# Create new print signer

New print signers can be created through the **Create new print signer** form.

There can be only one print signer of a document type's template  active at any given time.



The selected **"Signer"** can be any existing user, but the user **must have a signature set on their profile**, otherwise the only thing, shown on the print will be their full name and department.
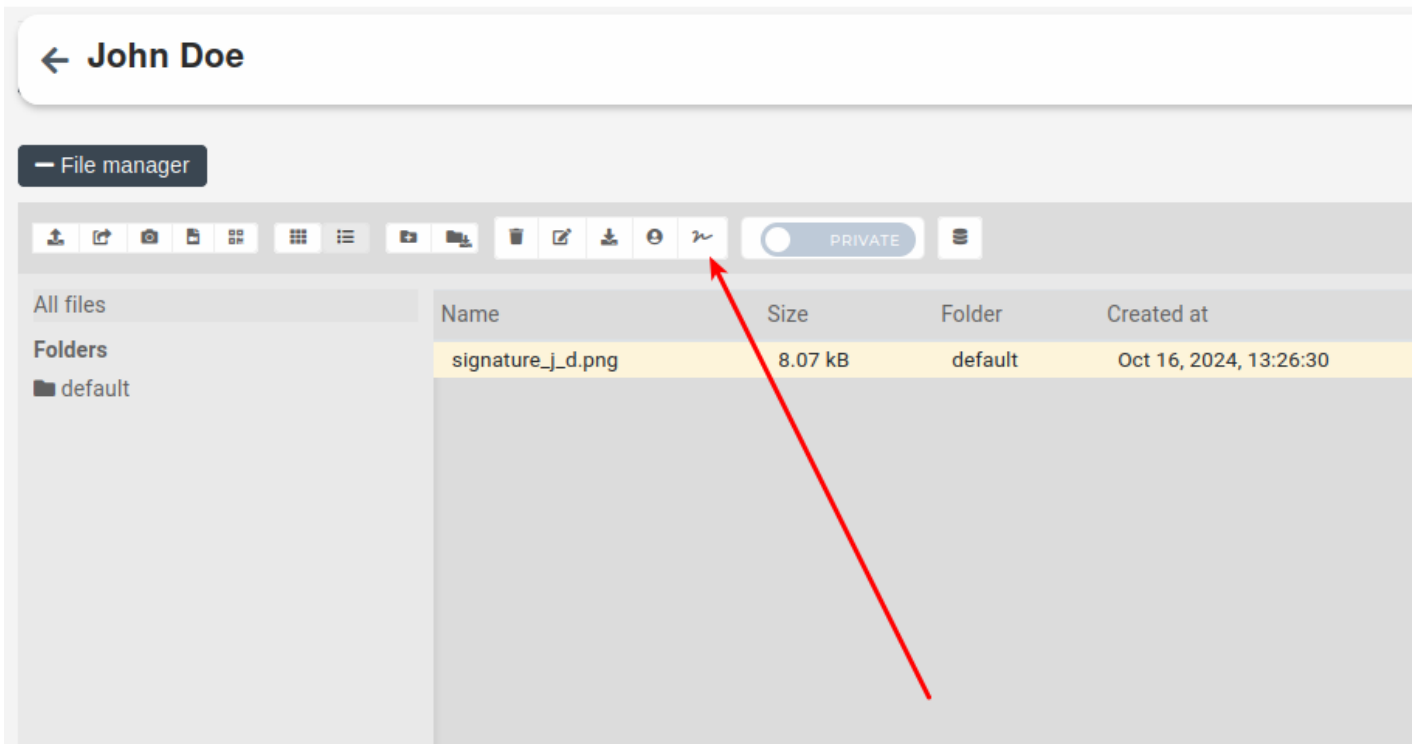
When creating a new print signer, mind the **"Active from"** and **"Active to"** date fields. If these dates would conflict with an existing print signer, an error message will appear when saving the form. This message will explain, which print signer (past or current) is in conflict with the print signer, that is being created.



Another requirement regarding the **"Active from"** and **"Active to"** date fields is that the **"Active to"** field **must always be after** the **"Active from"** date.

# Duplicate print signer

The active to must be a date after active from.   CLEAR   CLEAR ALL

There was a problem creating record.   CLEAR   CLEAR ALL

**Basic information**

DOCUMENT TYPE
Serials

SIGNER
John Doe, john.doe@jd.com

ACTIVE FROM
01 . 10 . 2025

ACTIVE UNTIL
31 . 10 . 2024

TEMPLATE
default

RELATED TEMPLATE
Related template

☐ After save, create another    Save

Revision #4
Created 14 October 2024 13:07:38 by Admin
Updated 17 December 2024 13:57:31 by Admin