Date Aging - Last Update Time

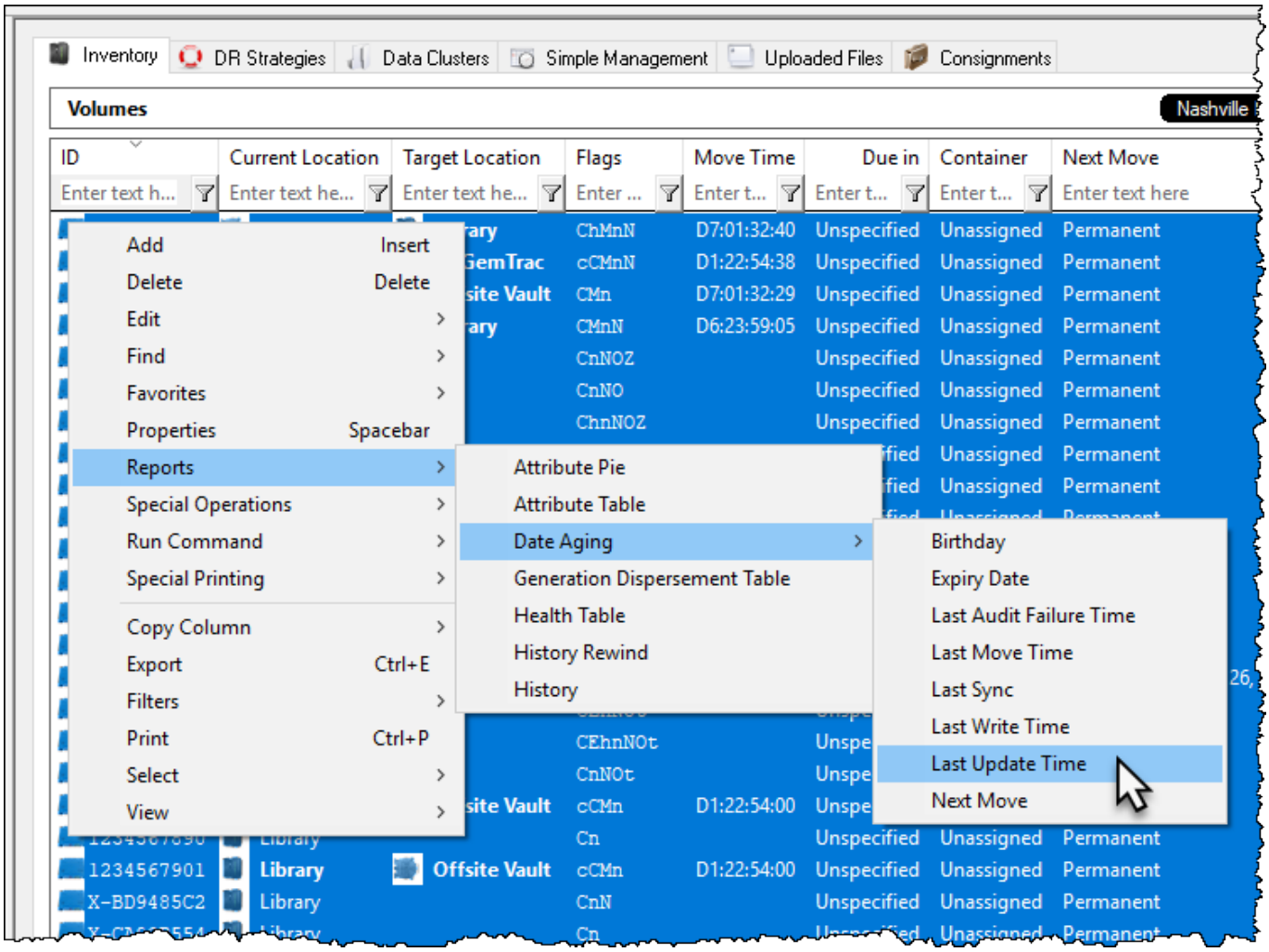
Displays a table and bar graph of selected Volumes last update time and date.

Selecting Volumes for Display

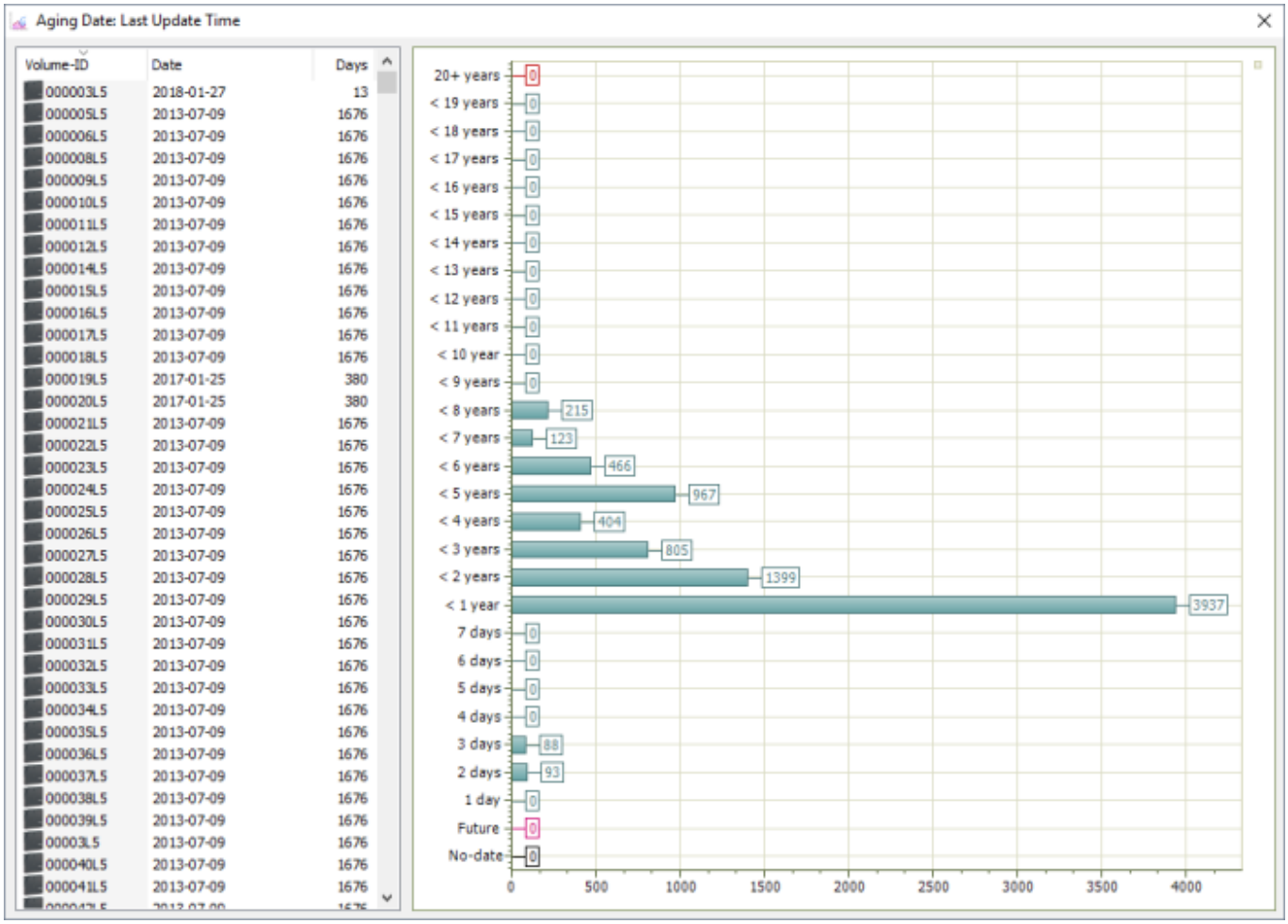
Select all Volumes by right-clicking in the inventory window and select `Select→All`, or using shift+click and/or control+click select the range of Volumes required.

Display Volume Last Update Time

Right-click the selected Volumes and click `View→Date Aging→Last Update Time`.



Volumes and associated information can be reordered by Volumes, Date or Days since last write 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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