

# Filehold Manifest Instructions



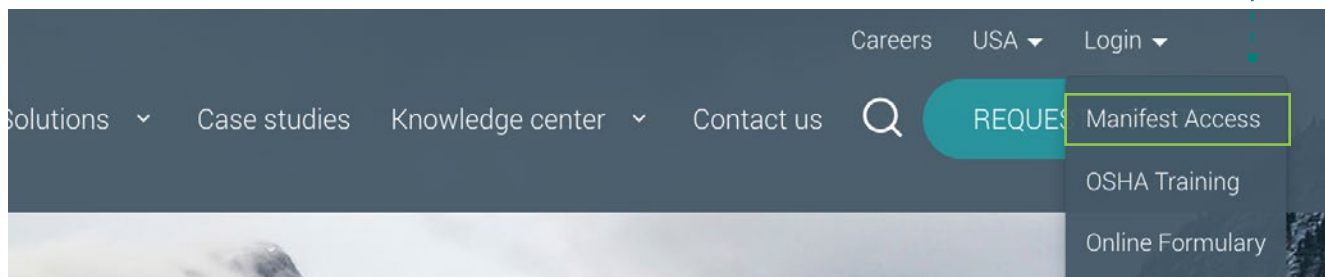
Guide to retrieving your  
manifests from our Filehold  
Digital Management system



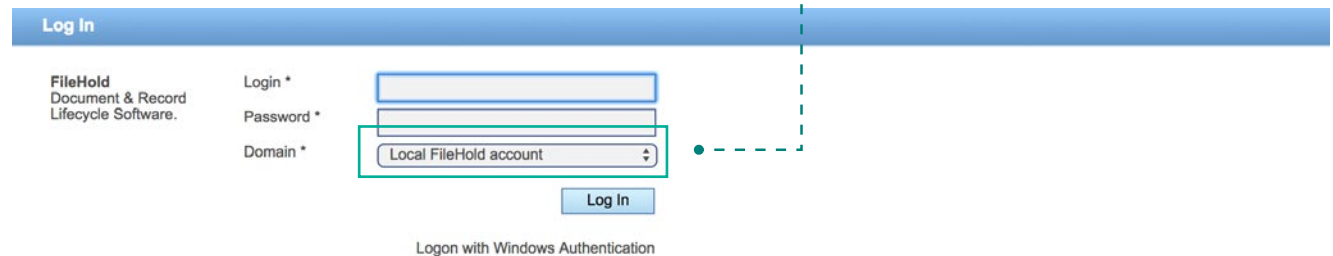
# Filehold Instructions

1 Go to [WWW.DANIELSHEALTH.COM](http://WWW.DANIELSHEALTH.COM)

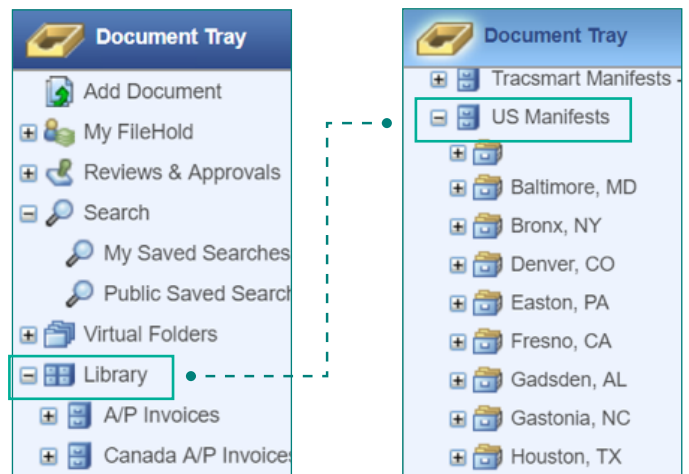
2 Select **"Manifest Access"** Under the Login tab on the top right corner of the screen



3 Enter Username and Password when redirected to the Filehold portal. Be sure the domain reads **"Local Filehold Account"**.



4 Under Document Tray expand the **"Library"** tab



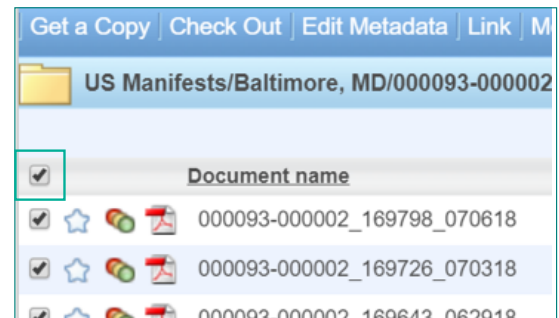
5 Next expand "US Manifest" and select the plant that services your facility.

# Filehold Instructions

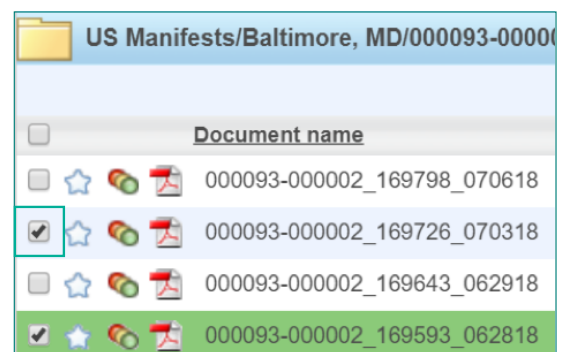
- 6 Once under the folder of your servicing plant you will need to identify your exact location either by customer number or name.
- 7 Once you have selected your site's folder you can download and view all manifests or individuals
- 8 Manifests will be listed in order of pickup dates starting with the most recent service date

<input type="checkbox"/>	Document name	Pickup Date	Last Modified On
<input type="checkbox"/>	000093-000002_169798_070618	07/06/2018	7/17/2018 12:08:50 PM
<input type="checkbox"/>	000093-000002_169726_070318	07/03/2018	7/17/2018 12:25:07 PM
<input type="checkbox"/>	000093-000002_169643_062918	06/29/2018	7/17/2018 12:42:54 PM

- 9 To select all manifests check the box to the left of **"Document name"**



- 10 To select individual manifests check the box to the left of the desired manifests



- 11 Once the desired manifests have been selected, click **"get a copy"**. Manifests will automatically download to your computer at this time.

- 12 Identify your "downloads" folder and select the files to view and print as needed.