# Using Ticket Search (H5)

## Introduction

Ticket Search is used to find and/or print tickets that are on our system and were delivered to your member code within the last 3-4 months. Tickets older than 3-4 months will have been archived off the system and not be available. For tickets that have been archived or for certified copies please contact amber@digalert.org

## Instructions for Use

1. Click on the **Ticket Search** link under the **Tickets** column.
2. By default, the search dates listed in the **Completed** area are set to the current date. You may change these to reflect the date(s) you wish to search.

   - The maximum date range you can search at one time is 7 days.

3. To view all tickets for a single day, leave the form blank and click the **Search** button located top center of the web page.
4. To view all tickets within a date range, you must supply at least one search criteria and then click the **Search** button.
5. Once the results are shown you may click on any ticket to display the ticket information.
   - To view the map information, click the **Map** button located below the **Ticket Details** title.
   - You may print the ticket by clicking **Print** button located below the **Ticket Details** title.

   - A new tab will open in your browser, then through the browser print the page.

   - Each browser behaves differently so unfortunately, we can not list the exact steps or location of the print functionality in the browser.

7. To reset the current search, click the **Back** button that is located at the top left of the page to take you to the search criteria.