right.

Here, you can select the default department for users so that when they access the contact form via the Help Center, this department will be pre-selected. For example, you could set the default department to "IT Support" so that users who submit tickets through the portal will automatically be assigned to the IT Support department.



The screenshot shows the 'Edit: Default Department Settings' dialog box. It has a close button (X) in the top right corner. The main heading is 'Edit: Default Department Settings'. Below the heading is a descriptive sentence: 'The default department is pre-selected in new ticket forms.' There is a green circle with the number '2' next to the text '221B Energy'. Below this, there are two sections: 'Default department for agents' and 'Default department for users'. Each section has a dropdown menu with 'IT Support' selected.



## Contact Us

Please complete this form and one of our agents will reply to you by email as soon as possible.

Name \*

Email \*

Department \*

Internal IT Support 