

# Contact Lookup

**Contact Lookup is an all inclusive contact lookup.**

View the following types:

- Design Contacts (with valid subscription only. See [www.digalert.org/design-lookups](http://www.digalert.org/design-lookups) for more information on subscriptions)
- Emergency Contacts
- Vacuum Contacts

Using:

- A valid ticket number
- A location on a map
- Your current location (when used by a device that allows location services)

## How To Use

- Navigate to [direct.digalert.org/contactlookup.html](http://direct.digalert.org/contactlookup.html)
- By default "Lookup By Ticket" is selected



Design subscribers will need to Login first by clicking "Login" located on the top right menu

1. Enter a valid 10 character ticket number. All tickets MUST begin with either "A" or "B".
2. Click the "Search" button
3. A list of contacts will appear

Once a list of contacts are displayed you are able to print the list or save the list as a PDF by using the appropriate buttons at the top right of the contact list. You are also able to view/print the complete ticket by clicking the "Ticket" tab located below the ticket number.

To lookup another ticket. Click the back arrow button located at the top left of the contact list and repeat the steps above.