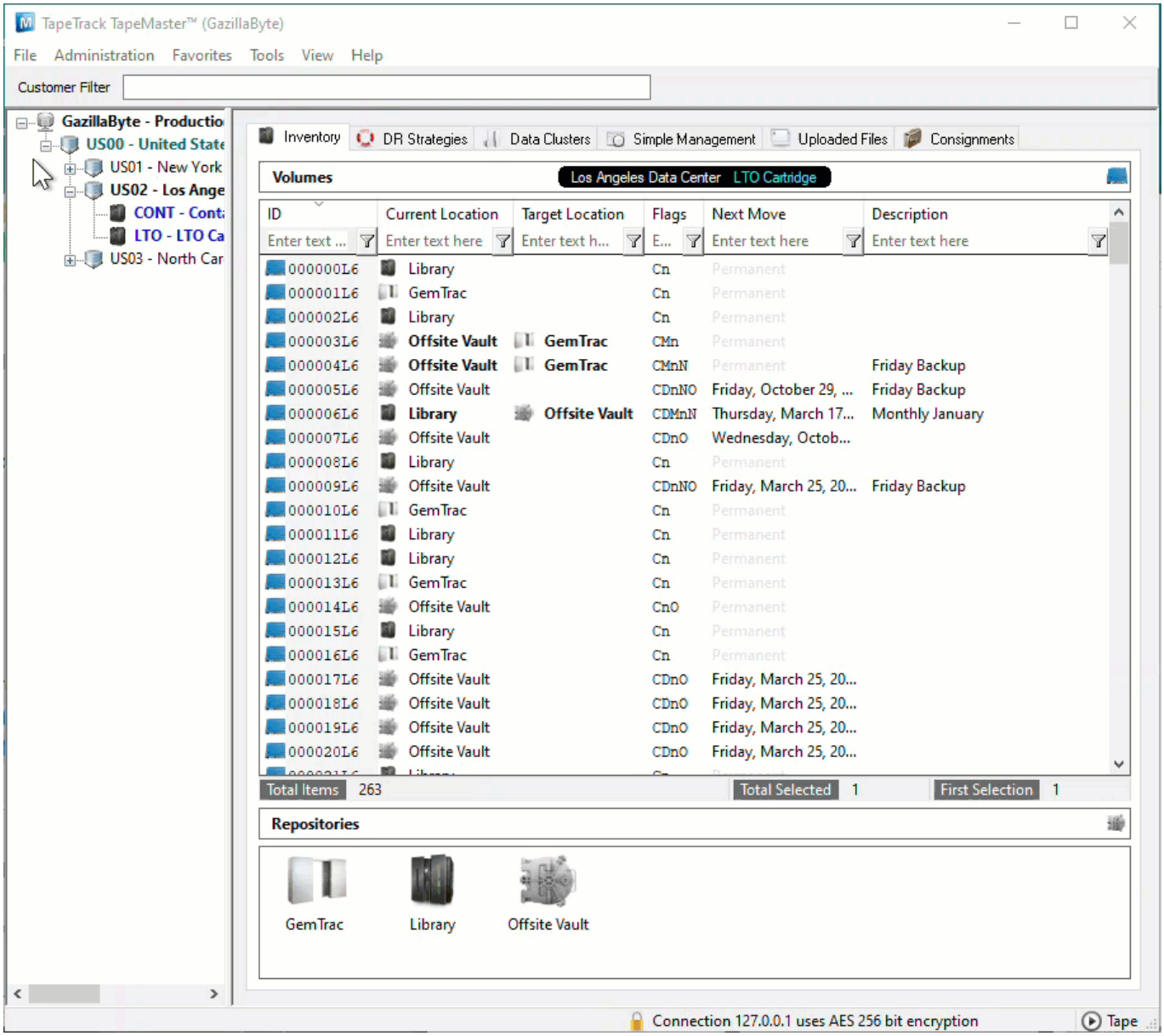
Date Aging - Last Read Time

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

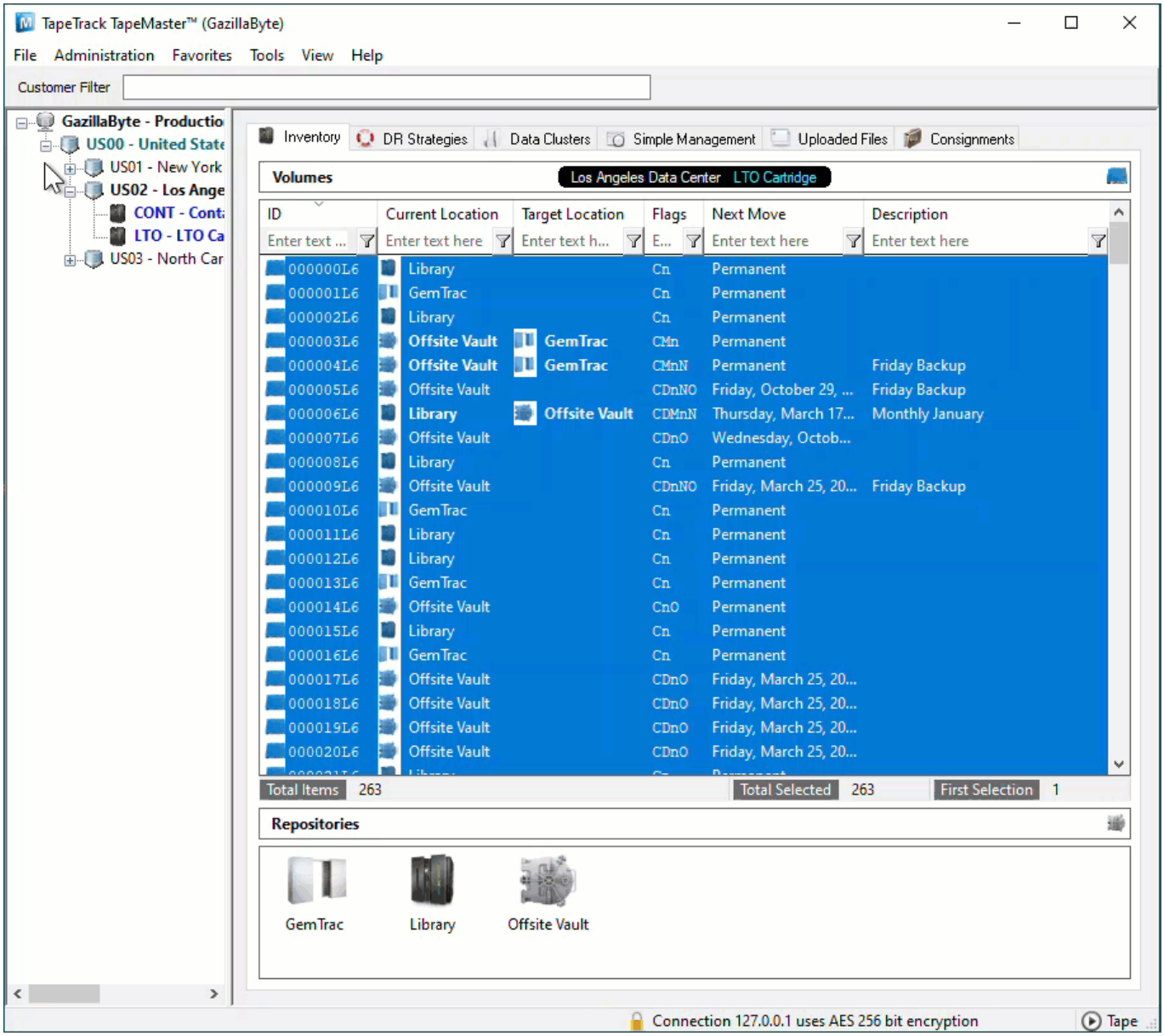
Selecting Volumes for Display

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.

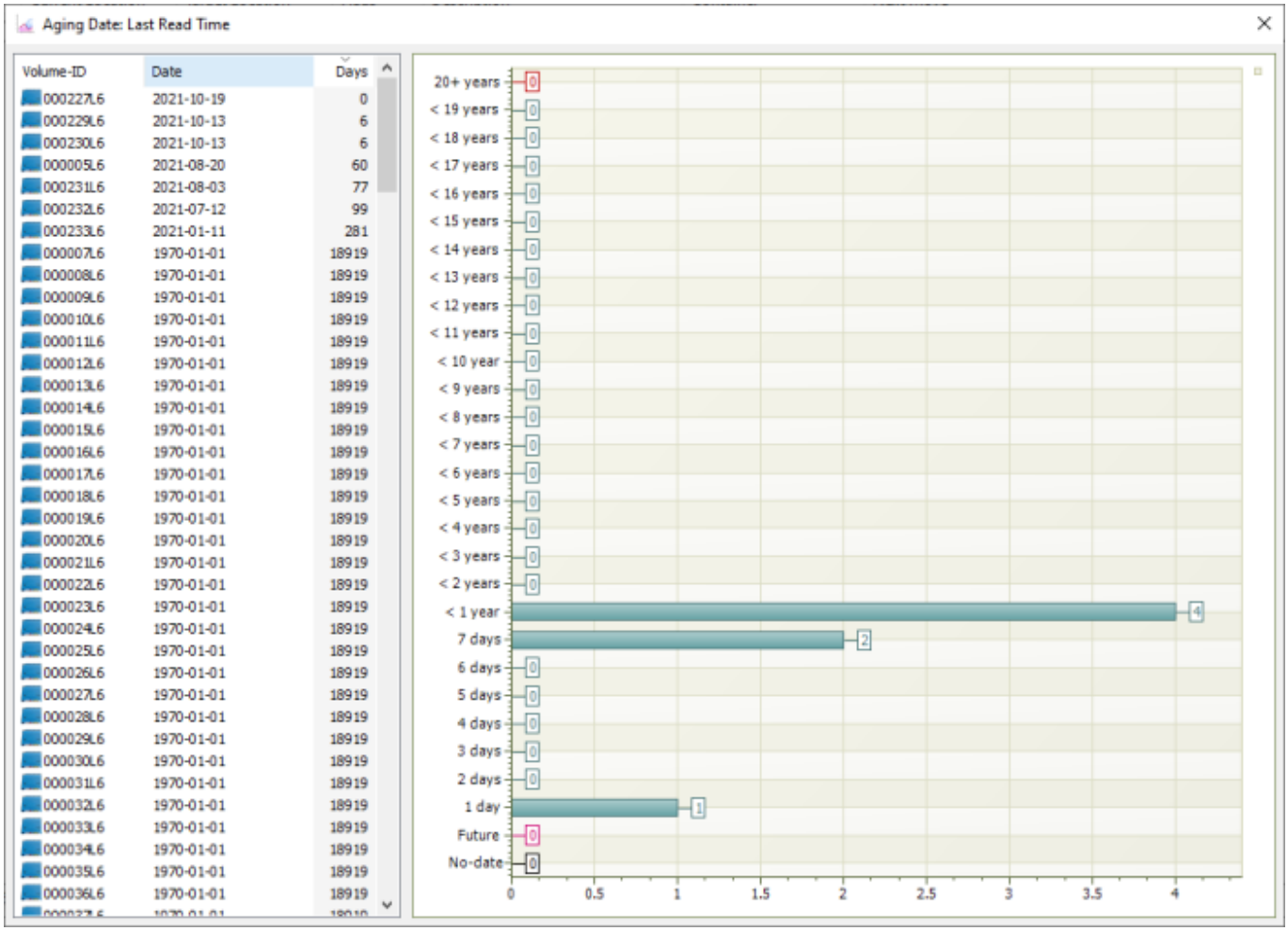


Display Volume Last Read Time

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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