



Zoho Corporation

Z O H O

# Welcome to Zoho Forms!

Transform the time-consuming “ **collect, stack, and enter** ” paper form workflow into “ **capture, store, and process** ” paperless approach with Zoho Forms and simplify data collection.

## Who is Zoho Forms for?

Zoho Forms is for anyone who wants to efficiently collect and manage data. It is functional, affordable, and incredibly simple to use, requiring no coding knowledge! We understand how important your time and productivity are to you, so our prompt customer support ensures you're never left in the dark. Using Zoho Forms, you can easily create forms ranging from registration forms to payment order forms. HR managers, market researchers, sales representatives, event planners, NGOs, freelancers, and educators all use Zoho Forms to design beautiful forms from scratch.

## Why Switch to online forms?

Here are some disadvantages of using paper forms for your business:

**More information needed = More paper needed**

**Collecting data in person is time-taking and tiresome**

**Papers can be easily misplaced**

**Potential for incorrect data format**

**Having to manually check for unanswered fields**

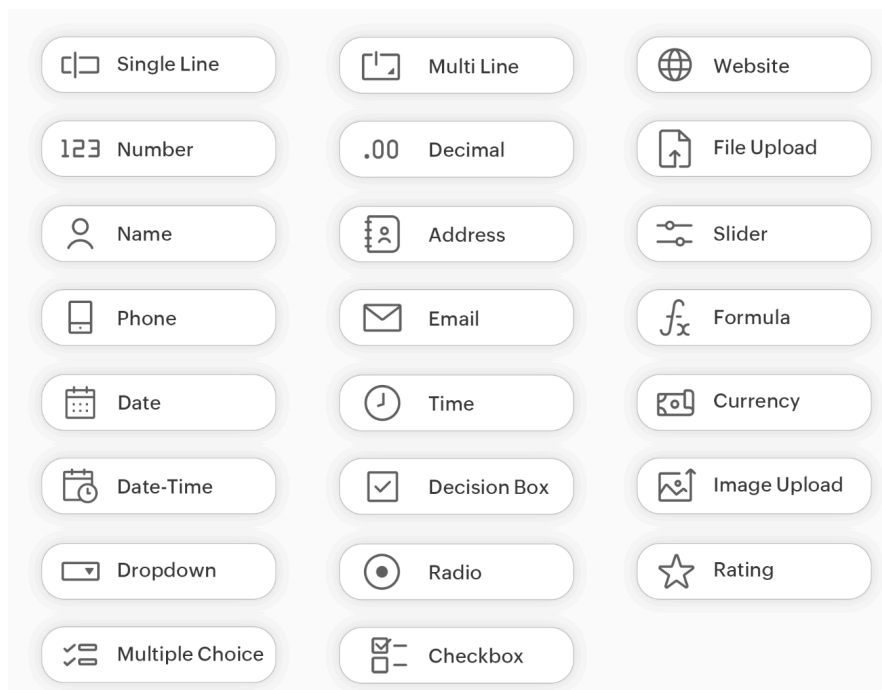
With our easy-to-use form builder, creating a form is simple, with no downloads or installations required. You can build a form, share it, and start collecting data in just a matter of minutes.

***Build interesting forms without breaking a sweat, simplify data collection and capture leads to your business now!***



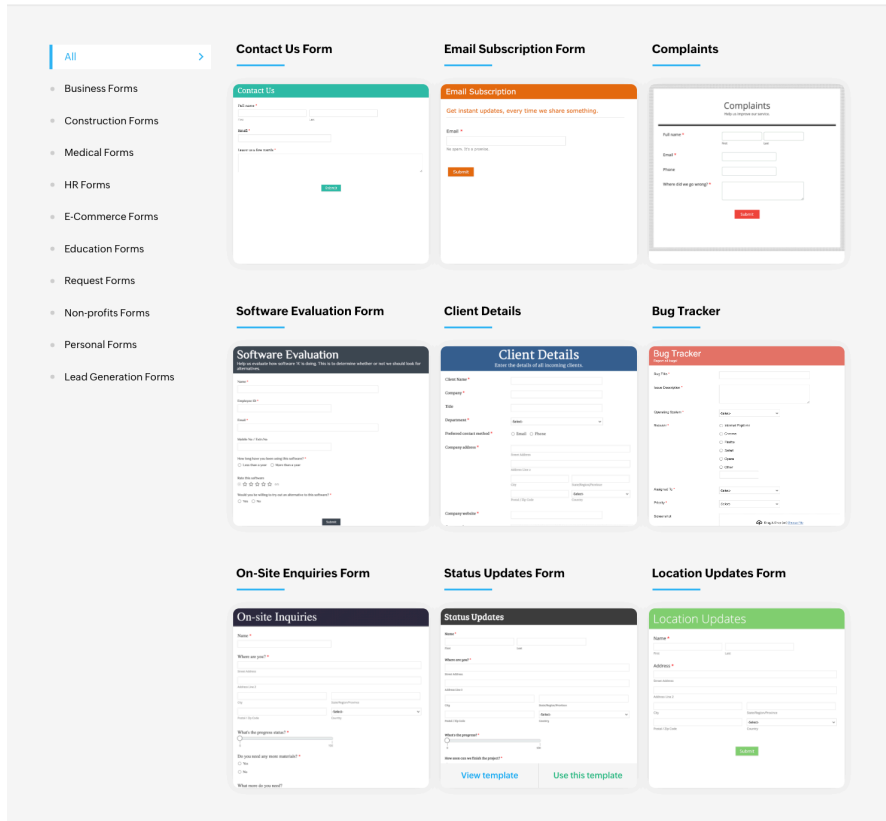
## Key Features in Zoho Forms

### 30+ Field Types



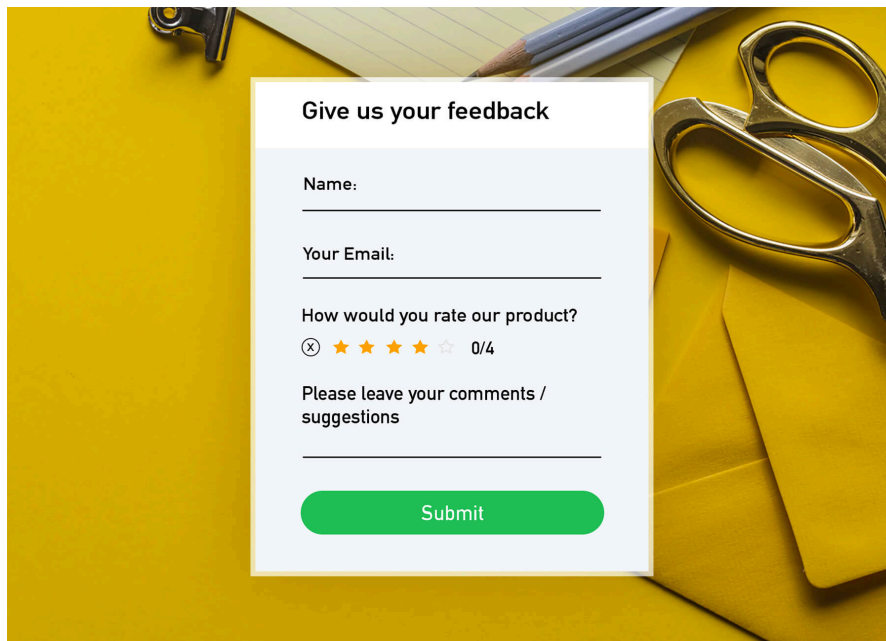
Each field in the form maker has [customizable properties](#) that help distinguish your forms. These fields are designed to protect your respondents' privacy and any sensitive information.

### Form Templates



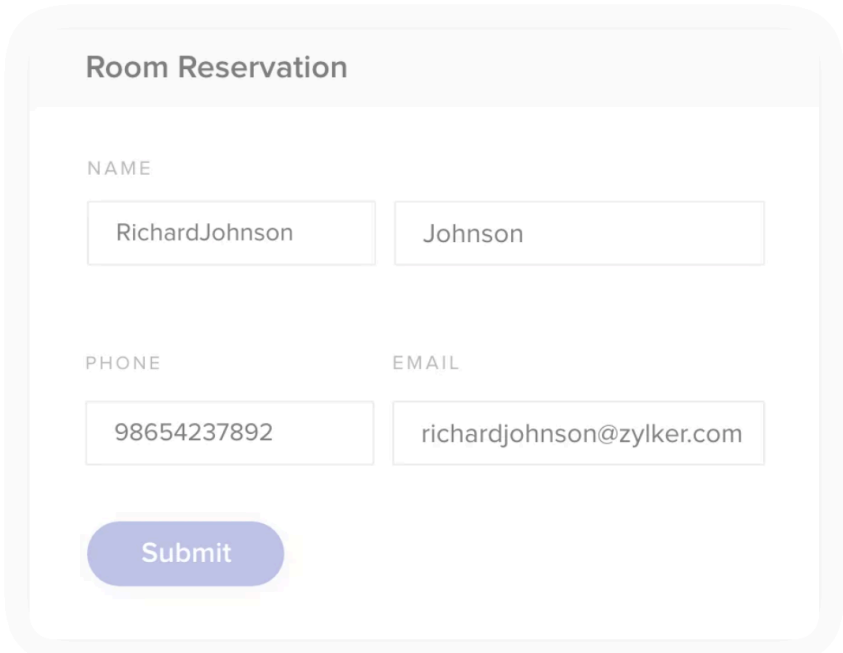
Pick from a collection of [pre-built form templates](#) that suit your business need. Preview and select the form template for your case, and customize it to fit your requirements.

## Custom Themes



Looks do matter! To generate the responses that you intend to collect, grabbing your audience's attention is crucial. Customize form components to your liking and make each element work seamlessly with your web page's design and aesthetic. You can apply your brand's style to your form and impress your website visitors. Include logo and images, modify the fonts, alter the field label's color and add other styling effects to your form. With our exceptional [theme](#) builder, design customization can be done without having to write any code at all. You can translate your form into [multiple languages](#) and share them globally.

## Custom Domain



The screenshot shows a web browser address bar with the URL <https://forms.zylkerhotels.com/zylkerhotels/form/RoomReservation>. Below the address bar is a form titled "Room Reservation". The form contains three input fields: "NAME" (split into "RichardJohnson" and "Johnson"), "PHONE" (containing "98654237892"), and "EMAIL" (containing "richardjohnson@zylker.com"). A blue "Submit" button is located at the bottom of the form.

Give your form URL a unique identity by [using your company's domain](#) or subdomain. Maintain brand consistency and ensure your form's authenticity across several mediums by allowing respondents to recognize the company and brand name backing a form.

## Payment Forms

## Donation Form

Please donate generously for underprivileged children. Your donation will be eligible for tax exemption.

### Name

First Name

Last Name

### Email

### Phone

### Donate here\*

 **PayPal** **stripe** **Razorpay** **2CC 2CHECKOUT**

\$

Min amount is \$1.00

Create secure and efficient payment forms. Safely collect payments from customers in your choice of currency with the help of secure [payment gateways](#). Provide an option for your customers to pay for their order by choosing any of the multiple payment gateways provided in your form.

**Skip logic**

### Additional services

**Chauffeur required?**

Yes  No

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**Do you require Airport pick up?**

Yes  No

if yes, instructions to contact your personal chauffeur will be included in the confirmation email sent to you after checkout.

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**Additional bedding required?**

Yes  No

Redirect your respondents to the relevant question or page based on their answers. [Set rules](#) to hide irrelevant information in the form, and provide a customized form filling experience for each respondent.

## Save and Resume

Link to resume this form later:

Copy Link

<https://forms.zoho.com/zohocorporation/form/RoomReservation8/record/Olu5Smd7eKiM5lbimVe381tgcMRqu9OW5mWXq7cP4/save>

Give your respondents the freedom to [save partially filled forms](#) and complete them at their convenience. Ensure that no data is lost so form filling is an easy task instead of a tiresome one.

## Share Forms

## Form Permalink (URL)

<https://forms.zylkerhotels.com/zylkerhotels/form/RoomReservation/formperma/DoPc11-Bq-81YRIMmy61iiNNZL2NTs4gUq5NBB-PsfU>

## Shortened URL

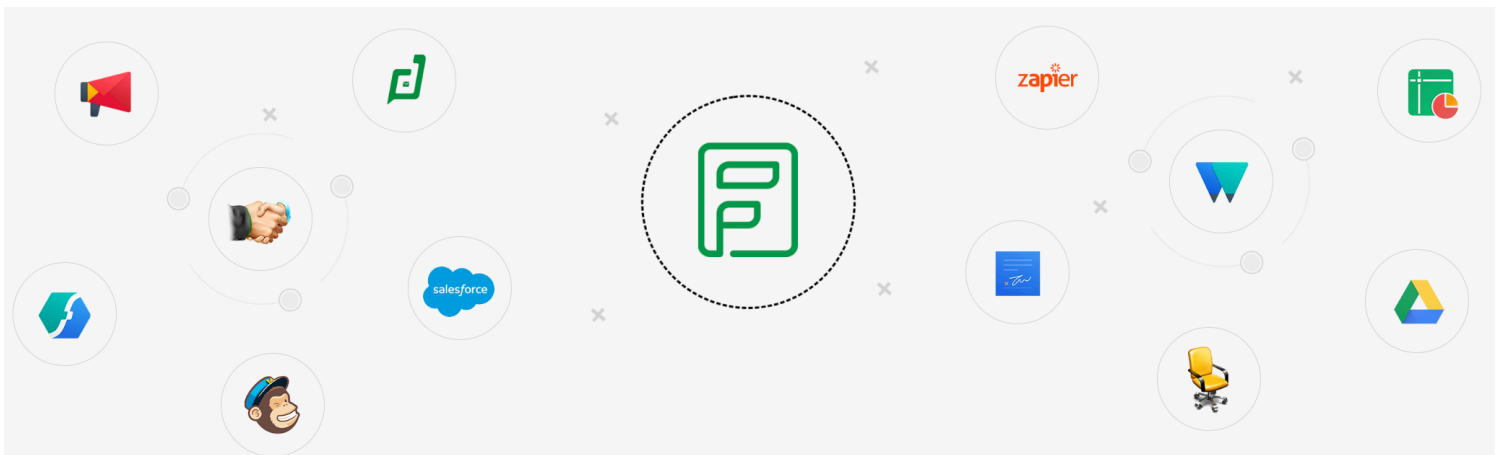
<https://zhtls.com/J6yyAIGm7LMZoFiuPmyS>

Submit

The screenshot shows a mobile-optimized form titled "Room Reservation" on the Zylker Hotels website. The form is set against a background image of a tropical resort at dusk. It features a progress indicator at the top with three steps, the first of which is active. The "Contact details" section includes fields for Name (First and Last), Phone, and Email. The "CHECK-IN DATE" and "CHECK-OUT DATE" fields are pre-filled with "07-Jan-2020 01:51 PM" and "11-Jan-2020 4:51 PM" respectively. A "Next" button is located at the bottom right of the form.

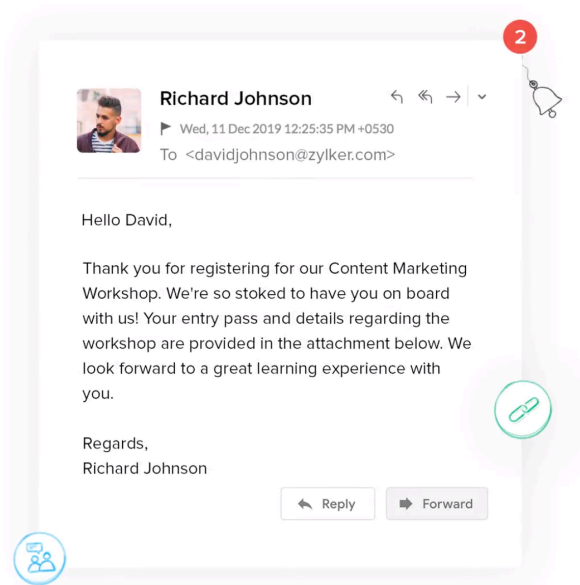
Reaching out to your audience via the right platform is vital to generate responses. You can [embed a form](#) in your web pages, [share](#) a link of the form in your websites and social media sites, [send it via email campaigns](#) or [share it with your teammates](#) privately within your organization. Regardless of the type or version of the web browser and the device used by your audience, they will be able to view and submit a form without any disruption. Share forms on multiple platforms and collect data with ease. Embed forms on your website using various easy embedding options.

## Integrations



Automate multiple workflows quickly and easily with our integrations. Trigger actions based on the responses you receive and increase productivity without breaking a sweat with our app integrations for online forms. By integrating Zoho Forms with an online app, you can automatically push your form's data to that app. Moreover, the data pushed from Zoho Forms will be able to trigger various actions and automated workflows that you have set up in your online tools. [Explore](#) our various integration options to discover how integrations will help you increase your productivity.

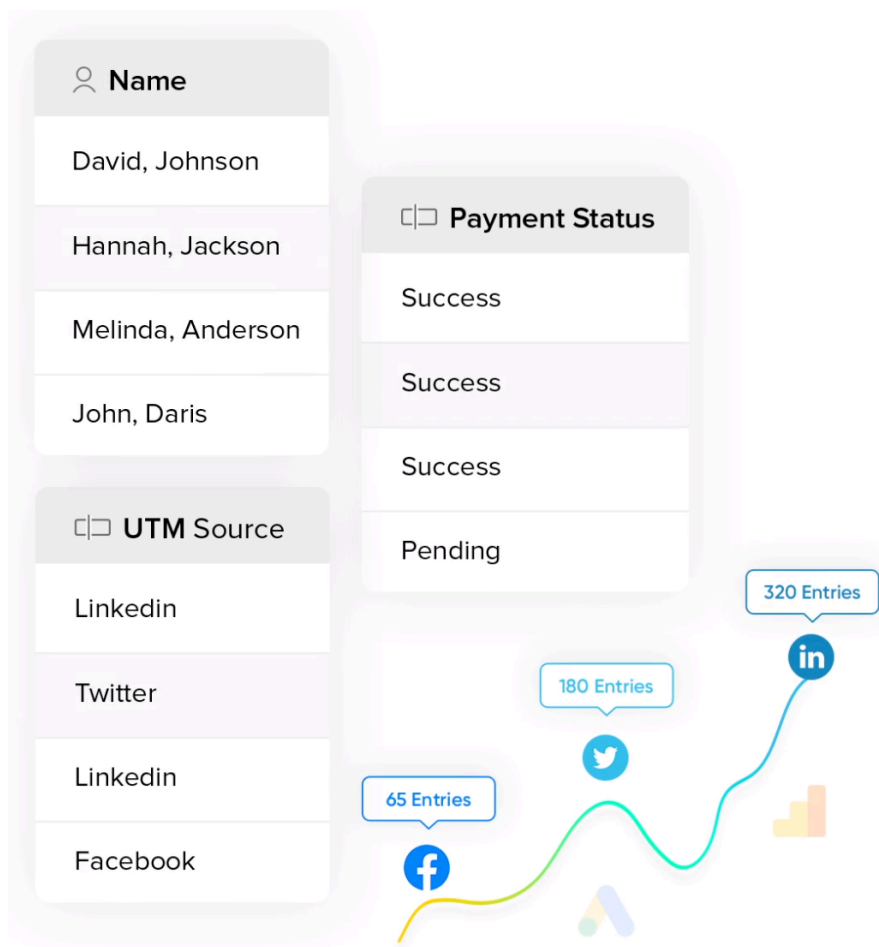
## Notifications

A screenshot of a web form titled 'Smile Care' with the subtitle 'Get back your smile. Book your dental appointment today!'. The form contains several input fields: 'NAME' with sub-fields for 'First' (Richard) and 'Last' (Johnson); 'PHONE' with the value '+1 888-900-5646' and a note 'Enter with country code'; 'PURPOSE OF VISIT' with a dropdown menu set to 'Cleaning'; and 'SCHEDULE YOUR APPOINTMENT' with a date field showing '07/07/2020' and a calendar icon. A 'Submit' button is located at the bottom of the form.

[Send instant notifications](#), messages and [redirect respondents](#) to pages upon form submission. Maintain correspondence with your respondents by following up form submissions with confirmation emails, messages.

## Tracking and Goals





Review form performance with features specific to analytics, [tracking](#) and goals. Track form submissions that came through a website or an ad campaign with UTM parameters. Measure completed form submissions as goals in Google Analytics or Facebook Pixel and analyze your campaign's success.

## Responsive Forms



Conquer every screen size with responsive forms that automatically adapt themselves to different screen sizes and browsers in all device s. Provide a great form filling experience with forms that automatically adapt themselves to

different screen sizes and browsers in all devices.

## Export Reports

### Data Form Export

[Consolidate the data received in tabular columns](#), and [export form submissions](#) as documents. Easily share copies of these documents with the rest of your team via email or print to ensure everyone stays in the loop while working collaboratively. With Zoho Forms, you will be able to view and edit the entries under a single roof easily. With the added benefit of generating [reports](#), you can analyze data and gather actionable intelligence. You can [schedule and send reports](#) of the form entries to recipients at regular intervals.

Zoho Forms also provides a simple built-in [analytics](#) for each form where you can find out about the page views, submissions, error score, and conversion rate.

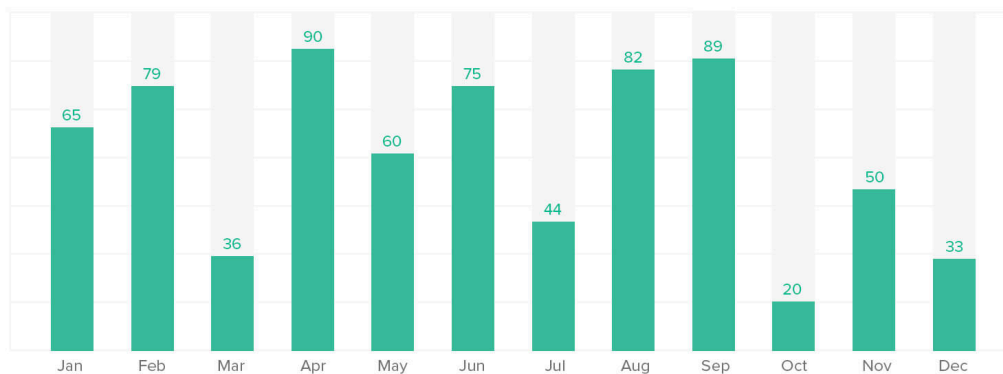
#### Analytics for: ZYDKER ROOM RESERVATION

Get in-depth information on your form's online activity



Pageviews

< 2020 > Monthly Yearly



## PDF of Form Submission

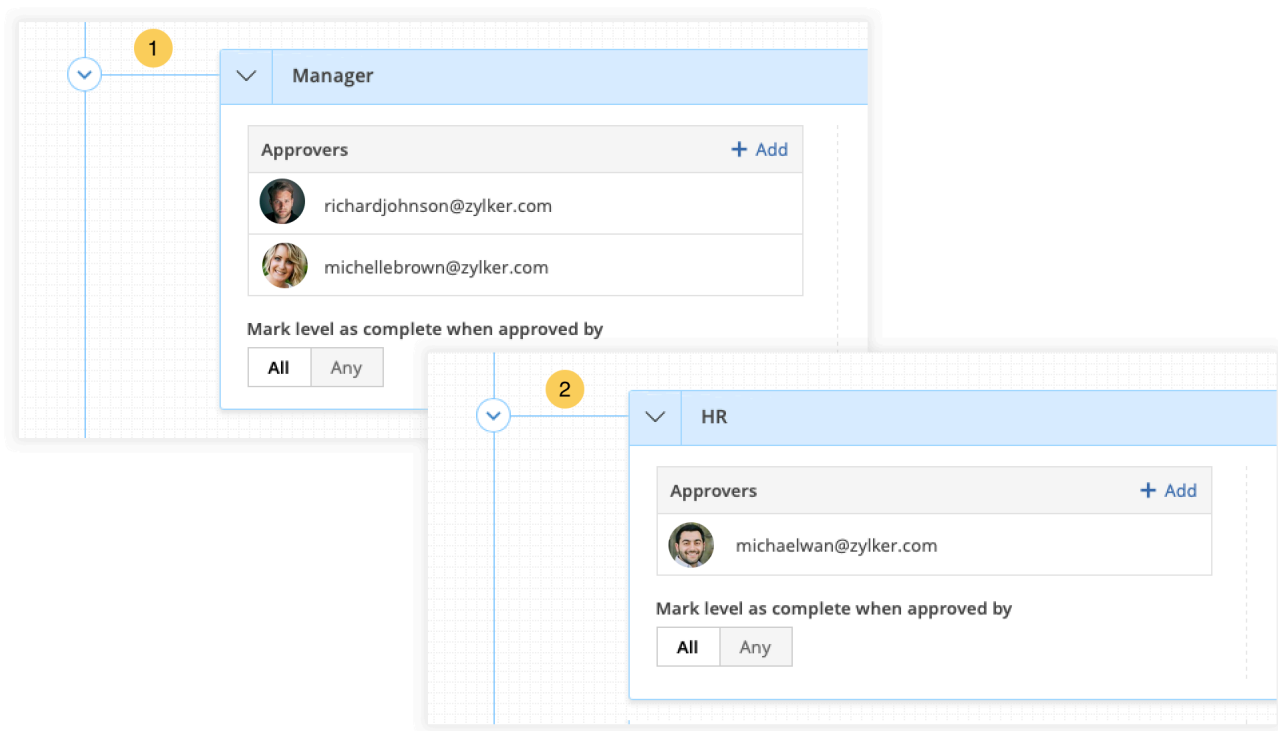


Thank you! response has been submitted.

 [Download your response as PDF](#)

Form entries can be converted into downloadable [PDFs](#). You can also choose to attach these documents in the emails that you send to your respondents.

## Multi-Level Approval Process



Set up a multilevel approval system to process form submissions and automate subsequent workflows efficiently. Configure [multiple levels of approval](#) by adding designated approvers from your organization to approve or deny the form entries received.

## Auto-Assign Tasks within your team

**Form Rule**

Configure rules for what happens

Rule 1

If Any Of the following

Chaffeur required? Is

Perform the following actions

Assign Task zylker

Save

**Assign Task**

Assign this task to another user.

Currently assigned to

Zylker Hotels HR

Reassign to

zylkertravels@zylker.com

Notify User.

**Message**

Hi,

Handing over travel arrangements from 'Room Reservation' bookings to the Zylker Travels team.

<https://forms.zylkerhotels.com/zylkerhotels/form/RoomReservation/records>

Thank you,  
Zylker Hotels HR

Assign & Notify Cancel

[Assign tasks](#) to your team members to view and analyze form submissions together and split workloads. Set edit permissions to task owners, thereby allowing them to update specific fields.

## Merge Documents



### INVOICE

Invoice Number: INV2020010029

Invoice Date: 15-Jan-2020

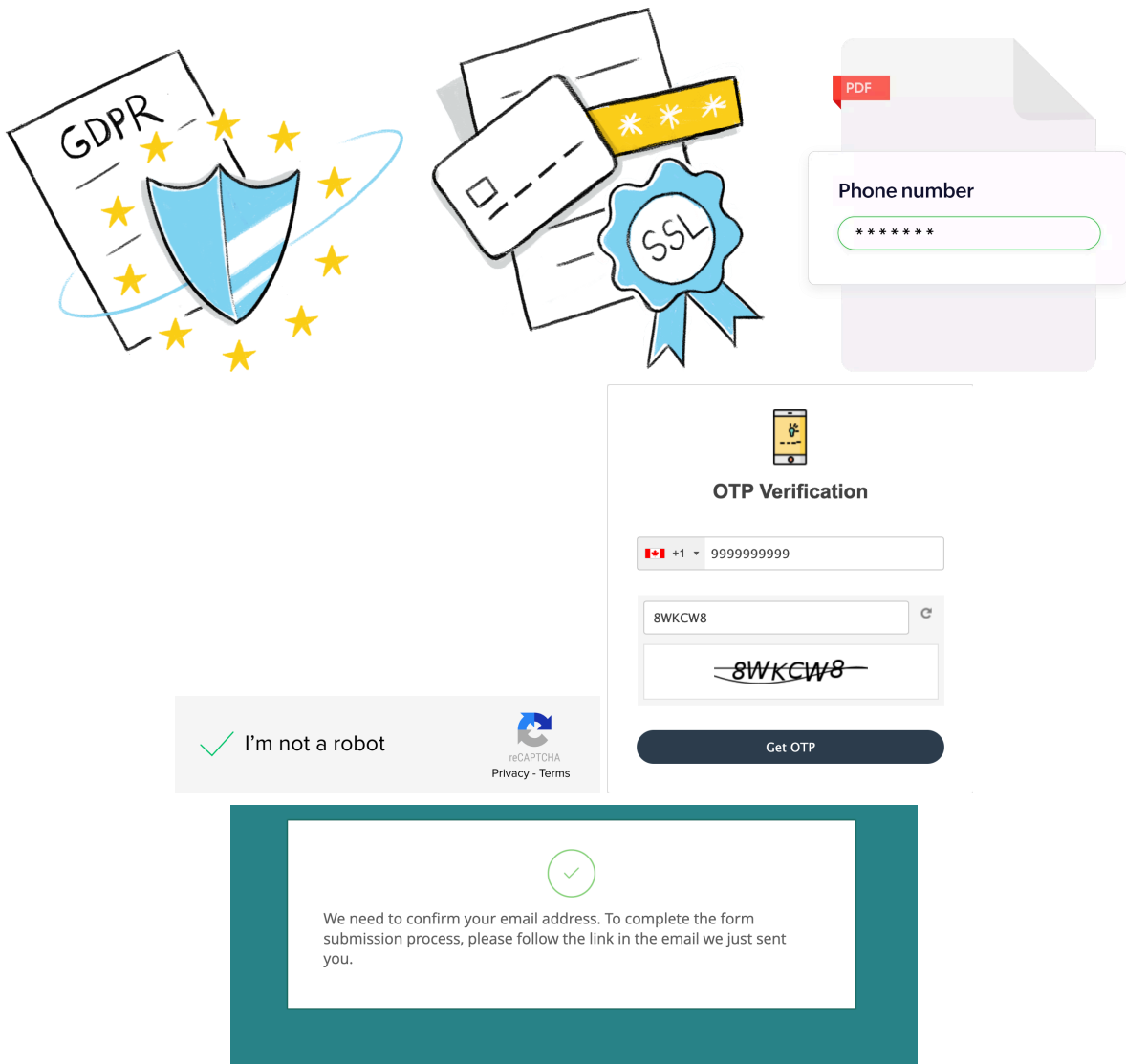
Billing Address:	
Name:	Aaron Brown
Email:	aaronbrown@zylker.com
Contact number:	xxx-xxx-xxxx
Duration of stay:	15-Jan-2020 - 21-Jan-2020

**Payment Method:**

Credit Card

[Merge form responses](#) to create custom documents. Configure your forms to send respondents emails containing attachments of online invoices, tickets, passes, and receipts once a payment has been made and a submission is successful.

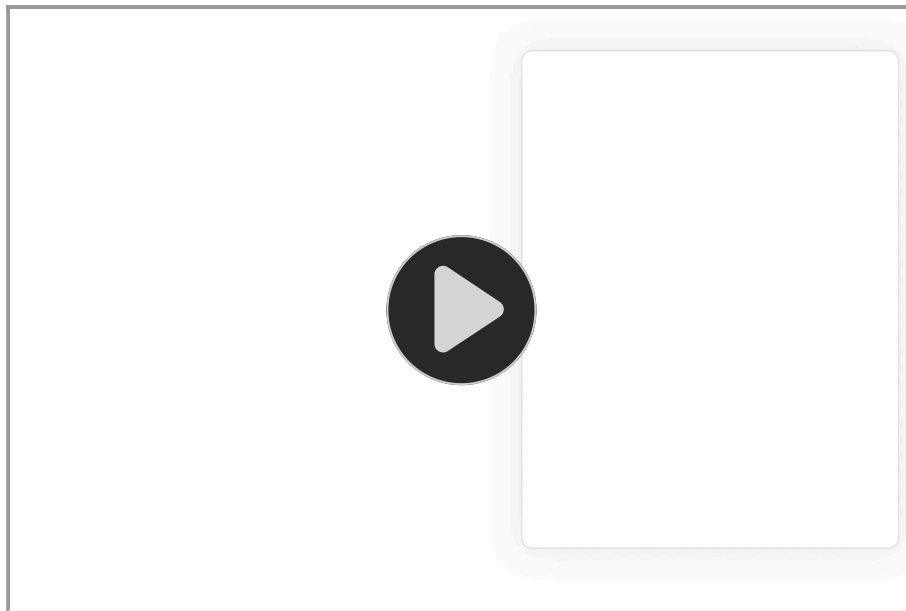
## Security



Your privacy is important to us, and data security is our top priority. [Explore](#) the various spam control and privacy features.

**Zoho Forms offers a plethora of features that we could go on and on about. Go through our [User Guide](#) to learn everything there is to know about setting up an online form and use Zoho Forms to its fullest potential.**

## Build your first web form



Creating a form should be simple and easy with our form creator software that's designed to accommodate users with no coding experience. With our dynamic drag-and-drop interface, even building a complex form is effortless. From a collection of 30+ fields available in our form builder, pick the fields of your choice and ask your audience the right questions. Moreover, you can customize the properties of every field that you use. These fields are optimized to protect the privacy of your respondents and safeguard any sensitive information.

[Explore the form creator software](#)

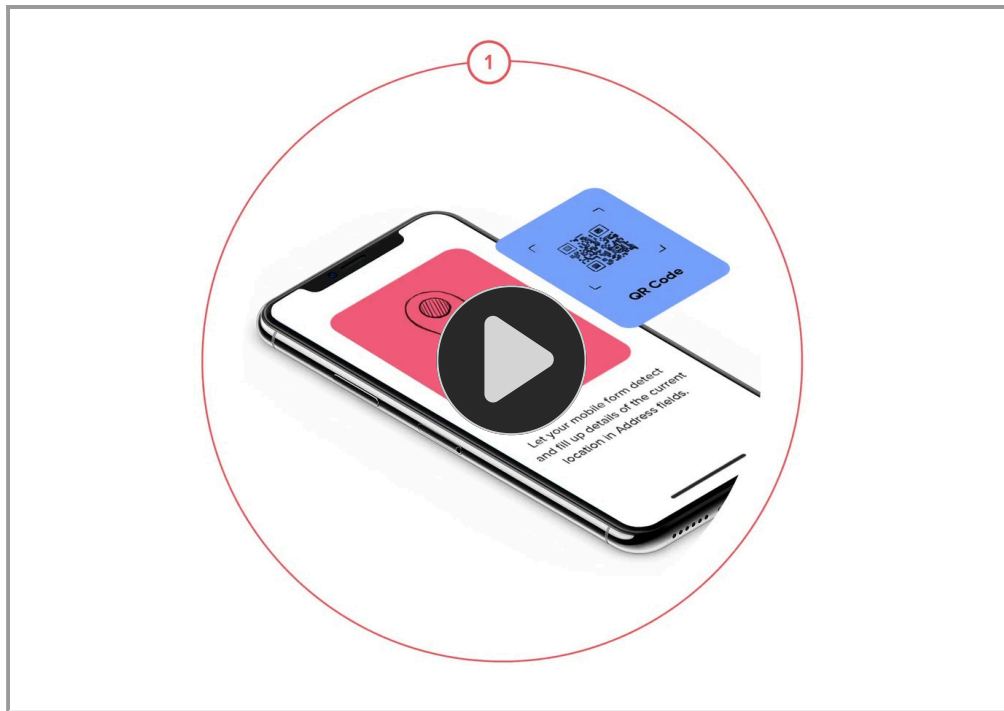


**Check out:**

[Getting Started](#) with Zoho Forms

[Automation features](#) available in Zoho Forms

## Our mobile app advantage



As a pioneer in mobile data collection, Zoho Forms' mobile app helps you in creating forms and gathering data when you are on the move. With the mobile app, you can access and edit the forms that you've created online, and vice-versa. With the capability of offline data collection, you never have to worry about missing out on collecting data again! Here are a few advantages of our mobile app:

Create forms and efficiently collect data offline using our mobile app.

- Capture photos using your phone's camera and upload them to your form.
- Autofill form fields by scanning QR codes and barcodes with your phone.
- Use the mobile app to collect signatures on your forms.
- Capture the coordinates where your form is being filled in, to autofill the address field.
- Convert your mobile device into a standalone kiosk and collect data at events, using Zoho Forms.



## Say goodbye to paperwork!



**Sign up** for your free-forever Zoho Forms account now. If you have advanced requirements, explore our low-cost **pricing** plans and subscribe to a plan that meets your expectations.