

What are some Deskpro productivity tips for agents?

Ben Henley - 2024-01-09 - Comments (0) - Deskpro Legacy

Deskpro has lots of features designed to help you work efficiently in the agent interface.

Once you've got used to the basics of the agent interface, here are some ways to save time and effort so you can help your users faster:

1. Use [snippets](#) to automatically enter text that you use repeatedly. For example, if you often have to remind users of a certain policy, save it as a snippet. You can define a shortcut so that instead of selecting the snippet, you just type **%policy%** and have it replaced by the relevant snippet. You can use variables to automatically fill in details about the user or ticket - for example, addressing the customer by name.



2. Does your workflow involve taking the same steps over and over? Automate them with a [macro](#).

3. If you keep seeing a recurring issue come up, instead of explaining the fix repeatedly, [write it up in a Knowledgebase article](#) and send the user the link. If you find yourself going through the same series of questions over and over again, write up a troubleshooting guide and link the user to that.

4. Did you know that you can paste images into ticket replies, or add attachments with [drag and drop](#)?

TICKET

Agent: Eugene Za 1st Level Support

Subject: Configuration issue

Attach Snippets B I U A [List Icons] [Image Icon] [Link Icon] [Close Icon]

Send Reply as Awaiting User [Dropdown] [Email User] [Open Tab]

Agent Eugene Za Team 1st Level Support

Labels: Add a label

Lock Merge Macros Remove Action

MESSAGES FULL LOG DATES & TIMES

#1 Karen Exley <user@example.com> 77 minutes ago
Can you let me know the correct way to set up my gyro

#2 Eugene Za <eugene.za@example.net> 57 minutes ago
Make sure the configuration looks like this:

