

## ■ Worldwide Synchronizing of Files

Since the beginning of 2001 Hellespont has been continually increasing the scope of file synchronization between shore offices and its ships. While common databases and application specific files are routinely synchronized at other companies, Hellespont synchronizes all its files and emails.

Because of the complexity and variety of files, Hellespont wrote its "TFS: The File System" manual and has various indices, guides and conventions for file naming and folder filing. The primary tenet though is that all folders and filenames are the same no matter where in Hellespont.

Hellespont scans and files electronically - paper is used strictly for working with. Paper that has been annotated to the point of being needed permanently is itself scanned. General Hellespont email is retained indefinitely and the present store of email readily available online is form.

Email traffic within Hellespont is auto-filed if the ship and/or office does not have a broad band internet connection. Generally land base offices have significant parts and in some cases all the parts of Hellespont's files - the super set of all files. In other cases either because of internet bandwidth considerations or because of privacy or legal reasons certain segments of the TFS are not synchronized.

Currently under evaluation is the shipboard use of 24x7 VSATcommunications to supplement the present satellite communication. However, for the present, satellite communication remains slow and expensive and thus synchronization with the ships is not possible except for the auto-filing of internal emails. However once again the filing folders are the same and from time to time DVD/CDs and other media are used to re-synchronize the ship's filing systems with the shore based offices.

Port Captain and Engineering superintendents laptops are routinely updated with both new files including drawings and manuals. The goal is to allow Hellespont staff to travel easily and to work with the same efficiency in any of its offices. This has been achieved among the China, Hamburg, Manila and Piraeus offices.