



Assigning a Job to a Team Member

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide explains how to assign a planned maintenance job to another member of your team in Knotical PMS. Assigning a job sets the crew member responsible for carrying it out, so that the job appears in that person's job list when they next log in.

Step 1. Open the Job List

From the navigation menu, select **PMS**, then **Job List**. The Job List shows each job together with its component, job name, the crew member currently responsible, status, and due date.

#	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	3B.1A.0001.0004.0001	Emergency Generator - Fuel Injectors	Fuel Injectors - Check/ Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
2	3B.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Drain water/ top up oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
3	3B.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Renew Oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
4	3B.1A.0001.0006.0001	Emergency Generator - Fuel tank Q...	Fuel tank Quick closing valve - Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
5	3B.1A.0001.0007.0001	Emergency Generator - Hydraulic St...	Hydraulic Start - Test	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
6	3B.1A.0001.0008.0001	Emergency Generator - Jacket Heater	Jacket Heater - Check Coil	ETO	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
7	3B.1A.0001.0009.0001	Emergency Generator - Over speed ...	Over speed shut down - Function che...	ETO	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
8	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Water Quality/ freeing pol...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
9	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Clean Fins	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
10	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Fins condition check/ clean...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
11	3B.1A.0001.0011.0001	Emergency Generator - Radiator Fa...	Radiator Fan Belt - Check/ adjust	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
12	3B.1A.0001.0012.0001	Emergency Generator - Self-Motor	Self-Motor - Inspect	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
13	3B.1A.0002.0001	Emergency Air Compressor	Crankcase Oil - Check	IV Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
14	3B.1A.0002.0001	Emergency Air Compressor	Weekly operational test - Test	IV Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions
15	3B.1A.0001.0003.0001	Emergency Generator - Filters	Filters - Check/ Clean	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☑	☐	☐				Actions

The Job List. Each job can be acted on from the Actions button on the right of its row.

Step 2. Open the Assign Job option

There are two ways to open the Assign Job option — use whichever is more convenient.

Method 1 — from the Job List

Click the **Actions** button on the job's row and choose **Assign Job** from the menu.

#	JOB CODE	COMP NAME	JOB NAME	RESPONSIBLE	STATUS	DUE DATE	POSTPONED D.	JOB TYPE	OVERRIDE	CRITICAL	REVIEW B.	REVIEW BY	ACTIONED BY	COMPLETED BY	ACTIONS
1	JB1A.0001.00001.00001	Emergency Generator - Fuel Injectors	Fuel Injectors - Check/Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions - Edit Job Template - Update Last Done Date - Start Job - Update / Complete Job - Assign Job - Prod Assign Job - Create Requisition From Job - Download Job Card - View Completion Report
2	JB1A.0001.00005.00001	Emergency Generator - Fuel Tank	Fuel Tank - Drain water/top up oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
3	JB1A.0001.00005.00001	Emergency Generator - Fuel Tank	Fuel Tank - Renew Oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
4	JB1A.0001.00006.00001	Emergency Generator - Fuel tank Q.	Fuel tank Quick closing valve - Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
5	JB1A.0001.00007.00001	Emergency Generator - Hydraulic St.	Hydraulic Start - Test	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
6	JB1A.0001.00008.00001	Emergency Generator - Jacket Heater	Jacket Heater - Check Coil	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
7	JB1A.0001.00009.00001	Emergency Generator - Over speed ..	Over speed shut down - Function che...	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
8	JB1A.0001.00010.00001	Emergency Generator - Radiator	Radiator - Water Quality/freeding pol...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
9	JB1A.0001.00010.00001	Emergency Generator - Radiator	Radiator - Clean Fins	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
1..	JB1A.0001.00010.00001	Emergency Generator - Radiator	Radiator - Fins condition check/clean...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
1..	JB1A.0001.00011.00001	Emergency Generator - Radiator Fa...	Radiator Fan Belt - Checks/adjust	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
1..	JB1A.0001.00012.00001	Emergency Generator - Self Motor	Self-Motor - Inspect	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
1..	JB1A.0002.00001	Emergency Air Compressor	Crankcase Oil - Check	IV Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
1..	JB1A.0002.00001	Emergency Air Compressor	Weekly operational test - Test	IV Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions
1..	JB1A.0001.00003.00001	Emergency Generator - Filters	Filters - Check/Clean	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☒				Actions

Method 1 — the Actions menu on a job row, with the Assign Job option.

Method 2 — from the Job Details screen

Click the job to open the **Job Details** screen, then click **Assign Job** in the toolbar. This screen also shows the current **Responsible** crew member and an **Assigned To** panel.

Search...[Ctrl + F or Cmd + F]

X

Fuel Injectors - Check/ Test

Ready / Planes

23 Feb 2026
START DATE

COMPLETED DATE

No Review Required

Go back

Start Job

Update / Complete Job

Assign Job

Postpone Job

Create Requisition From Job

Job Details

Component

Job Resources

Spares / Items

Job Groups

Documents

Job History

Forms [N/A]

1 Overview

JOB NAME:
Fuel Injector - Check/ Test

ACTIVATED BY:

COMPLETED BY:

JOB TEXT:
Emergency Generator - Fuel Injectors
Check/ test task for Fuel injectors under Emergency Generator

PROCEDURE TEXT:

PREVIOUS TASK REMARKS (IF ANY):
N/A

JOB TYPE:
PMS

POSTPONED DATE:

LAST DONE:

2 Responsible

III Engineer

3 Assigned To

No one assigned

Assign Now

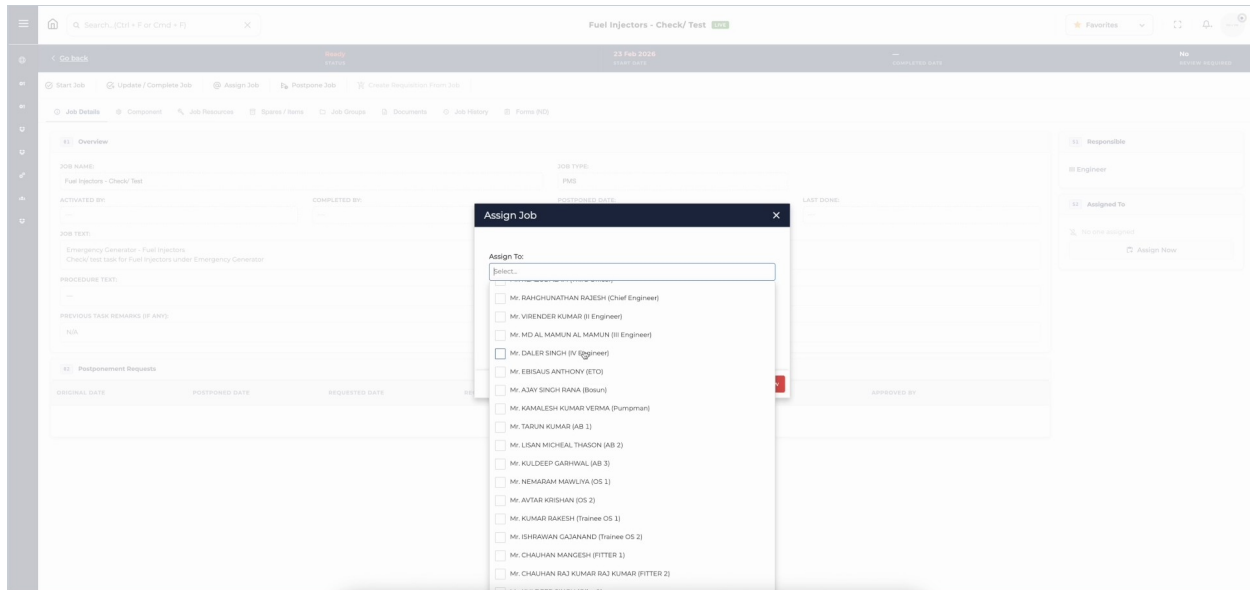
4 Postponement Requests

ORIGINAL DATE	POSTPONED DATE	REQUESTED DATE	REQUESTED BY	REASON	APPROVED DATE	APPROVED BY
No postponement requests						

Method 2 — the Job Details screen, showing the Assign Job button and the Assigned To panel.

Step 3. Select the crew member

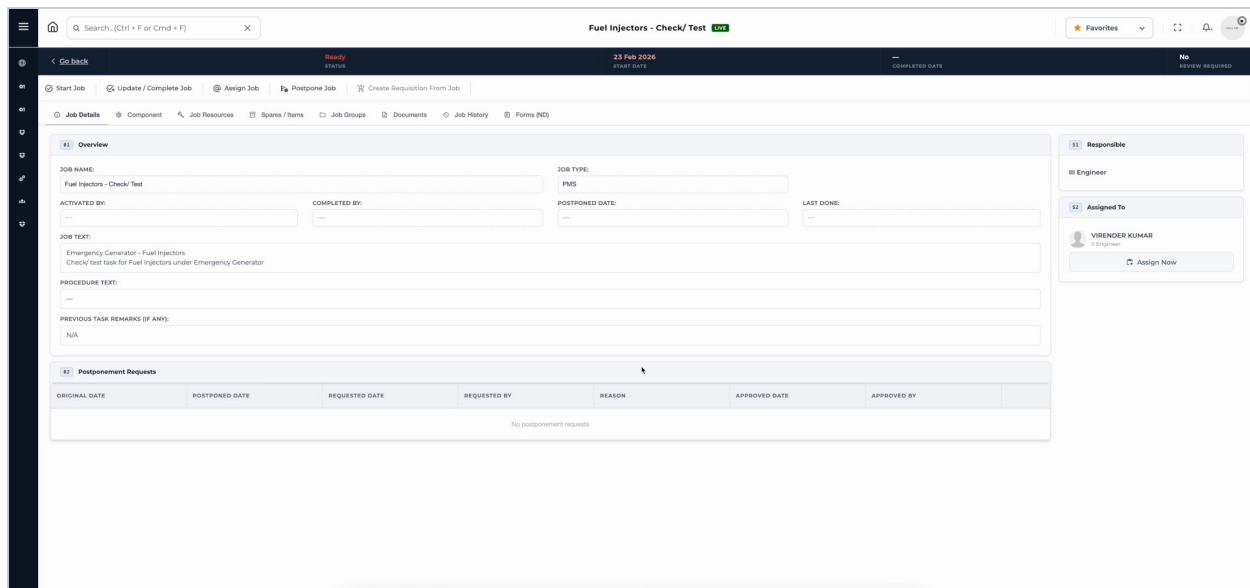
The **Assign Job** dialog opens with an **Assign To** list of all crew members, each shown with their rank. Select the person you want to assign the job to — in this example, the Second Engineer — and confirm.



The Assign Job dialog. Choose a crew member from the Assign To list.

Step 4. Confirm the assignment

Once assigned, the **Assigned To** panel updates to show the selected crew member and rank. In this example, the job is now assigned to Virender Kumar (II Engineer).



The job is now assigned to the selected crew member.

Tip: When that crew member next logs in and opens the Job List, the assigned job appears in their list — for example, under the For Me view at the top of the screen.

This completes the process of assigning a job to a team member in Knotical PMS.