

Date Aging - Last Read Time

Displays a table and bar graph of selected **Volumes** last read date and time.

Selecting Volumes for Display

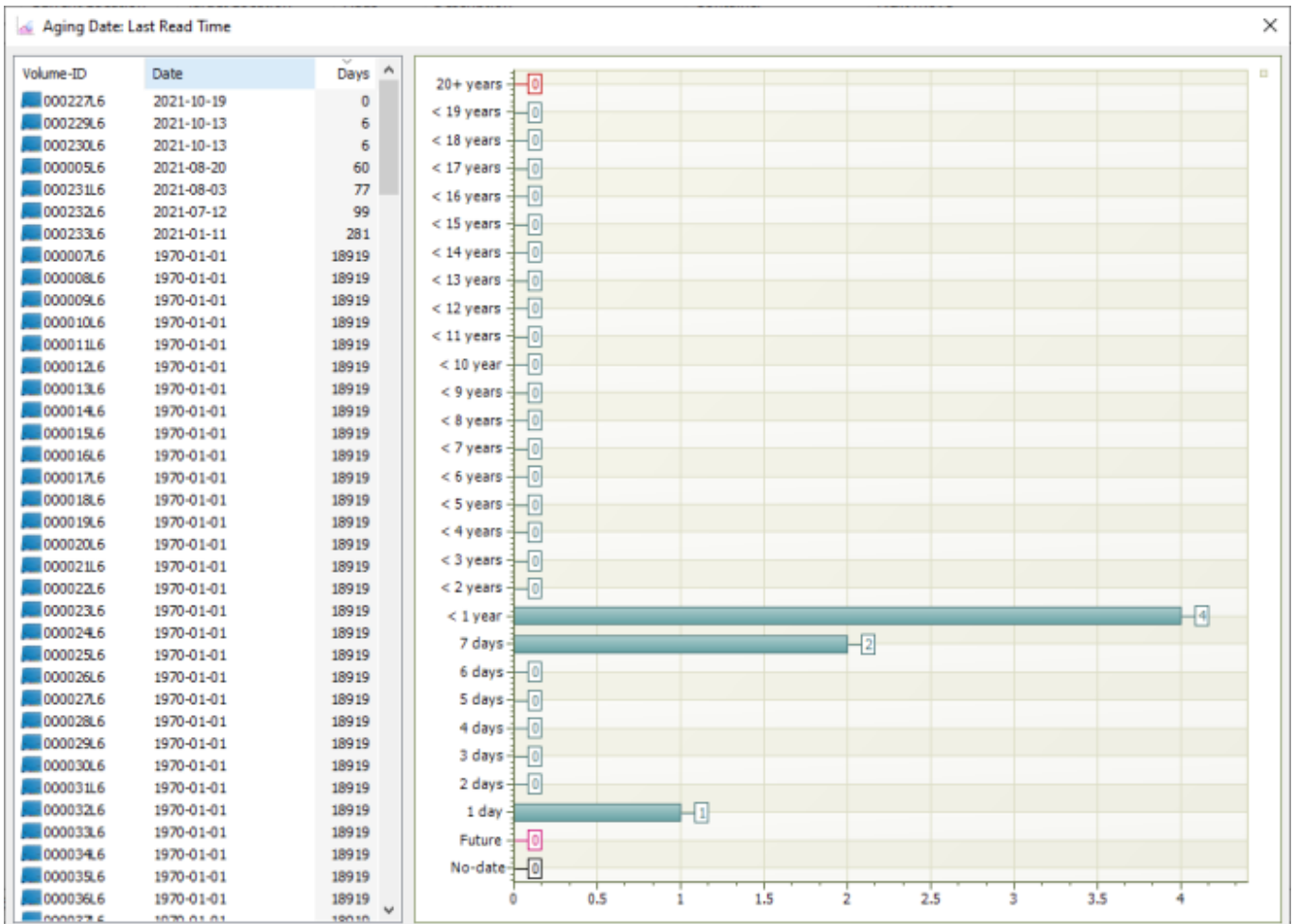
Select all **Volumes** by right-clicking in the Inventory window and select **Select→All**, or using **shift+click** and/or **control+click** select the range of **Volumes** required.

Display Volume Last Read Time

Right-click the selected **Volumes** and click **Reports→Date Aging→Last Read Time**.



Volumes and associated information can be reordered by **Volume-ID**, **Date** or **Days since last read** by clicking on column headings. Clicking on the same heading will change the displayed order between ascending and descending order.



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-ID's**, Date and number of days until expiry to email
 - To Text File: Exports **Volume-ID's**, Date and number of days until expiry to fixed width text file.
- Copy Column
 - **Volume-ID**: Copies **Volume-ID** values to windows clipboard.
 - Date: Copies Date values to windows clipboard.
 - Days: Copies Days values to windows clipboard.
- Export (Ctrl+E): Exports data to file.
- Filters
 - Clear All (Ctrl+F): Clears Filter values.
 - Restore (Ctrl+L): Restore Filter values from file.
 - Save (Ctrl+K): Save Filter values to file.
- Print (Ctrl+P): Prints selected **Volumes** to PDF.
- Select
 - All (Ctrl+A): Select all **Volumes**.
 - Invert (Ctrl+I): Invert selected **Volumes**.
 - Random (Ctrl+R): Select a **User** set number of random **Volumes**.
- View
 - Icon (Ctrl+1): Set inventory view to Icons.
 - List (Ctrl+2): Set inventory view to List.
 - Report (Ctrl+3): Set inventory view to Report.
 - Small Icon (Ctrl+4): Set inventory view to Small Icons.

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

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