



Updating a Job's Last Done Date

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

When PMS jobs are first imported into Knotical PMS, many of them have no last done date. This guide explains how to set that date once, so the system can work out when the job is next due. Setting the last done date recalculates the job's next due date from that date and the job's trigger.

Important: The Update Last Done Date option can be used only once per job. As soon as a job has any job history — that is, once it has been marked completed at least once — the option disappears.

Step 1. Open the PMS Job List

Go to the **PMS Job List**. If a filter is active, reset it so the job you are looking for is shown.

Step 2. Choose Update Last Done Date

Find the job in the list — for example, a job that is **Overdue** with a due date carried over from import. On that job's row, open the **Actions** menu and select **Update Last Done Date** (the second option).

#	JOB CODE	COMP NAME	JOB NAME	RESPONSIBLE	STATUS	DUE DATE	POSTPONED D.	JOB TYPE	OVERDUE	CRITICAL	REVIEW R.	REVIEW BY	ACTIVATED BY	COMPLETED BY	ACTIONS
1	28.1A.0001.0001.0001	Emergency Generator - Batteries	Batteries - Renew	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions Edit Job Template Update Last Done Date Start Job Update / Complete Job Assign Job Postpone Job Create Requisition From Job Download Job Card View Completion Report
2	28.1A.0001.0003.0001	Emergency Generator - Filters	Filters - Check/ Clean	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
3	28.1A.0001.0004.0001	Emergency Generator - Fuel Injectors	Fuel Injectors - Check/ Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
4	28.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Drain water/ top up oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
5	28.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Renew Oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
6	28.1A.0001.0006.0001	Emergency Generator - Fuel tank Q...	Fuel tank Quick closing valve - Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
7	28.1A.0001.0007.0001	Emergency Generator - Hydraulic St...	Hydraulic Start - Test	II Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
8	28.1A.0001.0008.0001	Emergency Generator - Jacket Heater	Jacket Heater - Check Coil	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
9	28.1A.0001.0009.0001	Emergency Generator - Over speed ...	Over speed shut down - Function che...	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
1..	28.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Water Quality/ freeing pol...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
1..	28.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Clean Fins	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
1..	28.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Fins condition check/ clean...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
1..	28.1A.0001.0011.0001	Emergency Generator - Radiator Fa...	Radiator Fan Belt - Check/ adjust	II Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
1..	28.1A.0001.0012.0001	Emergency Generator - Self Motor	Self Motor - Inspect	II Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
1..	28.1A.0001.0001	Emergency Generator	Battery Charger - Check	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions

The Actions menu on a job row, with Update Last Done Date as the second option.

Step 3. Set the date and save

In the **Update Last Done Date** dialog, use the date picker to choose the date the job was actually last completed — for example, the date you are confident the work was last carried out. Then click **Save**.

The Update Last Done Date dialog. Pick the date the job was last completed, then Save.

Step 4. Check the new due date

The job's next due date is recalculated from the date you entered. In the example below, the job moved from **23 Feb 2026 (Overdue)** to **06 May 2026 (Scheduled)** once the last done date was set.

Job List

ASTRA | Change | Completed | Only Active | For Me

Actions | Filters | Columns

#	JOB CODE	COMP NAME	JOB NAME	RESPONSIBLE	STATUS	DUE DATE	POSTPONED D...	JOB TYPE	OVERDUE	CRITICAL	REVIEW R...	REVIEW BY	ACTIVATED BY	COMPLETED BY	ACTIONS
1	JB.1A.0001.0001	Emergency Generator	Battery Charger - Check	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
2	JB.1A.0019.0001.0001	SART #1	Battery - Renew	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
3	JB.1A.0019.0001.0001	SART #1	Battery - Test	Captain	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
4	JB.1A.0012.0002.0001	Lifeboat #2	Searchlight Battery - Check	Captain	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
5	JB.1A.0012.0001.0001	Lifeboat #1	Searchlight Battery - Check	Captain	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
6	JB.1A.0012.0001	EPiRB	Battery - Renew	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
7	JB.1A.0012.0001	EPiRB	Battery - Test	Captain	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
8	JB.1A.0019.0002.0001	SART #2	Battery - Renew	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
9	JB.1A.0019.0002.0001	SART #2	Battery - Test	Captain	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
10	JB.1A.0001.0001	Emergency Generator	Spare starter motor (in case of both b...	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
11	JB.1A.0012.0002.0002	Emergency Generator	Battery Start - Test	II Engineer	SCHEDULED	06 May 2026		Planned Job	☐	☐	☐				Actions

Total records: 11 | Page 3 of 3

The job's due date recalculated — now Scheduled for 06 May 2026.

This completes the one-time update of a job's last done date in Knotical PMS. From here, the job follows its normal schedule.