

Editing a Policy

1. Select a policy from the list and click **Edit Policy**. The COI Policy screen is displayed.

The screenshot shows a software interface for editing a policy. The main window is titled "Policies" and contains three buttons: "Add Policy", "Edit", and "Delete". The "Edit" button is highlighted with a red box. A dialog box titled "COI Policy" is open, displaying the following information:

Policy Type:	General Liability
Effective Date:	03/31/2011
Expiry Date:	03/31/2012
Minimum Amount:	2,000,000
Listed Amount:	3,000,000
Compliant:	<input checked="" type="radio"/> Compliant <input type="radio"/> Not Compliant <input type="radio"/> Waived
Notes:	

At the bottom of the dialog, there are "Save" and "Cancel" buttons.

2. Modify the policy information as needed.
3. Click **Save**.