

How can I tell if an Item already has tags?

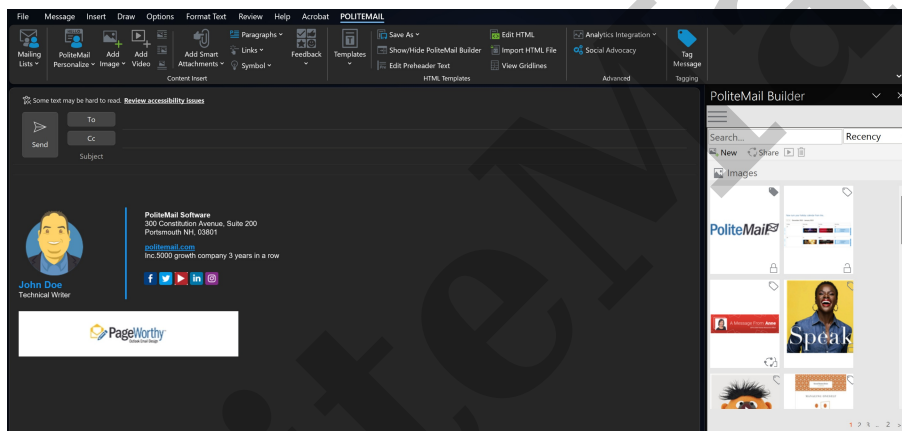
Last Modified on 12/15/2022 2:14 pm EST

Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.94 4.97 5.0+

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 'x' do not have tags, while items with a '✓' do.

