

Allowed Manual Changes in Production

Generally everything supported by the metadata API should be deployed through Copado. This is a list of items not supported by metadata api - https://developer.salesforce.com/docs/atlas.en-us.api_meta.meta/api_meta/meta_unsupported_types.htm

For items not supported by metadata api they should generally be logged as Copado tasks and pushed through the pipeline by manual change. There is also list of exceptions to the rule included in the gitignore file `documents, flowdefinitions, dashboards, reports, emailtemplate, authprovider, samlssocofigs`

The changes below can be done directly on production depending on the circumstances

1. Reports and dashboards
2. User management
3. Email templates
4. Data changes - depending on what they are they should be represented as a manual task in Copado especially for larger or more complex changes and ones done as part of a project. Note you can configure manual tasks in Copado to be specific to certain environments. The sort of changes that are ok to do manually directly on live could be
 - a. Changes to queue and group membership
 - b. Manually editing a few records
5. Report types can in some occasions be done directly on live but if part of a project should go through source, but in the case they are done directly on live should have a special naming convention to make that clear. (note these are not in the gitignore)

For items 1 and 3 above if needed through the pipeline as part of a project can deploy through Copado using the 'Add Metadata' function in Copado which deploys similar to change sets