

WORKFLOW GUIDE —

Ticket Escalation



You will need:

- Established SLA conditions for Tickets
- HubSpot User Teams

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Trigger

Type: Record meets a set of filter conditions

Object Type: Ticket

Conditions: Select Appropriate Support Pipeline + Time to Close SLA is Overdue

Re-enrollment: Off

Type: Send in-app Notification

Options: Ticket Close SLA Over Due Assigned to Ticket Owner +

Management

Type: Create task

Options: Ticket Close SLA Over due

to Ticket Owner

Type: Edit record

Options: Set Priority to Urgent/High

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Trigger

Type: Record meets a set of filter

conditions

Object Type: Ticket

Conditions: Select Appropriate Support Pipeline + Time to First Response SLA is Due Soon

Re-enrollment: Off

Type: Send in-app Notification

Options: Ticket time is First Response SLA is Due Soon Assigned to Management

Type: Rotate ticket within Team (or

specific Users)



