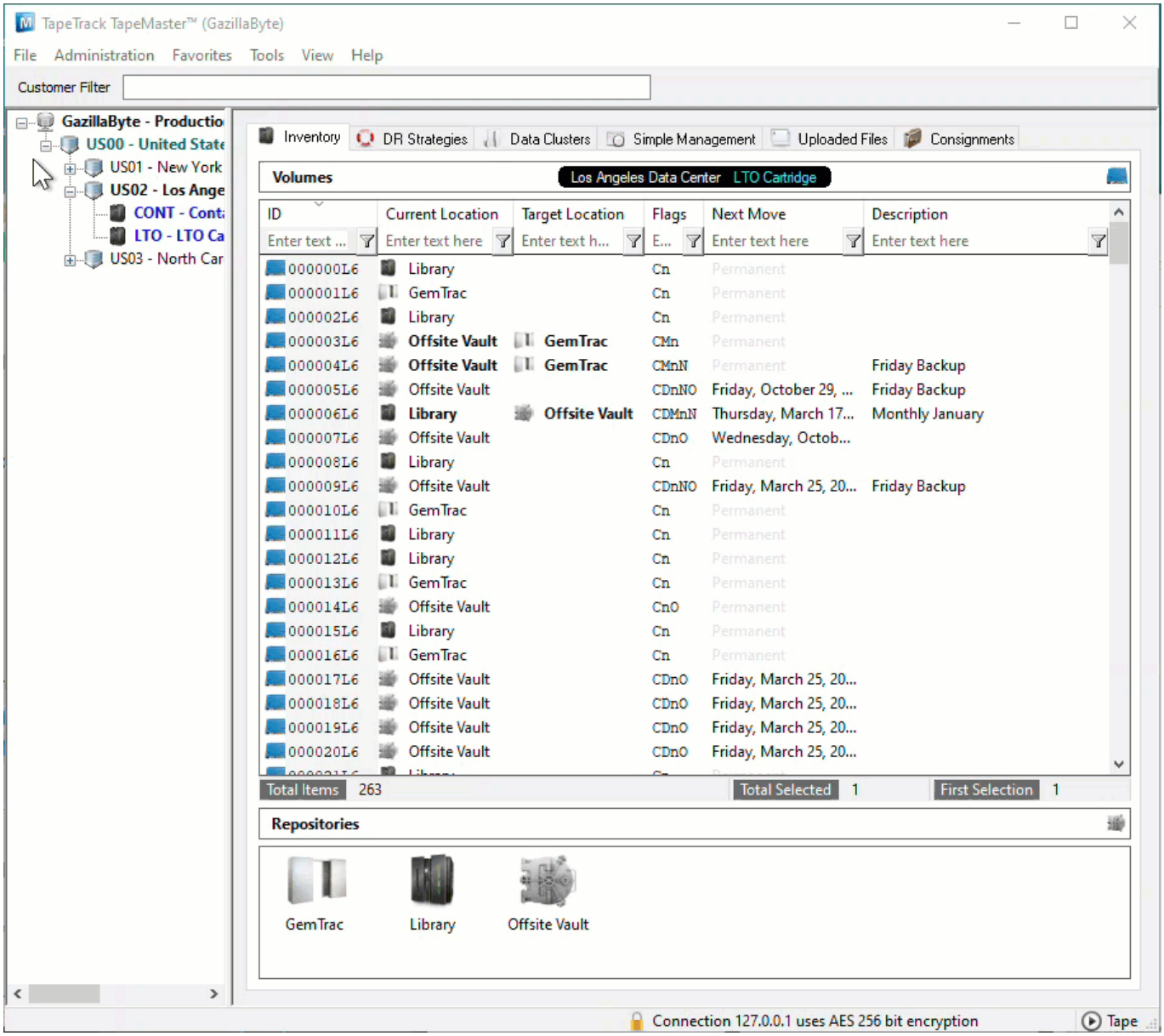
Date Aging - Last Read Time

Displays a table and bar graph of selected Volumes last read date and time.

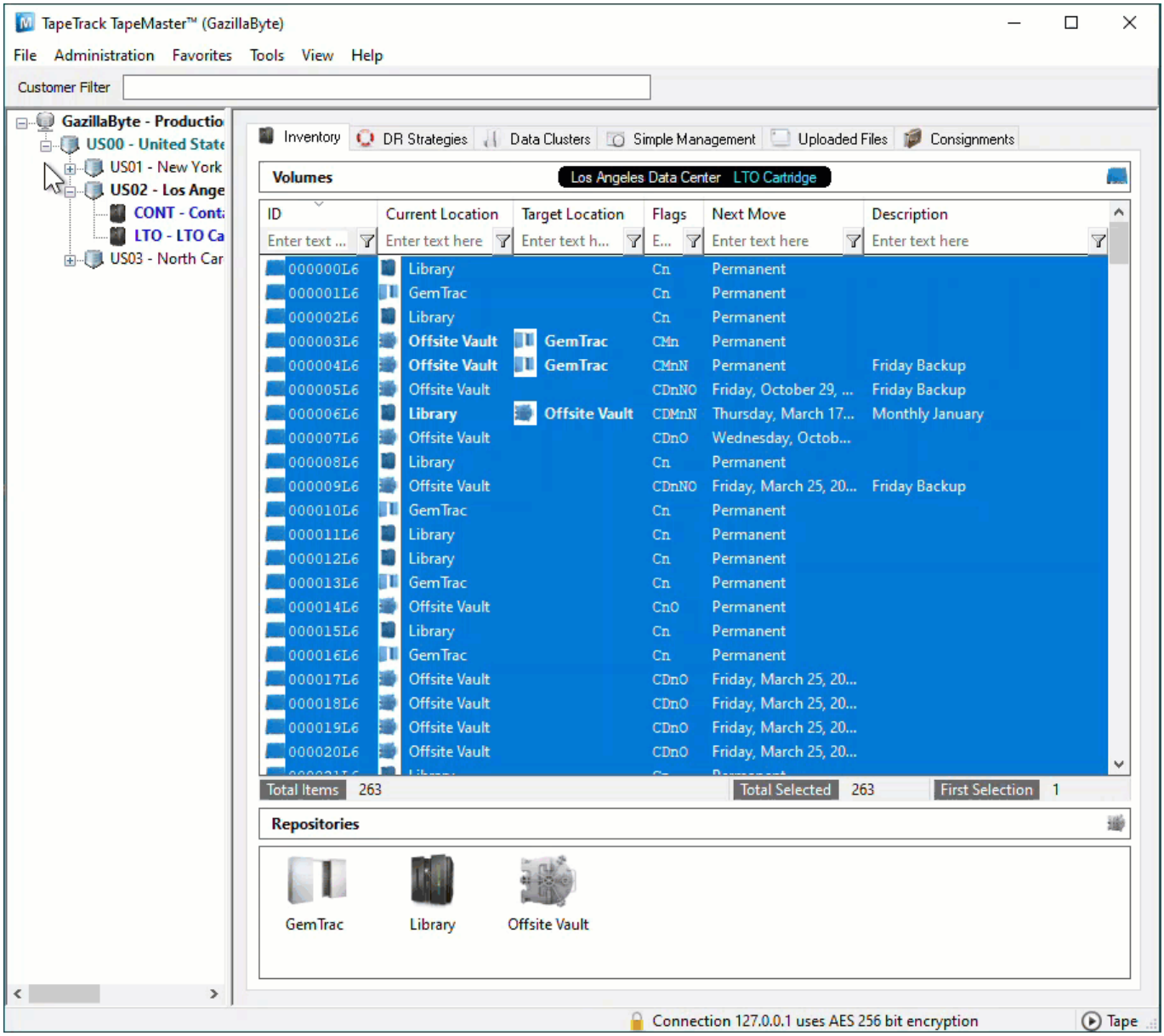
Selecting Volumes for Display

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.

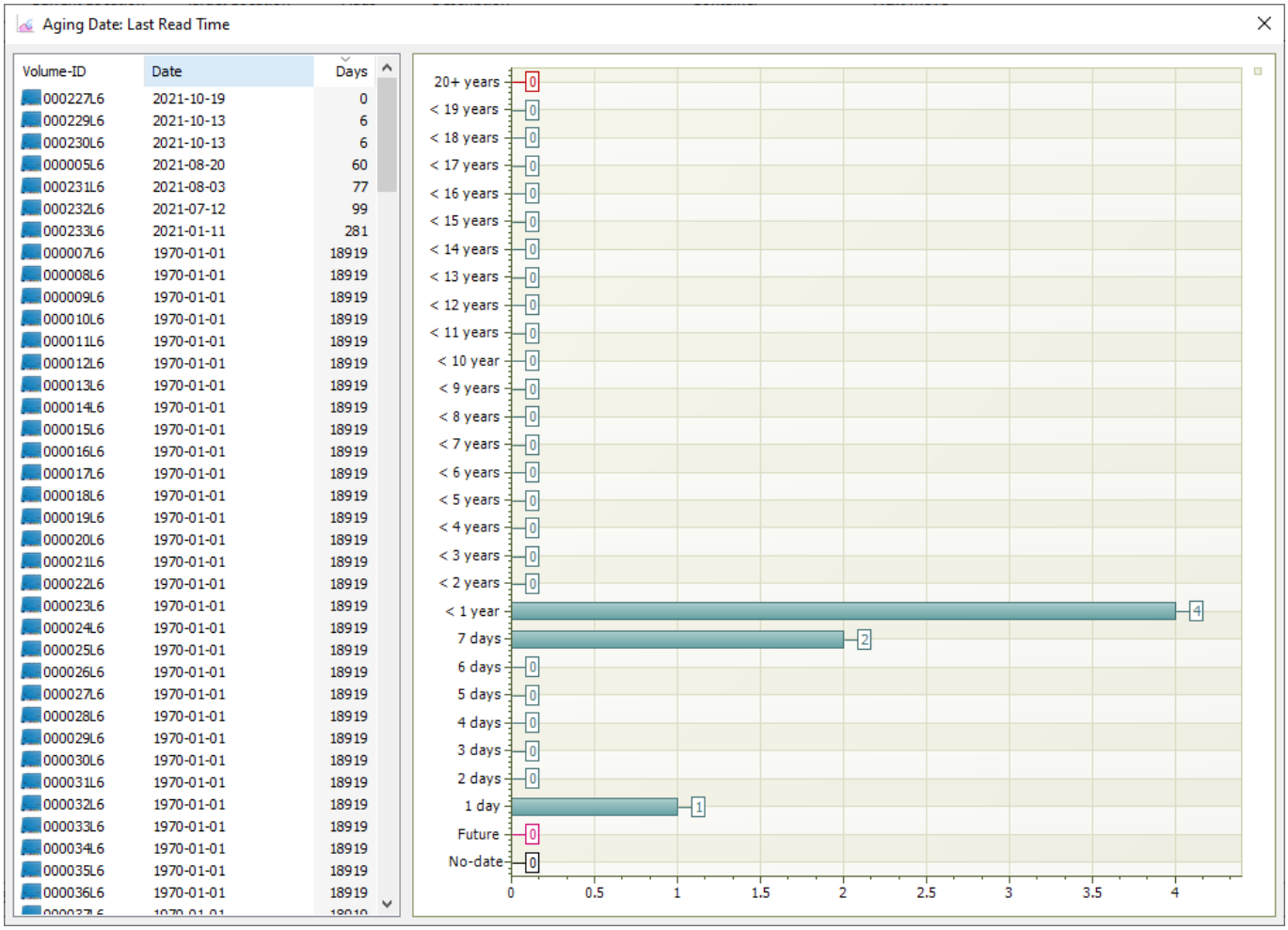


Display Volume Last Read Time

Right-click the selected Volumes and click `Reports→Date Aging→Last Read Time`.



Volumes and associated information can be reordered by Volume-ID, Date or Days since last read 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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