

# How to decode notes report?

With rich text formatting, all Notes Reports must be decoded before they are readable in CSV.

## Make decode notes:

1. Under the **Note Body** column, right-click **the cell** of the note to decode and select **Copy**.
2. Open a separate browser window
3. In the new browser window, enter <https://www.base64decode.org/> in the address bar.
4. Right-click in the **Decode from Base64 format** section and select **Paste**
5. Click **Decode**
6. The decoded note is now displayed in the **Output** section
7. Copy the note back into the spreadsheet if desired

## Download plain text notes without encoding:

1. Right-click directly in the **report table** in DCI
2. Select **Export**
3. Select **Excel Export (.xlsx)**

Showing 144 out of 144 records

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Punch ID	Date of Service	Account Type	Employee Name	Employee Number	Client/ Residenti...
4628	05/18/2019	Hourly	Chloe Caregiver	12345	Julius Ceasar
462		Hourly	Chloe Caregiver	12345	Julius Ceasar
4626	05/16/2019		Chloe Caregiver	12345	Julius Ceasar
4517	05/17/2019	Hourly	Daisy Duck	104	Biggs Darklighter

For a full list of Notes Reports, please view the Reports Guide.

## Related articles

- [September 2023 Release Notes](#)
- [Messaging Module - Navigation - Mobile App](#)
- [Mobile App - Employee - Manage Unverified Entries](#)
- [Add Notes - Web Portal](#)
- [February 2021 Release Notes](#)