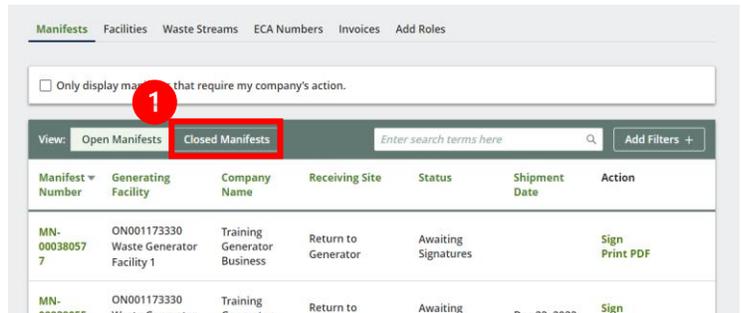


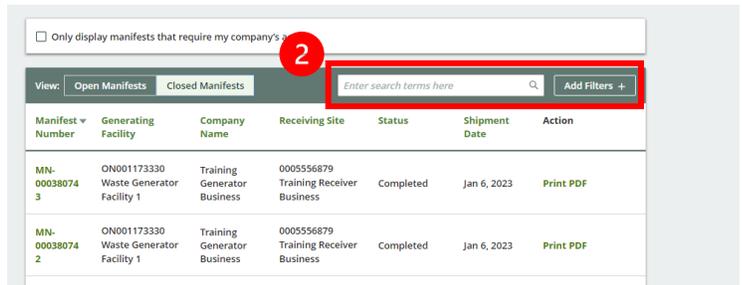
Download Manifest Details Report

This document serves as a quick reference guide for steps on how to download a manifest details report as a CSV file. Waste-related details for the manifests are extracted from the table, including waste classification and tonnage information.

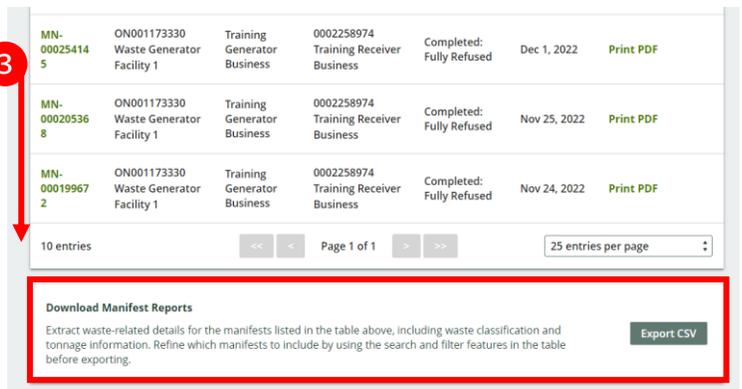
1 From the Manifest table, select the **Closed Manifest** view tab.



2 Search or filter the results to refine which manifests you would like to include in the report.



3 Scroll down to the 'Download Manifest Reports' section at the bottom of the page.



4 Click on the 'Export CSV' button. The file will begin to download.
Note: The download time will vary based on the size of the file. You may have to filter the results if the file is too large to download.



5 The file has now been downloaded. Click on the file in the browser download tray to view it.

