

Date Aging - Expiry Date

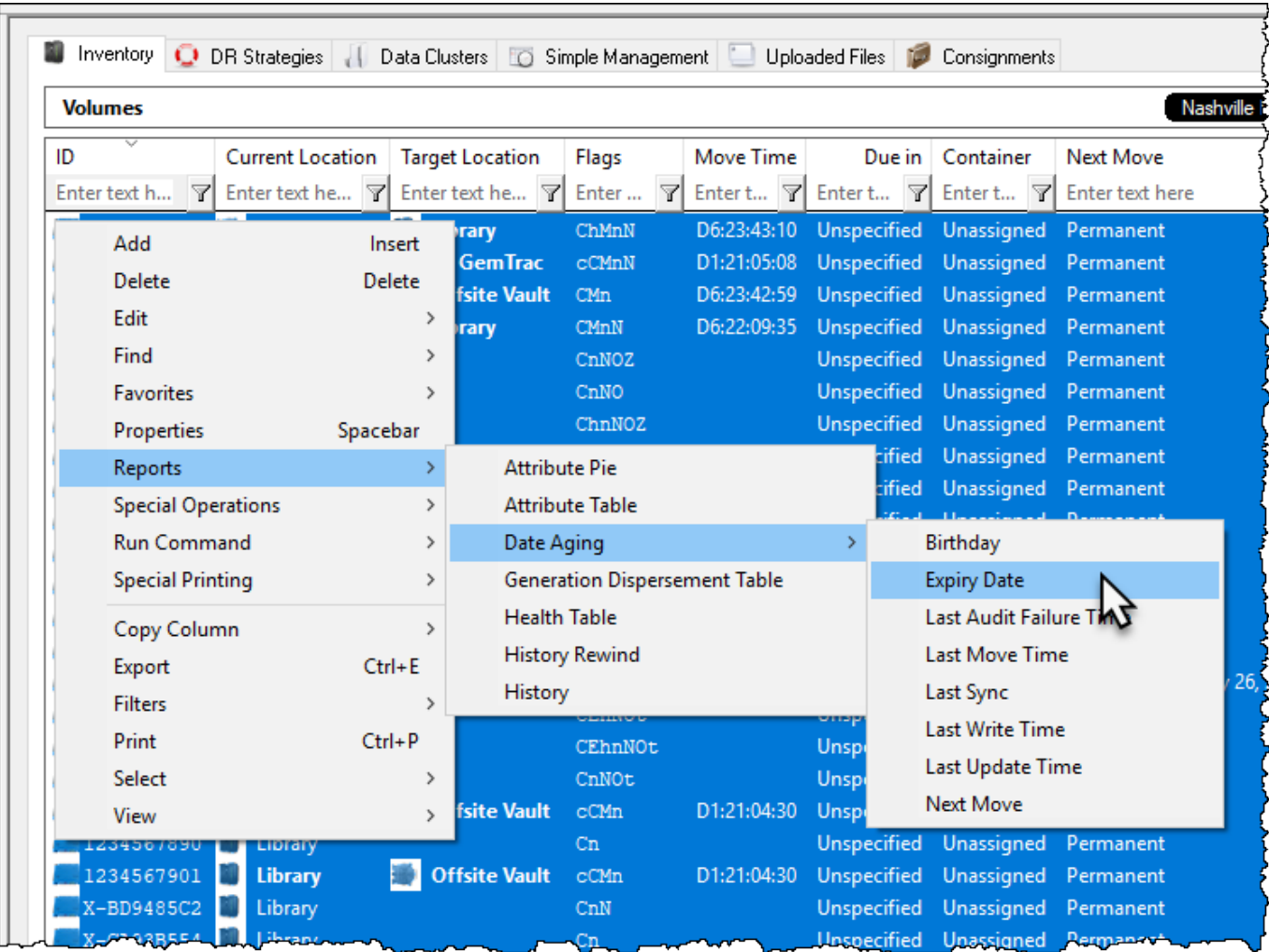
Displays a table and bar graph of selected volumes expiry date.

Selecting Volumes for Display

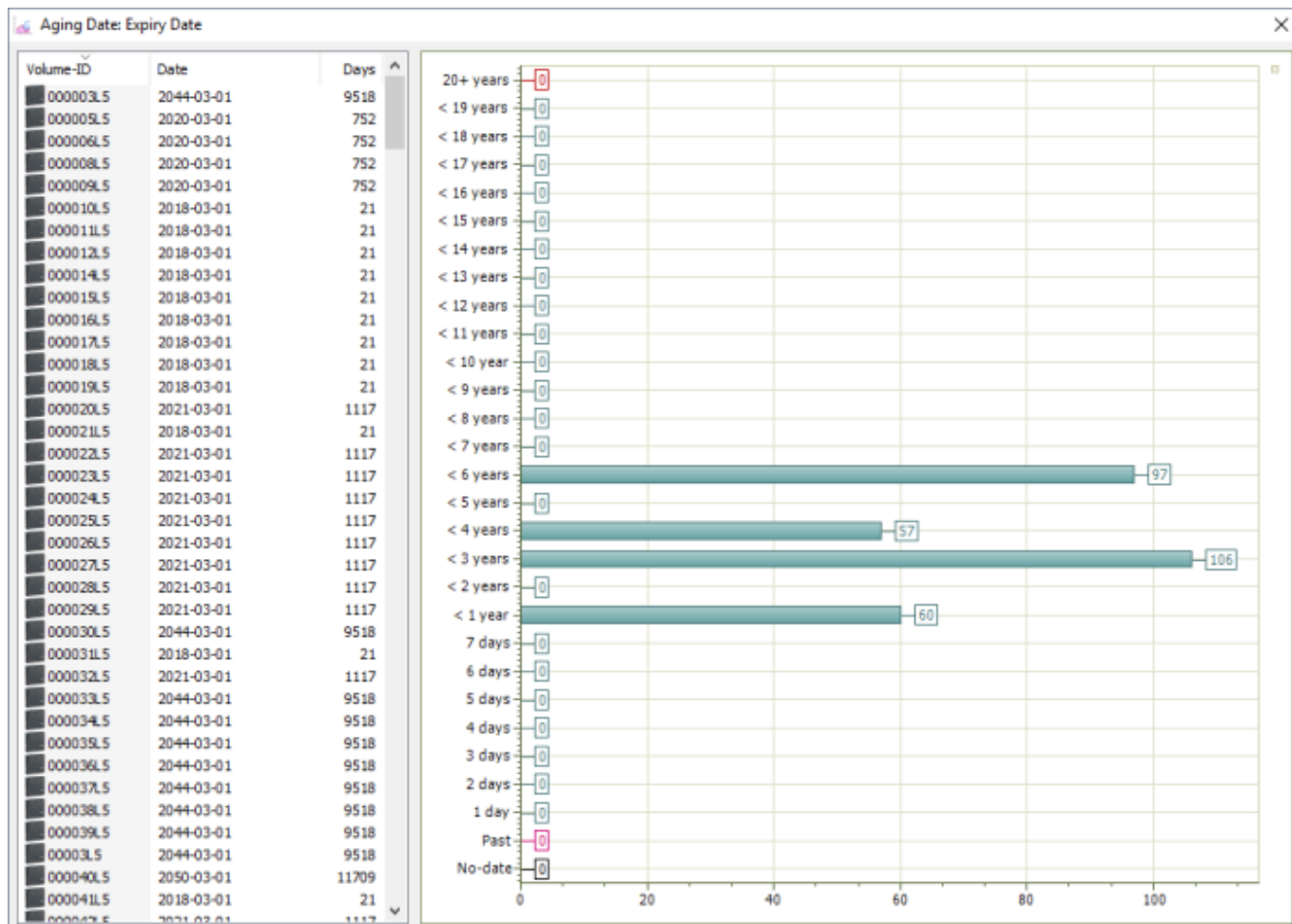
Select all **Volumes** by right-clicking in the Inventory window and select **Select→All**, or using shift+click and/or control+click select the range of **Volumes** required.

Display Volume Birthday

Right-click the selected volumes and click **Reports→Date Aging→Expiry Date**.



Volumes and associated information can be reordered by Volume-ID, Date or Days until expiry 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**
 - **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)**

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

From:

<https://docs.tapetrack.com/> - **TapeTrack Documentation**

Permanent link:

https://docs.tapetrack.com/master/view/date_expiry?rev=1553565196

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