Requests

44 declared fields for Request. Required fields include Short description, Description.

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

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
`request`

Record label
Request

Record prefix
`REQ`

Workspace
Open Requests

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`, `submitted`, `approval`, `fulfillment`, `pending`, `on_hold`, `completed`, `closed`, `cancelled`, `rejected`

Field	Type or reference	Built-in rules	Choices and constraints
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`
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	—
Request / knowledge category `category`	reference knowledge_categories	Default list field	—
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	—

Field	Type or reference	Built-in rules	Choices and constraints
Request type `requestType`	select	Optional by default	`access`, `hardware`, `software`, `stockroom_transfer`, `asset_procurement`, `account`, `information`, `cloud_resource`, `other`
Catalog item `catalogItem`	select	Optional by default	`New user onboarding`, `Application access`, `Hardware request`, `Software installation`, `Stockroom transfer`, `Asset procurement`, `Password reset`, `Cloud resource`, `General service request`
Requested for `requestedForId`	reference users	Optional by default	—
Governed software workflow `softwareRequest`	textarea	Read-only	—
Software bundle `softwareBundleId`	reference software_bundles	Read-only	—
Installation package `softwarePackageId`	reference software_packages	Read-only	—
Software product `softwareProductId`	reference software_products	Read-only	—
Approval `approval`	select	Optional by default	`not_requested`, `requested`, `approved`, `rejected`
Approvers `approvers`	list_collector users	Optional by default	—
Quantity `quantity`	number	Optional by default	Minimum 1

Field	Type or reference	Built-in rules	Choices and constraints
Needed by `neededBy`	date	Optional by default	—
Delivery location `deliveryLocationId`	reference locations	Optional by default	—
Source stockroom `sourceStockroomId`	reference stockrooms	Optional by default	—
Destination stockroom `destinationStockroomId`	reference stockrooms	Optional by default	—
Business justification `businessJustification`	textarea	Optional by default	—
Delivery instructions `deliveryInstructions`	textarea	Optional by default	—
Requested items `requestedItems`	multi_row	Optional by default	Row column Item `item` (text) Row column Quantity `quantity` (number) Row column Cost center `costCenter` (reference) → `cost_centers` Row column Notes `notes` (text)
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`, `submitted`, `approval`, `fulfillment`, `pending`, `on_hold`, `completed`, `closed`, `cancelled`, `rejected`
Approval	`not_requested`, `requested`, `approved`, `rejected`

Related procedure: Approve and fulfill a request.

Verification evidence

The disposable audit exercised 17 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
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

Role	HTTP status
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.