Date Aging - Last Read Time

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

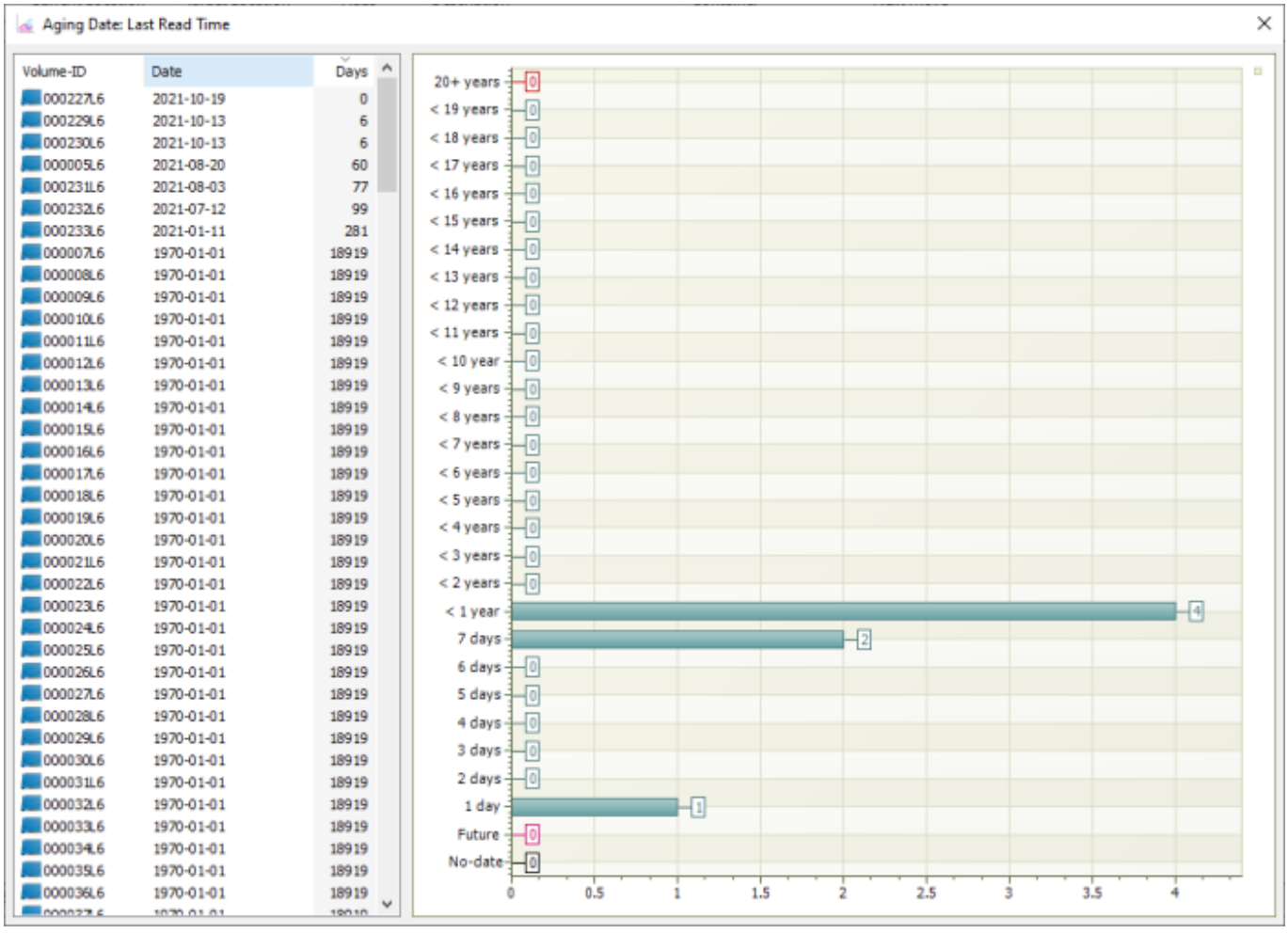
Selecting Volumes for Display

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 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-ID's, Date and number of days until expiry to email
  - To Text File: Exports Volume-ID's, Date and number of days until expiry to fixed width text file.
- Copy Column
  - Volume-ID: Copies Volume-ID values to windows clipboard.
  - Date: Copies Date values to windows clipboard.
  - Days: Copies Days values to windows clipboard.
- Export (Ctrl+E): Exports data to file.
- Filters
  - Clear All (Ctrl+F): Clears Filter values.
  - Restore (Ctrl+L): Restore Filter values from file.
  - Save (Ctrl+K): Save Filter values to file.
- Print (Ctrl+P): Prints selected Volumes to PDF.
- Select
  - All (Ctrl+A): Select all Volumes.
  - Invert (Ctrl+I): Invert selected Volumes.
  - Random (Ctrl+R): Select a User set number of random Volumes.
- View
  - Icon (Ctrl+1): Set inventory view to Icons.
  - List (Ctrl+2): Set inventory view to List.
  - Report (Ctrl+3): Set inventory view to Report.
  - Small Icon (Ctrl+4): Set inventory view to Small Icons.

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

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