



How do I follow a case?

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

1. BICON Web

1.1 Home page

Go to BICON

Note: You will need to be registered and logged in to access this feature.

Locate the case you wish to follow using **Quick Search**, **Scientific Name** or **Tariff Code**.

After selecting a case you will be able to view the **Case Options** menu.

Select **Follow case**

You will now receive an email when there is an alert or change to this case.

There is no limit to the number of cases you can follow.

You might have a few favourites with which you wish to keep up to date.



2. Stop Following this case

You may have followed a case and now wish to stop receiving updates for that case.

You can do that from within the case.

2.1 In the case

To stop following a case find the case you wish to stop following.

Open the case.

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

Case: Fresh avocado for human consumption Effective: 20 Aug 2019

This case contains a number of different import scenarios with associated import conditions. You can refine the import scenarios by answering the questions below.

What is the country of origin?

For a consignment of plants or seeds, the country of origin is considered to be the country where the plants were grown.

Available Answers (You may select multiple answers)

Available Answer Filter:

- Afghanistan
- Aland Islands
- Albania

Case Options

- [Stop following this case](#)
- [Bookmark Options](#)
- [Email current scenario](#)
- [Save / Print](#)

Case details

- [Overview](#)
- [Appendices](#)
- [Alerts](#)
- [Changes](#)
- [History](#)

You will no longer receive email updates for this case.

You will still receive notifications for other cases you follow.

2.2 My Account

You can also manage all the cases you follow from **My Account**.

Go to **My Account** in **My Followed Cases**.

Select **Go to My Followed Cases**.

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

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.
[Go to 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.
[Go to My Followed Cases](#)
- My Preferences**
Allows you to change your default settings. They include printing settings as well as providing answers to common questions.
[Go to My Preferences](#)

You may now Select **Stop following this case** for the cases you no longer wish to follow.

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.

- [Dairy products for human consumption](#) [Stop following this case](#)
- [Job's tears articles](#) [Stop following this case](#)
- [Pet food](#) [Stop following this case](#)
- [Tyres](#) [Stop following this case](#)

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You will no longer receive email updates for this case.

You will still receive notifications for other cases you follow.