How can I tell if an Item already has tags?

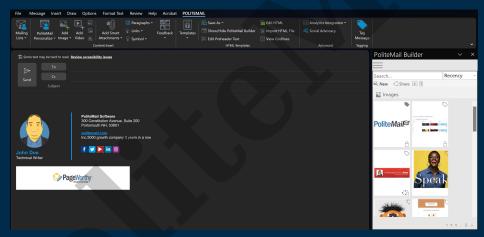
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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online □ PoliteMail M365

Version: 4.9 5.0 5.1+

You can tell if a content item has 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:

