



MINDSYSTEMS AMODE[®]

Version 2

The smart all-in-one information management solution
[Info Management](#) | [Visual ThoughtMaps](#) | [Project Plans](#)

Best Practice Information:

Mindsystems Amode provides an intuitive interface, but the core of the application is very advanced. As a end-to-end Information Management Software, it combines a range of functions that otherwise would be found in up to 4 separate applications. To ensure you get the most out of using Mindsystems Amode, it is important to follow Best Practice techniques..

Learning how to use the System: *Maximize the system to your advantage.*

Mindsystems Amode contains many features, often far more than most people realize upon first inspection. Downloading the Learning Module from Mindsystems Helpdesk and spending time to understand the features will benefit you in the long run. Also referring to the F1 inbuilt help will provide answers to common questions.

Good File Management: *A place for everything... and everything in its place.*

Amode's multi-project capability encourages the user to place multiple projects within the same file. The system is designed to handle this, but you should consider that trying to put absolutely everything you do into one Solution File may end up defeating the purpose of good information management. Think of the Solution File as an Umbrella for a logical group, but try to develop multiple Solution Files when project groups become too large.

Clean Saves and Realistic File Sizes: *Being realistic and protecting your work.*

The most critical point for almost any file on a Windows system is at the point of saving, because this is when the file is open and data is being replaced. When dealing with larger files, especially if you have multiple attachments, make sure that when you save the process completes fully without interruption. If you operate a larger file on a system that is under resourced or unstable, this is really asking for trouble. If your system terminates Amode before it can close/save the file properly, corruption of the file can occur. How fast Amode can save or open a large file is dependent on what system resources are available at the time, and of course what type of content you have placed inside the Amode file.

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Amode's capacity is governed by your PC. Amode provides a container for your attachments and images. The actual Tree/Chart/ThoughtPad elements in a Amode file are very lightweight. If a file is responding in a slow manner, consider carefully what else you are adding into the file container and the speed of your PC.

Regular File Backup: *It's like insurance, nobody cares until they need it!*

Amode typically is used for business critical functions, therefore it is highly advisable that you take regular backups of your Amode files. Not only to protect against the issues discussed in the above sections, but also to enable a point of recovery if the actual content of the file is adversely changed as a result of human action (especially important in Multi-User File Sharing scenarios).

If Amode is abnormally terminated by your system, there is an auto-recover mechanism in Amode. Reopening it again immediately may enable you to recover the lost work.

Suggested Backup Solutions: Acronis or Windows Backup

Recommended Cycle: Manually after every major work event or at a minimum nightly.

Press F1 to launch help when Amode is open and also reference these topics.

- The importance of taking backups
- Creating a Rollback Version
- Saving Options

More information: <http://www.mindsystems.com>