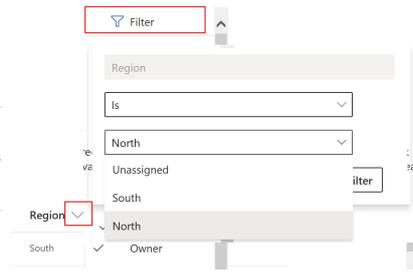


Using PoliteMail Filters

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Applies To: PoliteMail Desktop PoliteMail Online
PoliteMail O365

Version: 4.94 4.97 5.0+



Each Column has a Filter option in its pull-down menu in the header.

You can Filter by name, value, date, region, etc. to display results that contain the searched value. You can search by multiple filters by clicking the **Add** button. Hitting **Clear** in the Filter option will clear the filter.

Filtering by Date

On Columns where the date is a value, click on the pull-down menu located in the header of the Column. You'll see there are options to filter by date, time, and date range. For example, you want to display all results gathered in the month of January. First, click **Add filter** to add another filter field. Next, set the values to display **After 1/1/22** and **Before 1/31/22**. Click **Apply**, and all the messages sent in January will be displayed.

A screenshot of a date filter dialog box. At the top, the text 'Sent Date' is displayed. Below it, there are two filter fields. The first field has a dropdown menu set to 'After' and a date input field containing 'Sat Jan 01 2022'. The second field has a dropdown menu set to 'Before' and a date input field containing 'Mon Jan 31 2022'. At the bottom, there are three buttons: 'Apply' (in blue), 'Clear', and 'Add filter'.