

Date Aging - Last Write Time

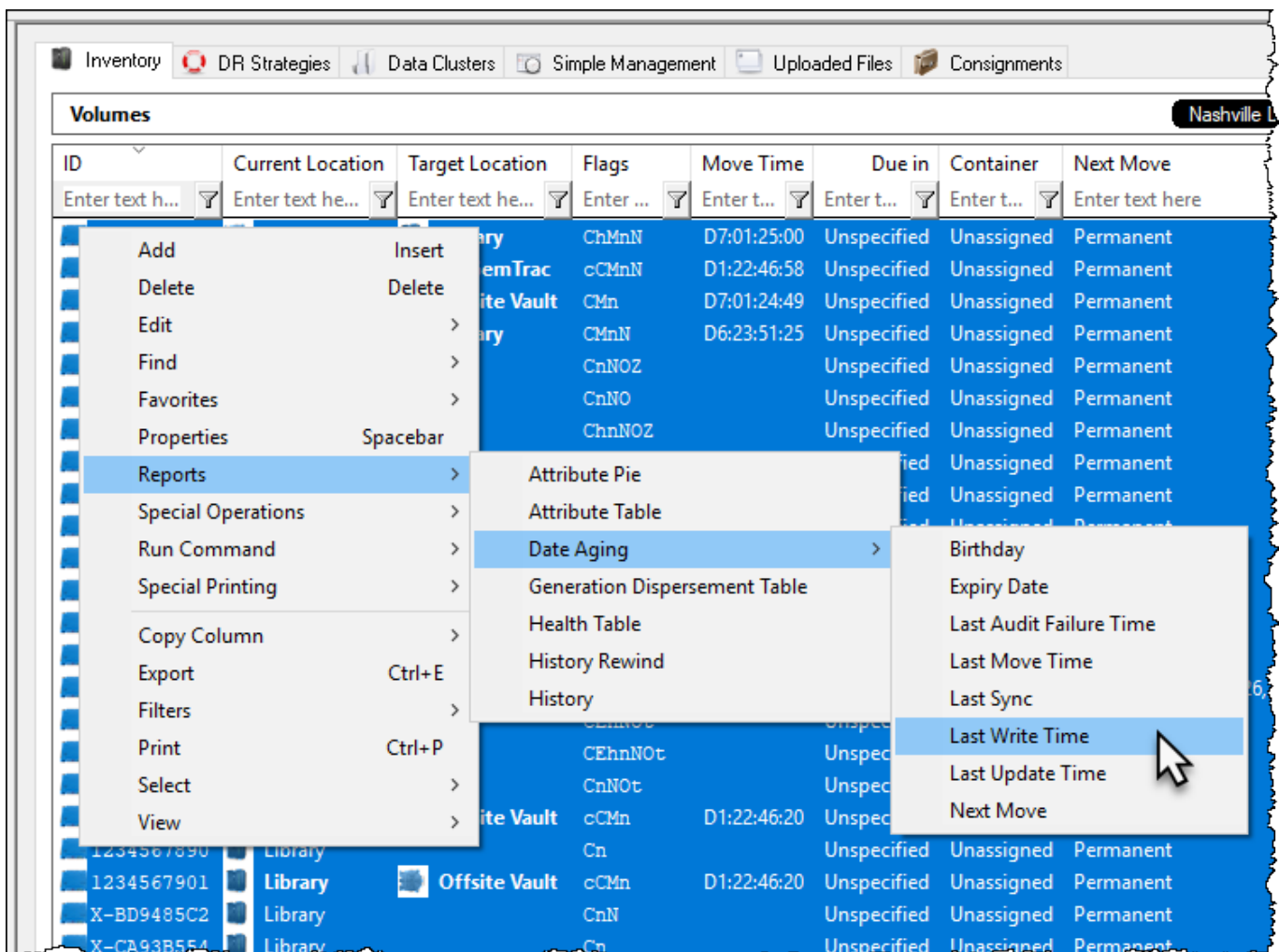
Displays a table and bar graph of selected [Volumes](#) last write time and date.

Selecting Volumes for Display

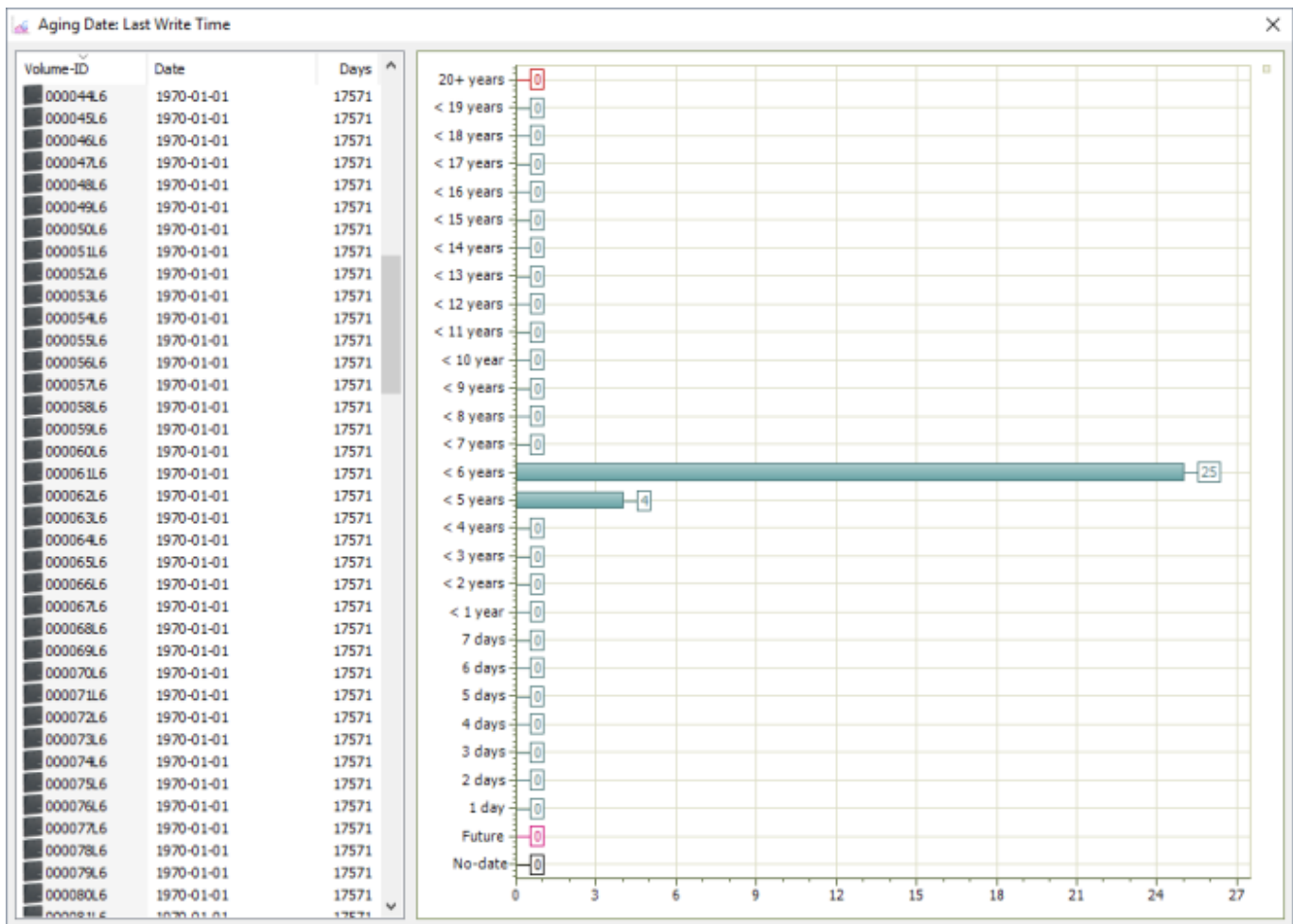
Select all [Volumes](#) by right-clicking in the inventory window and select **Select→All**, or using **shift+click** and/or **control+click** select the range of [Volumes](#) required.

Display Last Write Time

Right-click the selected [Volumes](#) and click **Reports→Date Aging→Last Write Time**.



[Volumes](#) and associated information can be reordered by [Volume-ID](#), Date or Days since last write 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-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.
- 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.

From:

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