



# Scheduled sending

You can now schedule your documents ahead of time to collect signatures, instead of sending them out right away. This will help users to plan better and save time with their daily operations. For example: if you are based out of the US and sending out a document to collect signatures from signers in the Europe, it is better to schedule them in based on their time zone for quick document turnaround time.

## Popular use cases

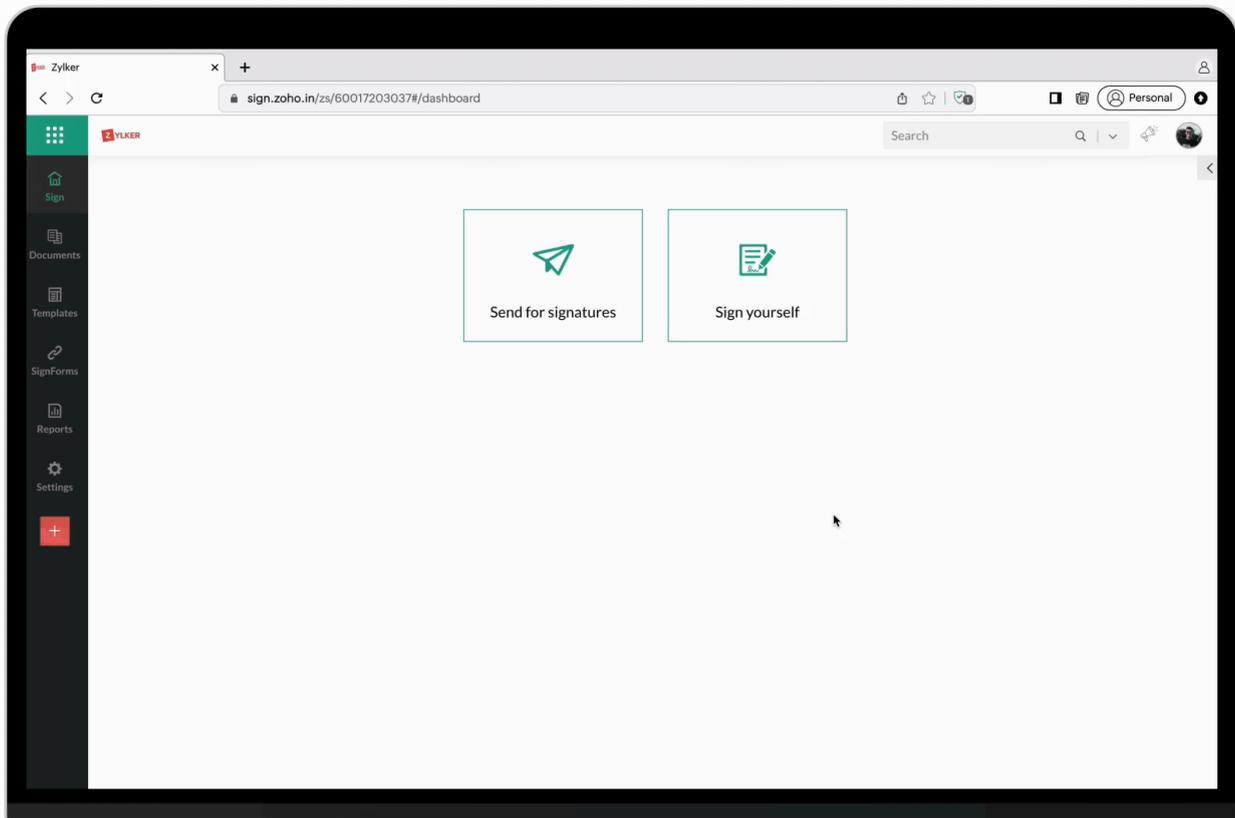
- Scheduling documents when you are going on leave or vacation
- Scheduling documents based on events and automated workflows
- Scheduling documents to users across different geographies and timezones



- The minimum time is **30 minutes** from the current time and the maximum is **30 days**.
- The time zone used for scheduling is based on the date/time settings in your Zoho Accounts.

## Scheduling your documents

- Upload the document, then add the recipient details and document fields.
- Click the dropdown next to the *Send* button and click **Send later**.
- Select the preferred date and time and click **Schedule & Send**.

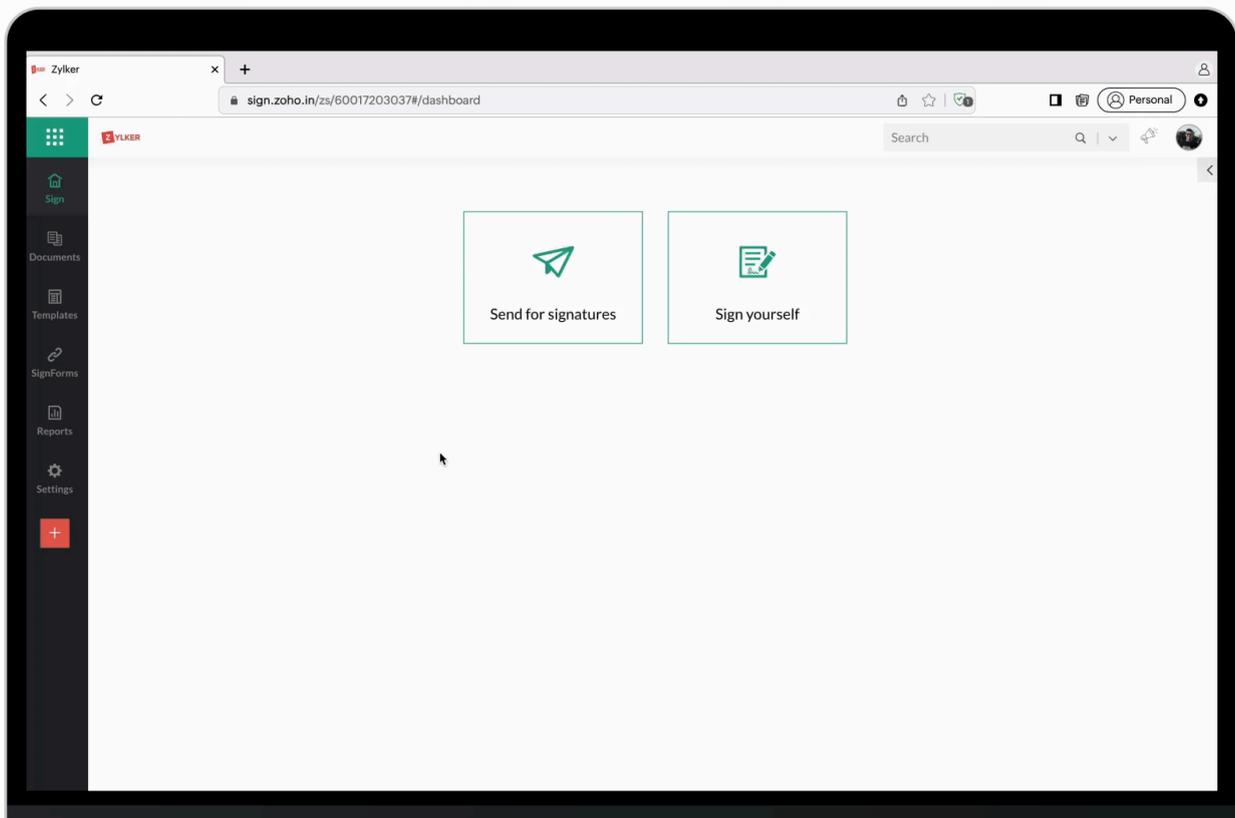


## Modifying your scheduled document

You can either reschedule or cancel a scheduled document signature request.

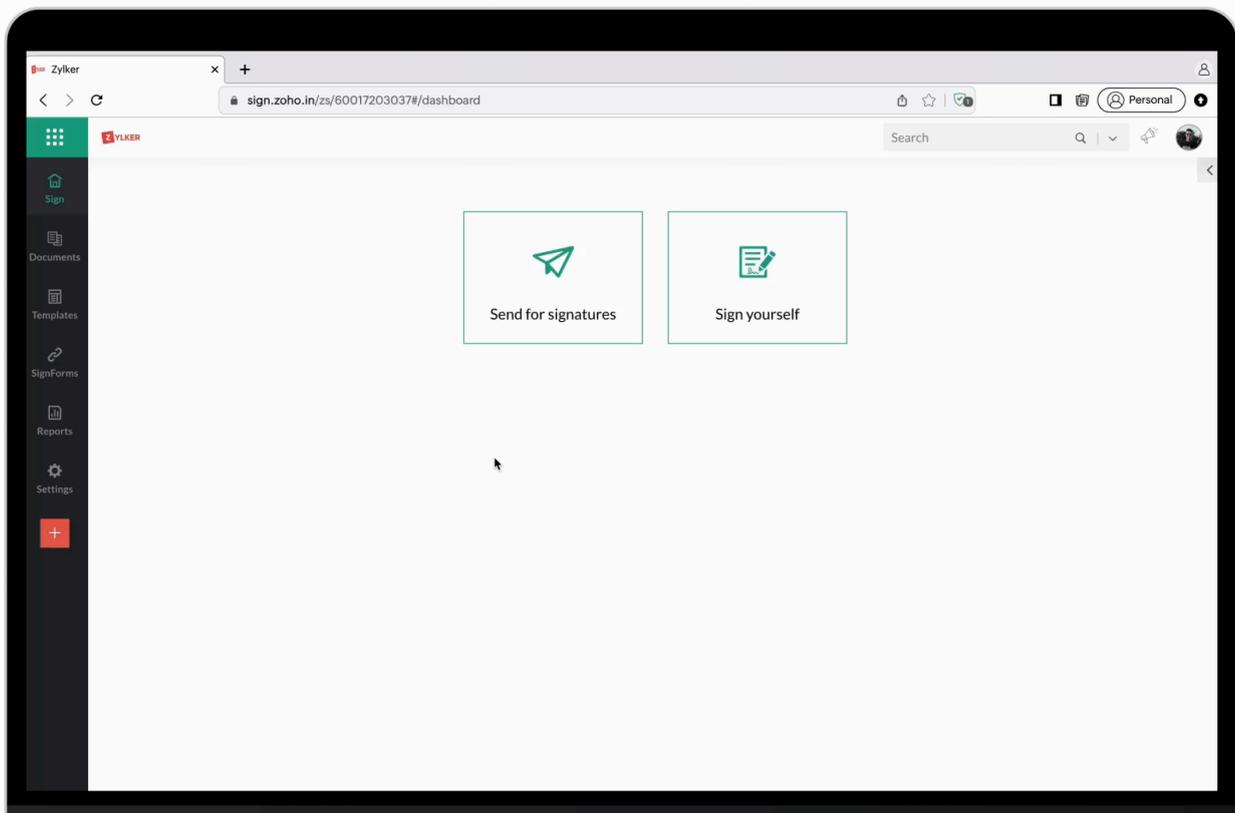
### Rescheduling a scheduled document request

- From the left navigation pane, navigate to *Documents* > **Scheduled**.
- From more actions, click **Reschedule**.



## labelling="Section-Header">Cancelling a scheduled document

- From the left navigation pane, navigate to *Documents* > **Scheduled**.
- From the actions menu, click **Stop Schedule**.



## Checking the status of scheduled document

- From the left navigation pane, navigate to *Documents* > **Scheduled**.
- Select the document to view all the relevant document details.

