COI Details

The COI details screen allows you to view and edit information related to tenant and vendor COIs. It also provides a means of sending and receiving messages with the tenant/vendor, and viewing the COI's event history.

 To view or edit an existing COI's details, click Control Panel > Work Order > COI. Then select Tenant Certificates or Vendor Certificates, as applicable.



- In the COI list, click the Certificate of Insurance link or double-click on the row to view a company's COI details.
- 3. The COI details are displayed. There are two major parts to the COI Details interface:





Please refer to the additional topics in this section for more specific information on editing COIs.