

Tutorial: Jewelry

OVERVIEW

Description:	<p>In this section, you can:</p> <ol style="list-style-type: none"> 1. Search for finished and semi-finished jewelry 2. View Product Details 3. Add a mark up so customers can view the search with you 4. Save to an excel file 5. Set up / Use a saved search and set up alerts 6. Create filters to exclude certain members' jewelry from your search results
Need Help:	<p>support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)</p>

Useful Tips:

- Save the search for your most commonly searched items to save you time
- Use the access code feature to apply your mark up directly to the search results and search with your customers
- Build your connections and filter your search results to show only their inventory

1- HOW TO

1. Search for finished and semi-finished jewelry

- Go to the "Jewelry" tab in the top menu
- **Search by Keyword:**
 - i. Type in a keyword in the search box based on what you are looking for, such as "ring," "emerald," etc.
NOTE: You cannot search for price or seller in the keyword search.
 - To refine your keyword search by price, specify a price range in the "Price Range" field in the left handside menu.
 - To refine your keyword search to include only results from specific members, include the Poly ID(s) of the member(s) in the "Seller Information" field in the left handside menu.

AND/OR

- **Browse and narrow your search results by category, product features, and/or price range:**
 - i. Select "All," "Finished" or "Semi-Finished" pieces depending on what you are looking for.
 - ii. Narrow your search by product category by clicking on a specific category in the left handside menu. Only the categories with the most results are displayed; to view more, click "View More."
 - iii. Once you select a category, drill down by product features (ie. type, metal type, metal weight, stone type, stone weight, etc). Click on the specific product feature that matches what you're looking for. To choose more than one sub-category, click "Choose More" and select from the list.
NOTE:
 - Search results are automatically updated when you click on product categories and features.
 - Your selected search criteria appear as breadcrumbs above the search results. These breadcrumbs are clickable, so you can go back or remove a specific field as needed.

- iv. Narrow search results by price, include the minimum and maximum price in the “Price Range” fields in the left handside menu. Click the blue arrow to apply this to your search results.
 - v. Enter an access code to show prices with your mark-up ([see section 3 of this document for details](#)).
 - vi. Results are automatically displayed in the currency which the seller has specified, however, to show results in another currency, select your desired currency from the drop down menu on in the left handside menu. Item details will display both the original listing price in the currency specified by the seller as well as your selected currency. Currencies are updated several times a day.
 - vii. To search for items from a specific member, enter their Poly ID in the “Seller Information” field. You can enter up to 20 characters in this field. To search for more than one member, separate the Poly ID by a comma.
 - viii. To view results only from your connections, select the check box next to “Connections Only.”
 - ix. Search for items from members in specific countries and regions by clicking on a country in the left handside menu. To search a specific city, enter the city name in the “City” field.
 - x. Choose to show either Company Names or Poly ID in your search results with the radio button in the left handside menu.
- To remove selected criteria from your search results, click the **red x** next to the category and/or product details you have selected (in the left handside menu or in the breadcrumbs at the top of the page).

Useful Tips:

- Only results with images are displayed by default - uncheck this box in the left handside menu to view all results.
- Show more or less search results per page from the drop down at the top of the page.
- Use the “Advanced Search” to narrow search results and select several categories.

My Account (0)

Community

Buy/Sell

Diamonds
Jewelry
Colored Stones
Watches

Find a member

2,865

Keywords

Advanced Search

All

Finished

Semi-Finished

Items with images only

CATEGORIES

EARRINGS

Studs (529)

Hoop (278)

Dangle (163)

Huggy (138)

Other (86)

+ View more

METAL TYPE

METAL WEIGHT

STONE TYPE

STONE SHAPE

STONE SIZE / WEIGHT

SETTING/FABRICATION

EARRING BACK

OCCASION

THEME

ORIGIN/STATE PERIOD

AVAILABILITY

PRICE RANGE

Min

Max

ACCESS CODE

Access Code

CURRENCY DISPLAYED

CAD - Canada, Dollars

SELLER INFORMATION

Poly ID

Find Members

Connections Only

COUNTRY

USA

Canada

China

Hong Kong

India

City

DISPLAY

COMPANY NAME

POLY ID

Search Options

Search by keyword

Results per page 24

Sort by Availability

Go to Advanced Search

Search for All, Finished or Semi-Finished pieces

Results with images displayed by default. To select all, uncheck box.

Narrow search results by category and sub-category.

To view more categories to include in your search, click "View More"

Specify a minimum and maximum price

Enter an access code to add your mark-up to prices

Select a currency in which search results will be displayed

Search for items from specific members only, or your connections

Search for items located in specific countries, states/provinces and/or

Display the company name or Poly ID

2,865

Category: Earrings

Save Search

Breadcrumbs show your search criteria. To remove a criteria, click the red x.

Select number of results per page.

Sort search results

Save results with images in Excel

751.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

751.87 CAD

Details | Quick View

751.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

751.87 CAD

Details | Quick View

751.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

751.87 CAD

Details | Quick View

751.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

751.87 CAD

Details | Quick View

200.50 CAD

EARRINGS 14K:Yellow

Seller: Nirvana Inc.

200.50 CAD

Details | Quick View

200.50 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

200.50 CAD

Details | Quick View

200.50 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

200.50 CAD

Details | Quick View

200.50 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

200.50 CAD

Details | Quick View

90.22 CAD

EARRINGS 14K:Yellow

Seller: Nirvana Inc.

90.22 CAD

Details | Quick View

150.37 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

150.37 CAD

Details | Quick View

501.25 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

501.25 CAD

Details | Quick View

200.50 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

200.50 CAD

Details | Quick View

175.44 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

175.44 CAD

Details | Quick View

350.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

350.87 CAD

Details | Quick View

350.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

350.87 CAD

Details | Quick View

350.87 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

350.87 CAD

Details | Quick View

125.31 CAD

EARRINGS 14K:White

Seller: Nirvana Inc.

125.31 CAD

Details | Quick View

275.69 CAD

EARRINGS 14K:Yellow Studs

Seller: Boehning Ltd., Inc.

275.69 CAD

Details | Quick View

33,303.05 CAD

RING Platinum Ring

Seller: S.F.D. Trading, Inc.

33,303.05 CAD

Details | Quick View

1,160.52 CAD

EARRINGS Platinum, 14K:Yellow, 18K:White Earrings

Seller: Spectrum Diamond Corporation

1,160.52 CAD

Details | Quick View

Tutorial // Jewelry Search

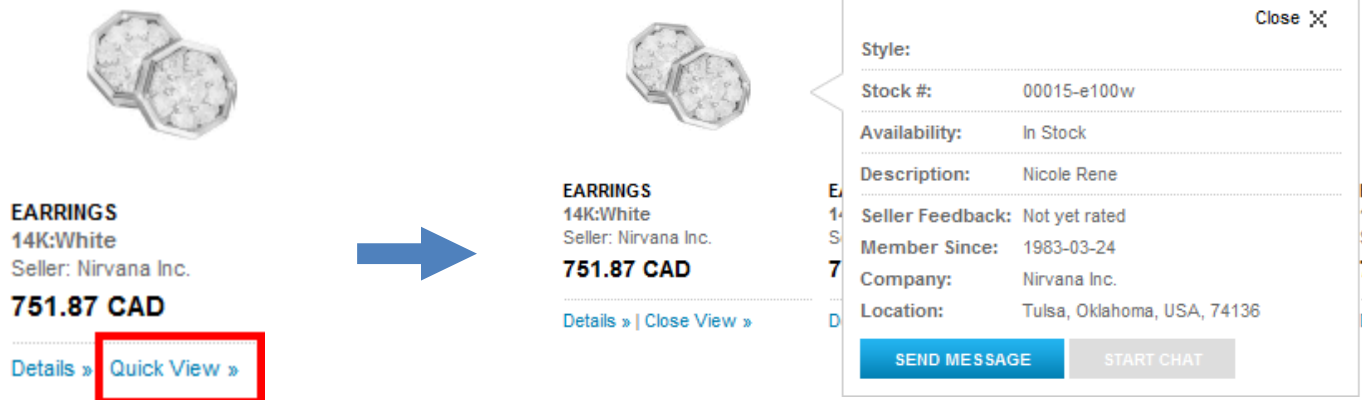
Last Updated: May 16, 2012

Page 3 of 8

2. View Product Details

- **Quick View (from the Search Results page):**

- Click on “Quick View” to view basic information about the item and seller
- To send the seller a Direct Message about the item, or start an instant chat, click on “Send Message” or “Start Chat”



EARRINGS
14K:White
Seller: Nirvana Inc.
751.87 CAD
Details » Quick View »

EARRINGS
14K:White
Seller: Nirvana Inc.
751.87 CAD
Details » | Close View »

Close ✕

Style:

Stock #: 00015-e100w

Availability: In Stock

Description: Nicole Rene

Seller Feedback: Not yet rated

Member Since: 1983-03-24

Company: Nirvana Inc.

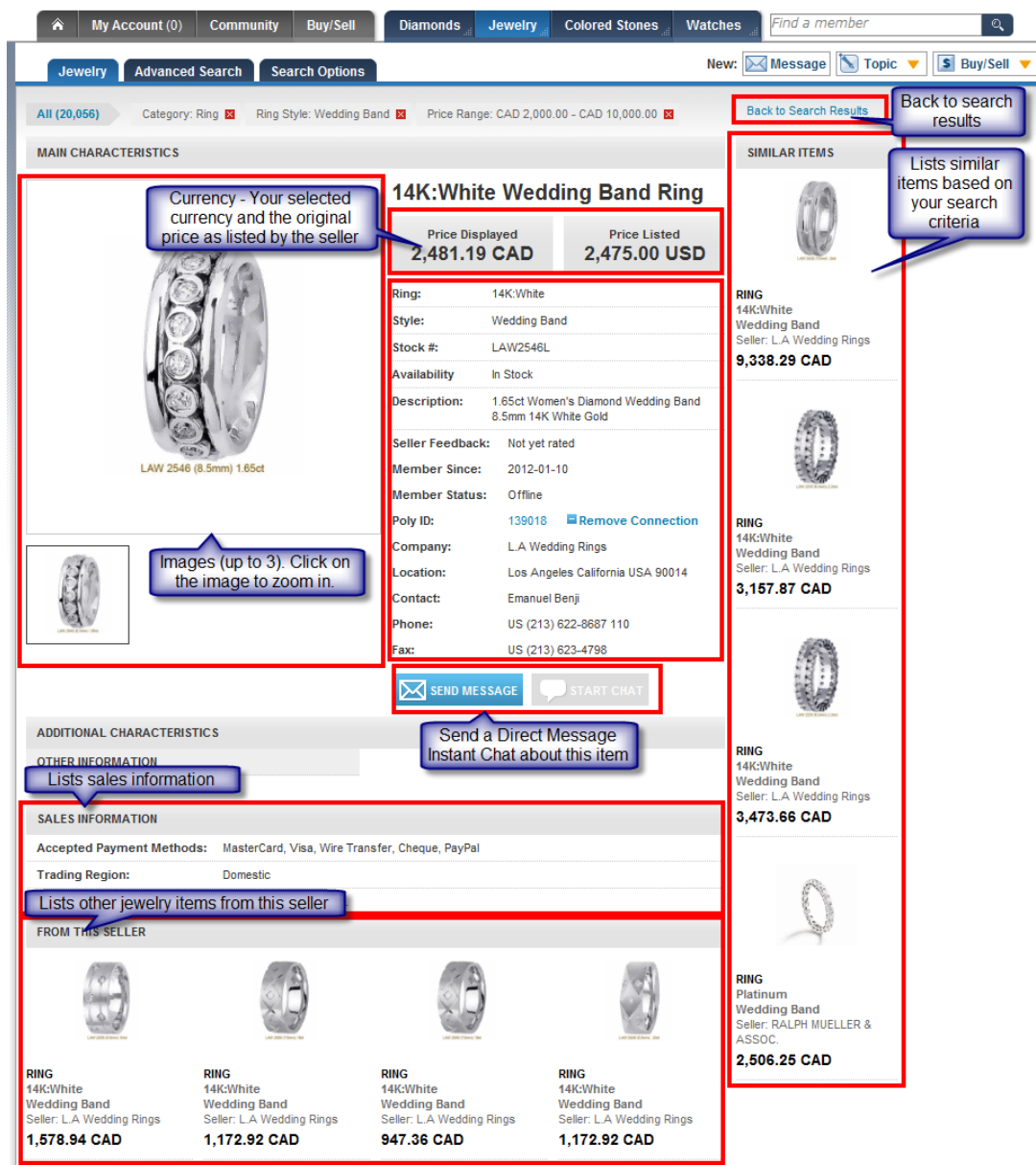
Location: Tulsa, Oklahoma, USA, 74136

SEND MESSAGE START CHAT

- **Product Details:**

- Click on “Details” for the item
- View product details as listed by the seller
- Click on the Seller Name/Poly ID to view the seller’s full profile
- Click on Send Message to send a Direct Message to the seller about this item
- Click on Start Chat to message this member

NOTE: Start Chat button will only be active if the member is online.



14K:White Wedding Band Ring

Price Displayed: 2,481.19 CAD | Price Listed: 2,475.00 USD

Ring: 14K:White
Style: Wedding Band
Stock #: LAW2546L
Availability: In Stock
Description: 1.65ct Women's Diamond Wedding Band 8.5mm 14K White Gold
Seller Feedback: Not yet rated
Member Since: 2012-01-10
Member Status: Offline
Poly ID: 139018 [Remove Connection]
Company: L.A. Wedding Rings
Location: Los Angeles California USA 90014
Contact: Emanuel Benji
Phone: US (213) 622-8687 110
Fax: US (213) 623-4798

Similar Items:

- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 9,338.29 CAD
- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 3,157.87 CAD
- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 3,473.66 CAD
- RING Platinum Wedding Band Seller: RALPH MUELLER & ASSOC. 2,506.25 CAD

Other Jewelry from this seller:

- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 1,578.94 CAD
- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 1,172.92 CAD
- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 947.36 CAD
- RING 14K:White Wedding Band Seller: L.A. Wedding Rings 1,172.92 CAD

3. Add a mark up so customers can view the search with you

Use this feature to view prices with your mark-up included – show your customers search results without showing wholesale prices.

- Go to “Jewelry”
- Under the access code in the left handside menu, apply your mark up - Any 3 letters, the number 1 and your mark up
 - Example: 20% mark-up= ABC120
 - Example: 05% mark-up= ABC105
- Click “Search” the mark-up will be applied in your search results

Jewelry
Advanced Search
Search Options

New:
Message
Topic
Buy/Sell

JEWELRY
2,392

Keywords
Advanced Search

All
Finished
Semi-Finished
Items with images only

CATEGORIES
PENDANT


ACCESS CODE
Access Code


Saved Searches
-- Select One --
OLD SEARCH


All (20,056)
Category: Pendant
Save Search


Results per page 12
1 2 3 4 5 6 7 - 200 >>
Save as Excel file

Sort by Availability
All
Female
Male
Children










PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD
Details » | Quick View »

PENDANT
14K:White
Seller: Nirvana Inc.
751.87 CAD
Details » | Quick View »

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD
Details » | Quick View »

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD
Details » | Quick View »



4. Save to an excel file

- Enter in your search criteria and click search
- Click on the “Save to Excel File” link
- Excel will save with images

Jewelry
Advanced Search
Search Options

New:
Message
Topic
Buy/Sell

JEWELRY
2,392

Keywords
Advanced Search

All
Finished
Semi-Finished
Items with images only

CATEGORIES
PENDANT


ACCESS CODE
Access Code


Saved Searches
-- Select One --
OLD SEARCH


All (20,056)
Category: Pendant
Save Search


Results per page 12
1 2 3 4 5 6 7 - 200 >>
Save as Excel file

Sort by Availability
All
Female
Male
Children










PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD
Details » | Quick View »

PENDANT
14K:White
Seller: Nirvana Inc.
751.87 CAD
Details » | Quick View »

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD
Details » | Quick View »

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD
Details » | Quick View »



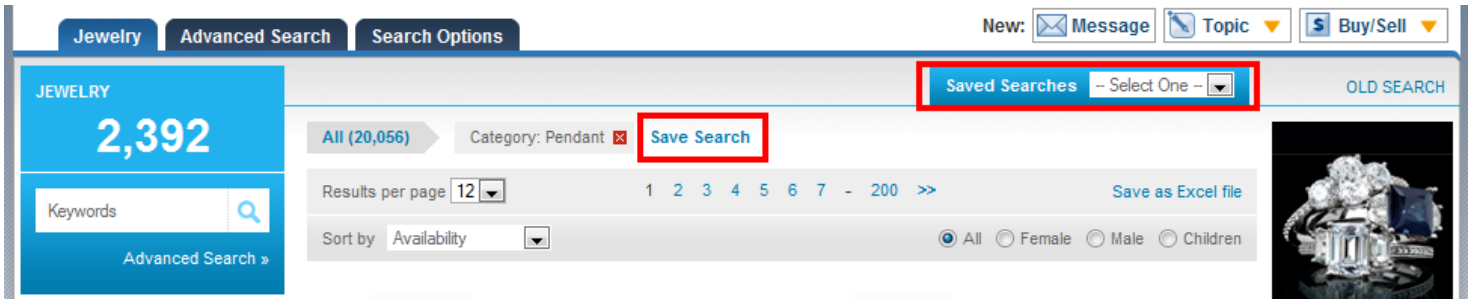
Useful Tip:

- Use this feature to print your search results

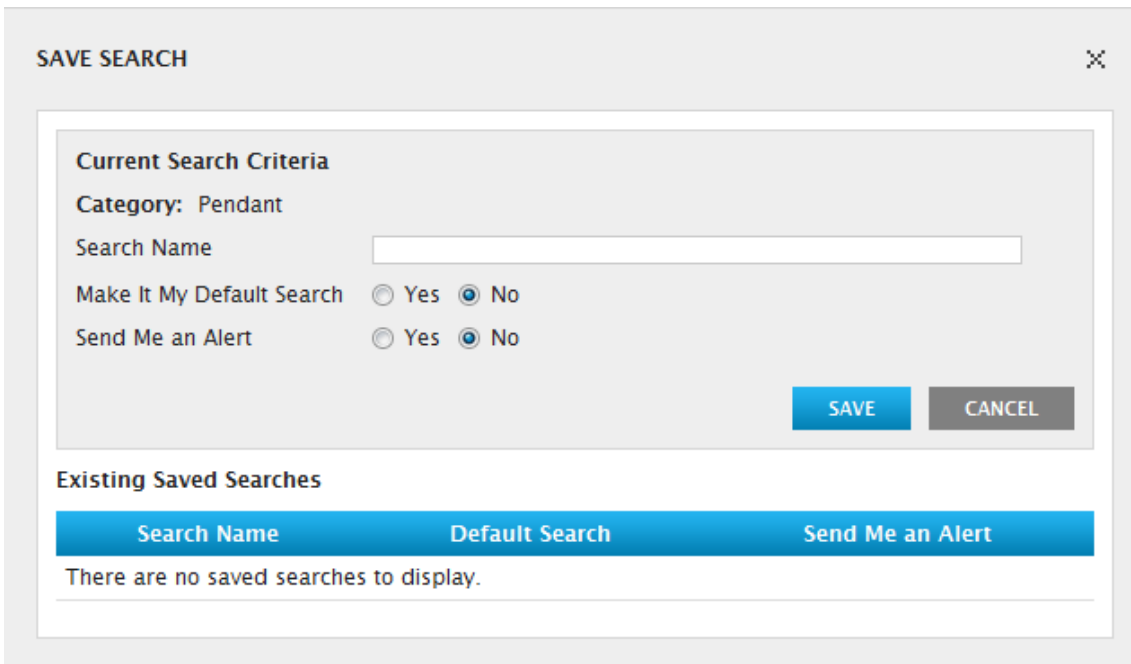
5. Set up / Use a saved search and set up alerts

Use this feature to save searches that you frequently need and set them as your default searches. Set up alerts to receive notifications in your Polygon inbox each time an item is added that matches your search criteria.

- Select your search criteria
- Click “Save Search”



- Enter a name for the search
- Select “Make it my default search” if you want to use the same search criteria for all subsequent searches
- By selecting “Send me an alert” you will receive a message directly in your Polygon inbox each time there is an item added to the database that matches your search criteria
- Click “Save Search”



6. Create filters to exclude certain members' jewelry from your search results

- Go to “Jewelry”
- Go to “Search Options”

[Home](#)
[My Account \(0\)](#)
[Community](#)
[Buy/Sell](#)
[Diamonds](#)
[Jewelry](#)
[Colored Stones](#)
[Watches](#)

[Jewelry](#)
[Advanced Search](#)
[Search Options](#)

New: [Message](#) [Topic](#) [Buy/Sell](#)

Saved Searches and Alerts

Purposes of the Saved Searches:

- Easily recall them later from the search page
- Make them your own default search criteria
- Receive an alert, via a Direct Message, when an item meeting those criteria is uploaded in JewelryNet

Search Name	Default Search	Send Me an Alert	Delete
Default Search	<input checked="" type="radio"/>		

- Click on “Filters”
- Add the member’s Poly ID #
 - If you not have the member’s Poly ID #, click on “Find Member” to search by company name
- Click “Create”

[Home](#)
[My Account \(0\)](#)
[Community](#)
[Buy/Sell](#)
[Diamonds](#)
[Jewelry](#)
[Colored Stones](#)
[Watches](#)

[Jewelry](#)
[Advanced Search](#)
[Search Options](#)

New: [Message](#) [Topic](#) [Buy/Sell](#)

Saved Searches and Alerts

Filters

Filters prevent you from seeing the items of certain members in JewelryNet.

Do not show me items from these members

Add Member [Find a Member](#)

Current Filters

Member	Poly ID	Delete
None		