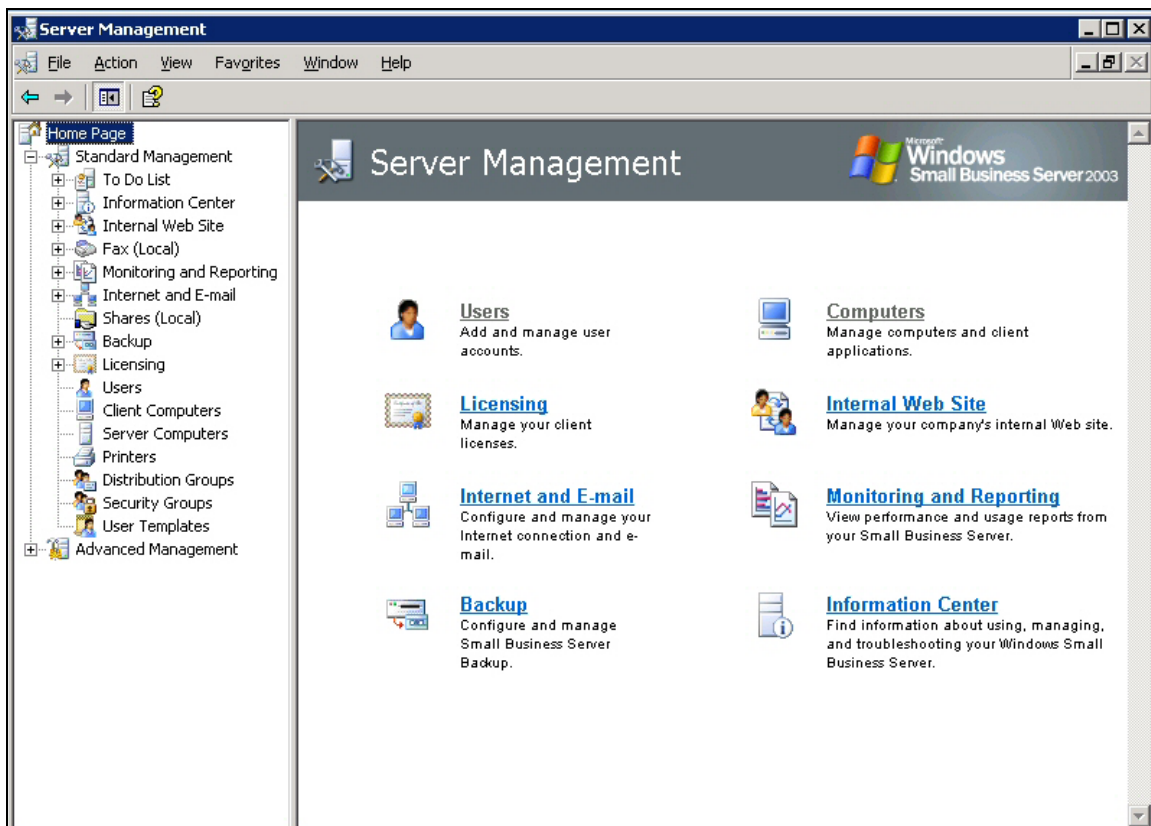


Checking for open files on Small Business Server 2003 Version 1.00

If there is a need to reboot a Small Business 2003 server it should normally be done with all users logged out of the system This ensures that all user files are closed and will not be potentially abnormally terminated or truncated when the server is rebooted.

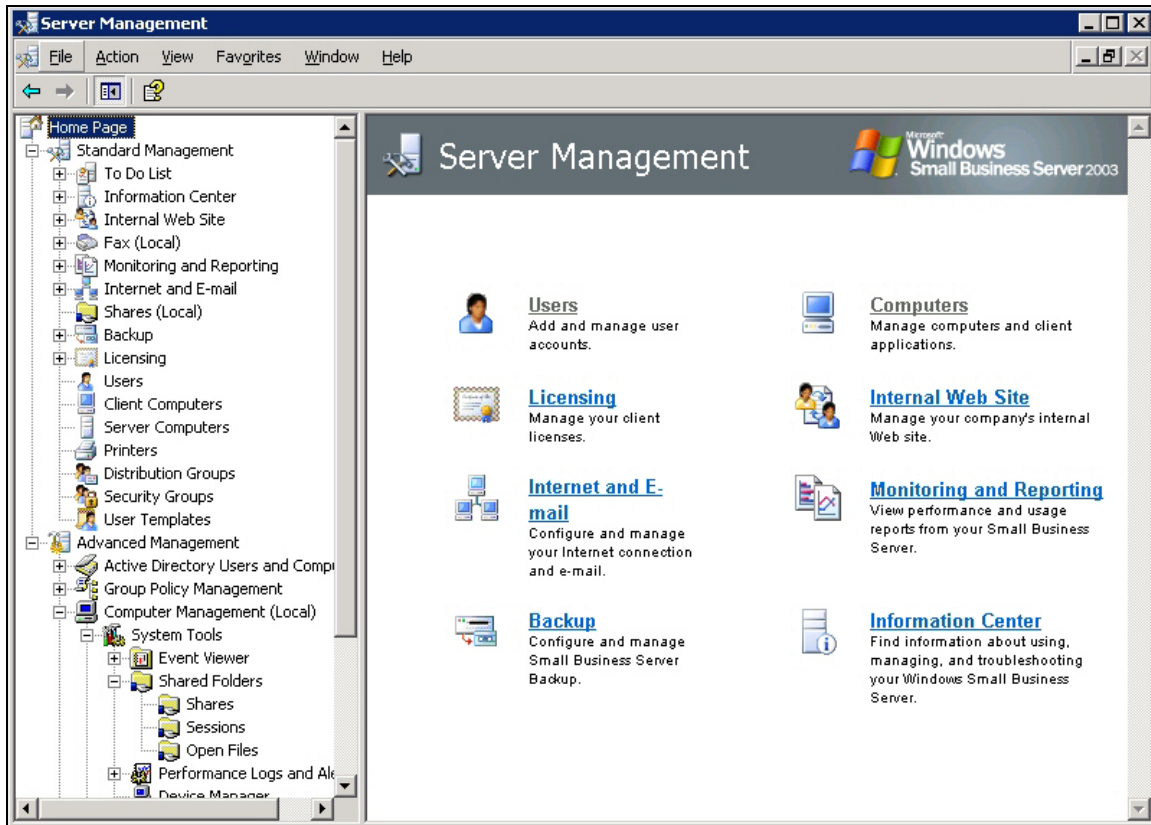
It can sometime be difficult to tell when users have logged out of their systems and if in fact they have left any files open. This document will show you how to check for the presence of open files on your server.

1. Login to the Small Business Server 2003 console as the administrator or a login with administrative privileges.
2. If the *Server Management* console doesn't automatically launch Select *Start | Server Management*. When launched your screen should appear like :

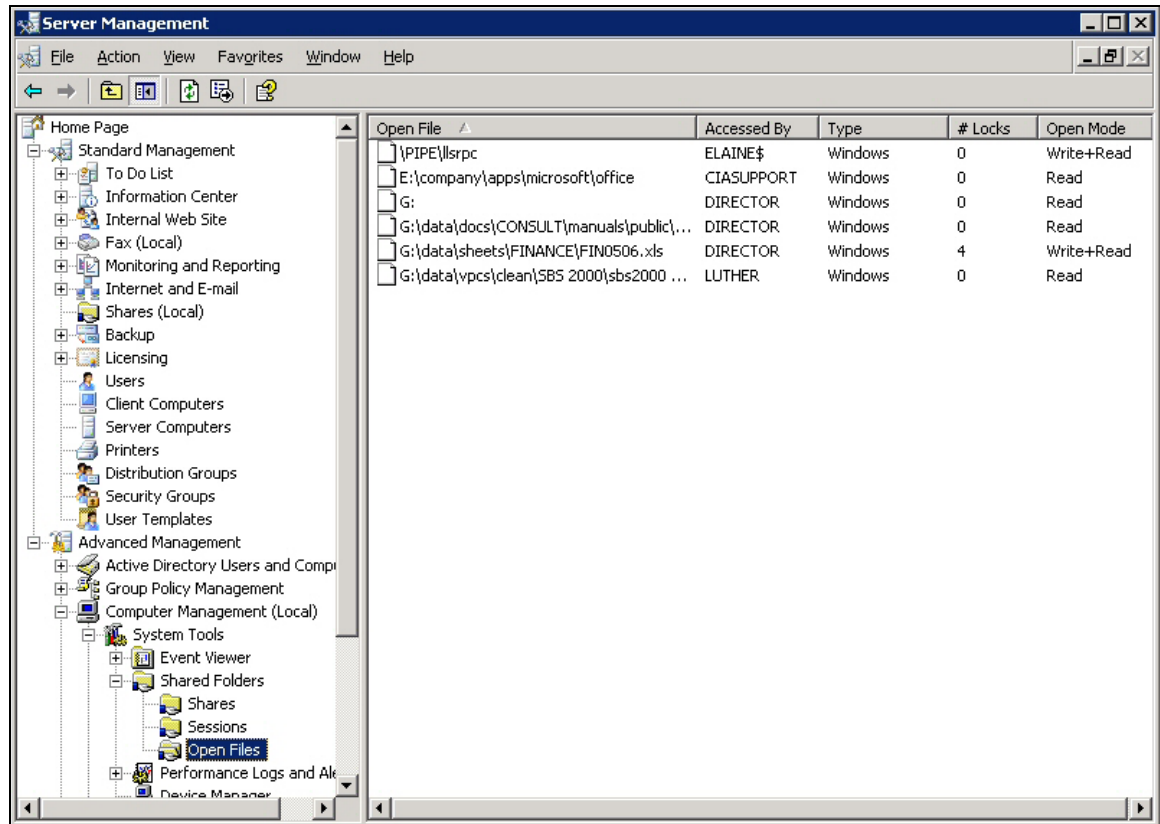


3. On the left hand side locate the “*Advanced Management*” icon at the bottom. To expand this simply double click on it or select the plus (

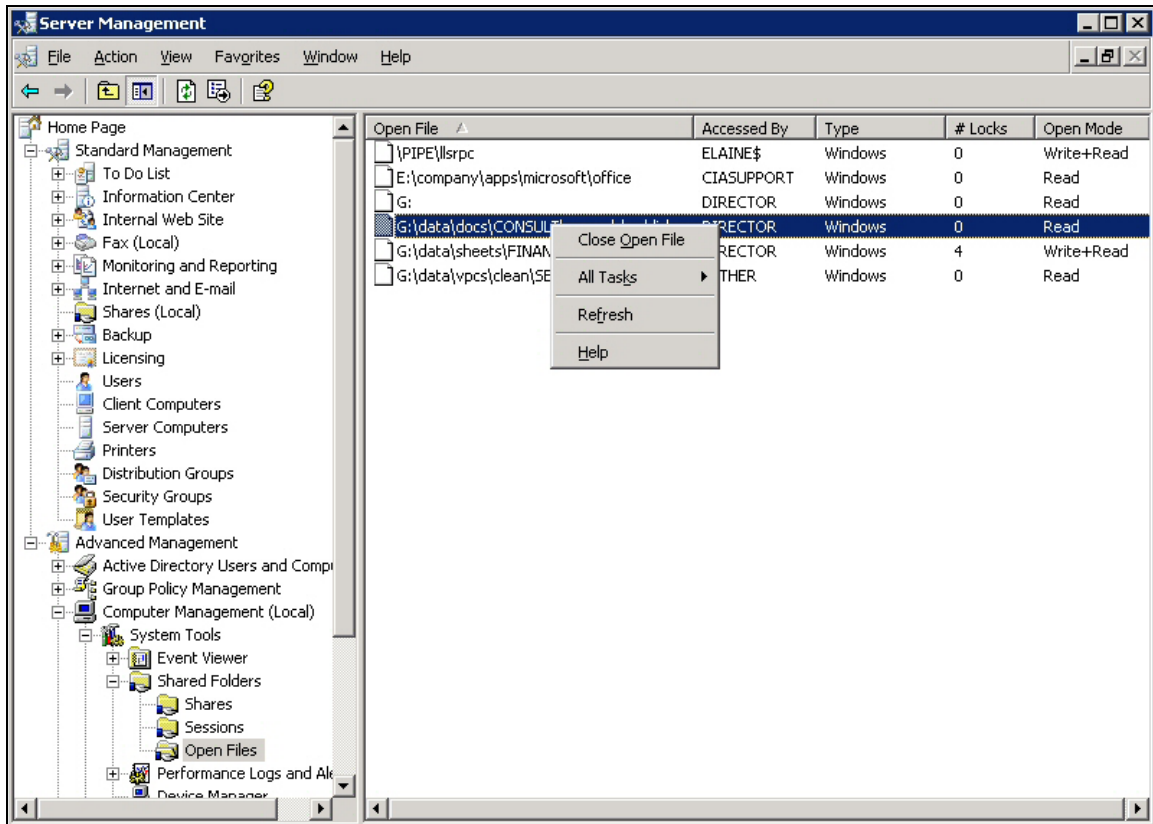
“+”) to the left of the icon. Once you have done this you will see a number of items below this like so :



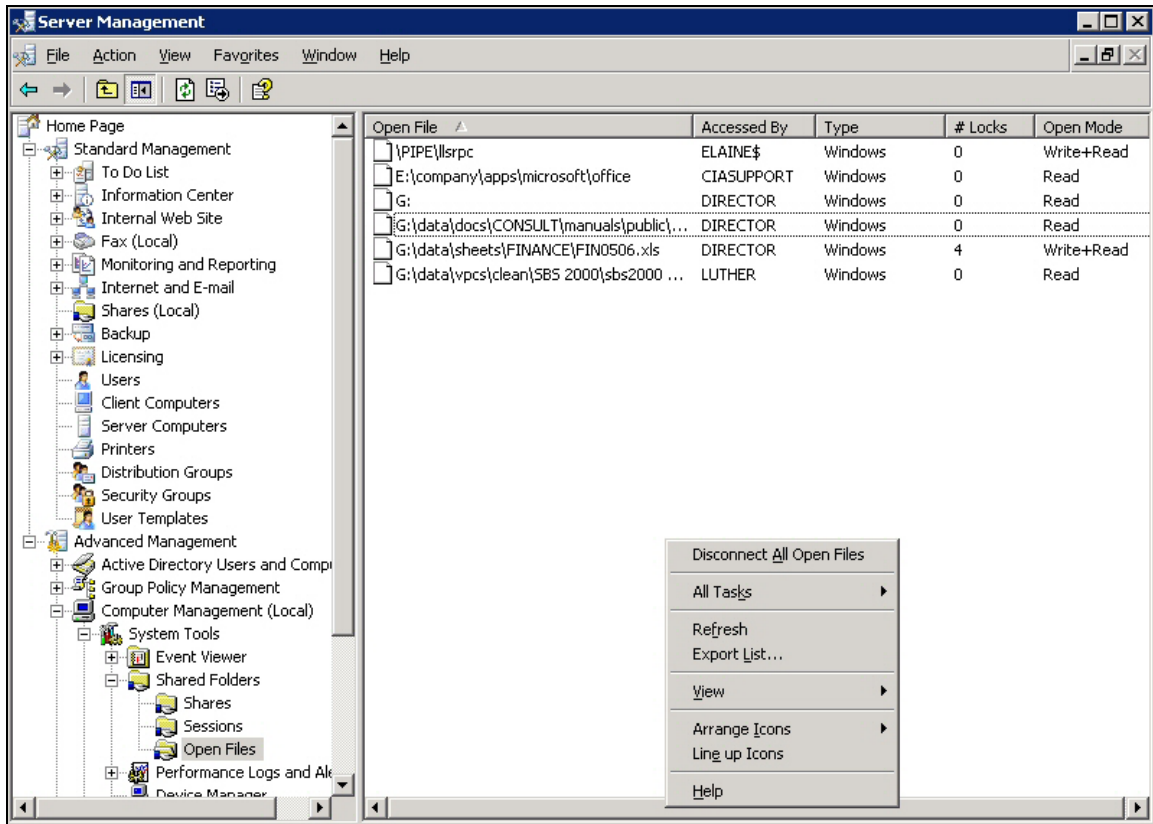
4. Drill down further in “*Advanced Management*” to the icon for “*Open Files*”. Under “*Advanced Management*”, expand “*Computer Management (Local)*”, then expand “*System Tools*”, then “*Shared Folders*” and finally select “*Open Files*”.
5. Once you select *Open Files* you will see a list of any files that are currently opened by client machines in the right hand window. You will see the file name, which logon has the file opened and so on. If there are no files displayed in this window then you are able to safely reboot your server.



6. You may see that some files are access by machine names or contain a dollar sign (\$) at the end. These are files that the workstation have open to communicate with the server. When the workstation is logged off or shut down these files will no longer appear as being open.
7. You can force a file to close by simply right clicking on it and selecting close open file. Note that this will not save any data it will simply force the file closed. Any file closed in this manner will revert back to the version that was on disk. This method is not the recommended way to close an open file because there is a risk of corruption. It is much better to have the use save their data and close the file.



- The window that displays which files are open does not update regularly. You can force an update by simply clicking in the right hand side window and selecting “Refresh” from the menu that appears like so :



- To exit the *Server Management* console simply select *File* then *Exit* from the menu bar.

