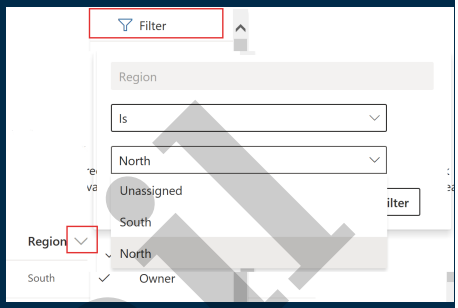
Using PoliteMail Filters

Last Modified on 10/01/2026 4:26 pm EDT

Applies To: New PoliteMail Legacy PoliteMail

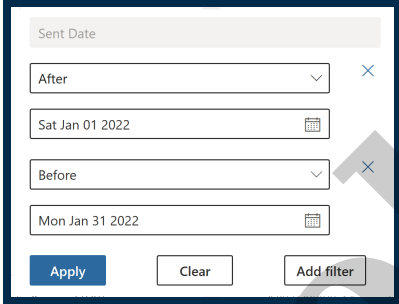
Version: 4.9+ 5.0+



Each Column has a Filter option in it's 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.



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