

AS/400

SHUTDOWN

Shutdown needs to be run at the end of each working day. This procedure does a complete save of all data files, reorganizes them and applies newly entered data into the appropriate fields. This can only be run when everyone has signed off. To check to see if everyone is signed off, at a command line type: **D_U** (enter). If someone is still working or has not signed off, send them a message to sign off immediately. If they do not respond, place a **4** in front of their user name and hit **<CMD4>**. Change how to end to ***IMMED** and hit enter. This will end their job and return that workstation to a sign on screen. Make sure the appropriate tape for the save procedure has been loaded into the tape drive on the AS/400. Shutdown can also be put on a timer to run at a later time. To run shutdown, at a command line type: **SHUTDOWN** (enter). A file will quickly build then this screen will appear:

```
SHUTDOWN Procedure

Today's date. .... 101995

Do you want the system to backup your files (Y,N) Y
If (Y)es, and if on AS400, initialize tape?

Should system be powered down at end (Y, )? . . .

OPTIONAL: time that procedure should begin. . . . 0000

NOTE: USE MILITARY TIME!
      (9:00 P.M. = 2100)

ENTER=Continue F3=Cancel
```

Verify the data as today's date.

'Y' You want the system to back up your files.

'Y' You want to initialize the tape.

If you want to perform an IPL after Shutdown has completed, answer Y or N.

Time that Shutdown should start. Remember, it is Military time. If you hit enter without entering a time, Shutdown will start immediately.