COPIA
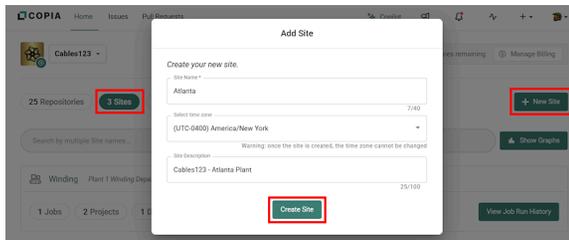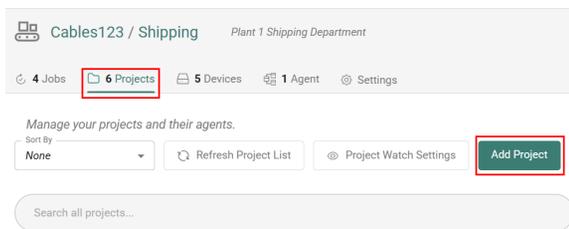## DL Config Reference

Create a Site

Using the Copia web app, click the Sites button on the Home page, and then click New Site. When the dialog opens, enter the name of your Site/Area, update the Time zone and add a description. Once complete, you can press the Create Site button.
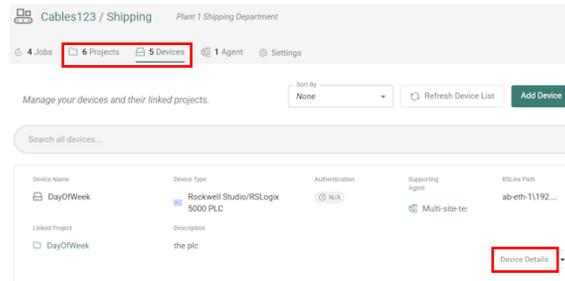

Add a Project/Device

To add a new Project/Device from a Repository to your Site, you first should click the Sites tab from the Home page and choose the desired site from the list. At the top of the Site page, click the Projects tab. Choose the Add Project button and follow the "Add a new project" wizard from the top to the bottom.

(*NOTE: A Job is not required to Submit the Project, if you are already using a Sitewide job*)
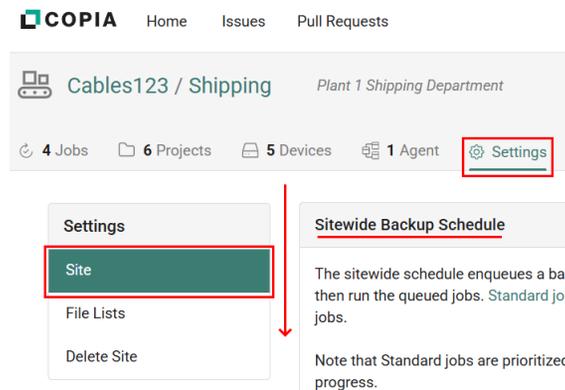

Edit a Project or Device

From the Sites tab, select the Site that contains the Project or Device you wish to edit. At the top, select either Projects or Devices accordingly. Search or scroll to find the desired item for editing and click the Project or Device Details button to start editing. Changes will save automatically as you make them.

Sitewide Jobs

Sitewide jobs allow you to set one Job to monitor changes, and backup all the devices in the site. To create a Sitewide job, select the Settings tab on the desired Site page. In the File section, scroll down until you find the Sitewide Backup Schedule. Fill out the form accordingly.
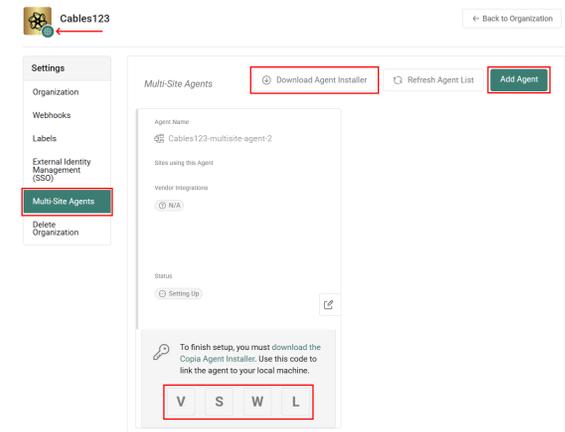
(*NOTE: It is most common to auto-commit to the "Repositories Default Branch", but refer to the Copia documentation for more information*)

Add a Copia Agent

When adding a Copia **Multi-Site** Agent, access your Organization setting via the green cog at the top left of the Home page. Choose the Multi-Site Agents section and press Add Agent. Fill in the form and press Create Agent. Make note of the Code provided. Now download the Agent Installer, install it on the target machine, log-in and enter the code when requested.

(*NOTE: To add a **Single Site** Agent, it is a similar process from the Agents tab of the Site page*)

Add/Trigger a single Job

A job for a single Project can be created during the Project creation process, or by using the Job Management page found via the Jobs tab at the top of the Site page.

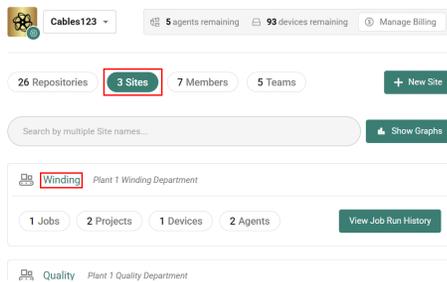There are multiple ways to trigger a single job for testing or backup listed below:

1. From the Job History page, click the down-arrow on the View Details button and "Repeat Job"
2. From the Project card, click the down-arrow on the Project Details button and "Backup Now"
3. From the Jobs -> Job Management page, click the "Backup Now" button.
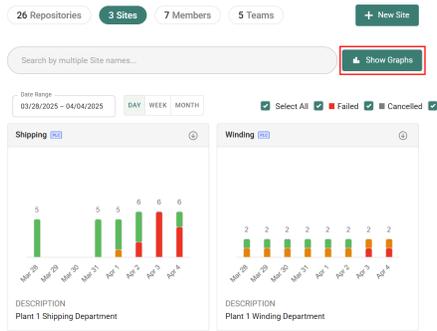
⬛ COPIA

DL User Reference

Accessing your Site

DeviceLink backups are available via the Sites page of the Copia Web App. Starting from the Home page, click the Sites tab to see a listing of Sites you have access to. Use the search or scroll to find you site and click it to go to your Site page.
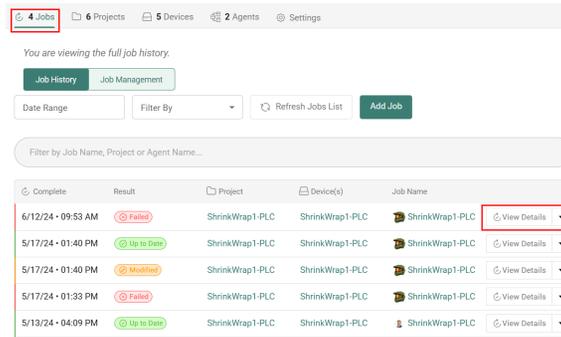

Reviewing Summary Graphs

After accessing your site, click on the Show Graphs button on the right-side on the Search bar. Graphs for all Sites that have active jobs will be displayed. You can change the date/time range and filter your graphs. Graphs are also interactive, by clicking on the columns.
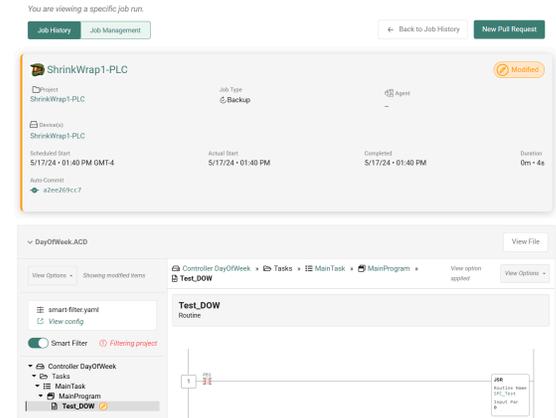

Reviewing Job Summary

Once you access your site, you should be on the Job Summary page (accessible via the Jobs tab). Results of the latest jobs that you have permission to view are displayed. Using the search bar, you can search and filter by Job, Project or Agent name. Options to View Details of a job are provided on the right, and using the arrow-menu, you have additional options.

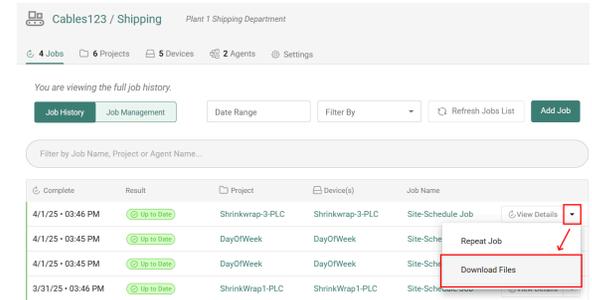## Viewing Changes and Details

From the Job Summary page, the View Detail button will let you see the results of a Modified, Timed Out or Failed job. Click the button to see these details. If a job has Timed Out or Failed, then logs and troubleshooting data will be provided. If a Job is modified, a header providing the details of the Job (and optionally the auto-commit SHA) will be available. Additional details about the change can be found further down the page.

Retrieving a Backup (Job Summary)

DeviceLink backups can be retrieved directly from your Job Summary page. Up To Date and Modified Jobs provide a Download Files button accessible via the drop-down arrow next to the View Details button.

(*NOTE*: If Modified, it is recommended to press View Details to validate the backup is the correct project that you need)

Retrieving a Backup (Repository)

DeviceLink backups that have been auto-committed to the repository, can be retrieved directly from your repository Commit History. You can access these files either:

1. Via the View Details header, from the Job Summary page, as seen in the 1st image below
2. Via the Commits history page, accessible via your Source Control repository, as seen in the second image below

Cables123 / P1-Ship-ShrinkWrap1   6.2 MiB

Files   Commits   ⊙ 3 Issues   Pull Requests   Wiki   Releases   Activity   Settings

*There are **17** commits on the **main** branch.*

2 Branches: main ▾   Commit Graph   Search commit...

Commit History
DeviceLink detected modifications to ShrinkWrap1-PLC (Job 192984) commit   cf6a...6f6e
committed 3 days ago by Copia-Backup-Manager
Made more changes commit   5e39a0d9f
committed 3 days ago by Matthew Lawson