



How do I set default answers?

This task card demonstrates how to set default answers in your BICON account. Setting default answers allows you to pre-answer questions when answering import questions within a case.

Set default answers

Login to your BICON account

Select **My Account** from the top menu of the home page.

Select the **My Preferences** hyperlink.

My Preferences

Allows you to change your default settings. They include printing settings as well as providing answers to common questions.

[My Preferences](#)

Select the **Default Answers** ribbon.

My Preferences

Allows you to change your default settings. These include printing settings as well as providing answers to common questions.

Default Answers

Onshore Outcomes to Present

Save/Print Settings

Permit Expiry Notification

Cancel

Save

Save & Return

Select a question from the **Select a question** dropdown menu.

The screenshot shows the 'My Preferences' page with the 'Default Answers' dropdown menu open. The menu options are: Country of origin, Country of origin of coir peat, Country of origin of peat moss, Mode of arrival, and Personal use. The 'Select a question' dropdown is highlighted with a red box, and a mouse cursor is pointing at the dropdown arrow.



The selected question will appear in the **Question Title** column. To choose a default answer, click the question title hyperlink.

Default Answers ↑

Select a question ▼

Question Title	Answer(s) selected
Country of origin	✕ Remove this question

Select the desired answer(s) and select **Save & Return**.

TIP: you may select more than one default answer.

Default Answer

Country of origin

What is the country of origin?

Available Answers (You may select multiple answers)

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica

✕ Austria

The selected default answer(s) will be presented in the table. You can update the answers by selecting the question title hyperlink. You can remove the question from your default answers by selecting **Remove this question**.

Default Answers ↑

Select a question ▼

Question Title	Answer(s) selected
Country of origin	Austria ✕ Remove this question