



A GLOBAL HUMAN RESOURCE SOLUTION

the human touch

SIMPLICITY

COMMITMENT

INTEGRITY

PROFESSIONALISM

MISSION

"Develop and implement integrated, centralized and scalable solutions covering the entire range of business processes for maritime Human Resource Management. Adonis is enabling organizations to achieve greater returns on their investments."

VISION

"To be the most recommended software house in the maritime industry, a reliable partner for our clients and an inspiring employer for our staff."

OFFICE MODULES

CREW MANAGEMENT



The Crew Management Module is the basic module that forms the foundation for all the other suite modules. Every employee's information is stored in a set of data groups shown below:

- Personal Data Records Module - biographical data and free text notes.
- Crew picture.
- Documents File, with expiry notification for certificates, passports, courses etc.
- When using the Documents Module, this data group will also contain scanned images of certificates, licenses, travel documents, letters sent and received etc.
- Activity File - previous and current sailing history, sick leave and statistics.
- A real-time Leave Days Account, which is closely connected to an activity record, crew leave days.
- Evaluations/appraisals.
- Family information.
- Injuries and Accidents.
- Customer-defined data groups and fields covering any information not predefined in the application.
- Adonis Query, an integrated part of the base module. and a powerful query tool, allows the user to search the database for any personnel and vessels in related fields.
- Mail Merge with Microsoft Word.

OFFICE MODULES

CREW PLANNING

The Crew Planning Module supports the very difficult job of managing the shipboard rotations of crew members. Using a combination of intelligent graphical interfaces, drag-and-drop scheduling, batch processing and easy-to-follow processes, Adonis has made the task more efficient and added improved controls and rigor to the process.

The system supports the various stages of rotation management and shift planning, such as original planning and manning, daily changeovers and maintenance.


MODULE FEATURES:

- Various Rotation Models/Shift types covered
- Ability to man by vessel and by project (such as a refitting or newbuild)
- Competence requirements for each position and project
- Color-based notification of missing or outdated qualifications
- Possibility for additional qualification requirements by project
- Add or remove positions and shifts at any time
- Deviations from the shift plan by individual, group or complete shift
- Graphical interface with 'drag and drop' and user-defined color settings
- Endless scrollable calendar with seamless zoom in/out
- Report-generator for user-defined reports



OFFICE MODULES

COURSE SCHEDULER



The Adonis Course Scheduler helps you to maintain a complete overview of previous, ongoing and scheduled courses and minimizes the workload compared with your current practice. With this powerful tool, you can plan necessary competence-raising measures for your employees far in advance.

The system can store information about all your course providers, what courses they offer and when the courses are held, as far in advance as required. When you are planning new courses, the system will take the applicable rota plan into account and make sure that your employees are only registered for courses that are held when they are available onshore.

You will automatically be able to select employees for participation in courses based on existing information in the system about expiry dates for certificates and other qualification documents. A graphic calendar function shows all scheduled courses, the number of registered participants and their names. As soon as you register a person for a course, the system generates a scheduled course activity for the time period in question.

When the course has been completed, you simply update the person's competence register and, if applicable, link the scanned course certificate to the system's data records.

Adonis Course Scheduler includes a historical archive of all courses taken by your employees, containing information about when and where the course was held and who participated.

OFFICE MODULES

PAYROLL

The Adonis Payroll Module is a comprehensive payroll system designed to meet the needs of the largest global organization plus medium-sized and small businesses looking for a flexible payroll system. Completely operationally integrated with the organization's Human Resource System, it maximizes efficiency by preventing errors such as double entries and redundant work. The system has many features, including:

- A consolidated central database
- Full audit controls and compliance with SOX regulations
- Multi-currency system with an option to enter, calculate, save and report payroll transactions in any currency. Agreements can be made in any currency - the crew member chooses the payment currency
- Flexible pay-scale function will handle unlimited agreements
- Automatic or manual back-pay/retro-pay function
- Garnishments processed and paid electronically with crew payments, eliminating the need for time-consuming reconciliation
- Dynamic, script-based configuration calculations driven by each transaction code
- Efficient, user-friendly and keyboard-driven data entry
- Batch entry routines
- Up to 99 payroll periods a year, configurable by company. Full payroll history for an unlimited number of years
- Integrated time-card register
- Electronic transfer to bank accounts worldwide conforming to IBAN and other standards, with multiple bank accounts per crew
- An open-end philosophy with optional interfaces to time and attendance and other pre-payroll systems. Transfer of accounting data to many financial systems including SAP, Oracle Financials and JD Edwards.
- Complete integration between Activities and Leave Days Accounting



OFFICE MODULES

TIME CARD REGISTRATION



Adonis Time Card Module is used together with Adonis Payroll. The purpose is to make data registration as simple, quick and secure as possible. This is particularly useful when large amounts of data have to be registered for many people every month. In the Time Card Module, you can customize the registration window to fit the data basis for the registration. Registration is closely linked to the activity overview in Adonis, so that key information about the ship, pay scale and position is automatically retrieved, although it can be overridden. It is also possible to link the postings to a project or other cost dimensions.

It is possible to have your own time-card periods, such as weekly or half-monthly, or you can allow the time-card periods to follow the payroll periods. Once the registration is complete, you simply transfer the time-card data to Adonis Payroll for further control and processing. In addition to manual registration, this module enables time-card data from Excel to be automatically imported.

BUDGET

Adonis Budget is a supplementary module to Adonis Payroll. The system enables you to budget your personnel costs, which makes it easy to subsequently compare actual costs with the budget and report any deviations. Budgeting is carried out for each position and each ship, and, if desirable, it can also be grouped into separate levels for officers and ratings. It is possible to break down budgeting into different nationalities and different currencies for each category of employees, which gives you a highly flexible basis for budgeting. When you start a new budget year, you can easily budget for the new year by copying and adjusting the previous year's budget.

SHIPBOARD MODULES

CREW STATION BILL

Adonis Crew Station Bill fully meets the need for muster rolls, both when ships are at sea and when they are in port. The system is used to define emergency stations such as fire and lifeboat stations and to define duties for the various roles that will be assigned to crew members at the stations. At the various emergency stations, it is possible to group crew members into different teams, such as a lifeboat team and a fire station team. Linking crew members to the muster roll is very simple and intuitive. The system checks what courses and certificates are required for the different roles on the muster roll and gives notification if qualifications are lacking or when expiry dates have been reached. The system also covers stand-ins and automatically checks the qualification requirements.

The system works dynamically together with the rest of the Crew Planning System, so that it is easy to maintain an updated muster roll in the event of changes to the crew as a consequence of crew members mustering on and off and any other special circumstances.

CABIN ALLOCATION

Adonis Cabin Allocation is designed to be a simple but efficient tool for planning cabin allocation for crews on passenger ferries, cruise ships and other floating units with large crews. The system makes it easy to maintain an overview of vacant cabins and to allocate new cabins to incoming crew. The procedure is based on a complete register that contains information about who stayed, is staying or will be staying in a specific cabin on a specific date.

Cabin Allocation is integrated with Adonis Crew Change Module, so that the allocation of cabins can be carried out in parallel with the Sign On process in this module.



SHIPBOARD MODULES

CREW EFFECTS



The Adonis Crew Effects Module is designed to maintain an overview of and report crew possessions that are kept on board to the different countries' customs authorities. Goods, product groups, categories and units of measurement are developed from scratch and adapted to the needs of the individual shipping company. The registration procedure is highly intuitive and simple, which means it is quick and simple to enter crew effects for new crew members and maintain existing records. Once the data have been entered, the module works in seamless full integration with the rest of Adonis's Crew Management System. One keystroke gives you an overview of possessions and bonded stores and enables you to take printouts for the crew on board.

Adonis has developed customs lists and declaration reports that satisfy the needs of the authorities in most countries.

ONBOARD ACCOUNTING

Adonis Onboard Accounting is a simple but powerful tool that handles the captain's accounts on board small and medium-sized ships. Its flexible structure means that the system can be expanded as required in relation to different accounts, such as cash, communication costs, welfare accounts etc. The module is 100% integrated with Adonis Payroll so that registration only has to be carried out once.

With Adonis Onboard Accounting, you can standardize and rationalize the monthly reporting from ships by reducing double postings and keeping control work to a minimum.

SHIPBOARD MODULES

CREW PORTAL

Adonis Crew Portal opens up a new world of opportunities when it comes to effective data acquisition and good information flow. It is a portal with a web interface that enables the crew to log on to their own accounts and carry out a number of operations that can be updated in the crew management system. The portal can be run as a local service on board individual ships or as a complete web service that is available on the internet. Logging on is done via touch screen computers and personal access codes or by using a personal swipe card. Adonis Crew Portal comes with the following services that have been or are being developed:

- **Registration of working hours and hours of rest**

When a crew member clocks in and out, his/her working hours are automatically registered and checked against the IMO's regulations for hours of rest. Individual crew members are alerted when they violate the regulations for hours of rest, and the administrator or department manager can easily check the status for all or some crew members.

- **Maintenance of own personal data**

Each crew member can update his/her own data, such as address, telephone number, next of kin, certificates etc. They can also see their own shift plans, copies of previous pay slips and other registers that the individual company makes available.

- **Registration of travel expense claims**

It will be possible for crew to register their own travel expense claims and to upload scanned vouchers for enclosure with the claims. Once the information has been uploaded, the department manager will consider and approve travel expense claims before they are seamlessly transferred to Adonis Payroll for disbursement.

- **Registration of overtime**

Today's manual registration of working hours will be replaced by electronic registration of working hours and overtime, which will be carried out by the individual employee. Once the information has been checked and certified by the department manager, it is transferred to Adonis Payroll for processing.



WEB SERVICES

WEB RECRUITMENT



The Web Recruitment Portal is an online service developed and hosted by Adonis. It provides seamless integration with Adonis Crew Management Module. Once an applicant has been accepted, all information will be automatically transferred into your Adonis Human Resource System. This will save a lot of work when changing status from applicant to employee.

You can streamline the recruitment process by publishing vacancies on your website. Only applicants who meet the requirements for a position can submit an application, or they can simply choose to upload their CVs.

The service is integrated into the customer's Web Site. This means that someone submitting a job application electronically will experience the same "look and feel" as when visiting the rest of the pages on the customer's website.

To order more information about this service and other products from Adonis, please complete and submit the order form below.

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