



# Document fields in Zoho Sign

When you upload a document in Zoho Sign, you can add a wide range of fields, such as name, email, signature, payment, and much more, to collect information from the signer. This document will give you an overview of all the available fields, their formatting options, and other available configurations.

Field name	Field description	Formatting options	Font formatting options	No.of fields per recipient
Signature	<ul style="list-style-type: none"><li>Signature of the signer can be collected.</li><li>Signers can draw, upload, type (in case of guest signer), or fetch their signature from their Zoho Sign profile. <a href="#">Learn more</a></li></ul>	<ul style="list-style-type: none"><li>Resizable</li><li>Movable</li><li>Required</li></ul> <p><b>Default:</b> Required, Resizable</p>	NA	
Initial	<ul style="list-style-type: none"><li>Can be used in instances where there is a space constraint for the signature field to be placed.</li><li>In those cases, you could sign your initials without signing your actual signature.</li></ul>	<ul style="list-style-type: none"><li>Resizable</li><li>Movable</li><li>Required</li></ul> <p><b>Default:</b> Required, Resizable</p>	NA	200
Stamp	<ul style="list-style-type: none"><li>Signer can either drag and drop or upload the document /image containing the company's stamp.</li><li><a href="#">Click here</a> to learn how to add your organization logo in your Zoho Sign profile.</li></ul>	<ul style="list-style-type: none"><li>Resizable</li><li>Movable</li><li>Required</li></ul> <p><b>Default:</b> Required, Resizable</p>	NA	
Image		<ul style="list-style-type: none"><li>Resizable</li><li>Required</li></ul>	NA	10

	Signer can upload an image	<b>Default:</b> Required, Resizable		
Company	<ul style="list-style-type: none"> <li>Signer can enter their company details, or if the signer is a Zoho Sign customer, the details can be auto-fetched from their profile.</li> <li><a href="#">Click here</a> to learn how to set up organization details in your Zoho Sign profile.</li> </ul>	Fixed width	Change font name, font type, font size, and font color.	NA
Full name	<ul style="list-style-type: none"> <li>Signer's full name/first name/last name can be obtained.</li> <li>The signer's name gets auto-fetched from the recipient details entered by the sender, but can be edited by the signer.</li> </ul>	Fixed width	Change font name, font type, font size, and font color.	NA
Email	<ul style="list-style-type: none"> <li>Sender can get their signer's email address in the document with this field.</li> <li>Once the signer clicks this field, the email address is auto fetched and cannot be edited.</li> </ul>	Fixed width	Change font name, font type, font size, and font color.	NA
Sign date	Refers to the date when the recipient has/had signed the document.	Sign date format can be chosen from the dropdown or custom date format can be manually entered by the sender. <a href="#">Learn more.</a>	Change font name, font type, font size, and font color	500
Date	<ul style="list-style-type: none"> <li>Could be used wherever the sender wants a value related to date in their document.</li> </ul>	Date format can be chosen from the dropdown or custom date format can be manually entered by	Change font name, font type, font size, and font color.	

	<ul style="list-style-type: none"> <li>The entry could be either a past date or a future date.</li> </ul>	the sender. <a href="#">Learn more.</a>		
Text	<ul style="list-style-type: none"> <li>Can accept any type of character as an input.</li> <li>However, when data validation is enforced, it ensures that the sender gets the right input from the signer.</li> </ul>	<p>Fixed width Read only Required Fixed height Default value Validation options can be enforced. When data validation is enforced, sender has to ensure that they get the right input from the signer. <a href="#">Know how.</a></p> <p><b>Default:</b> Required, fixed height, character limit is 2048</p>	Change font name, font type, font size, and font color.	500
Job title	Similar to text field, but if the signer has added their job title, that information will be auto fetched while document signing.	Fixed width	Change font name, font type, font size, and font color.	NA
Checkbox	Signer can choose from multiple options provided by the sender.	<ul style="list-style-type: none"> <li>Required</li> <li>Read-only</li> <li>Checkbox can be kept checked</li> </ul>	NA	2000
Dropdown	Signer can choose an option from the list of options provided by the sender.	<ul style="list-style-type: none"> <li>Read-only</li> <li>Default dropdown value can be set.</li> <li>Dropdown options can be added in bulk.</li> </ul>	Change font name, font type, font size, and font color.	500
Radio	Signer can choose only one option from the options provided by the sender.	Required option	NA	500
Payment	<ul style="list-style-type: none"> <li>Sender can collect the payment and signature from the signer in the same workflow.</li> <li>Document signing action is finished</li> </ul>	<ul style="list-style-type: none"> <li>Checkout organization</li> <li>Payment page</li> <li>Currency code</li> <li>Denomination can be entered.</li> </ul>	NA	NA

	<p>upon successful payment.</p> <ul style="list-style-type: none"> <li>• Sender's Zoho Sign account must be integrated with Zoho Checkout. <a href="#">Know how.</a></li> </ul>			
Attachment	<ul style="list-style-type: none"> <li>• Signer can add any attachment according to sender's requirement.</li> <li>• Attachment will be present at the end of the document.</li> </ul>	Required	NA	20
Formula field	Allows the sender to create formulas and dynamically compute calculations based on the information entered by the signer. <a href="#">Learn more</a>	NA	Change font name, font type, font size, and font color.	10
Checkbox group	Allows the sender to add multiple checkboxes for the signers to choose from that fulfill a specific criteria.	<i>Default:</i> Required, Resizable	NA	500

 **Note:**

- No two fields of the same type and same data label can have different values or properties
- There must be at least one field for every recipient added to the document as a signer.

## Custom date formats

Format	Description	Example
d*	Displays only single digit of the date	1
dd*	Displays two digits of the date. Single digit dates will be preceded with a zero.	01
M*	Displays only single digit of the date	1
MM*	Displays two digits of the month. Single digit month will be preceded with a zero.	01
MMM*	Displays the first three characters of the month	Jan

MMMM*	Displays the full name of the month	January
yy*	Displays the last two digits of the year	1994 will be displayed as 94
yyyy*	Displays the full year	1994
h	Displays single digit hours in 12-hours format	1
hh	Displays two digit hours in 12-hours format. Single-digit values are preceded by a zero.	01
H	Displays single or double digit hours in 24-hours format.	18 (6 PM)
HH	Displays double digit hours in 24-hours format. Single-digit values are preceded by a zero.	18 (6 PM)
m	Displays one or two digits of the minutes	2
mm	Displays two digits of the minutes. Single-digit values are preceded by a zero	02
s	Displays one or two digits of the seconds	3
ss	Displays two digits of the minutes. Single-digit values are preceded by a zero	03
a	AM or PM according to time	AM/PM
z	Displays the abbreviation of the time zone	IST/PT
Accepted Symbols	( - ) hyphen ( / ) slash ( _ ) underscore ( ) space ( @ ) At the rate sign ( \$ ) dollar ( : ) colon ( , ) comma ( . ) full stop	

\* - date formats supported for date field