

Download a PDF Form

While this option will show on the context menu, you can only download a PDF if a PDF has been associated with the specific form selected.

To download a specific form PDF, go to the Home Page of the Forms Module and click the three-dot icon to the right of the Form Title opening the Form Table context menu.

The screenshot shows the 'Forms Home' page. At the top, there's a 'Form Entries Pending Approval' section with a table:

Form	Submitter	EntryID	Your Approval Due	Actions
Invoice	Mitzi Orkus	427	Thu Feb 12 2026	View Entry

Below this is the 'Manage Forms' section with buttons for 'Create Form', 'Convert Database to Form', 'Form Aggregation', and 'Create Group'. There are also filter options and checkboxes for 'Show forms in groups' and 'Hide empty groups'. A table of forms follows, with a context menu open for the 'Invoice' form. The context menu includes options like 'Overview', 'Webform (popup)', 'Form Properties', 'Copy Form', 'Make form Live', 'Delete All Entries', 'Fields', 'Rules', 'Upload PDF', 'Download PDF', 'Clear PDF Cache', 'Drafts', and 'View Entries'.

Select "Download PDF" and the form pdf will automatically be downloaded to your personal device.

The screenshot shows a PDF form for an invoice. It includes fields for 'INVOICE NO.' and 'DATE' at the top. Below that, there are sections for 'BILL TO' and 'PAYMENT ACCEPTED'. The 'BILL TO' section has a large blue box. The 'PAYMENT ACCEPTED' section has text: 'Cash', 'Checks to "Cash"', and 'Zelle: 469-995-4029'. There is a 'DESCRIPTION' section with a large blue box. At the bottom, there are fields for 'TOTAL DUE:' and 'DUE BY DATE:'. The form ends with the text 'Thank you for your business!'.

The download will show all form fields without any entry information being input.

Revision #4

Created 2025-12-07 17:00:31 UTC by Mitzi Orkus

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