

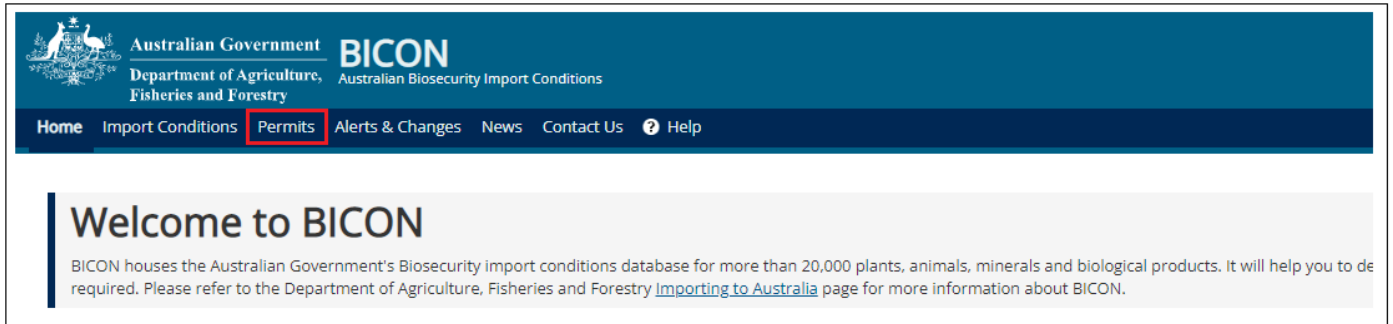


How do I search for an application?

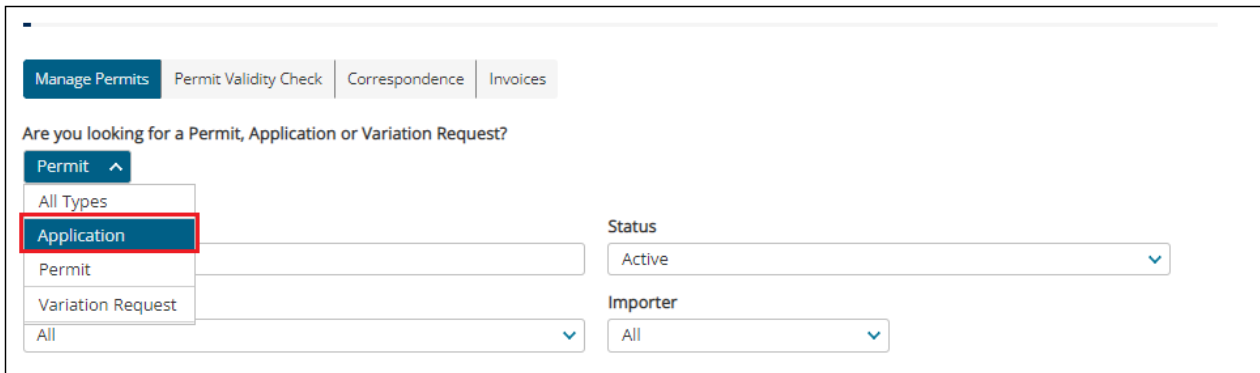
This task card demonstrates how to search for and view your applications when you have a registered account in BICON.

Searching for an application via Permits Workspace

Once logged in to your account, select the **Permits** tab from the top menu on the home screen.

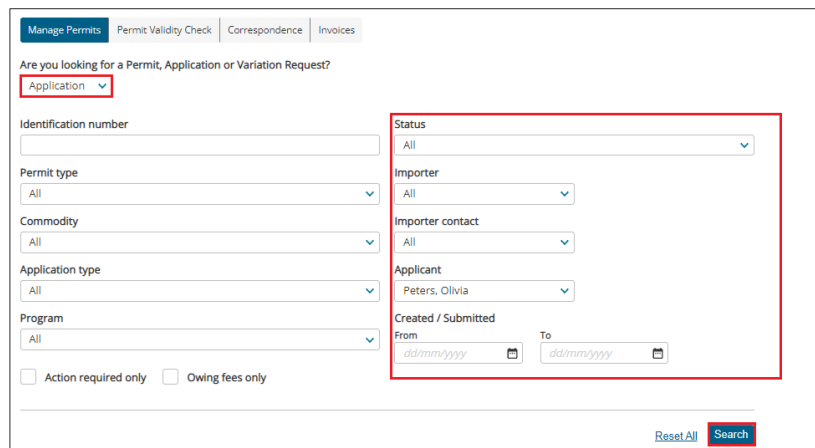


From the dropdown list under **Are you looking for a Permit or Application?** select **Application**.



You will be presented with additional search filters. Populate the **Status**, **Importer** and **Importer Contact** fields as desired, then select **Search**.

Note: The Applicant field will default to yourself.





The search results will include applications matching your search criteria. To view an application, select the application ID **blue hyperlink**.

<input type="checkbox"/>	<u>Application ID</u>	<u>Created</u>	<u>Importer</u>	<u>Importer Contact</u>	<u>Applicant</u>	<u>Application Type</u>	<u>Status</u>	<u>Permit Type(s)</u>
<input type="checkbox"/>	0008023107	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Accepted	Dairy
<input type="checkbox"/>	0008023087	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Accepted	Dairy
<input type="checkbox"/>	0007662475	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Withdrawn	Cat or dog; Cat or dog; Cat or... read more
<input type="checkbox"/>	0007662430	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Finalised	Cat or dog; Cat or dog; Cat or... read more

From here you may also **Copy, Submit** or **Delete** Applications.

<input type="checkbox"/>	<u>Application ID</u>	<u>Created</u>	<u>Importer</u>	<u>Importer Contact</u>	<u>Applicant</u>	<u>Application Type</u>
<input type="checkbox"/>	0008023107	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New
<input type="checkbox"/>	0008023087	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New
<input type="checkbox"/>	0007662475	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New
<input type="checkbox"/>	0007662430	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New

Please select an action ^

Please select an action

Copy selected application

Delete selected application(s)

Submit selected application(s)