

Tutorial: Preferences

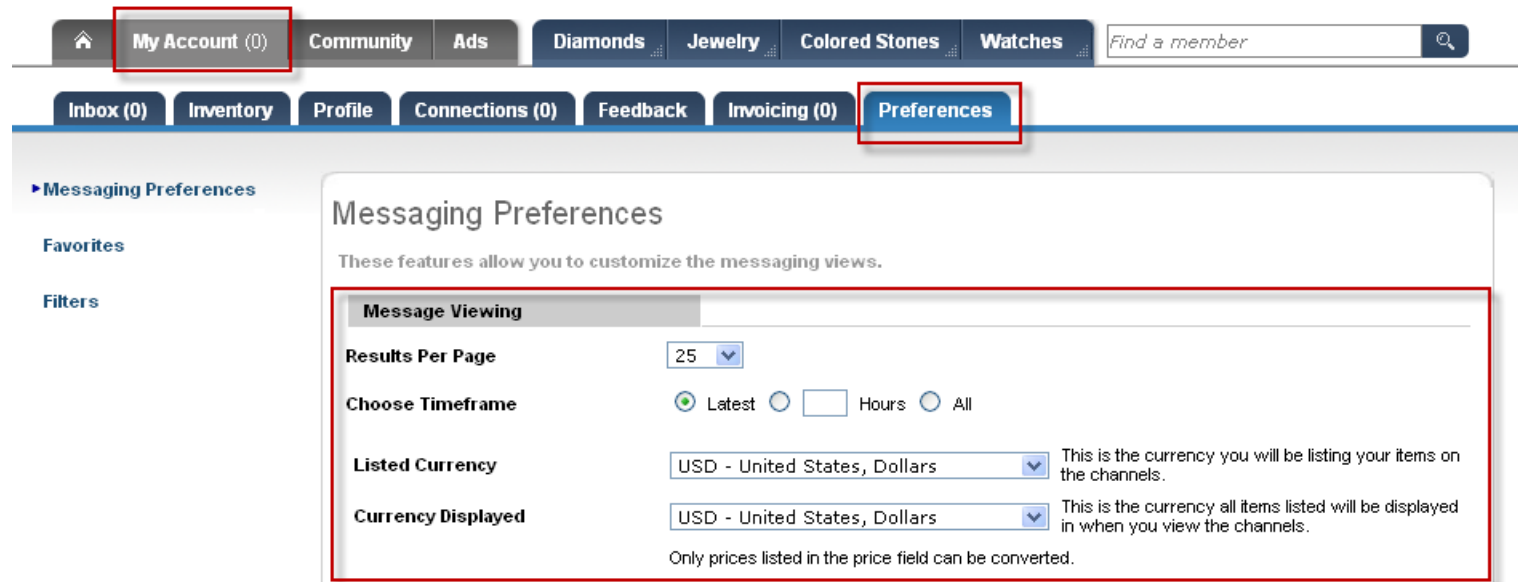
OVERVIEW

Description:	In this section, you can: <ol style="list-style-type: none"> 1. Edit Message viewing for Ads & Inbox 2. Choose how you want to sort your messages 3. Edit your view selection (summary or full message mode) 4. Set up an external notification email 5. Add filters or reverse filters
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

1- HOW TO

1. Edit Message viewing for Ads & Inbox

- Go to “My Account”
- Go to “Preferences”
- Under message viewing choose how many results you would like to view per page, set your timeframe and currency options



The screenshot shows the Polygon web interface. At the top, there is a navigation bar with tabs: Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar is on the right. Below this is a secondary navigation bar with tabs: Inbox (0), Inventory, Profile, Connections (0), Feedback, Invoicing (0), and Preferences. The 'Preferences' tab is highlighted. On the left side, there is a sidebar with 'Messaging Preferences' selected. The main content area shows the 'Messaging Preferences' form. It has a title 'Messaging Preferences' and a subtitle 'These features allow you to customize the messaging views.' Below this is a section titled 'Message Viewing' with the following options:

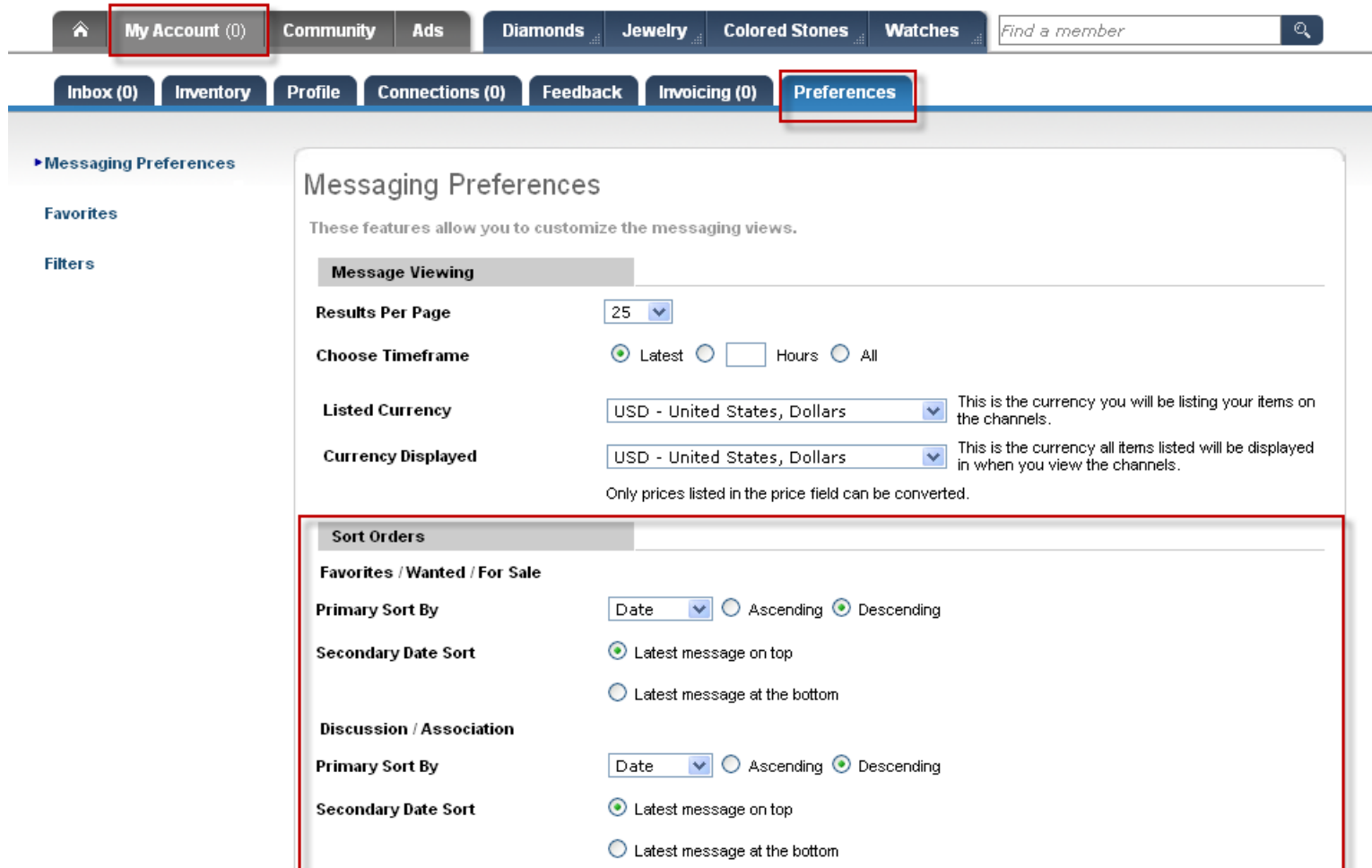
- Results Per Page:** A dropdown menu set to '25'.
- Choose Timeframe:** Radio buttons for 'Latest' (selected), 'Hours', and 'All'.
- Listed Currency:** A dropdown menu set to 'USD - United States, Dollars'. A note next to it says: 'This is the currency you will be listing your items on the channels.'
- Currency Displayed:** A dropdown menu set to 'USD - United States, Dollars'. A note next to it says: 'This is the currency all items listed will be displayed in when you view the channels.'

At the bottom of the 'Message Viewing' section, there is a note: 'Only prices listed in the price field can be converted.'

- Click “Update” to save

2. Choose how you want to sort your messages

- Go to “My Account”
- Go to “Preferences”
- Choose your default sort order for wanted and for sale ads



My Account (0) Community Ads Diamonds Jewelry Colored Stones Watches Find a member

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

► Messaging Preferences

Favorites

Filters

Messaging Preferences

These features allow you to customize the messaging views.

Message Viewing

Results Per Page 25

Choose Timeframe ☒ Latest ☐ Hours ☐ All

Listed Currency USD - United States, Dollars This is the currency you will be listing your items on the channels.

Currency Displayed USD - United States, Dollars This is the currency all items listed will be displayed in when you view the channels.

Only prices listed in the price field can be converted.

Sort Orders

Favorites / Wanted / For Sale

Primary Sort By Date ☐ Ascending ☒ Descending

Secondary Date Sort ☒ Latest message on top ☐ Latest message at the bottom

Discussion / Association

Primary Sort By Date ☐ Ascending ☒ Descending

Secondary Date Sort ☒ Latest message on top ☐ Latest message at the bottom

- Click “Update” to save

3. Edit your view selection (summary or full message mode)

- Go to “My Account”
- Go to “Preferences”
- Under Sort View Selection choose:
 - Summary View- show just subject lines when searching
 - Full Message View- will show the full message

- Click “Update” save

Useful Tip

- Go to “My Account”
- Go to “Preferences”
- Under External Notification, click Edit to add your email and then click the box next to receive external notification for messages received in your inbox

My Account (0)

Community

Ads

Diamonds

Jewelry

Colored Stones

Watches

Find a member

Inbox (0)

Inventory

Profile

Connections (0)

Feedback

Invoicing (1)

Preferences

Messaging Preferences

Favorites

Filters

Messaging Preferences

These features allow you to customize the messaging views.

Message Viewing

Results Per Page

100

Choose Timeframe

☐ Latest
 ☒ 24 Hours
 ☐ All

Listed Currency

USD - United States, Dollars

This is the currency you will be listing your items on the channels.

Currency Displayed

USD - United States, Dollars

This is the currency all items listed will be displayed in when you view the channels.

Only prices listed in the price field can be converted.

Sort Orders

- To filter another members ads enter in their Polygon Id #
 - If you do not know the member #, click on "Find Member" to search by company name
- You can add a comment if you like
- Click "Create"

My Account (0)

Community

Ads

Diamonds

Jewelry

Colored Stones

Watches

Find a member

Inbox (0)

Inventory

Profile

Connections (0)

Feedback

Invoicing (1)

Preferences

Messaging Preferences

Favorites

Filters

Filters

Two types of filters can be defined:

Filters - prevent you from seeing the messages for given members;

Reverse Filters - prevent given members from seeing your messages.

Filters

Reverse Filters

Do not show me the messages from these members

Create a Filter

Channel

All

Member

Comment

Find a Member

Create

Filters List:

Channel	Member	Poly Id	Comment	Delete
No Filter Found.				

Filter allows you the option to not view another members ads

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- Create a Reverse Filter to keep certain members from viewing your ads

[Inbox \(0\)](#) [Inventory](#) [Profile](#) [Connections \(0\)](#) [Feedback](#) [Invoicing \(1\)](#) [Preferences](#)

Favorites

► **Filters**

Two types of filters can be defined:

Filters - prevent you from seeing the messages for given members;

Reverse Filters - prevent given members from seeing your messages.

Filters

Reverse Filters

Do not show my messages to these members

Create a Reverse Filter

Channel All

Member	
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Find a Member

Comment

Create

Reverse Filters List:

Channel	Member	Poly Id	Comment	Delete
No Reverse Filter Found.				