Users

33 declared fields for User. Required fields include Username, First name, Last name, Email.

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

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

`users`

Record label

User

Field definitions

Field	Type or reference	Built-in rules	Choices and constraints
Employee number `employeeNumber`	text	Default list field	—
Username `username`	text	Required Default list field	Unique local sign-in name. Email may also be used for local sign-in.
First name `firstName`	text	Required Default list field	—
Last name `lastName`	text	Required Default list field	—
Email `email`	email	Required Default list field	—
LDAP correlation ID `ldapCorrelationId`	text	Optional by default	Stable directory identifier used to correlate this user with an LDAP source record.
SSO identifier `ssoIdentifier`	text	Optional by default	Immutable enterprise identifier used when an identity provider maps to the SSO identifier field.

Field	Type or reference	Built-in rules	Choices and constraints
Require SSO sign-in `ssoEnabled`	boolean	Default list field	When enabled, this user must sign in through SSO and local credential sign-in is disabled. Enabled label `SSO only` Disabled label `Local sign-in permitted`
Preferred identity provider `preferredIdentityProviderId`	reference `__identity_providers`	Optional by default	Optionally restrict this user to one configured SSO provider.
Effective authentication mode `authenticationMode`	text	Read-only Default list field	—
Local credentials available `localLoginEnabled`	boolean	Read-only Default list field	—
Password change required `mustChangePassword`	boolean	Read-only	—
Last login `lastLoginAt`	datetime-local	Read-only Default list field	—
Title `title`	text	Default list field	—
Phone `phone`	tel	Optional by default	—
Mobile phone `mobilePhone`	tel	Optional by default	—
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	—

Field	Type or reference	Built-in rules	Choices and constraints
Onboarding fulfillment audit `onboardingWorkflow`	textarea	Read-only	—
Employment start date `employmentStartDate`	date	Default list field	—
Offboarding recovery audit `offboardingWorkflow`	textarea	Read-only	—
Manager `managerId`	reference users	Optional by default	—
Employment status `employmentStatus`	select	Default list field	`active`, `leave`, `offboarding`, `terminated`
Employment end date `employmentEndDate`	date	Default list field	—
Timezone `timezone`	text	Optional by default	—
Preferred language `preferredLanguage`	text	Optional by default	—
Active `active`	boolean	Default list field	—
Created `createdAt`	text	Read-only	—
Updated `updatedAt`	text	Read-only	—
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.

Verification evidence

The disposable audit exercised 10 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
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

Role	HTTP status
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.