Date Aging - Last Write Time

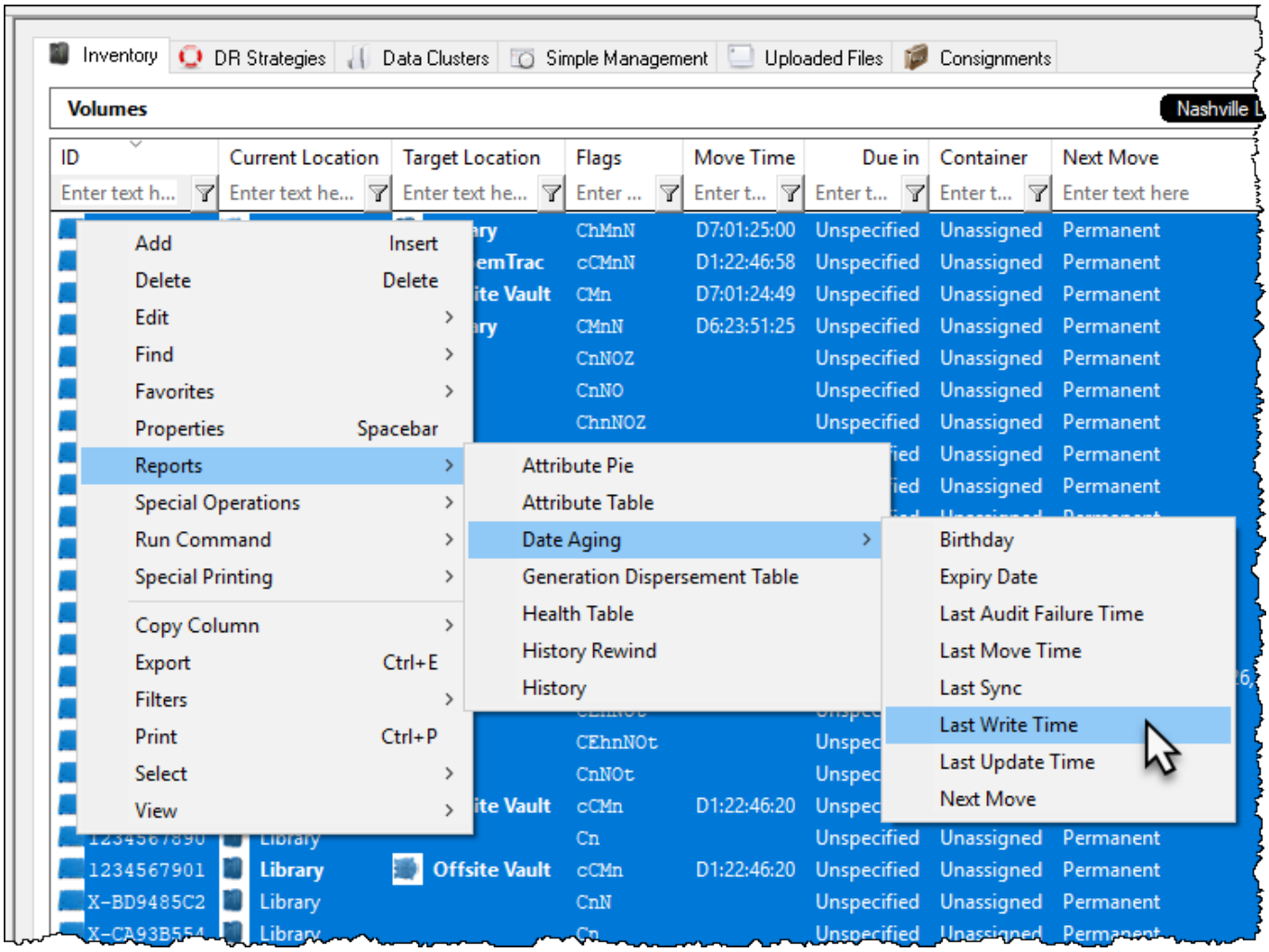
Displays a table and bar graph of selected Volumes last write time and date.

Selecting Volumes for Display

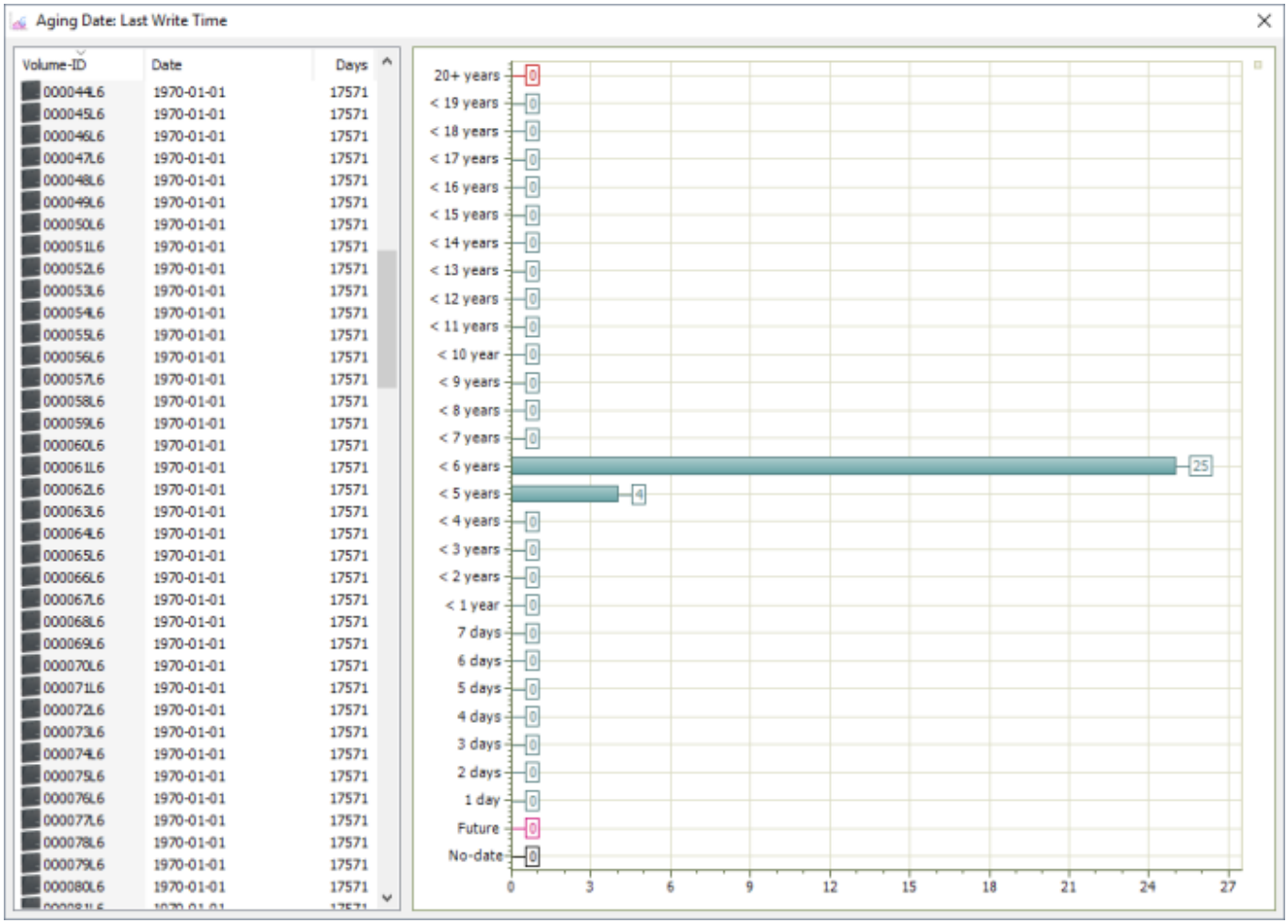
Select all Volumes by right-clicking in the inventory window and select `Select→All`, or using shift+click and/or control+click select the range of Volumes required.

Display Last Write Time

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



Volumes and associated information can be reordered by Volume-ID, 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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