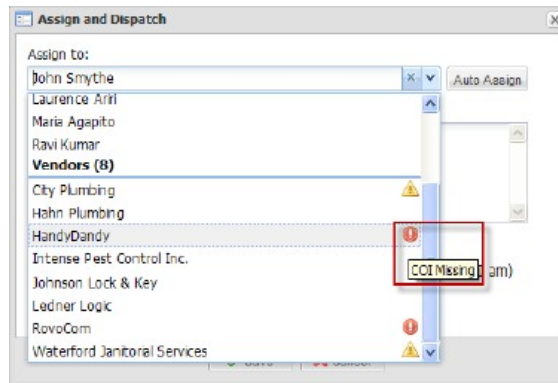







## COI and Assigning Work Orders

The COI Management tool assists Administrators in assigning Work Orders. The **Assign to** drop-down list in the [Assign and Dispatch](#) section of **TR Work Orders** displays a note when a vendor's COI has expired or is missing.



This information helps Administrators make informed choices when assigning work orders, and also alerts them that COI updates are required.

- Vendors marked with a  indicates that the COI has expired.
- Vendors marked with a  indicates that the COI is missing.