

Date Aging - Last Write Time

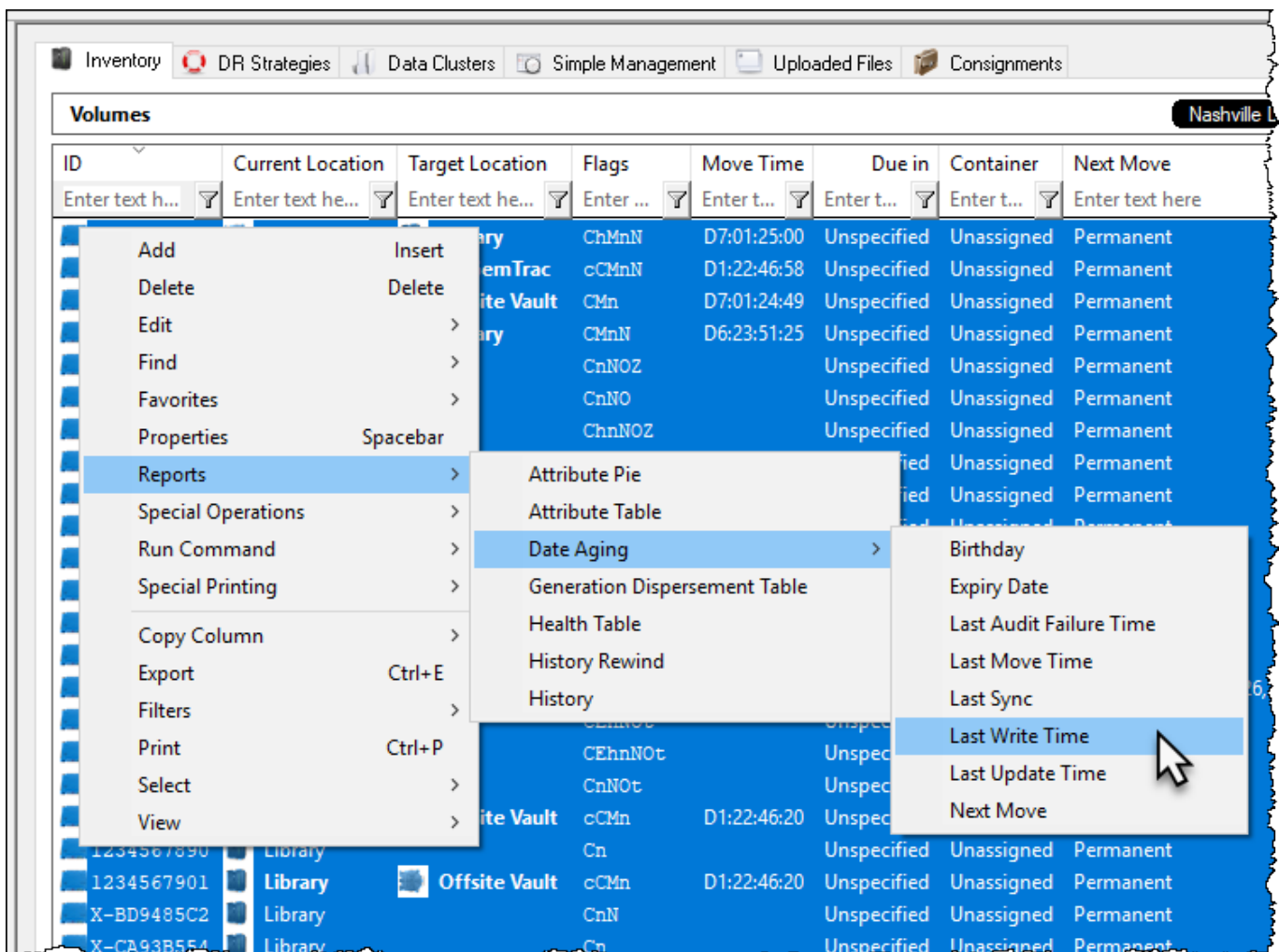
Displays a table and bar graph of selected [Volumes](#) last write time and date.

Selecting Volumes for Display

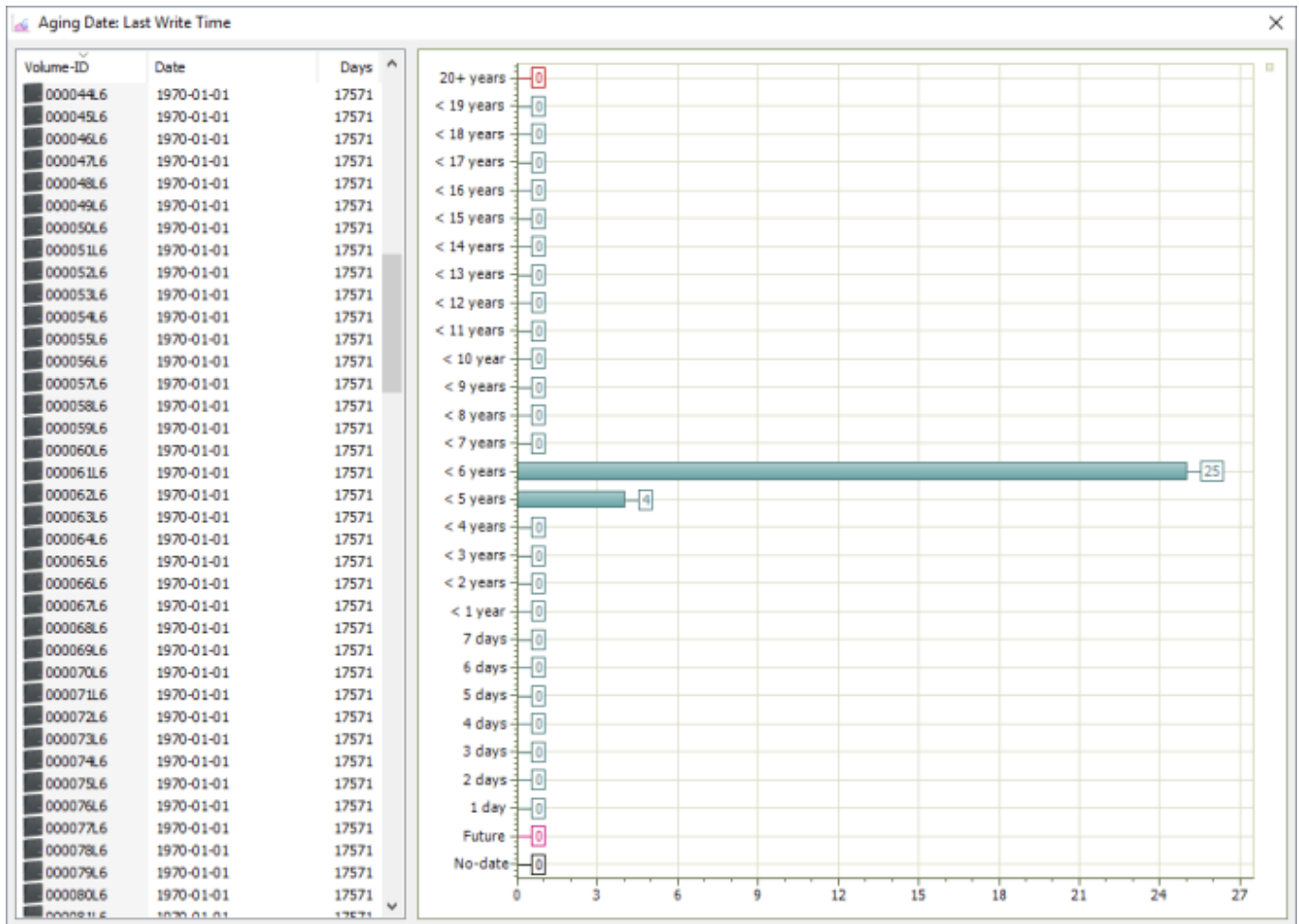
Select all [Volumes](#) by right-clicking in the inventory window and select **Select→All**, or using shift+click and/or control+click select the range of [Volumes](#) required.

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 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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