Date Aging - Expiry Date

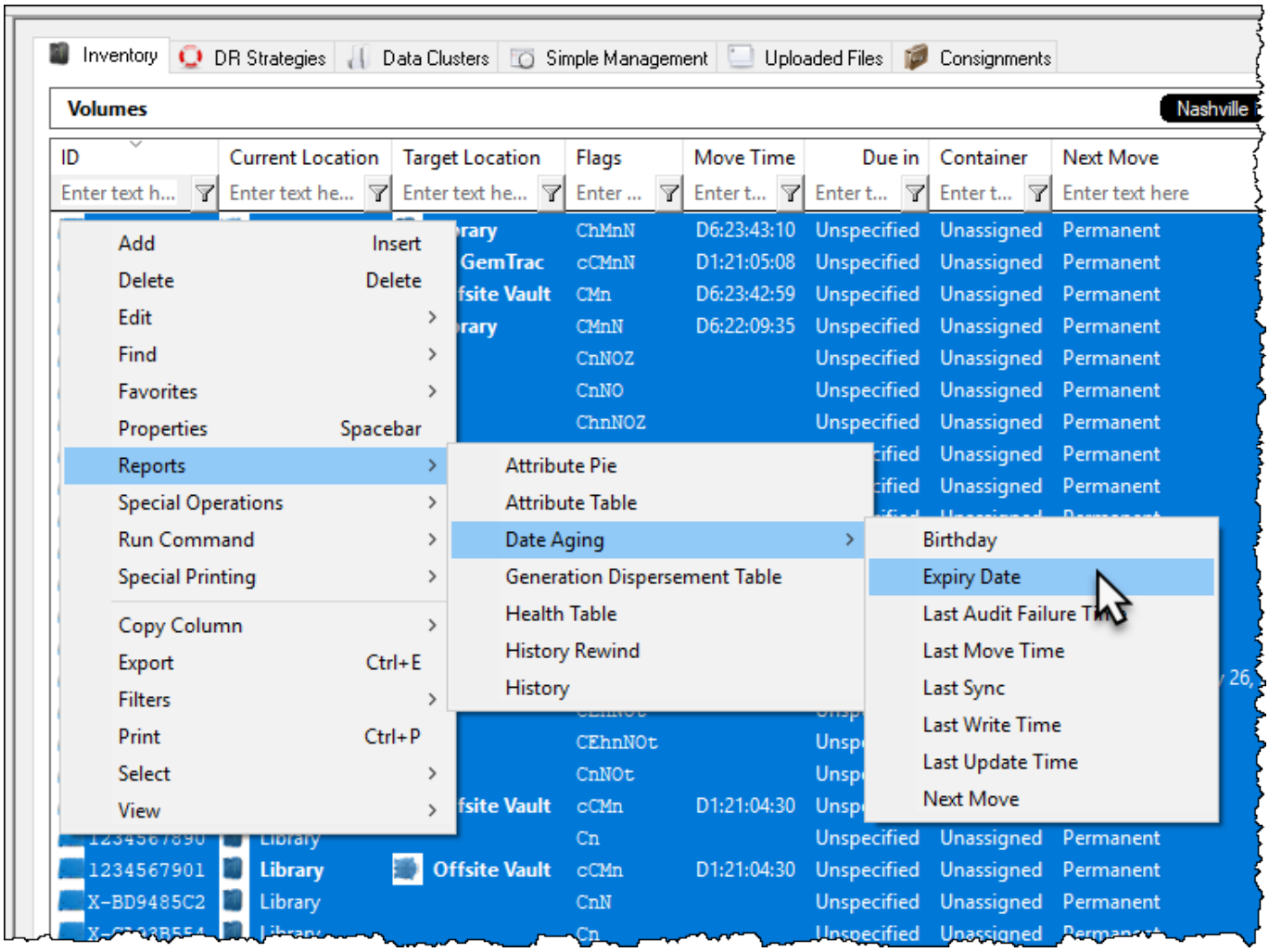
Displays a table and bar graph of selected volumes expiry date.

Selecting Volumes for Display

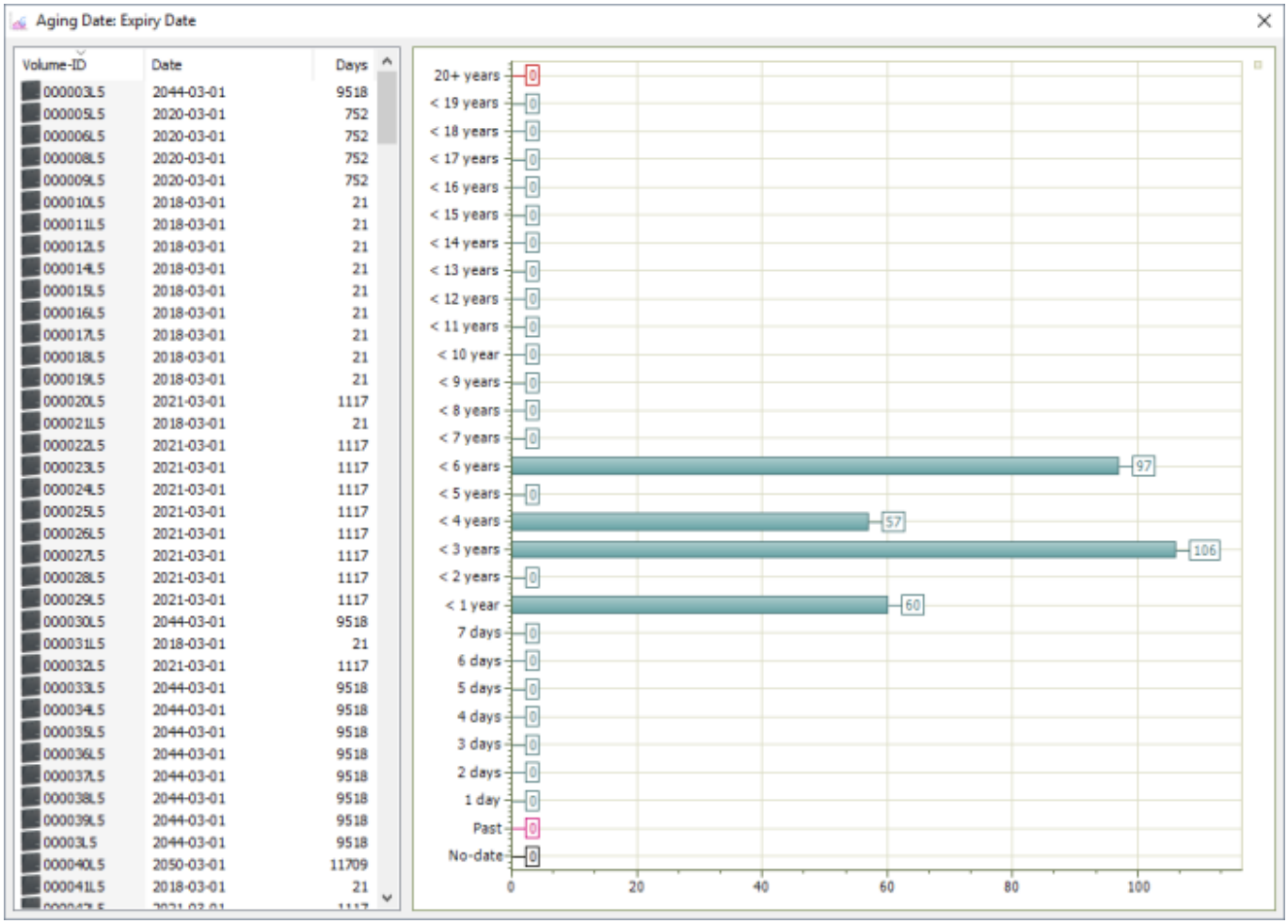
Select all Volumes by right-clicking in the Inventory window and select `Select→All`, or using shift+click and/or control+click select the range of Volumes required.

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.

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