Standard change templates

19 declared fields for Standard change template. Required fields include Template name, Description, Implementation plan, Test plan.

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

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

`standard_change_templates`

Record label

Standard change template

Field definitions

Field	Type or reference	Built-in rules	Choices and constraints
Template name `name`	text	Required Default list field	—
Description `description`	textarea	Required	—
Source change `sourceChangeId`	reference `__all_work_items`	Default list field	—
Change model `changeModel`	select	Default list field	`preapproved_standard`, `application_release`, `infrastructure`, `security`, `database`, `network`
Category `category`	select	Optional by default	`Hardware`, `Software`, `Network`, `Identity and Access`, `Cloud`, `Security`, `Business Service`

Field	Type or reference	Built-in rules	Choices and constraints

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`

Application service `applicationServiceId`	reference `__application_services`	Optional by default	—
Affected configuration items `affectedCis`	list_collector `__cmdb`	Optional by default	—
Assignment group `assignmentGroupId`	reference groups	Optional by default	—
Implementation plan `implementationPlan`	textarea	Required	—
Test plan `testPlan`	textarea	Required	—
Backout plan `backoutPlan`	textarea	Required	—
Valid from `validFrom`	date	Required Default list field	—
Expires `expiresAt`	date	Required Default list field	—
Template status `status`	select	Default list field	`active`, `archived`

Field	Type or reference	Built-in rules	Choices and constraints
Approved `approvedAt`	datetime-local	Read-only	—
Active `active`	boolean	Default list field	—
Created `createdAt`	text	Read-only	—
Updated `updatedAt`	text	Read-only	—

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
Template status	`active`, `archived`

Related procedure: Authorize and review a change.

Verification evidence

The disposable audit exercised 14 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

Role	HTTP status
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.