

Tutorial: Jewelry

OVERVIEW

Description:	In this section, you can: 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:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

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:**

- 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:**

- Select “All,” “Finished” or “Semi-Finished” pieces depending on what you are looking for.
- 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.”
- 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.

Jewelry Total number of results for your search **2,865**

Search Options

Search by keyword Category: Earrings

Results per page Select number of results per page.

Sort by Availability Sort search results

New Message Topic Buy/Sell OLD SEARCH

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

All Finished Semi-Finished Items with images only

Go to Advanced Search Search for All, Finished or Semi-Finished pieces Results with images displayed by default. To select all, uncheck box.

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/ESTATE PERIOD AVAILABILITY

PRICE RANGE Min Max Specify a minimum and maximum price **175.44 CAD** **350.87 CAD**

ACCESS CODE Access Code Enter an access code to add your mark-up to prices

CURRENCY DISPLAYED CAD - Canada, Dollars Select a currency in which search results will be displayed

SELLER INFORMATION Poly ID Find Members Connections Only Search for items from specific members only, or your connections

COUNTRY USA Canada China Hong Kong India City Search for items located in specific countries, states/provinces and/or

DISPLAY COMPANY NAME POLY ID Display the company name or Poly ID

Save as Excel file Save results with images in Excel 

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

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

EARRINGS 14K:Yellow Seller: Nirvana Inc. **200.50 CAD** **200.50 CAD** Details » Quick View » 

EARRINGS 14K:Yellow Seller: Nirvana Inc. **113.28 CAD** **113.28 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **501.25 CAD** **501.25 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **200.50 CAD** **200.50 CAD** Details » Quick View » 

EARRINGS 14K:Yellow Seller: Nirvana Inc. **90.22 CAD** **90.22 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **150.37 CAD** **150.37 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **350.87 CAD** **350.87 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **350.87 CAD** **350.87 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **125.31 CAD** **125.31 CAD** Details » Quick View » 

EARRINGS 14K:Yellow Studs Seller: Boeingh Ltd., Inc. **275.69 CAD** **275.69 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **175.44 CAD** **175.44 CAD** Details » Quick View » 

EARRINGS 14K:White Seller: Nirvana Inc. **33,303.05 CAD** **33,303.05 CAD** Details » Quick View » 

BRACELET 14K:White Bracelet Seller: S.F.D. Trading, Inc. **1,160.52 CAD** **1,160.52 CAD** Details » Quick View » 

RING Platinum Ring Seller: S.F.D. Trading, Inc. **33,303.05 CAD** **33,303.05 CAD** Details » Quick View » 

EARRINGS Platinum, 14K:Yellow , 18K:White Earrings Seller: Spectrum Diamond Corporation **1,160.52 CAD** **1,160.52 CAD** Details » Quick View » 

2. View Product Details

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

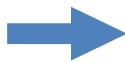
- Click on “Quick View” to view basic information about the item and seller
- To send the seller a Direct Message about the item, or start an instant chat, click on “Send Message” or “Start Chat”



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 X

Style:	00015-e100w
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.

My Account (0) Community Buy/Sell Diamonds Jewelry Colored Stones Watches Find a member

Jewelry Advanced Search Search Options

All (20,056) Category: Ring Ring Style: Wedding Band Price Range: CAD 2,000.00 - CAD 10,000.00

MAIN CHARACTERISTICS

Currency - Your selected currency and the original price as listed by the seller

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) 622-6667 110 Fax: US (213) 623-4798	
SEND MESSAGE START CHAT	

Images (up to 3). Click on the image to zoom in.

ADDITIONAL CHARACTERISTICS

OTHER INFORMATION Lists sales information

SALES INFORMATION

Accepted Payment Methods: MasterCard, Visa, Wire Transfer, Cheque, PayPal

Trading Region: Domestic

Lists other jewelry items from this seller

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

Back to Search Results

Back to search results

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

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 hand side 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 PENDANT ACCESS CODE

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD

PENDANT
14K:White
Seller: Nirvana Inc.
751.87 CAD

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD

[Details »](#) [Quick View »](#)

All (20,056) Category: Pendant [Save Search](#)

Results per page 1 2 3 4 5 6 7 - 200 > [Save as Excel file](#)

Sort by Availability All Female Male Children





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 PENDANT ACCESS CODE

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD

PENDANT
14K:White
Seller: Nirvana Inc.
751.87 CAD

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD

PENDANT
14K:White
Seller: Nirvana Inc.
401.00 CAD

[Details »](#) [Quick View »](#)

All (20,056) Category: Pendant [Save Search](#)

Results per page 1 2 3 4 5 6 7 - 200 > [Save as Excel file](#)

Sort by Availability All Female Male Children





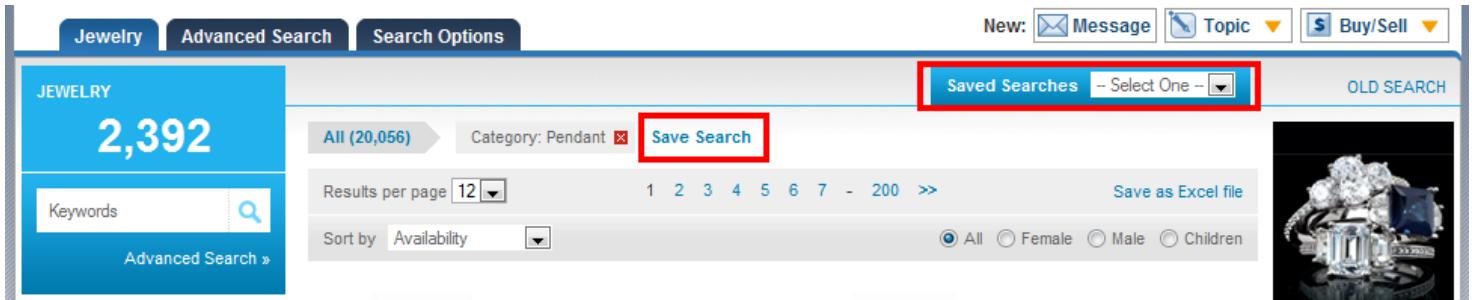
Useful Tip:

- Use this feature to print your search results

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

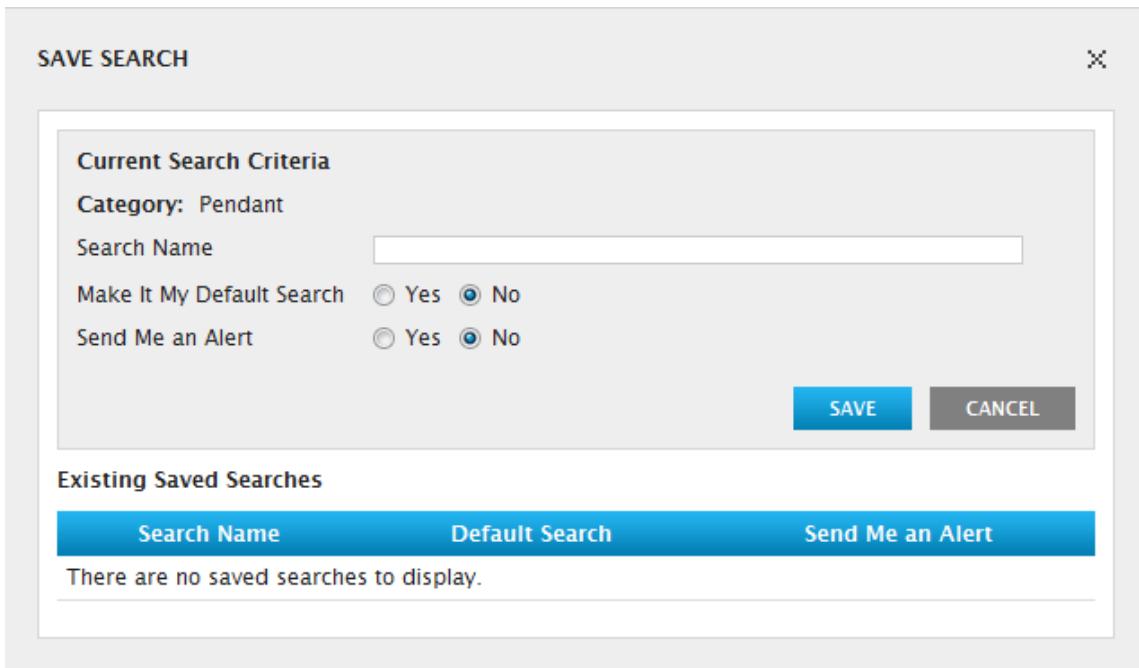
Use this feature to save searches that you frequently need and set them as your default searches. Set up alerts to receive notifications in your Polygon inbox each time an item is added that matches your search criteria.

- Select your search criteria
- Click “Save Search”



The screenshot shows a search results page for 'JEWELRY'. The results count is 2,392. On the right, there is a 'Saved Searches' section with a dropdown menu labeled 'Select One'. Below it is a 'Save as Excel file' link. The search filters include 'Category: Pendant' and 'Results per page: 12'. The sorting is set to 'Availability'. A red box highlights the 'Save Search' button. To the right, there is a 'OLD SEARCH' section with a thumbnail image of a diamond ring.

- 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”



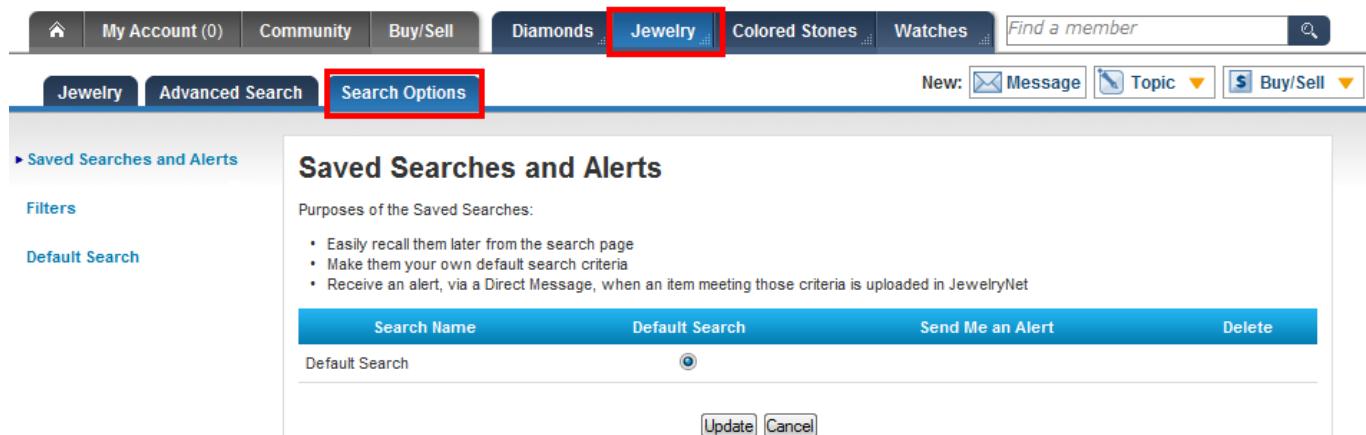
The dialog box has a title 'SAVE SEARCH' and a close button. The 'Current Search Criteria' section contains:

- Category: Pendant
- Search Name:
- Make It My Default Search: Yes No
- Send Me an Alert: Yes No

 At the bottom are 'SAVE' and 'CANCEL' buttons. The 'Existing Saved Searches' section is titled 'Existing Saved Searches' and shows a table with columns 'Search Name', 'Default Search', and 'Send Me an Alert'. A message says 'There are no saved searches to display.'

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

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



Saved Searches and Alerts

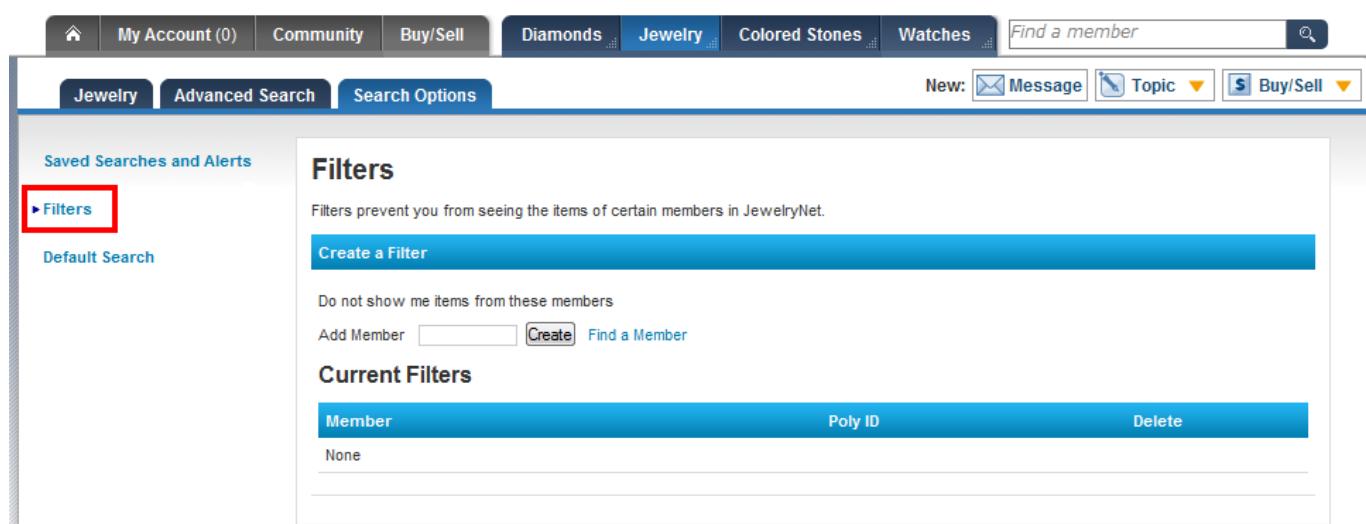
Purposes of the Saved Searches:

- 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 type="radio"/>		Delete

[Update](#) [Cancel](#)

- 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”



Saved Searches and Alerts

Filters

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

Create a Filter

Do not show me items from these members

Add Member [Create](#) [Find a Member](#)

Current Filters

Member	Poly ID	Delete
None		