

Report Title: Change Request Details
Run Date and Time: 2026-08-05 12:01:11 Central Daylight Time
Run by: Sergii Teslenko
Table name: change_request

Change Request

Opened by:	Sergii Teslenko	Parent:	
Change Sponsor:	Prem Anand Kumarapillai	Integration ID:	
Category:	Application	Configuration item:	One Deluxe Application
Approval:	Approved	Conflict status:	No Conflict
Type:	Normal	Environment:	Production
State:	Closed	Model:	Normal
Stage:	Complete	Standard Change Template version:	
Change Summary:	1D/OTIS Sprint Release, OTIS_Q3.26.01	Risk:	High
Business Reason (why?):	OneDeluxe application releasing Sprint OTIS_Q3.26.01	Outage Required:	Yes
Assessment Called:	false	Suppress Monitoring:	Yes
		Assignment group:	SB_Application_One_Deluxe
		Assigned to:	Sergii Teslenko
		Change Audit Response Required:	false
		Created:	2026-07-28 05:42:12

Planning

Implementation plan (how?):

A list of all the tickets being deployed with this change can be found here:

ONED Jira Tickets: <https://deluxe.atlassian.net/projects/IH/versions/60814/tab/release-report-all-issues>

Deployment Process Page - https://deluxe.atlassian.net/wiki/spaces/1V/pages/8726020156/OTIS_Q3.26.01+Release

Deployment Process:

- 1) Take a backup of Orders Database.
- 2) Deploy code to one server 1 and Server 2 using Jenkins Pipelines for 1D. Build Name - release-07302026
- 3) Deploy DFSONlineCA to both servers using Harness.
- 4) Execute SQL scripts
- 5) Clear akamai cache
- 6) Start validation

Note: Outage only for 10 mins, during the deployment and restart of the application. The rest of the time is for configuration, setup, and testing.

Risk & Impact analysis (what/who is impacted if the change has issues or fails?):

The release branch has been tested by dev, qa and business team on non-prod environment. Release is done before business hours so the team has time for a proper release validation and roll back (if required) before business hours.

Backout plan (what if?):

Deploy the master branch for all applications.

In Case of full rollback, Undo the SQL and DO Changes.

QA and Dev team to test the stability of the applications as per the previous build.

Test plan (how will we make sure this change is successful?):

QA and UAT validation has been completed in stage environment. Once install is completed, validation will be executed in the production environment

Schedule

Planned start date:	2026-07-30 03:00:00
Planned end date:	2026-07-30 05:00:00
Duration:	2 Hours

Conflicts

Risk Assessment Form

Answer 'true' or 'false' to the statement presented below in blue:	True
The change has the potential to impact business operations or external customers:	True
This change introduces something new to the environment:	True

Notes

Watch list:	Work notes list:
Comments:	
Work Notes (Limited Visibility):	

Closure Information

Close code:	Successful	Reason:
Close notes:	Done	Reason Comments:

Mass update CI class

CI class:
cmdb_ci
Proposed change:

Change Audit Response

Change Audit Response Response Completed By:
Change Audit Response How will/did you address the process deviation for this change?:
Change Audit Response What will/did you do to prevent it from happening on future changes?:

Azure DevOps Pipeline metadata
Pipeline metadata:
Build Id:
Stage Id:
Stage Attempt:

Related List Title: Conflict List

Table name: conflict

None

Related List Title: Change Task List

Table name: change_task

Query Condition: Change request = CHG0199034 AND
false%3Dtrue%5EORopened_by%3Dffc2a3d4db19eb04080271dabf96199b%5EORu_opened_for%3Dffc2a3d4db19eb04080271dabf96199b .or. Opened by = Sergii Teslenko .or.
false%3Dtrue%5EORopened_by%3Dffc2a3d4db19eb04080271dabf96199b%5EORu_opened_for%3Dffc2a3d4db19eb04080271dabf96199b

Sort Order: Number in ascending order

1 Change Tasks

▲umber	Short description	State	Assignment group	Assigned to	Expected start	Actual end
CTASK0154127	Change Closure	Closed Complete	SB_Application_One _Deluxe	Sergii Teslenko		2026-07-30 10:36:16

Related List Title: Approval List

Table name: sysapproval_approver

Query Condition: Approval for = CHG0199034

Sort Order: Order in ascending order

11 Approvals

State	Approver	Comments	Approval for	Created	Updated
Approved	Sergii Teslenko	2026-07-28 05:43:47 - Sergii Teslenko (Comments) approved	CHG0199034	2026-07-28 05:43:26	2026-07-28 05:43:47
No Longer Required	Prashant Kumar		CHG0199034	2026-07-28 05:43:25	2026-07-28 05:43:48
No Longer Required	Subish Alluparambil Bharathan		CHG0199034	2026-07-28 05:43:25	2026-07-28 05:43:48
No Longer Required	Avinash Gawali		CHG0199034	2026-07-28 05:43:25	2026-07-28 05:43:48
No Longer Required	Joe McCarthy		CHG0199034	2026-07-28 05:43:25	2026-07-28 05:43:48

State	Approver	Comments	Approval for	Created	Updated
No Longer Required	Abhay Dixit		CHG0199034	2026-07-28 05:43:25	2026-07-28 05:43:48
No Longer Required	krinjal patel		CHG0199034	2026-07-28 05:43:26	2026-07-28 05:43:48
Approved	Prem Anand Kumarapillai		CHG0199034	2026-07-28 05:43:48	2026-07-28 07:24:34
No Longer Required	Maicy Lee		CHG0199034	2026-07-28 07:24:35	2026-07-28 11:03:15
No Longer Required	Andrew LaRue		CHG0199034	2026-07-28 07:24:35	2026-07-28 11:03:15
Approved	Julie Kirkeeide		CHG0199034	2026-07-28 07:24:35	2026-07-28 11:03:14

Related List Title: CIs Affected List

Table name: task_ci

Query Condition: Task = CHG0199034

Sort Order: Created in descending order

1 CIs Affected

Added From Dynamic CI	Applied	Applied date	Configuration Item	Class	Description	Discovery	Discovery Last Updated	Discovery Log URL	Discovery Manually Triggered	Discovery Result	Manual proposed change
	false		One Deluxe Application	Application	This configuration item is for one deluxe application. More details are in : https://deluxe.atlassian.net/wiki/spaces/MVP/overview . One Deluxe application to bring all the deluxe acquired sites to one platform. At this time, May 4, 2018, site has only been soft launched. Temporary soft launch site: https://1d-prod.deluxe.com/ Once live in Prod, sites will be: www.deluxe.com/small-business and www.deluxe.com/products				false		false

Related List Title: CAB Agenda Item List
Table name: cab_agenda_item
Query Condition: Task = CHG0199034
Sort Order: Order in ascending order

1 CAB Agenda Items

Meeting	Meeting start time	Meeting end time	Allotted time	State	Decision
Weekly CAB Meetings 2026	2026-07-28 10:30:00	2026-07-28 11:30:00	45 Seconds	Complete	Approved

Related List Title: CAB Attendee List
Table name: cab_attendee
Query Condition: Attending for tasks = CHG0199034

1 CAB Attendees

Added	Attendance	Attendee	Attending for tasks	CAB Meeting	Email content	Invite sent	Joined meeting at	Reason
Automatically	Awaiting Response	Prem Anand Kumarapillai	CHG0199034	Weekly CAB Meetings 2026		false		Attendee

Related List Title: Remediation Task List
Table name: sn_vul_vulnerability

None

Related List Title: Group approval List
Table name: sysapproval_group
Query Condition: Parent = CHG0199034 AND false%3Dtrue%5EORopened_by%3Dffc2a3d4db19eb04080271dabf96199b%5EORu_opened_for%3Dffc2a3d4db19eb04080271dabf96199b .or. Opened by = Sergii Teslenko .or. false%3Dtrue%5EORopened_by%3Dffc2a3d4db19eb04080271dabf96199b%5EORu_opened_for%3Dffc2a3d4db19eb04080271dabf96199b
Sort Order: Number in ascending order

2 Group approvals

Task type	Parent	Approval	Assignment group	Short description	Description	Configuration item	Duration
Change Request	CHG0199034	Approved	SB_Application_One_Deluxe	1D/OTIS Sprint Release, OTIS_Q3.26.01	OneDeluxe application releasing Sprint OTIS_Q3.26.01	One Deluxe Application	2 Hours
Change Request	CHG0199034	Approved	Enterprise_Services_Change_Approval_Board	1D/OTIS Sprint Release, OTIS_Q3.26.01	OneDeluxe application releasing Sprint OTIS_Q3.26.01	One Deluxe Application	2 Hours