



How do I use Case Options and Case Details?

This task card demonstrates how to view and access Case Options and Case details menu items on the Import Conditions page.

1. View Import Conditions

After selecting a case you will be able to view the **Case Options** and **Case details** menu. You will need to be registered and signed in to utilise all of the features.

2. Follow Case

Select **Follow Case** to receive email notifications when the case changes or is subject to an alert.

Users must be registered and logged in to access this feature.

To stop following a case:

- a) If you are still in the case, select **Stop following this case** from the **Case Options** menu.

OR

- b) Users can manage all the cases that they follow from **My Account**.



Select [Go to my Followed Cases](#) from **My Followed Cases**.

My Followed Cases

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

[Go to My Followed Cases](#)

Select [Stop following this case](#) to unsubscribe from receiving email notifications for this case.

My Followed Cases

Lists all import cases which are currently being followed and allows you to remove cases from your followed list. Clicking on the case title will take you to that case.

Fresh root vegetables for human consumption	✕ Stop following this case
Sunflower kernel or seed for human consumption	✕ Stop following this case
Timber and timber products	✕ Stop following this case

3. Bookmark Options

Select **Bookmark Options** to add the case to your browser bookmarks.

A **Bookmark Options** window will open. Select [clicking here](#) in the **Bookmark current scenario** option.

Bookmark Options

Search Import Questions Import Conditions Onshore Outcomes

Case: Timber and timber products Effective: 15 Apr 2019

Bookmark Options

Permanent link to current scenario (Public)

You can link directly to this case with your answers saved by using the link below:

<https://bicon.agriculture.gov.au/BiconWeb4.0/ImportConditions/Bookmark/GetBookmark?EvaluationStateId=18520339-d68b-414e-9f34-9d16b94d801b&EvaluationPhase=ImportDefinition&CaseElementPK=1002821&QuestionId=26673&ImportDefinitionPathwayNodePK=&OnshoreManagementPathwayNodePK=>

Bookmark current scenario ★

Add a bookmark or Favourite of the current import scenario to your web browser by [clicking here](#).

[Return to Case](#)

Email current scenario ✉

Email the link to the current import scenario to yourself or someone else by [clicking here](#).

Case Options

- Follow case
- Bookmark Options**
- Email current scenario
- Save / Print

Case details

- Overview
- Appendices
- Alerts 1
- Changes
- History

Your favourites window will open to allow you to bookmark the case.

Add a Favorite ✕

Add a Favorite
Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name:

Create in: Favorites ▼ New folder

Add Cancel



Select **Add** to bookmark as a Favourite.

4. Email current scenario

Select the **Email current scenario** option to launch a new email with the website address link.

The screenshot shows an email client window titled "Timber and timber products - Message (HTML)". The interface includes a menu bar (FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, HP Records Manager) and a toolbar with various icons for actions like Paste, Bold, Italic, Underline, and Attach File. The email fields are filled with:

- From: [Dropdown]
- To: [Empty field]
- Cc: [Empty field]
- Subject: Timber and timber products
- Body: <https://bicon.agriculture.gov.au/BiconWeb4.0/ImportConditions/Questions/EvaluateCase?elementID=0000875666&elementVersionID=99>

You are also able to email from the bookmark page as from the **Bookmark Options** section above.

5. Save/Print

The **Save/Print** option allows you to save or print the case details as a Word or PDF document.

Use the checkboxes to minimise the size of the document and customise to your requirements.

The screenshot shows a dialog box titled "Save / Print: Timber and timber products". It contains the following information:

- Case:** Timber and timber products Effective: 15 Apr 2019
- What Gets Printed:** A list of sections with checkboxes, all of which are checked:
 - What's Changed
 - Onshore Outcomes
 - Procedures
 - Appendix - Annexes
 - Appendix - Documentation Requirements
 - Appendix - Glossary Terms
 - Appendix - Questions and Answers
 - Appendix - Rationale
 - Appendix - References (Files and URLs)
 - Appendix - Scientific Names
- Output Document Format:** Document Format: Word (dropdown menu)
- Next** button (highlighted with a red box)

Select **Next**. The system will start generating your document.

The screenshot shows the same dialog box as above, but with the following changes:

- The "Next" button is no longer visible.
- The message "Your document is being generated." is displayed.
- The text "This page will automatically refresh and present the document when it is available. Alternatively, you may [refresh this page](#) at any time to see if the document is available." is shown at the bottom.



Once ready you will be able to download your document by selecting [here](#).

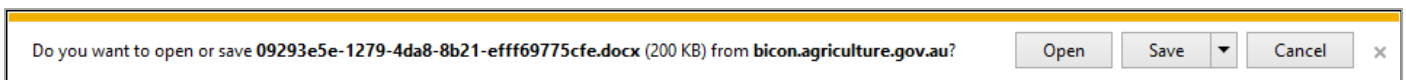
Save / Print: Timber and timber products

Case: Timber and timber products

Your document has been generated. You may download it [here](#)

In the **File Download** pop up window that appears:

- Select **Open** to view a copy of the generated document
- Select **Save** to save a copy of the generated document to a chosen location



To get a document that shows the specific import scenario you will need to answer all of the questions presented. If you select the import scenario from the table you will get all the available options.

6. Overview

The **Case Overview** option provides a brief description of the case.

Case Overview

Search
Import Questions
Import Conditions
Onshore Outcomes

Case: Timber and timber products Effective: 15 Apr 2019

Case Description

This case covers timber articles both manufactured and unfinished. Examples include sawn timber and logs less than 200mm in diameter, flooring and wooden beams less than 200mm in diameter, Myrtaceous timber, furniture, household items, stationery, musical instruments and sporting equipment.

2
Active Alert(s) View

This case applies to imports into: Australia.

Previous

Case Options

- Follow case
- Bookmark Options
- Email current scenario
- Save / Print

Case details

- Overview
- Appendices
- Alerts 1
- Changes
- History



7. Appendices

The **Case Appendices** option provides details regarding the selected case, including biosecurity risk information, documentation requirements, references and a glossary.

8. Alerts

The **Import Conditions - Alerts** option will provide you with specific information about significant changes relating to the case import conditions that may impact on the goods. Select the Alert Title for details.

Alert Title	Effective period	Effective period
End of BPL season for timber imports from New Zealand	15.4.2019	1.10.2019
Changes to Methyl Bromide Fumigation Methodology	14.3.2019	15.3.2020

You will be presented with the **Alerts** information page.



9. Changes

The **Import Conditions – Changes** option will provide you with specific information about amendments to the import conditions relating to the case. Select the Changed Information to view changes.

You will be presented with the **Changes** information page.

10. History

The **Case Version History** option lists all versions of the case, with links to any Alerts and Changes associated with each version listed. To view a previous version of the case. Select the required date under the **Effective Period**.