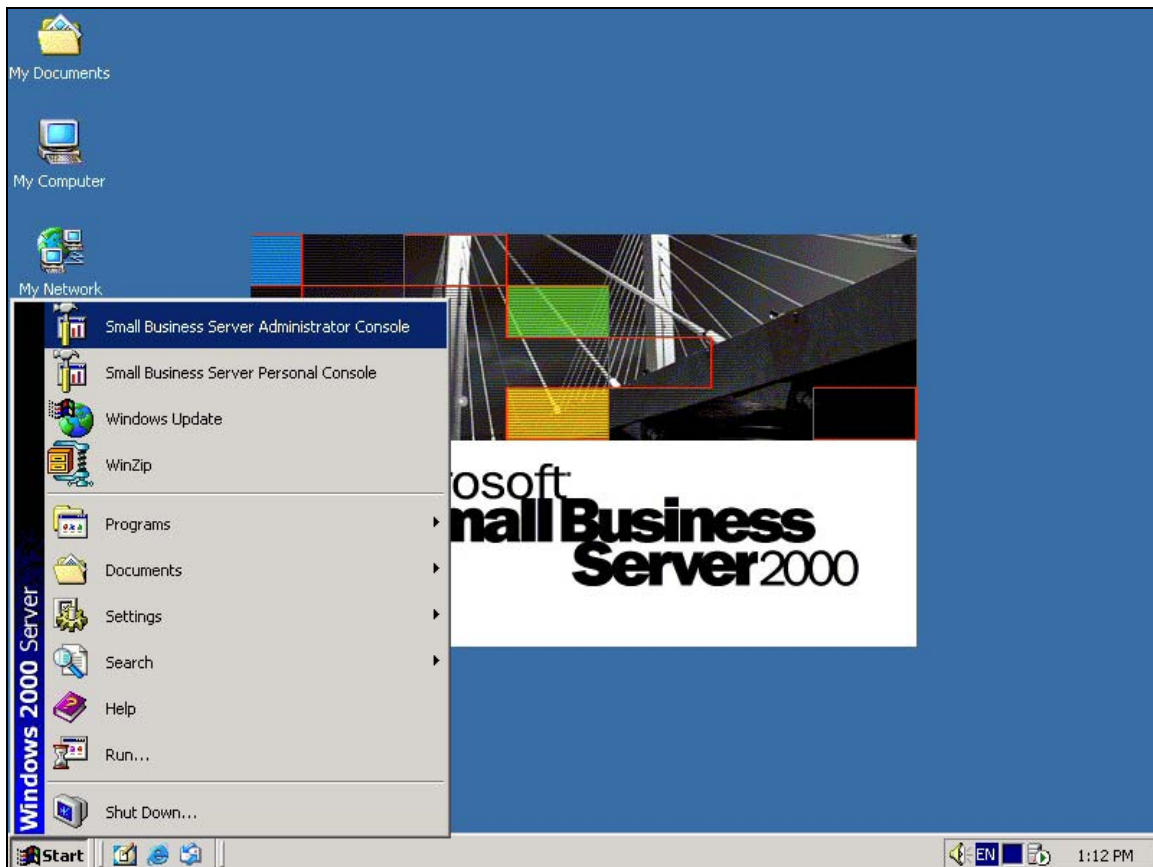


Checking for open files on Small Business Server 2000 Version 1.00

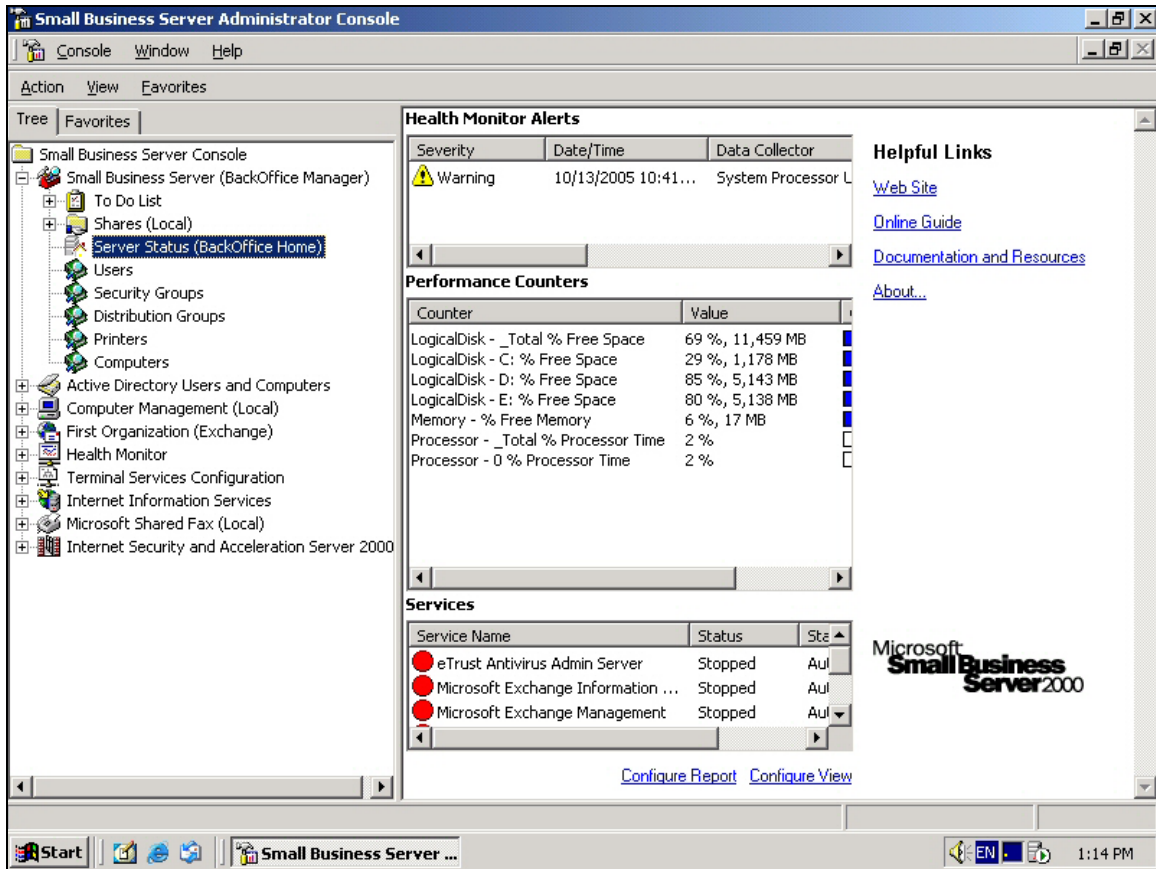
If there is a need to reboot a Small Business 2000 server it should normally be done with all users logged out of the system. This ensures that all user files are closed and will not be potentially abnormally terminated or truncated when the server is rebooted.

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.

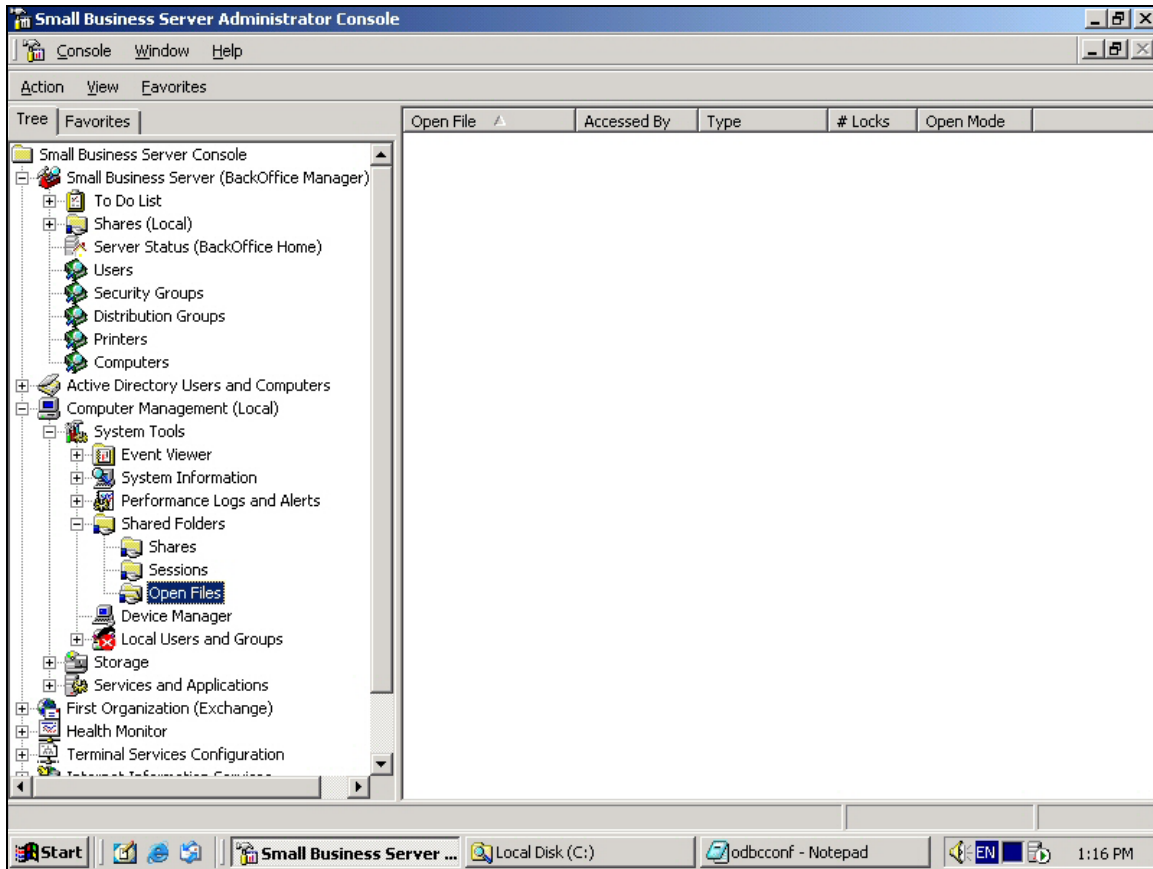
1. Login to the Small Business Server 2000 console as the administrator or a login with administrative privileges.
2. Select *Start | Administrator Console*



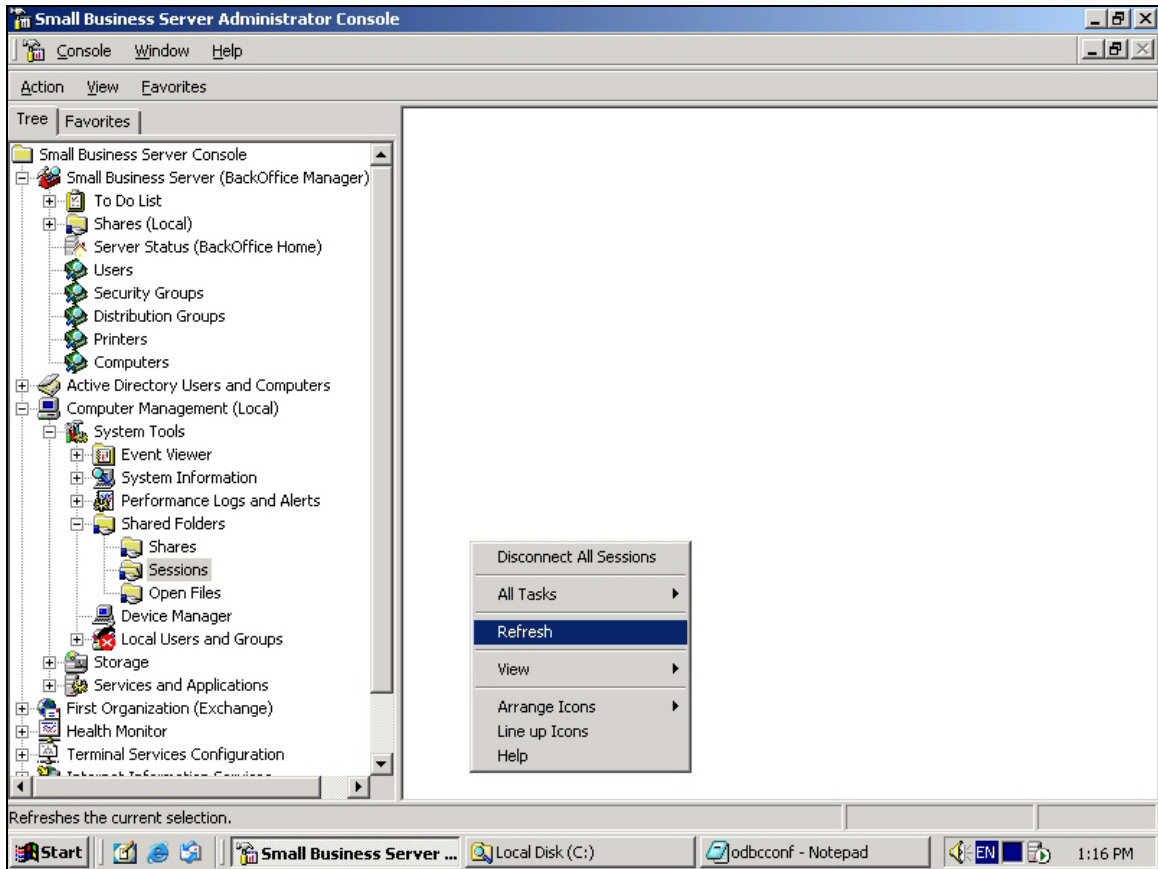
3. You should now see the Administrator Console on your screen like so :



- On the left hand side locate the “*Computer Management (Local)*” icon. 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 :



5. Drill down further in “*Computer Management (Local)*” to the icon for “*Open Files*”. Under “*Computer Management (Local)*”, expand “*System Tools*”, then expand “*Shared Folders*” and finally select “*Open Files*”.
6. Once you select open files you will see a list of any files that are currently opened by client machines. 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.
7. 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
:



8. To exit the *Small Business Server Administrator Console* simply select *Console* then *Exit* from the menu bar.