



How do I follow a case?

This task card demonstrates how to follow a case to receive email notifications when there are changes made to a case. This task card also demonstrates how to stop following a case if you no longer wish to receive email notifications of changes to a case.

NOTE: You must be logged in to your BICON account to follow or stop following a BICON case.

Follow case

Login to BICON and locate the case you wish to follow using **Quick Search**, **Scientific Name** or **Tariff Code** search options.

Select **Follow case** from the Case options menu. You will receive an email notification each time a case alert or change notice is published for all cases you follow.

The screenshot shows the 'Import Questions' interface. At the top, there is a progress bar with two steps: 'Done Search' (marked with a checkmark) and 'In progress Import Questions' (marked with three dots). Below the progress bar, there are two main sections. On the left, a 'Case options' menu is expanded, showing 'Follow case' (highlighted with a red box), 'Bookmark options', 'Email current scenario', and 'Save / Print'. Below this is a 'Case details' menu with options like 'Overview', 'Appendices', 'Alerts', 'Changes', 'History', and 'Risk backgrounds'. On the right, the main content area is titled 'Case: Dairy' and shows 'Effective 06 Apr 2023'. Below this, there is a question: 'Which of the following best describes the goods?' followed by a list of radio button options: 'Goods containing less than 10 percent dairy', 'Chocolate', 'Clarified butter oil or ghee', 'Lactose and its derivatives', 'Dairy (including colostrum) from New Zealand', 'Colostrum from countries other than New Zealand for non-personal use', 'Cheese or butter', 'Infant formula for personal (infant) use', and 'Flavoured dairy beverages for personal use'. A 'Previous' button is located at the bottom of the interface.

Unfollow case

There are two options to unfollow a case that you no longer wish to receive email notifications for.

Stop following a case from within the case

Open the case you wish to stop following.

From the **Case Options** menu select **Stop following this case**.



Import Questions

Done Search In progress Import Questions

Case options

[Stop following this case](#)

[Bookmark options](#)

[Email current scenario](#)

[Save / Print](#)

Case: Dairy

Effective 06 Apr 2023

This case contains a number of different import scenarios with associated import

Which of the following best describes the goods?

- Goods containing less than 10 percent dairy
- Chocolate
- Clarified butter oil or ghee
- Lactose and its derivatives
- Dairy (including colostrum) from New Zealand
- Colostrum from countries other than New Zealand for non-personal use
- Cheese or butter
- Infant formula for personal (infant) use
- Flavoured dairy beverages for personal use

[Previous](#)

Stop following a case from My Account

Go to **My Account** and select the **My Followed Cases** hyperlink.

Home Import Conditions Permits Alerts & Changes News Contact Us Help Welcome, Test Test **My Account** Logout

My Account

Please select from one of the options below to manage your account.

My Permit Workspace

Your Permit Workspace allows you to manage existing draft permit applications, check on the status of submitted applications and also to view and manage issued import permits.

[My Permit Workspace](#)

My Followed Cases

Lists all import cases which are currently being followed and allows you to remove cases from your followed list.

[My Followed Cases](#)

The **My Followed Cases** screen will be displayed showing all cases that you follow. To unfollow a case, select the **Stop following this case** hyperlink.

My Followed Cases

Lists all import cases which are currently being followed

[Dairy](#)

[Stop following this case](#)