

How can I tell if an Item already has tags?

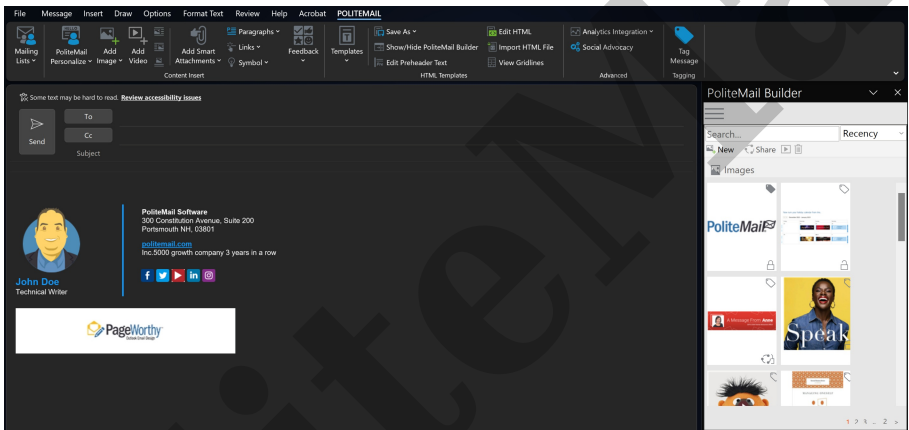
Last Modified on 07/08/2025 10:44 am EDT

Applies To: ☒ PoliteMail Desktop ☒ PoliteMail Online ☐ PoliteMail M365

Version: ☒ 4.9 ☒ 5.0 ☒ 5.1+

You can tell if a content item has tags in two ways: from the PoliteMail Builder, and when viewing the list of items from the Content menu.

From the PoliteMail Builder



When viewing content in the PoliteMail Builder, items with a solid gray tag icon in the corner have a tag, while items with only an outline of the icon do not.

From the Content List

If you are not yet composing a message, you can view all content items of a particular type under **POLITEMAIL > Content**.

There is an available column heading called 'Has Tags'. If it is not already visible:

1. Click on any drop-down column heading to view a list of available columns.
2. Click on 'Has Tags' to add it. A column will now appear. Items with a '✗' do not have tags, while items with a '✓' do.

Filter	
✓	Shared
✓	Paragraph Name
✓	Created
✓	Region
✓	Business
✓	Owner
	Has Tags