



Right-Click Options

Right-clicking in the table (left) side of the report gives you the options:

- **Edit**
 - **Copy**: Copies the selected Volume-ID's to the clipboard.
- **Export**
 - **To Email**: Adds a fixed with text file with Volume-IDs, Date and number of days until expiry to email
 - **To Text File**: Exports Volume-IDs, Date and number of days until expiry to fixed width text file.
- **Print**
 - **All**: Prints all volumes with Date and number of days until expiry.
- **Copy Column**
 - **Volume-ID**
 - **Date**
 - **Days**
- **Export (CTRL+E)**
- **Filters**
 - **Clear All (CTRL+F)**
 - **Restore (CTRL+L)**
 - **Save (CTRL+K)**
- **Print (CTRL+P)**

- **Select**
 - **All (CTRL+A)**
 - **Invert (CTRL+I)**
 - **Random (CTRL+R)**
- **View**
 - **Icon (CTRL+1)**
 - **List (CTRL+2)**
 - **Report (CTRL+3)**
 - **Small Icon (CTRL+4) * Selected:** Prints selected volumes with Date number of days until expiry.

Click the X in the top right of the window to close.

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