



Event-Based Jobs

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide covers **event-based jobs** in Knotical PMS — maintenance jobs that are generated when an operational event occurs (for example, a departure, a drill, or a completed overhaul) rather than on a fixed calendar interval. Each event-based job is a template linked to one or more trigger events; when you fire an event for the vessel, Knotical creates a work order for every linked job, due on — or offset from — the firing date.

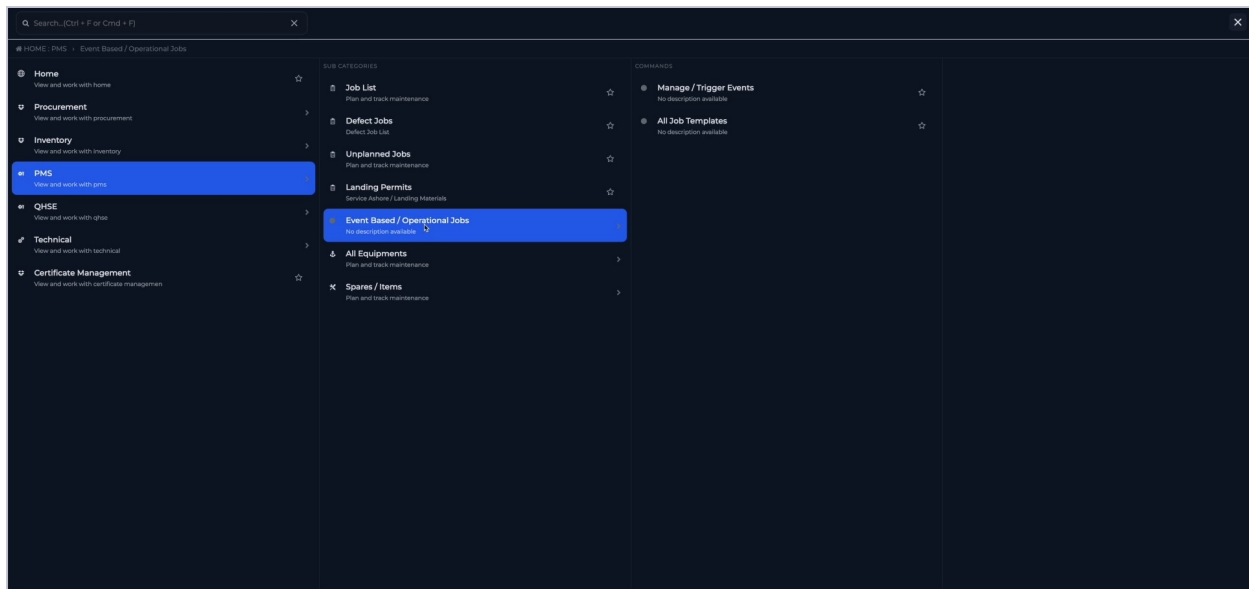
Part 1 covers firing an operational event to generate its linked work orders. **Part 2** covers setting up the event-based job templates and linking them to events. Both areas live under **PMS** → **Event Based / Operational Jobs**.

Note: Firing an event only generates work orders for jobs that have been linked to it. If an event shows no linked jobs, set them up first (see Part 2).

Part 1 — Fire an operational event

Step 1. Open Manage / Trigger Events

In the **PMS** module, open **Event Based / Operational Jobs** and choose **Manage / Trigger Events**. The same menu also holds **All Job Templates**, used in Part 2.



PMS → Event Based / Operational Jobs. Manage / Trigger Events fires events; All Job Templates is where jobs are set up.

Step 2. Select an event and review its linked jobs

Confirm the correct **Vessel** is selected, then pick an event from the list on the left — the **Linked Jobs** count shows how many jobs are wired to it. The right-hand panel shows the event's details and its **Linked Planned Jobs**, which are the work orders that will be created.

The screenshot shows the Knotical PMS interface. On the left, a sidebar lists various events. The 'Trigger Events' section is active, showing a list of events. The 'Departure' event is selected, and its details are shown on the right. The 'Linked Planned Jobs' table lists three jobs:

#	JOB	EQUIPMENT	ROLE	OFFSET (DAYS)
1	Pre-Departure Main Engine Check	Main Engine		
2	Pre-Departure Steering Gear Check	Steering Gear		
3	Engine Room Handover Inspection	Engine Room (all equipment)	Captain	

Selecting **Departure** shows its linked planned jobs. Click **Trigger Event** to fire it.

Step 3. Fire the event

Click **Trigger Event**. In the **Fire** dialog, set the **Firing Date** and add any **Remarks** (voyage number, port, drill ID, etc.). The dialog lists the work orders that will be created. Click **Fire Event** to confirm.

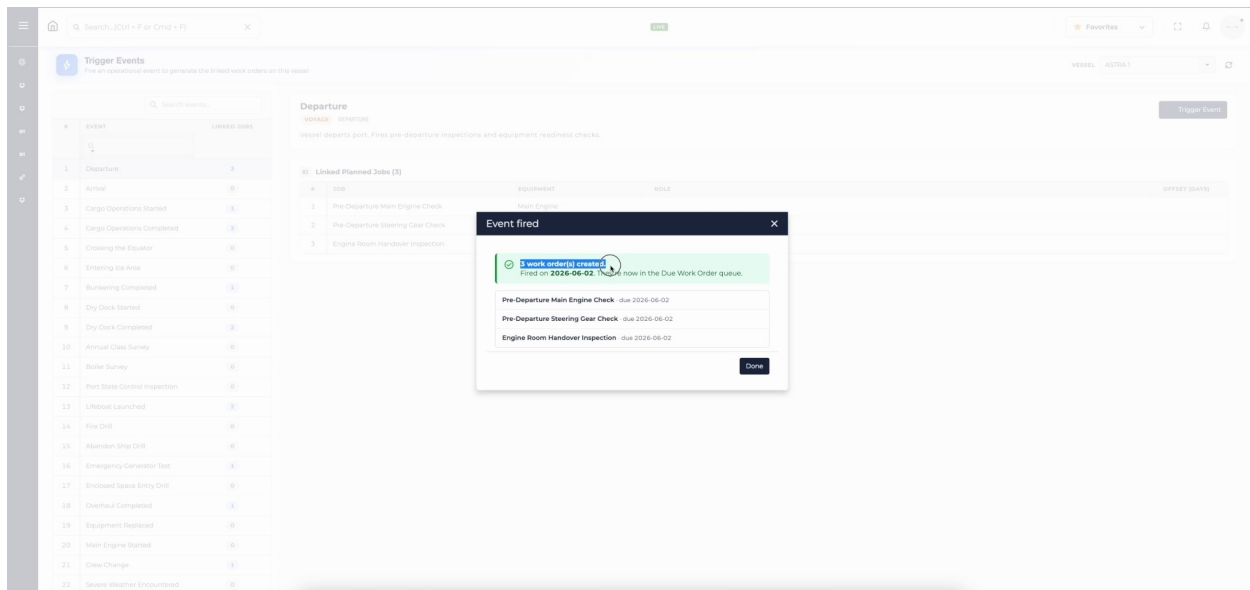
The screenshot shows the 'Fire: Departure' dialog box. It prompts for a 'Firing Date' (2026-06-02) and 'Remarks' (Voyage no, port, drill ID, etc.). Below, it lists the work orders to be created:

- Pre-Departure Main Engine Check - Main Engine
- Pre-Departure Steering Gear Check - Steering Gear
- Engine Room Handover Inspection - Engine Room (all equipment)

The **Fire** dialog. Set the firing date, add remarks, and review the work orders to be created.

Step 4. Confirm and review the generated jobs

A confirmation shows how many work orders were created and the date they are due. Click **Done**. The new work orders are now in the **Due Work Order** queue.



Confirmation that the work orders were created.

In the **Job List**, the generated jobs appear with a **Job Type** of **Event Based Job**, due on the firing date, ready to be progressed like any other work order.

#	JOB CODE	COMP NAME	JOB NAME	RESPONSIBLE	STATUS	JOB INTERVAL	DUE DATE	NEXT DUE DATE	POSTPONED D..	JOB TYPE	OVERDUE	CRITICAL	REVIEW R..	REV	ACTIONS
1	EV-CC-HAND-001		Engine Room Handover Inspection	Captain	OVERDUE		02 Jun 2026			Event Based Job	☒	☐	☐	Chie	Actions
2	EV-DEP-STR-001		Pre-Departure Steering Gear Check		OVERDUE		02 Jun 2026			Event Based Job	☒	☐	☒		Actions
3	EV-DEP-ME-001		Pre-Departure Main Engine Check		OVERDUE		02 Jun 2026			Event Based Job	☒	☐	☐		Actions
4	EV-CC-HAND-001		Engine Room Handover Inspection	Captain	OVERDUE		30 May 2026			Event Based Job	☒	☐	☐	Chie	Actions
5	EV-DEP-STR-001		Pre-Departure Steering Gear Check		OVERDUE		30 May 2026			Event Based Job	☒	☐	☒		Actions
6	EV-DEP-ME-001		Pre-Departure Main Engine Check		OVERDUE		30 May 2026			Event Based Job	☒	☐	☐		Actions
7	EV-CC-HAND-001		Engine Room Handover Inspection	Captain	Under Review		27 May 2026			Event Based Job	☒	☐	☐		Actions
8	EV-DEP-STR-001		Pre-Departure Steering Gear Check		OVERDUE		27 May 2026			Event Based Job	☒	☐	☒		Actions
9	EV-DEP-ME-001		Pre-Departure Main Engine Check		OVERDUE		27 May 2026			Event Based Job	☒	☐	☐		Actions
1..	OPTAST0001	EEBD #11	Auxiliary engine break down	II Engineer	OVERDUE		28 May 2026			Defect Job	☒	☐	☐	Capt	Actions
1..	30/AST/2026/00863	SART #2	Battery - Renew	ETO	SCHEDULED	Repeats every month on th...	25 Jun 2026			Planned Job	☐	☒	☒		Actions
1..	30/AST/2026/00864	SART #2	Signal Test and Crew Training - Test	Captain	SCHEDULED	Repeats every 3 months on t...	25 Aug 2026			Planned Job	☐	☒	☒		Actions
1..	30/AST/2026/00862	SART #2	Battery - Test	Captain	IN PROGRESS	Repeats every month on th...	01 Jun 2026			Planned Job	☒	☒	☒		Actions
1..	30/AST/2026/00860	SART #1	Signal Test and Crew Training - Test	Captain	OVERDUE	Repeats every 3 months on ..	01 Jun 2026			Planned Job	☒	☐	☒		Actions
1..	30/AST/2026/00859	SART #1	Battery - Test	Captain	OVERDUE	Repeats every month on th...	01 Jun 2026			Planned Job	☒	☐	☒		Actions

The generated work orders in the Job List, shown as Event Based Job.

Part 2 — Set up an event-based job

Step 1. Open All Job Templates

Open **Event Based / Operational Jobs** again and choose **All Job Templates**. This lists the event-based job templates — the jobs that operational events generate — with their equipment, responsible role, and number of linked event triggers. Click **+ Add Job** to create a new one.

#	CODE	JOB NAME	EQUIPMENT	RESPONSIBLE ROLE	EVENT TRIGGERS	EST. (MIN)	RA	PTW	REVIEW	CLASS	ACTIONS
1	EV-DEP-STR-001	Pre-Departure Steering Gear Check	Steering Gear		1	20					
2	EV-DO-HULL-001	Post-Drydock Hull Coating Inspection	Hull / Underwater Paint		1	90					
3	EV-DO-PROP-001	Post-Drydock Propeller Inspection	Propeller & Shaft		1	60					
4	EV-LB-ENG-001	Lifeboat Engine Test After Launch	Lifeboat Engine		1	30					
5	EV-LB-FALL-001	Lifeboat Fall Wire Inspection	Lifeboat Davit & Fall Wires		1	45					
6	EV-EG-BAT-001	Emergency Generator Battery & Log Check	Emergency Generator		1	25					
7	EV-OVH-VIB-001	Post-Overhaul Vibration Analysis	Major Rotating Equipment		1	60					
8	EV-BUNK-SAMP-001	Post Bunkering Fuel Sample Collection	Bunker Tanks / Fuel System	Chief Engineer	2	40					
9	EV-DEP-ME-001	Pre-Departure Main Engine Check	Main Engine		3	45					
10	EV-CC-HAND-001	Engine Room Handover Inspection	Engine Room (all equipment)	Captain	2	60					

The Event-Based Jobs template list. Click + Add Job to create a new template.

Step 2. Enter the job details

In **Job Details**, give the job a **Code** and **Job Name**, and fill in the equipment label, responsible role, description, procedure, estimated duration, and any flags (risk assessment, permit to work, class related, review required). Click **Save Job**.

Job Details

CODE: JOB NAME: EST. DURATION (MIN):

EQUIPMENT (DISPLAY LABEL): RESPONSIBLE ROLE:

JOB DESCRIPTION:

PROCEDURE:

SAFETY WARNING:

RECORDED PARAMETERS:

RISK ASSESSMENT REQUIRED: ☐ PERMIT TO WORK REQUIRED: ☐ CLASS RELATED: ☐

REVIEW REQUIRED: ☐

Save the job first to start adding event triggers.

Save Job **Close Window**

The Job Details form. Complete the fields, then Save Job.

Step 3. Add an event trigger

Once the job is saved, the **Event Triggers** section becomes available. Click **+ Add Event Trigger**. In the **New Event Trigger** dialog, choose the **Event**, set the **Offset (days after firing)**, and choose when the trigger's **Recurrence Ends**. Click **Save Trigger**.

The screenshot shows the 'New Event Trigger' dialog box overlaid on the main job details form. The dialog has the following fields:

- Event:** A dropdown menu with 'Departure' selected.
- Offset (days after firing):** A text input field with '0' entered.
- Recurrence Ends:** A dropdown menu with 'Never' selected.
- Help text:** A blue box stating: 'Offset of 0 means the work order is due on the firing date itself. A positive value defers (e.g. 7 = "due 7 days after the event").'
- Buttons:** 'Save Trigger' (blue) and 'Cancel' (red).

The background form shows job details for 'Check the tube oil levels' with fields for CODE, JOB NAME, EQUIPMENT, JOB DESCRIPTION, PROCEDURE, SAFETY WARNING, RISK ASSESSMENT REQUIRED, and REVIEW REQUIRED.

The New Event Trigger dialog. Choose the event and set the offset and recurrence.

Tip: An offset of 0 makes the work order due on the firing date itself; a positive value defers it (for example, 7 means “due 7 days after the event”). A job can be linked to several events — add a trigger for each.

Step 4. Confirm the link

The trigger now appears in the **Event Triggers** list and the job is linked to that event. From now on, firing any linked event (Part 1) will generate a work order for this job.

The screenshot shows the job details form with the 'Event Triggers' list at the bottom. The list has the following columns: #, EVENT, CATEGORY, OFFSET (DAYS), and RECURRENCE ENDS.

#	EVENT	CATEGORY	OFFSET (DAYS)	RECURRENCE ENDS
1	Departure	VOYAGE	0	Never

The job details form also shows fields for CODE, JOB NAME, EQUIPMENT, JOB DESCRIPTION, PROCEDURE, SAFETY WARNING, RISK ASSESSMENT REQUIRED, REVIEW REQUIRED, and CLASS RELATED.

The job linked to the Departure event.



Event-based jobs keep operational maintenance tied to what actually happens on board — define the templates once, and each time you fire the matching event, the right work orders are raised automatically.