Changes

67 declared fields for Change. Required fields include Short description, Description, Change type, Planned start.

https://docs.qintoravacloud.com/forms/change/

About this form

Use this reference to identify built-in form labels, data types, and validation. Specialized workspaces can render a subset of these fields or provide workflow-specific controls. Your role, record state and tenant configuration can change what you see.

Registry key
`change`

Record label
Change

Record prefix
`CHG`

Workspace
Open Changes

Field definitions

Field	Type or reference	Built-in rules	Choices and constraints
Number `number`	text	Read-only Default list field	—
Short description `title`	text	Required Default list field	—
Description `description`	textarea	Required	—
State `state`	select	Default list field	`draft`, `new`, `assess`, `authorize`, `scheduled`, `on_hold`, `implement`, `review`, `closed`, `cancelled`
On Hold reason `holdReason`	select	Optional by default	Required only while the ticket is On Hold. `awaiting_caller`, `awaiting_change`, `awaiting_problem`, `awaiting_vendor`, `awaiting_evidence`, `awaiting_approval`, `awaiting_schedule`

Field	Type or reference	Built-in rules	Choices and constraints
Requester `requesterId`	reference users	Optional by default	—
Opened by `openedById`	reference users	Read-only	Automatically set to the signed-in user.
Company `companyId`	reference companies	Optional by default	—
Location `locationId`	reference locations	Optional by default	—
Department `departmentId`	reference departments	Optional by default	—
Cost center `costCenterId`	reference cost_centers	Optional by default	—
Category `category`	select	Default list field	`Hardware`, `Software`, `Network`, `Identity and Access`, `Cloud`, `Security`, `Business Service`

Subcategory `subcategory`	select	Optional by default	Depends on `category`
			`Hardware` allows `Laptop`, `Desktop`, `Printer`, `Mobile device`, `Peripheral`
			`Software` allows `Business application`, `Operating system`, `Installation`, `License`
			`Network` allows `VPN`, `Wi-Fi`, `LAN`, `DNS`, `Internet`
			`Identity and Access` allows `Account locked`, `Password reset`, `MFA`, `Permissions`, `SSO`
			`Cloud` allows `Compute`, `Storage`, `Database`, `IAM`, `Network`
			`Security` allows `Phishing`, `Malware`, `Vulnerability`, `Data loss`, `Policy`
			`Business Service` allows `Unavailable`, `Degraded`, `Performance`, `Access`

Impact `impact`	select	Optional by default	`high`, `medium`, `low`
Urgency `urgency`	select	Optional by default	`high`, `medium`, `low`

Field	Type or reference	Built-in rules	Choices and constraints
Priority `priority`	select	Read-only Default list field	Calculated automatically from impact and urgency. `critical`, `high`, `medium`, `low`
Assignment group `assignmentGroupId`	reference groups	Default list field	—
Assigned to `assigneeId`	reference users	Default list field	—
Watch list `watchList`	list_collector users	Optional by default	People who receive ticket updates.
Due date `dueDate`	datetime-local	Optional by default	—
AI summary `aiSummary`	textarea	Read-only	—
Resolution `resolution`	textarea	Optional by default	—
Resolution code `resolutionCode`	select	Optional by default	`solved_permanently`, `solved_workaround`, `duplicate`, `known_error`, `user_error`, `no_fault_found`, `withdrawn`
Close notes `closeNotes`	textarea	Optional by default	—
Created `createdAt`	text	Read-only Default list field	—
Updated `updatedAt`	text	Read-only	—
Change type `changeType`	select	Required	`standard`, `normal`, `emergency`
Standard change action `standardChangeMode`	select	Optional by default	Create and approve a reusable template, or execute an existing valid template. `create_template`, `use_approved_template` Change types `standard`

Field	Type or reference	Built-in rules	Choices and constraints
Approved standard template `standardTemplateId`	reference standard_change_templates	Optional by default	Change types `standard`
Template valid from `templateStartDate`	date	Optional by default	Change types `standard`
Template expires `templateExpiryDate`	date	Optional by default	Change types `standard`
Change model `changeModel`	select	Optional by default	`preapproved_standard`, `application_release`, `infrastructure`, `security`, `database`, `network`, `emergency_fix`
Calculated risk `risk`	risk_assessment	Optional by default	Open the CI-specific questionnaire to calculate risk. `very_high`, `high`, `moderate`, `low`
Approval `approval`	select	Read-only	`not_requested`, `requested`, `approved`, `rejected`
Current approval level `approvalStage`	text	Read-only	—
Approval group `approvalGroupId`	reference groups	Read-only	—
Approvers `approvers`	list_collector users	Read-only	—
Application service `applicationServiceId`	reference `__application_services`	Optional by default	Required when this change targets a business application. Lookup display fields `number, title`
Affected configuration items `affectedCis`	list_collector `__cmdb`	Optional by default	—
Outage required `outageRequired`	boolean	Optional by default	—

Field	Type or reference	Built-in rules	Choices and constraints
Planned start `plannedStart`	datetime-local	Required	—
Planned end `plannedEnd`	datetime-local	Required	—
CAB meeting `cabScheduleId`	reference cab_schedules	Optional by default	Change types `normal`
CAB review date `cabDate`	datetime-local	Read-only	Change types `normal`
Business justification `justification`	textarea	Optional by default	—
Emergency business justification `emergencyJustification`	textarea	Optional by default	Explain why the normal lead time and CAB process cannot be followed. Change types `emergency`
Implementation plan `implementationPlan`	textarea	Optional by default	—
Test plan `testPlan`	textarea	Optional by default	—
Backout plan `backoutPlan`	textarea	Optional by default	—
Risk and impact assessment `riskAssessment`	textarea	Optional by default	—
Risk assessment responses `riskResponses`	textarea	Optional by default	—
Schedule validation `scheduleValidation`	textarea	Read-only	—

Field	Type or reference	Built-in rules	Choices and constraints
Post-implementation validation `validationPlan`	textarea	Optional by default	—
Implementation confirmation `implementationResult`	textarea	Optional by default	Record what was implemented and the confirmation evidence before moving to Review.
Implementation confirmed `implementationCompletedAt`	datetime-local	Read-only	—
PIR summary — what changed `pirSummary`	textarea	Optional by default	—
PIR rationale — why it changed `pirReason`	textarea	Optional by default	—
PIR implementation — how it changed `pirMethod`	textarea	Optional by default	—
PIR outcome `pirOutcome`	select	Optional by default	`successful`, `successful_with_issues`, `backed_out`, `failed`
Lessons learned `pirLessonsLearned`	textarea	Optional by default	—
PIR follow-up actions `pirFollowUpActions`	multi_row	Optional by default	Row column Action `action` (text) Row column Owner `owner` (reference) → `users` Row column Due date `dueDate` (date) Row column Status `status` (select) · `open`, `in_progress`, `complete`
PIR approval `pirApproval`	select	Read-only	`not_requested`, `requested`, `approved`, `rejected`
PIR approved by `pirApproverId`	reference users	Read-only	—

Field	Type or reference	Built-in rules	Choices and constraints
PIR approved `pirApprovedAt`	datetime-local	Read-only	—
Implementation tasks `implementationTasks`	multi_row	Optional by default	Row column Task `task` (text) Row column Owner `owner` (reference) → `users` Row column Start `plannedStart` (datetime-local) Row column End `plannedEnd` (datetime-local) Row column Status `status` (select) · `not_started`, `in_progress`, `complete`, `skipped`
Demo record key `demoKey`	text	Hidden by default	Stable identifier used by the idempotent demo fixture loader.
Demo dataset `demoDataset`	text	Hidden by default	Synthetic demonstration records. Not actual organizational inventory, financials or execution evidence.

Lifecycle values

These are stored values from the form definition. Workflow actions can apply additional prerequisites, approvals, and side effects. The workflow determines which transitions are allowed.

Field	Values
State	`draft`, `new`, `assess`, `authorize`, `scheduled`, `on_hold`, `implement`, `review`, `closed`, `cancelled`
Approval	`not_requested`, `requested`, `approved`, `rejected`

Related procedure: Authorize and review a change.

Verification evidence

The disposable audit exercised 25 applicable validation assertions on this definition. The authenticated collection read returned HTTP 200. See the verification matrix for scope.

Collection read results by built-in role

These statuses were observed over HTTP with one role per disposable MFA account. A successful list response can be empty and does not establish individual record, field, or write access.

Role	HTTP status
Asset Manager	200
Change Manager	200
CMDB Manager	403

Role	HTTP status
Contract manager	200
Customer service agent	200
Customer service customer	403
Customer service manager	200
Datacenter Customer	403
Datacenter Fulfiller	200
Datacenter Manager	200
Datacenter Vendor	403
EH&S auditor	403
EH&S manager	403
Executive Reader	200
Field service dispatcher	200
Field service technician	200
HR case agent	403
HR knowledge manager	403
HR lifecycle manager	403
HR profile manager	403
Employee Relations investigator	403
HR service catalog administrator	403
Inventory Counter	403
ITIL Fulfiller	403
Knowledge Manager	200
Business Manager	200
Platform Administrator	200
Service Desk Agent	200
Vendor manager	200
Third-party risk manager	200
Employee with no workspace role	403

Edit and verify

1. Open the list from the appropriate workspace and select an existing record or a permitted create action. Confirm the intended tenant and record number.
2. Use the visible controls for the current record type and state. For reference fields, select a returned record from the lookup. Fill visible required fields and use the dedicated workflow action when the record has approval or completion gates.
3. After saving, reopen the record and compare its persisted values, state and activity to the intended change. Check the downstream linked record when the action creates one.

Troubleshoot

- Missing field or control: compare the role, module, record state, form conditions and tenant overrides.
- Lookup returns no result: check that the referenced record is active, in scope and compatible with the current field.
- Save is rejected: keep the exact validation message and compare the field key, choice, constraints and required related records.
- See Edit and troubleshoot records and Configuration Studio.