

Download a report PDF

Download a completed report as a PDF from the Reports page, to keep a copy, share it or file it with your own records.

WHO IT IS FOR Owner, Admin, Manager, Coordinator	TIME NEEDED About 2 minutes	LAST REVIEWED 6 October 2026
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Who this is for

Permissions: You need permission to view reports (Can view notes). Owners, Admins, Managers and Coordinators have it by default. If your access is limited to certain sites, you can only download reports for records within your own sites.

Before you begin

- You are signed in to BondiByte on a computer.
- The report has been completed. See Complete a report.



Steps

1 Go to Reports > Search reports

- 1 In the left menu, choose **Reports**. The **Reports** page lists the reports your organisation has recorded.
- 2 Find **Search reports** at the top of the list.

BondiByte

WORKSPACE NAVIGATION

PLATFORM

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Reports

2

Search reports...

All owners All types Include inactive + Add report

REPORT	TYPE	RECORD	DATE	STATUS
Initial site note	Site Note	SITE Sunrise Supported Living Home	14/06/2026	Active
Initial client progress note	Client Progress	CLIENT Daniel Mensah	14/06/2026	Active
Initial staff profile note	General	STAFF Sarah Johnson	14/06/2026	Active
Shift report	Client Shift Report	CLIENT Chloe Davis	11/09/2026	Active
Shift report	Client Shift Report	CLIENT Chloe Davis	11/09/2026	Active
Shift report	Client Shift Report	CLIENT Chloe Davis	11/09/2026	Active
Shift report	Client Shift Report	CLIENT Noah Bennett	19/05/2026	Active
Shift report	Client Shift Report	CLIENT Noah Bennett	19/05/2026	Active

Rows 50 Back Next

Choose Reports in the left menu (1) and find the Search reports box (2).



2 Find the report

- 1 Type part of the report's title in **Search reports**. The list narrows as you type. Search finds words in the title and in the answers, and it finds the name of a BondiByte report type.
- 2 Find the report in the list. The name of the form is under **Type**, and the client or other record the report is about is under **Record**.

To narrow the list further, choose a record type in the list that starts on **All owners**, for example **Client**, or choose a form in the list that starts on **All types**.

Tip: Turn on **Include inactive** to find reports that have been deactivated.

The screenshot shows the 'Reports' page with a search bar containing 'Daily check 2 October'. Below the search bar, there are filters for 'All owners' and 'All types', and a checkbox for 'Include inactive'. A table lists reports with columns: REPORT, TYPE, RECORD, DATE, and STATUS. The first row is 'Daily check 2 October', 'Sample Daily Check', 'CLIENT Ruby Chen', '02/10/2026', and 'Active'. A 'Back' button and '1-1 of 1 reports' are at the bottom right. A 'Rows' dropdown is set to 50. A blue box highlights the search bar (1) and the 'Daily check 2 October' row (2).

Type part of the title (1) and find the report in the list (2).

3 Open the row menu and choose Download PDF

- 1 At the right end of the report's row, choose the three dots button. A menu opens.
- 2 Choose **Download PDF**. The word changes to **Downloading...** while BondiByte prepares the file.

Note: The menu also has **View** and, depending on your permissions, **Edit** and **Delete**. **Download PDF** is offered for reports made from your organisation's forms, and for BondiByte report templates used for a client. On this page it is not offered for plain notes, or for staff, site and shift notes. On a staff member's or a site's own **Reports** tab, every report has a **Download PDF** button.

The screenshot shows the 'Reports' page with the same search and filters as before. The table row for 'Daily check 2 October' is highlighted. A menu is open at the right end of the row, showing options: View, Edit, Download PDF, and Delete. A blue box highlights the three dots button (1) and the 'Download PDF' option (2).

Choose the three dots button on the report's row (1), then Download PDF (2).



4 Open the saved PDF

Your browser saves the file, or asks where to save it, depending on your browser settings.

The file name is made from the form name, the client or other record the report is about, and the report date, for example `Sample-Daily-Check_Ruby-Chen_2026-10-02.pdf`.

Open the file to read it, print it or share it. It has one page for a short report and more pages for a longer one.

Header: Your organisation's name, with your logo when one has been added, then the name of the form and the word Report.

Summary: Who or what the report is about, the **Report date** and the date it was **Created**. When a report is linked to a shift, the report date is the shift's date. The other lines appear only when there is something to show: **Related shift** (the shift's title, date and site), **Completed by** (who completed the report, when it is recorded), **Status:** **Deactivated** (when the report has been deactivated), and **Updated** (the date the report was changed after it was created, with the name of who changed it when that is known).

Sections and answers: Every section of the form, with the answers that were recorded, in the order the form shows them.

Attachments: When the report can have attachments, a list of the names of the files attached to it, or the words **No attachments**. Only the names are listed, not the files.

Footer: The date the PDF was generated, a note that the report is confidential and for authorised use only, and the page number.

What happens next

The PDF is a copy made at the moment you download it. Downloading does not change the report.

If the report is edited later, download the PDF again to get the new version of the report.

A report made from one of your organisation's forms keeps the version of the form it was completed on. Its PDF shows the questions of that version, even if the form has been changed and published again since. A report made from a BondiByte report template shows that template's current questions.

Important notes

Important: The PDF contains the information recorded in the report, which may be personal or sensitive. Store and share it in line with your organisation's privacy rules.

Tip: To read a report without downloading it, choose its title in the **Reports** list. The report opens in a panel beside the list.



Good practice

- Download the PDF when the report is final. The PDF is made at the moment you download it, so a later edit is not in a file you saved earlier. After any edit, download the report again and replace the old file.
- Check the client's name and the report date in the file name before you share or file the PDF. Keep it with your secure records, not in personal email or chat, because the footer marks it confidential and for authorised use only.
- Keep the day-to-day list tidy and turn on **Include inactive** only when you need to find a deactivated report.

Troubleshooting

The row menu does not have a **Download PDF** option.

Why it happens: The report is a plain note, or a staff, site or shift note, rather than a report made from a form. A PDF is offered for reports made from your organisation's forms, and for BondiByte report templates used for a client.

What to do: Use **View** to read the note. For a staff or site note, open that staff member's or site's record, choose its **Reports** tab and choose **Download PDF** on the report. Otherwise, to get a PDF, record the information again with one of your organisation's forms, or with a BondiByte template for a client. See [Complete a report](#).

I chose **Download PDF** but no file appeared.

Why it happens: Your browser may have blocked the download, or saved it somewhere you did not expect.

What to do: Check your browser's downloads list and its settings for downloads from this site. Then choose **Download PDF** again.

A red message appears instead of a download.

Why it happens: The report could not be prepared, for example because your connection dropped, your sign-in has expired, or the report is outside the sites you can see.

What to do: Refresh the **Reports** page and try again. If the message comes back, ask an Owner or Admin to check your access.

The PDF shows older questions than the form has now.

Why it happens: A report made from one of your organisation's forms keeps the version of the form it was completed on, so its PDF shows that version.

What to do: Nothing needs fixing. Reports completed after the form was published again use the newer version.

I cannot find the report in the list.

Why it happens: It may be deactivated, filtered out by the lists that start on **All owners** and **All types**, or linked to a record outside your sites.

What to do: Set both lists back to **All owners** and **All types**, turn on **Include inactive** and search for part of the report's title.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 6 October 2026.*