

Tutorial: Preferences

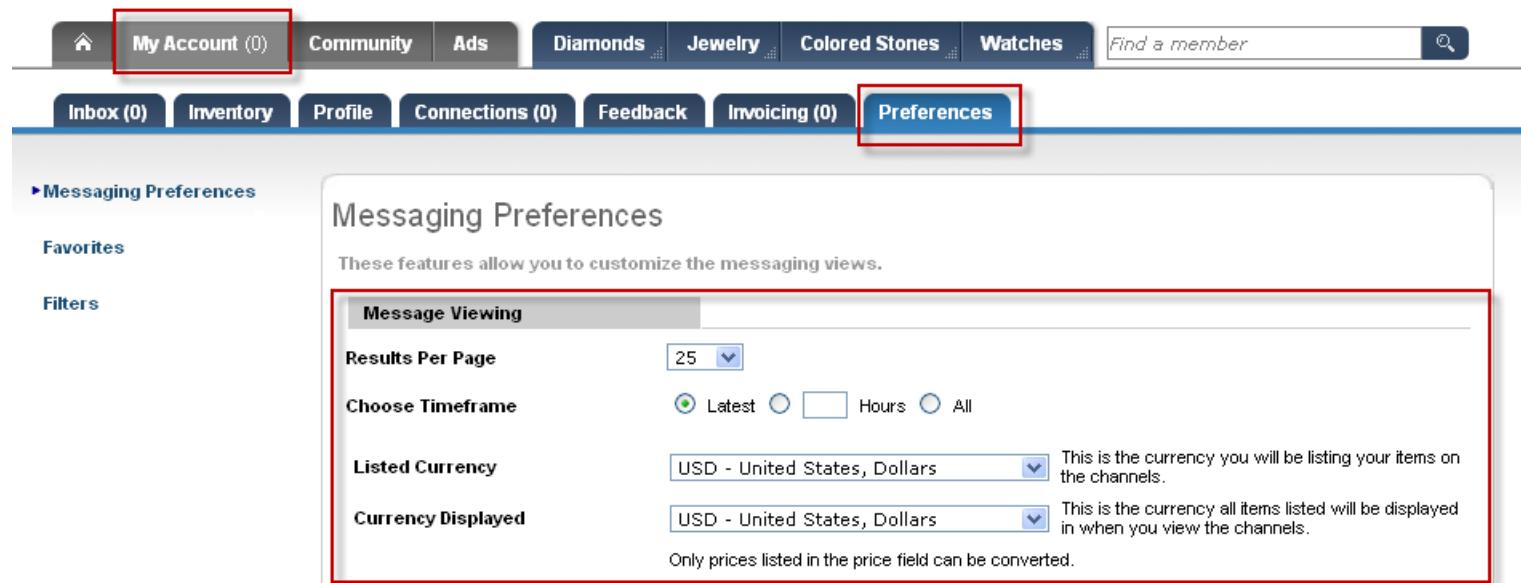
OVERVIEW

Description:	<p>In this section, you can:</p> <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



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.

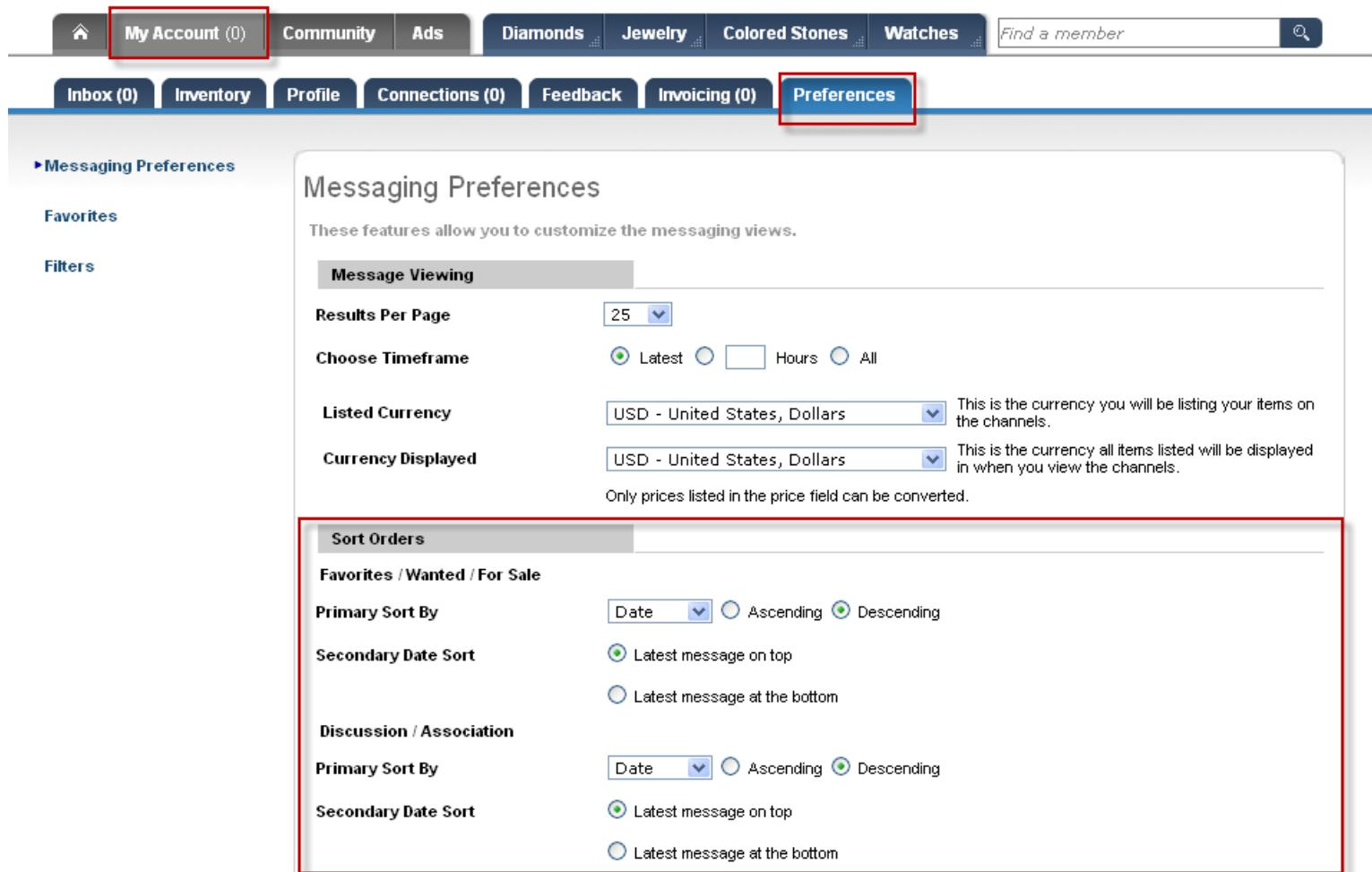
Currency Displayed USD - United States, Dollars This is the currency all items listed will be displayed in when you view the channels.

Only prices listed in the price field can be converted.

- 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



Messaging Preferences

These features allow you to customize the messaging views.

Message Viewing

Results Per Page: 25

Choose Timeframe: Latest (radio button selected), Hours, All

Listed Currency: USD - United States, Dollars

Currency Displayed: USD - United States, Dollars

Only prices listed in the price field can be converted.

Sort Orders

Favorites / Wanted / For Sale

Primary Sort By: Date (dropdown), Ascending (radio button), Descending (radio button selected)

Secondary Date Sort: Latest message on top (radio button selected), Latest message at the bottom (radio button)

Discussion / Association

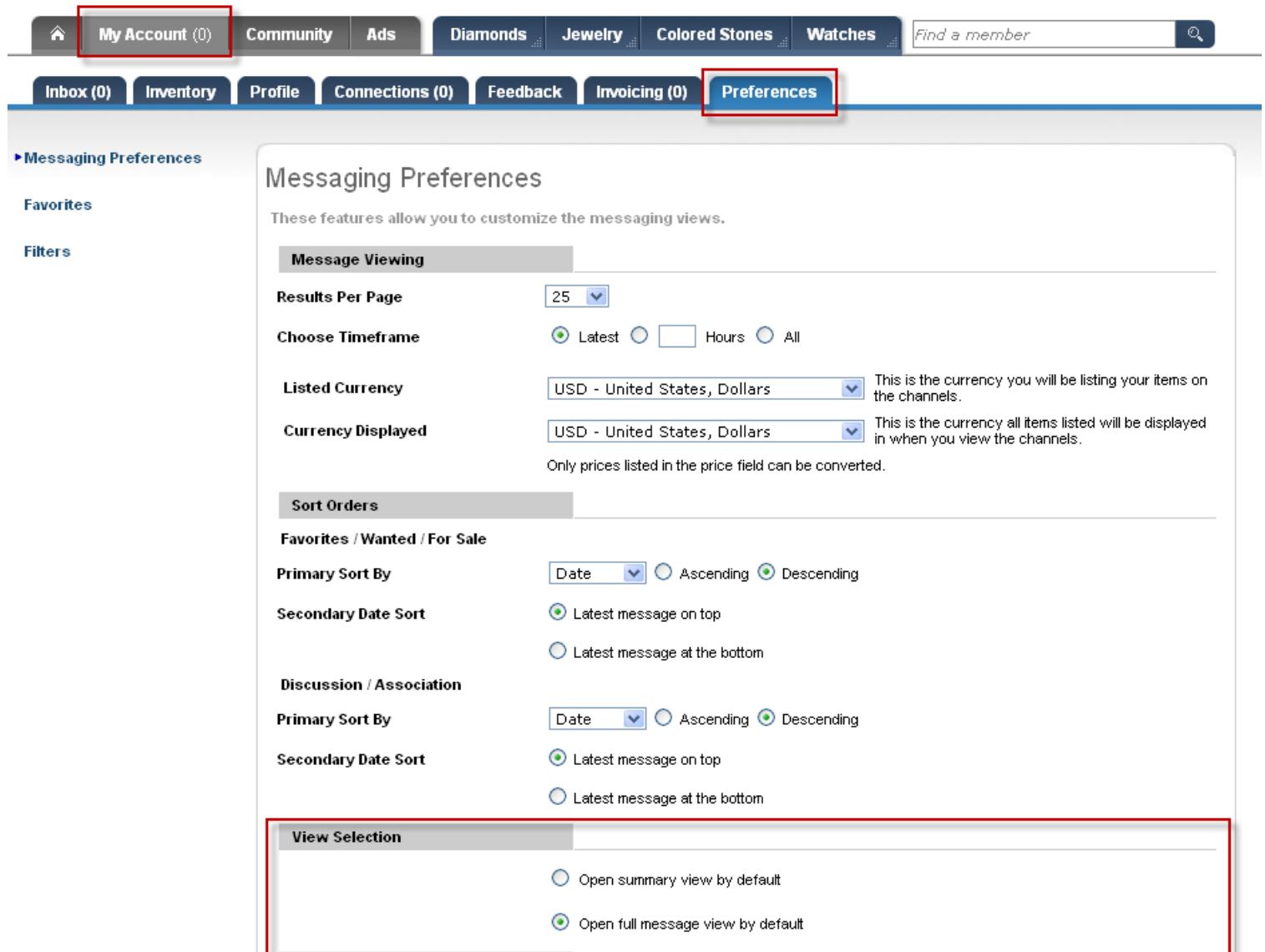
Primary Sort By: Date (dropdown), Ascending (radio button), Descending (radio button selected)

Secondary Date Sort: Latest message on top (radio button selected), Latest message at the bottom (radio button)

- 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



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

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Message Viewing

Results Per Page

Choose Timeframe Latest Hours All

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

Currency Displayed 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 Ascending Descending

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

Discussion / Association

Primary Sort By Ascending Descending

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

View Selection

Open summary view by default
 Open full message view by default

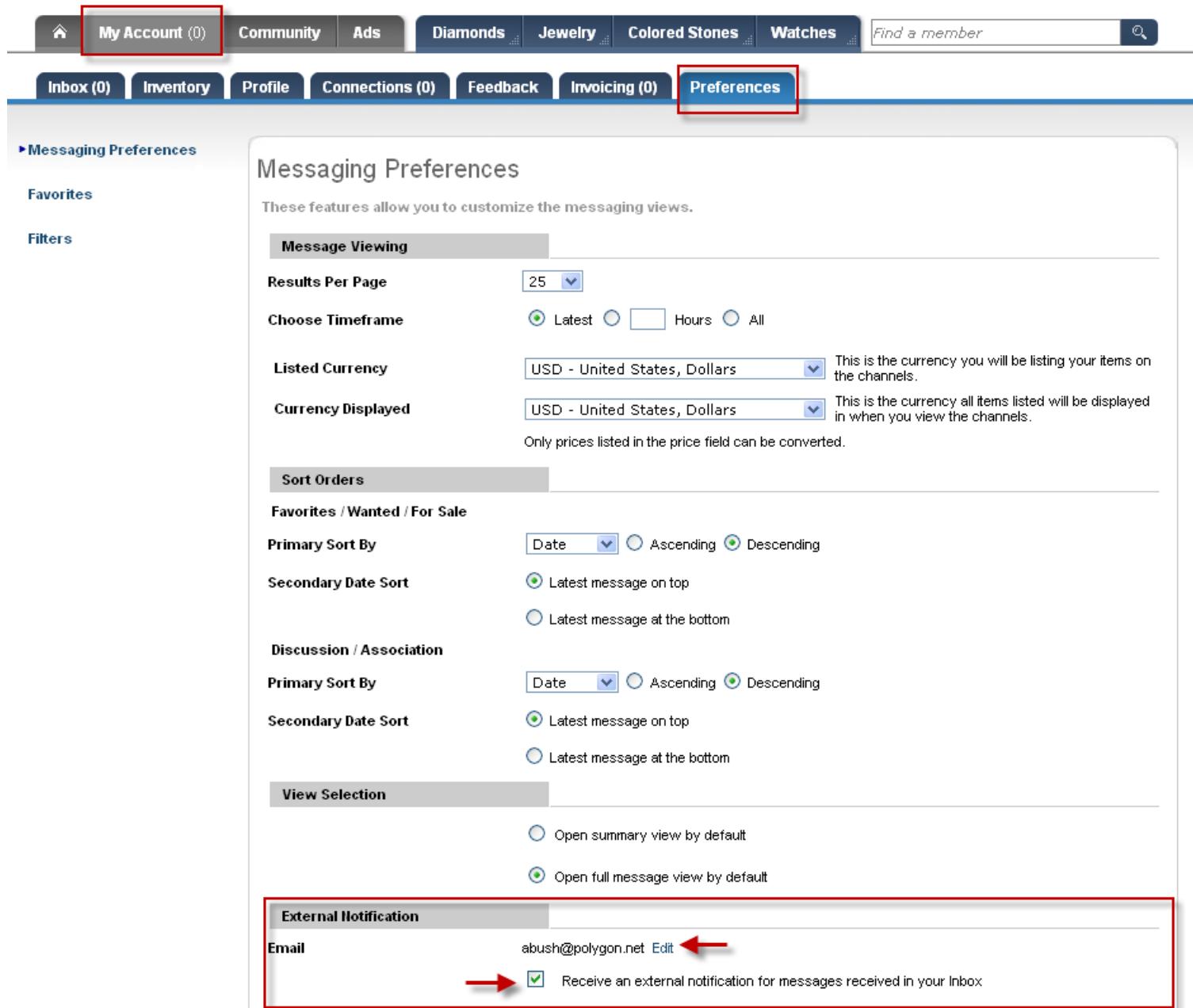
- Click “Update” save

4. Set up external notification email

Useful Tip

Set up your external notifications so when you receive messages in your Polygon inbox, you will also receive them at your email address specified.

- 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 (0) Preferences

Messaging Preferences

Favorites

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Messaging Preferences

These features allow you to customize the messaging views.

Message Viewing

Results Per Page: 25

Choose Timeframe: Latest (radio button selected), Hours, All

Listed Currency: USD - United States, Dollars

Currency Displayed: USD - United States, Dollars

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

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 (dropdown), Ascending (radio button), Descending (radio button selected)

Secondary Date Sort: Latest message on top (radio button selected), Latest message at the bottom (radio button)

Discussion / Association

Primary Sort By: Date (dropdown), Ascending (radio button), Descending (radio button selected)

Secondary Date Sort: Latest message on top (radio button selected), Latest message at the bottom (radio button)

View Selection

Open summary view by default (radio button)

Open full message view by default (radio button selected)

External Notification

Email: abush@polygon.net [Edit](#) 

Receive an external notification for messages received in your Inbox 

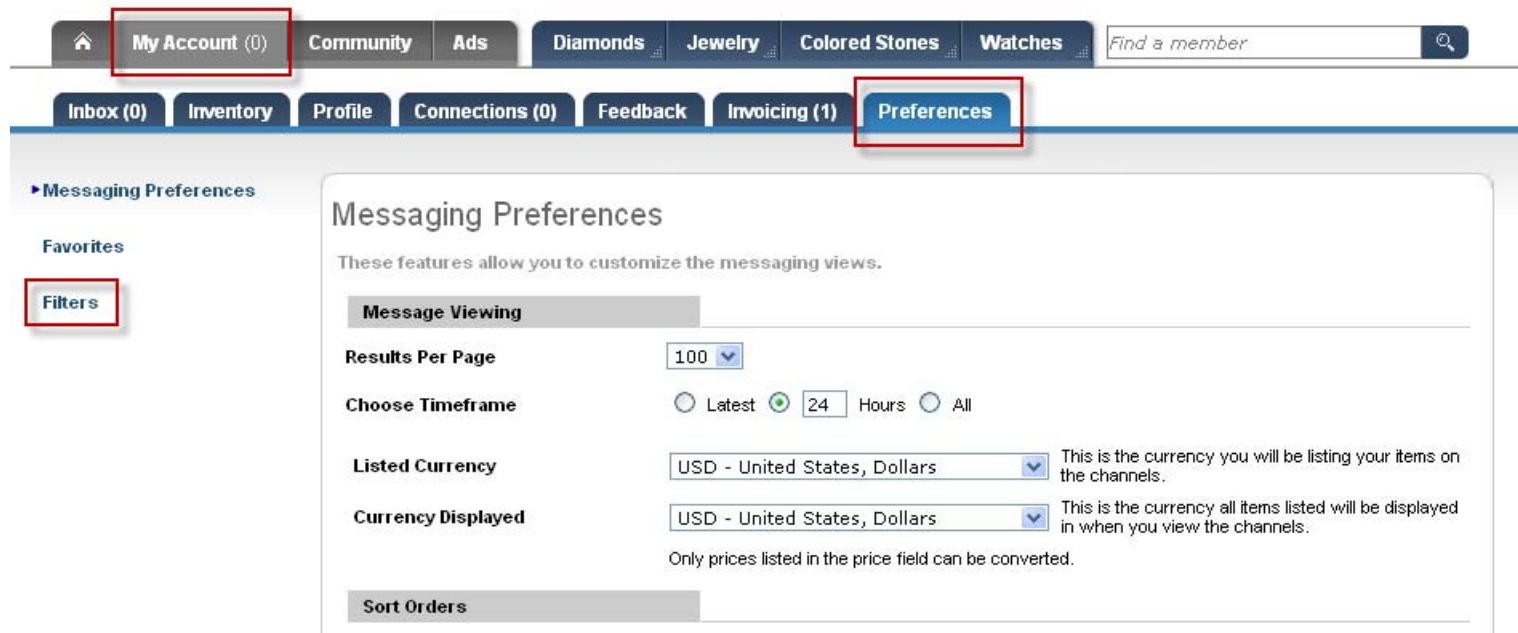
- Click “Update” to save

5. Add filters or reverse filters

Useful Tip

You can create filters to prevent you from seeing the messages for given members. You can also create reverse filters to prevent given members from seeing your messages.

- Go to “My Account”
- Go to “Preferences”
- Click on “Filters”



Messaging Preferences

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Message Viewing

Results Per Page: 100

Choose Timeframe: Latest (radio button selected), 24 Hours, All

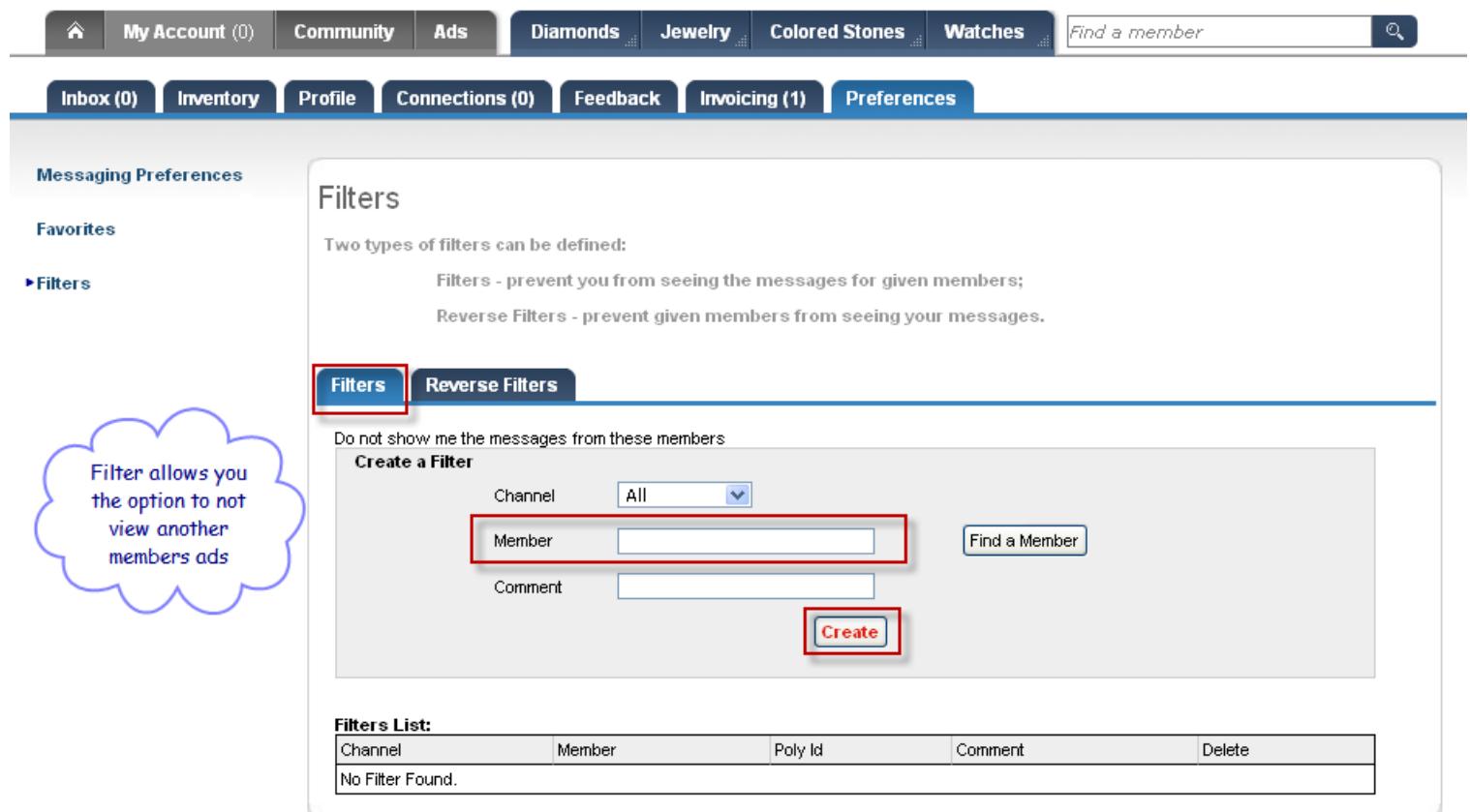
Listed Currency: USD - United States, Dollars

Currency Displayed: USD - United States, Dollars

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”



Messaging Preferences

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 (highlighted with a red box)

Do not show me the messages from these members

Create a Filter

Channel: All

Member:

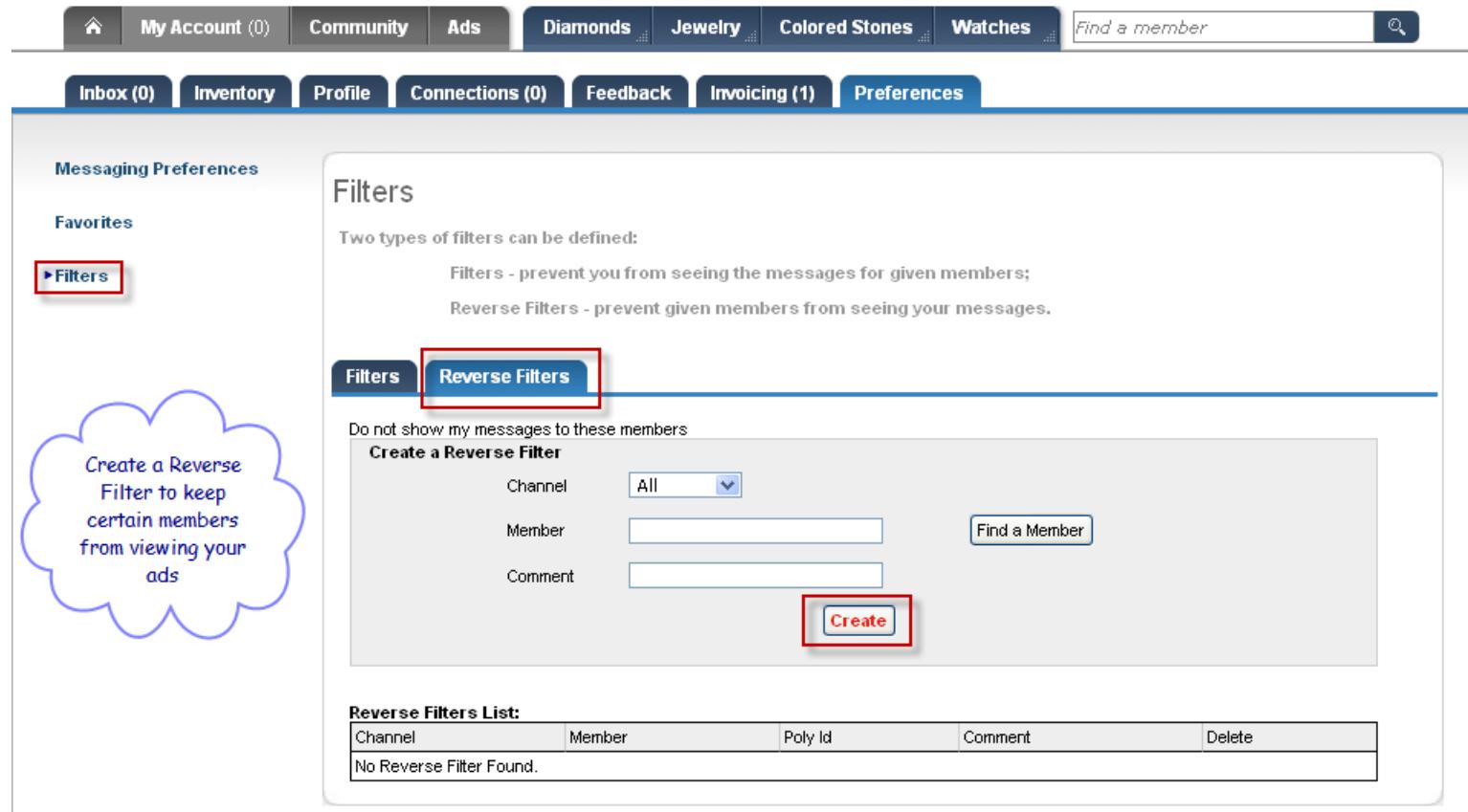
Comment:

Create (highlighted with a red box)

Filters List:

Channel	Member	Poly Id	Comment	Delete
No Filter Found.				

- Create a Reverse Filter to block a certain member from viewing your adds
- Click on the “Reverse Filters” tab
- Enter in member id #
- Click “Create”



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

Messaging Preferences

Favorites

Filters **Reverse 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.

Do not show my messages to these members

Create a Reverse Filter

Channel	All	Find a Member
Member		
Comment		
Create		

Reverse Filters List:

Channel	Member	Poly Id	Comment	Delete
No Reverse Filter Found.				