

# Date Aging - Last Read Time

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

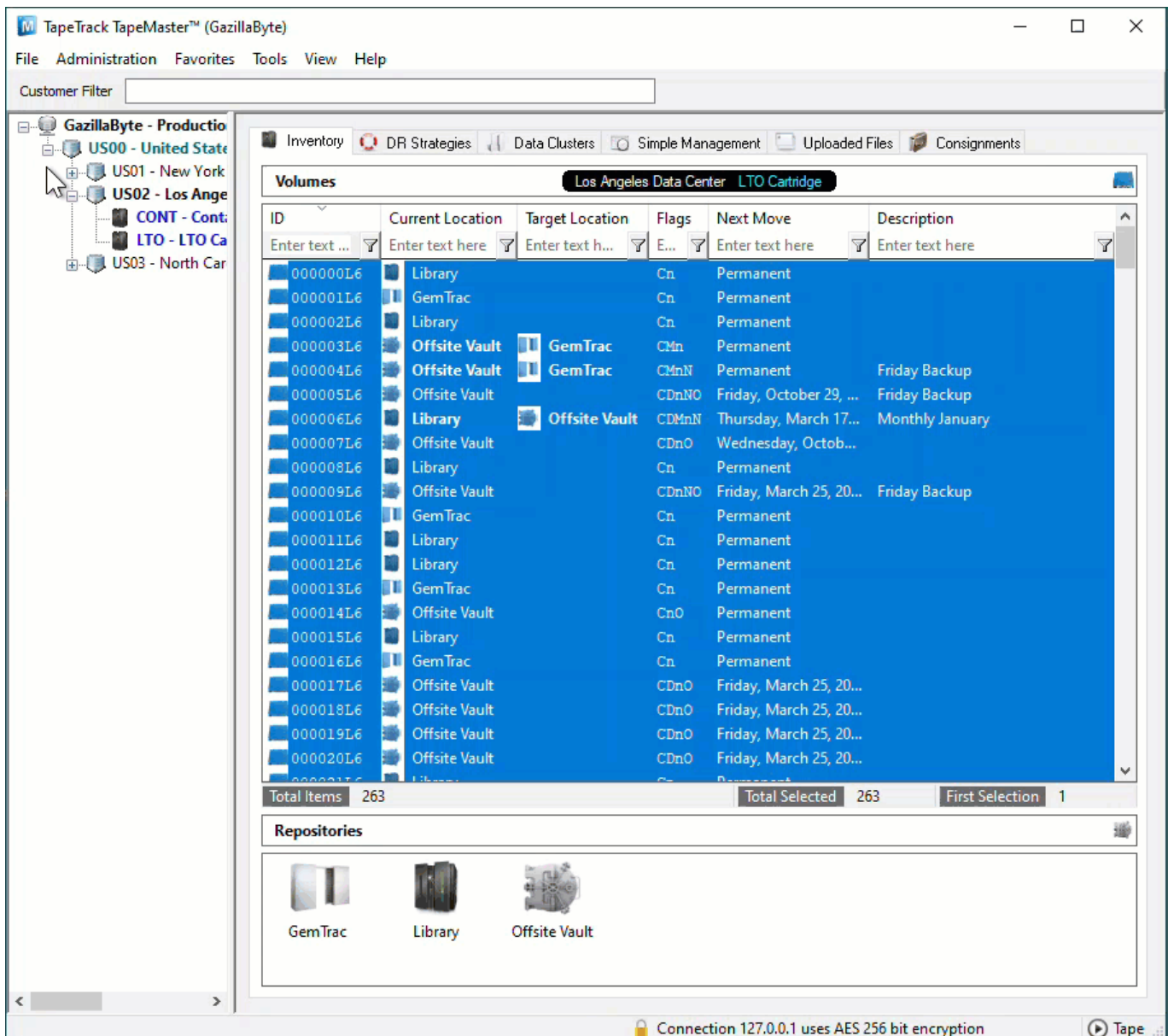
## Selecting Volumes for Display

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.

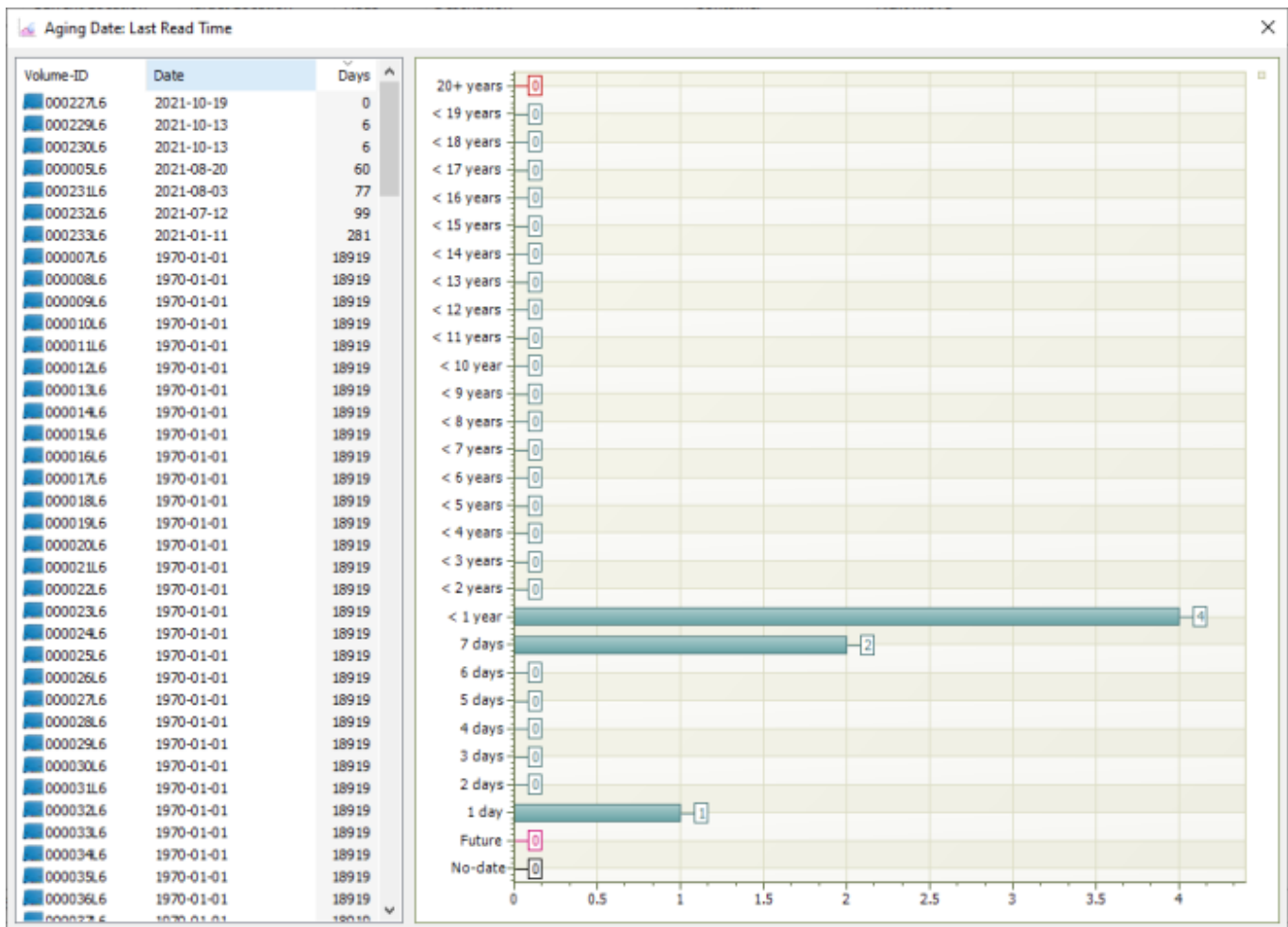


## Display Volume Last Read Time

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 on the left window will present a menu of extra functions:

- Properties: Opens [Volume Properties](#), if multiple [Volumes](#) are selected [Volume Properties](#) will open sequentially for each one.
- Copy Column
  - Volume-ID: Copies selected [Volume-ID's](#) column values to Windows Clipboard.
  - Date: Copies selected [Volume-ID's](#) Dates column values to Windows Clipboard.
  - Days: Copies selected [Volume-ID's](#) Days column values to Windows Clipboard.
- Count Unique Values
  - Volume-ID: Counts unique selected [Volume-ID's](#) column values and displays them in a Pie Chart and table.
  - Date: Counts unique selected Dates column values and displays them in a Pie Chart and table.
  - Days: Counts unique selected Days column values and displays them in a Pie Chart and table.
- Export: Opens Export window to export selected [Volume-ID's](#) to file.
- Filters
  - Clear All
  - Restore
  - Save
- Print: Prints selected [Volumes](#) to PDF.

- **Select**
  - All: Selects all **Volumes**.
  - Invert: Inverts **Volume** selection.
  - Random: Opens dialog to select a number of random **Volumes** (input number or percentage to be selected)
- **View**
  - Icon: Displays list in Icon format.
  - List: Displays **Volume-ID's** in List format.
  - Report: Displays list in Report format including **Volume-ID**, Date and Days.
  - Small Icon: Displays list in Small Icon format.
  - Extras
    - Balance Columns: Balances column spacing in report.
    - Display Gridlines: Adds Gridlines to rows in report.
    - Display Pyjama Paper Style: Adds Pyjama paper style shading to rows in report.

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