

Performing a Level M Shutdown

When you perform a Level M shutdown, you put the system into maintenance mode. This allows some applications to continue to run while maintenance is performed.

1. From the text-based Master Menu, type **Z**.
2. At the Enter Utility Type prompt, type **E**.
3. At the Enter Subset Number prompt, type **6**. The (Z)[E6] System Shutdown Utility screen opens.
4. Type **M** to put the system into maintenance mode.
5. At the Enter a Password to Lockout Terminals With prompt, enter a four-character password or press Enter to accept the default.
6. At the Time Delay Before Shutdown prompt, enter the number of seconds to wait before shutting down all terminals, or press Enter to accept the default.
7. At the Enter Message to Users prompt, enter a brief message or press Enter to accept the default.
8. Type **Y** at the Are You Sure prompt.
9. Press Enter at the Proceeding With System Shutdown — Press Any Key prompt to continue. The system returns to the Master Menu.

Performing a Level R Shutdown

After performing dedicated procedures in maintenance mode, it is important to take the system out of maintenance mode properly. To do so, you must perform a Level R Shutdown. This reboots the DDMS® system.

1. From the text-based Master Menu, type **Z**.
2. At the Enter Utility Type prompt, type **E**.
3. At the Enter Subset Number prompt, type **6**. The (Z)[E6] System Shutdown Utility screen opens.
4. Type **R** to reboot this machine only.
5. At the Time Delay Before Shutdown prompt, enter the number of seconds to wait before shutting down all terminals, or press Enter to accept the default.
6. At the Enter Message to Users prompt, enter a brief message or press Enter to accept the default.
7. Type **Y** at the Are You Sure prompt. The system restarts Windows.
8. When Windows starts again, log in to the network again. You can now use DDMS from the server and all clients.

Stopping and Starting TBL Utilities

Note: Stopping and starting TBL Utilities does not apply to DDMSPLUS.

You may also have to stop TBL Utilities for some dedicated procedures. This frees up system files for file and system utility procedures, such as:

- Backing up Files
- Restoring Files
- Renaming Files
- Copying Files
- Disk Compression
- Reindexing
- Executing Certain Utility Programs

Stopping TBL Utilities also locks out all users from the graphical and text-based applications and databases. You can only access the text-based (Z) screen and related functions until you start TBL Utilities again.

Stopping TBL Utilities

Once you are sure no one else is on the system, follow these steps to stop TBL Utilities:

1. Open TBL Server.
2. Click the Utilities drop-down menu and select Stop.

Starting TBL Utilities

Once you finish the procedures requiring stopped utilities, follow these steps:

1. Open TBL Server.
2. Click the Utilities drop-down menu and select Start.