

## 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.

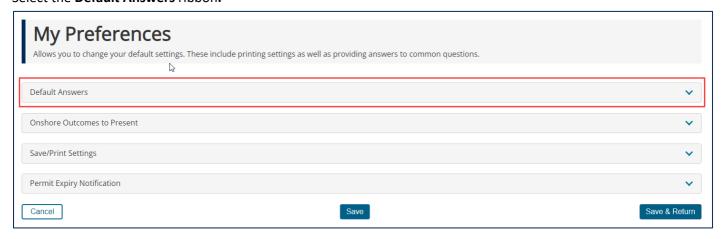
Select the My Preferences hyperlink.

## My Preferences

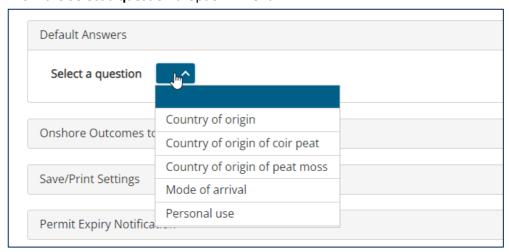
Allows you to change your default settings. They include printing settings as well as providing answers to common questions.

My Preferences

## Select the **Default Answers** ribbon.



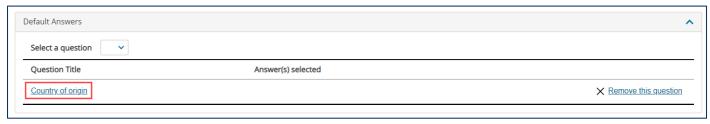
Select a question from the **Select a question** dropdown menu.





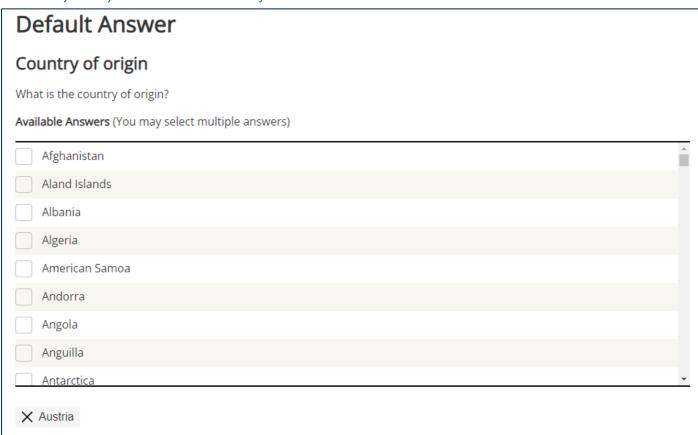


The selected question will appear in the **Question Title** column. To choose a default answer, click the question title hyperlink.



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

TIP: you may select more than one default answer.



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**.

