

Date Aging - Expiry Date

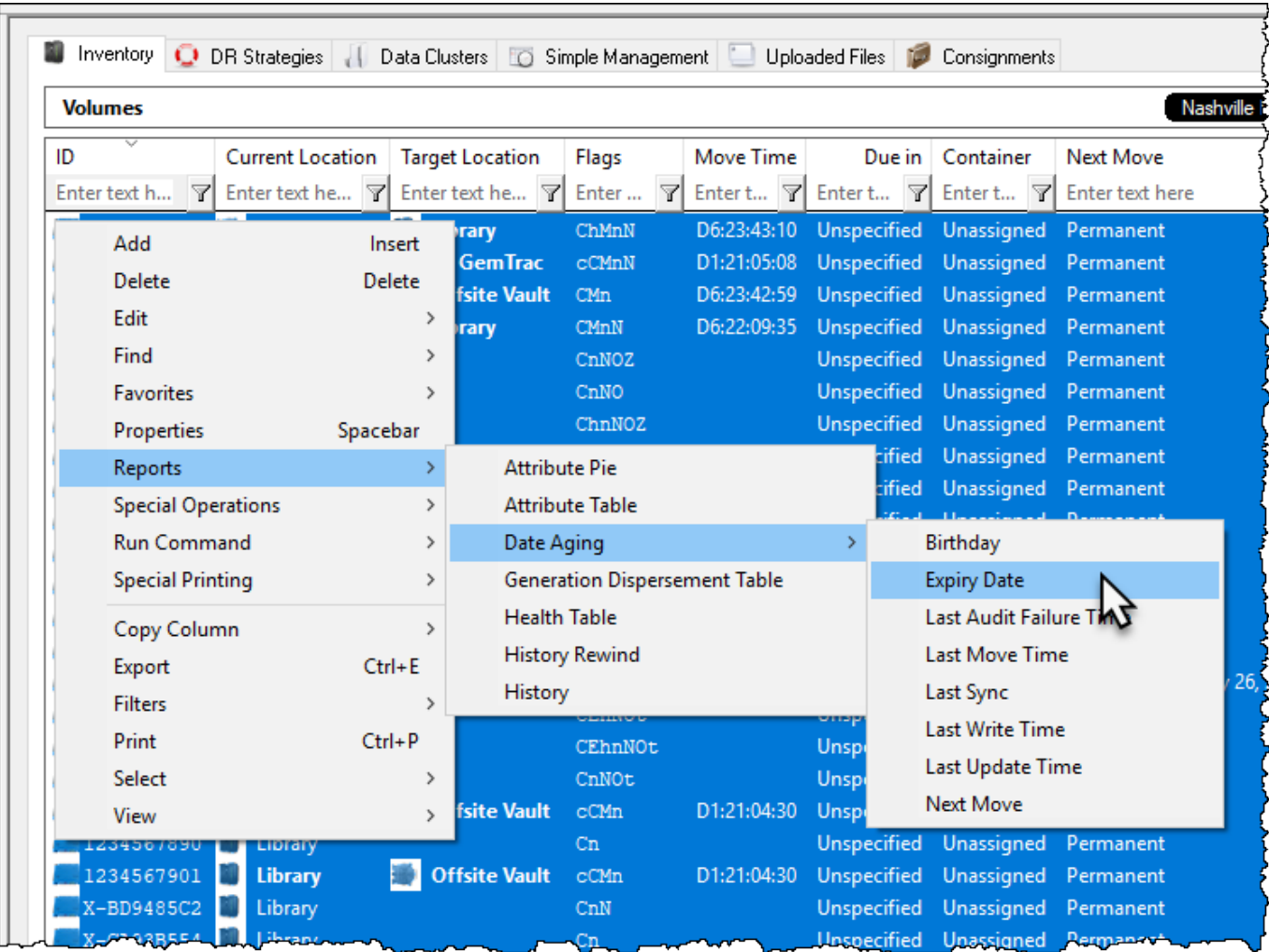
Displays a table and bar graph of selected volumes expiry date.

Selecting Volumes for Display

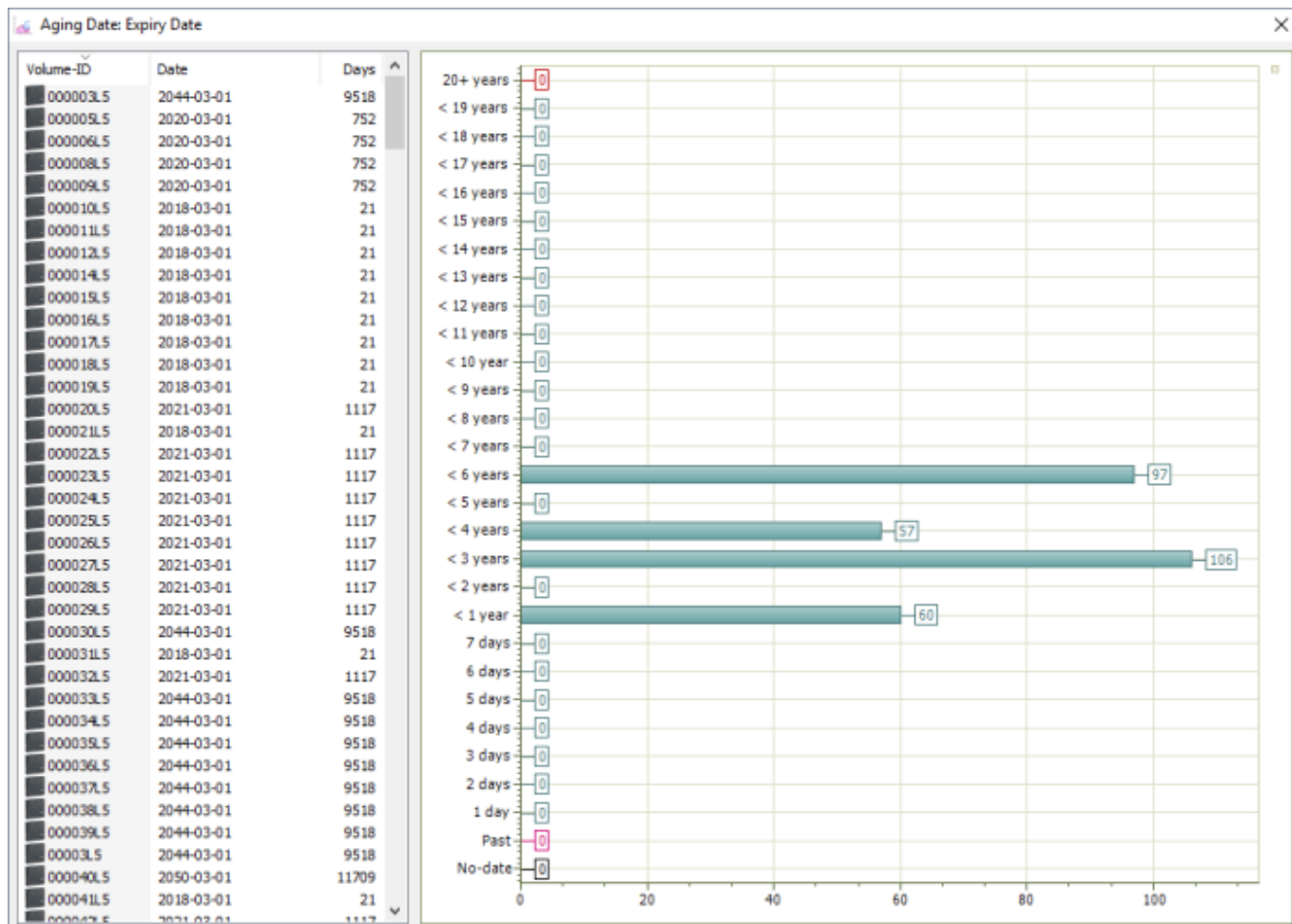
Select all **Volumes** by right-clicking in the Inventory window and select **Select→All**, or using shift+click and/or control+click select the range of **Volumes** required.

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**

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https://docs.tapetrack.com/master/view/date_expiry?rev=1556243334

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