

## Tutorial: Connections

### OVERVIEW

<b>Description:</b>	In this section, you can: <ol style="list-style-type: none"> <li><a href="#">Add and manage members as connections</a></li> <li><a href="#">View received connection requests</a></li> <li><a href="#">View sent connection requests</a></li> <li><a href="#">View or delete active connections</a></li> </ol>
<b>Need Help:</b>	<a href="mailto:support@polygon.net">support@polygon.net</a> 1-800-221-4435 (select '3' for Support in the menu options)

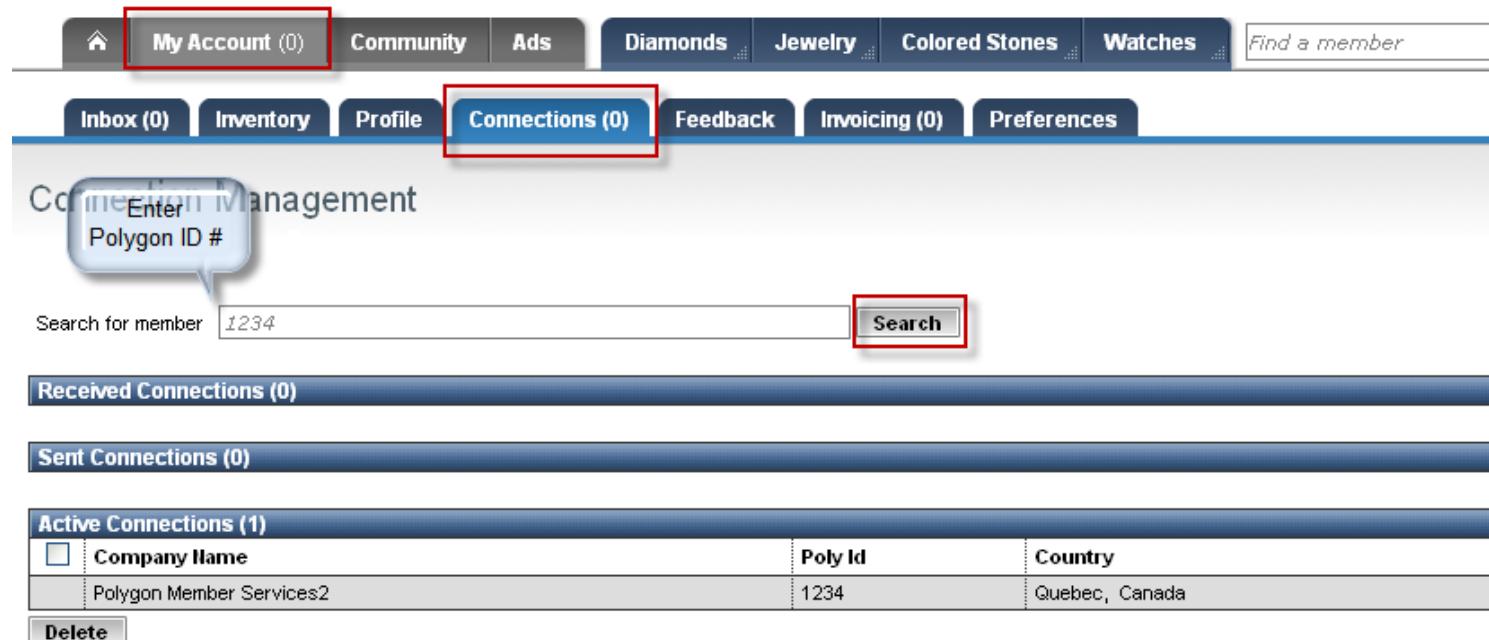
### 1- HOW TO

#### 1. Add and manage members as connections

##### Useful Tip:

- The count within the 'Connection' tab will display any connection requests received pending your approval.

- Go to "My Account"
- Go to "Connections"
- Enter in a member id #
- Click "Search"



Connections Management

Enter Polygon ID #

Search for member 1234

Received Connections (0)

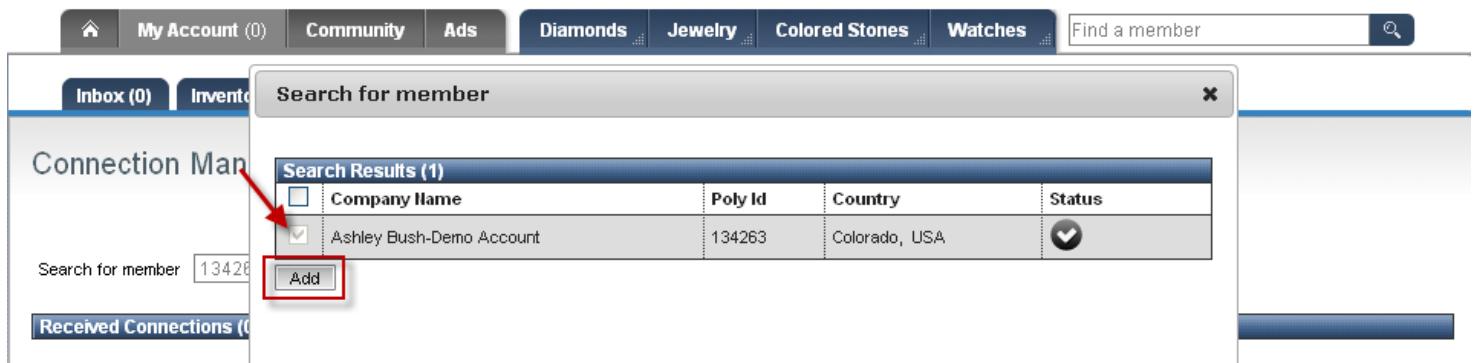
Sent Connections (0)

Active Connections (1)

Company Name	Poly Id	Country
Polygon Member Services2	1234	Quebec, Canada

Delete

- Check box next to company name
- Click "Add"



Inbox (0) Inventory

Connection Management

Search for member

Search Results (1)

	Company Name	Poly Id	Country	Status
<input checked="" type="checkbox"/>	Ashley Bush-Demo Account	134263	Colorado, USA	<input checked="" type="checkbox"/>

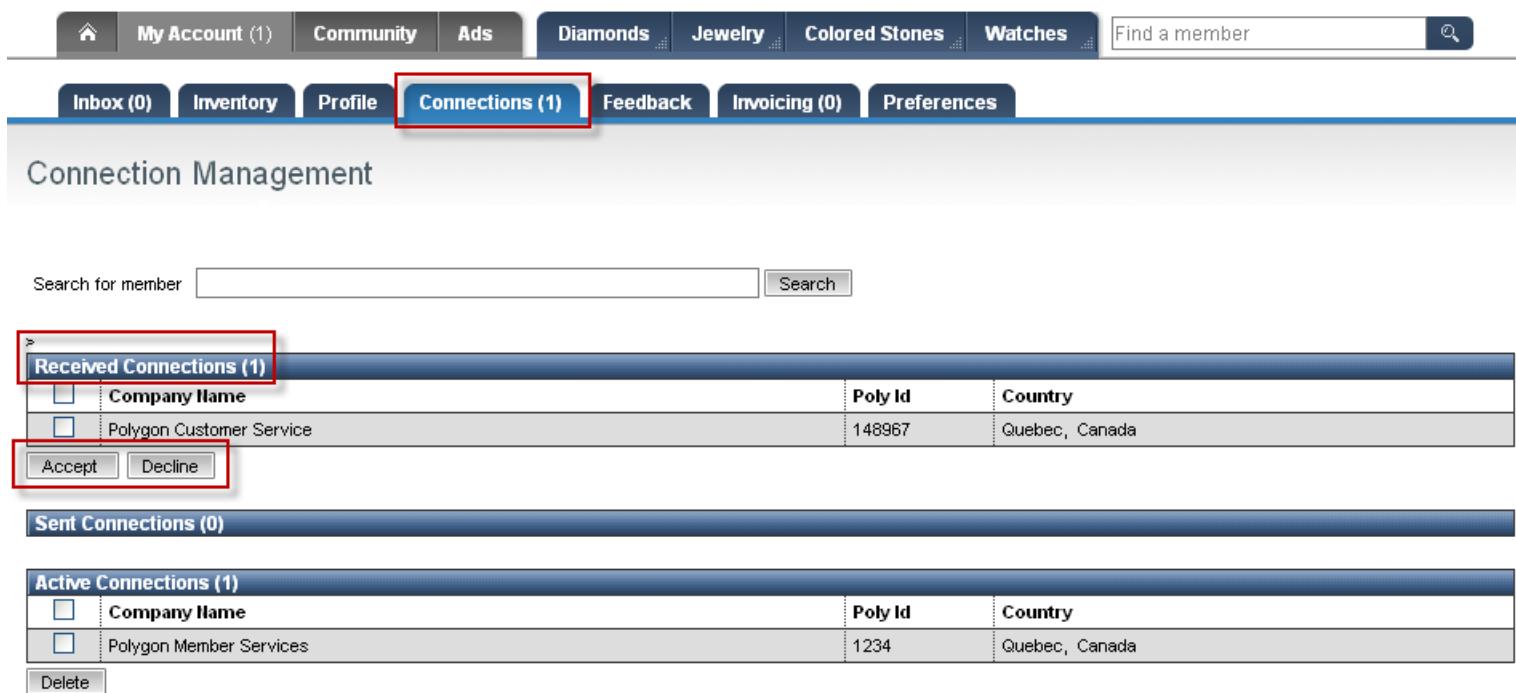
Search for member 134263

Add

Received Connections (0)

## 2. View received connection requests

- Go to “Connections”
- View your received connections
- Check the box next to the member’s name
- Choose “Accept” or “Decline”



My Account (1) Community Ads Diamonds Jewelry Colored Stones Watches

Find a member

Inbox (0) Inventory Profile Connections (1) Feedback Invoicing (0) Preferences

Connection Management

Search for member  Search

Received Connections (1)

	Company Name	Poly Id	Country
<input type="checkbox"/>	Polygon Customer Service	148967	Quebec, Canada

Accept Decline

Sent Connections (0)

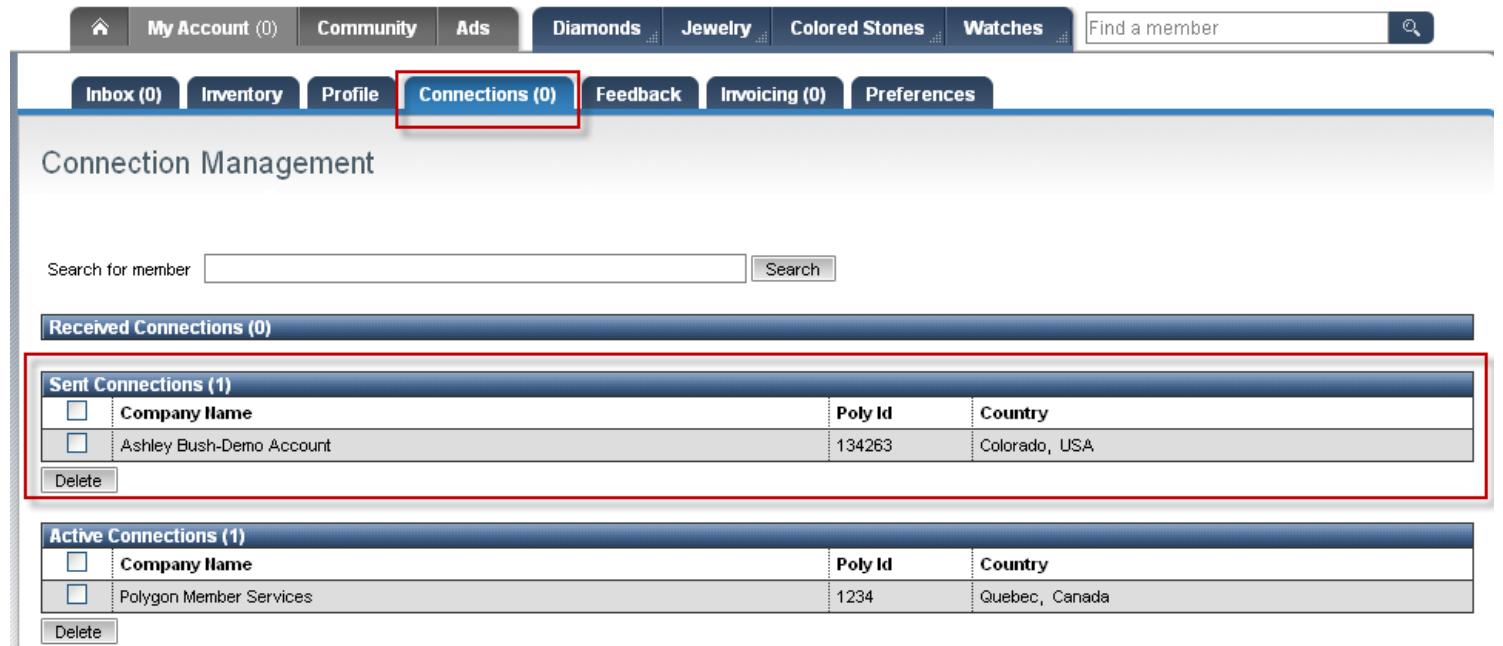
Active Connections (1)

	Company Name	Poly Id	Country
<input type="checkbox"/>	Polygon Member Services	1234	Quebec, Canada

Delete

### 3. View sent connection requests

- Go to “Connections”
- Next to “Sent Connections” view Status of sent requests or delete connection requests



Connection Management

Search for member

**Received Connections (0)**

**Sent Connections (1)**

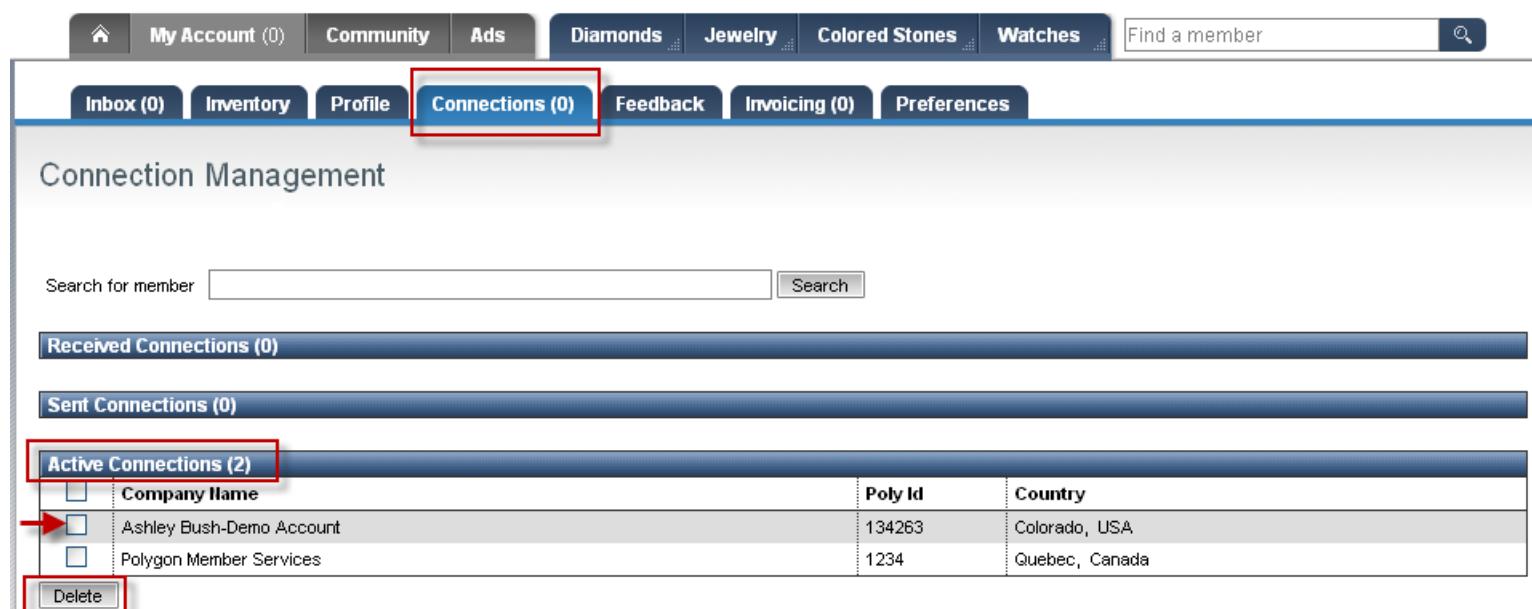
	Company Name	Poly Id	Country
<input type="checkbox"/>	Ashley Bush-Demo Account	134263	Colorado, USA

**Active Connections (1)**

	Company Name	Poly Id	Country
<input type="checkbox"/>	Polygon Member Services	1234	Quebec, Canada

### 4. View or delete active connections

- Go to “Connections”
- View active connections
- Click on the box next to the member and click “delete” to remove them from your connection list



Connection Management

Search for member

**Received Connections (0)**

**Sent Connections (0)**

**Active Connections (2)**

	Company Name	Poly Id	Country
<input type="checkbox"/>	Ashley Bush-Demo Account	134263	Colorado, USA
<input type="checkbox"/>	Polygon Member Services	1234	Quebec, Canada