



Submitting and Approving a Job Postponement

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide explains how to postpone a planned maintenance job in Knotical PMS. Postponing a job is a two-stage process: a crew member submits a postponement request with a new date and a reason, and a technical superintendent or technical manager then reviews and approves it. The job is postponed only once the request has been approved.

Part 1 — Submitting a postponement request

Step 1. Open the Postpone Job option

From the navigation menu, select **PMS**, then **Job List**, and locate the job you want to postpone — for example, Hydraulic Start. You can open the Postpone Job option in either of two ways: click the **Actions** button on the job's row and choose **Postpone Job**, or click the job to open it and select **Postpone Job** from the toolbar.

#	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.0001.0010.0001	Emergency Generator - Radiator	Radiator - Water Quality/ freezing po...	III Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
7	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Clean Fins	III Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
8	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Fins condition check/ clean...	III Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
9	3B.1A.0001.0011.0001	Emergency Generator - Radiator Fa...	Radiator Fan Belt - Check/ adjust	II Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
1...	3B.1A.0001.0012.0001	Emergency Generator - Self Motor	Self Motor - Inspect	II Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
1...	3B.1A.0002.0001	Emergency Air Compressor	Crankcase Oil - Check	IV Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
1...	3B.1A.0002.0001	Emergency Air Compressor	Weekly operational test - Test	IV Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
1...	3B.1A.0002.0001	Emergency Air Compressor	Crankcase Oil - Renew	IV Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
1...	3B.1A.0002.0001	Emergency Air Compressor	Filling Rate Capacity - Check	IV Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions
1...	3B.1A.0001.0003.0001	Emergency Generator - Filters	Filters - Check/ Clean	III Engineer	OVERDUE	23 Feb 2026		Planned Job							Actions

The Actions menu on the Hydraulic Start job, with the Postpone Job option.

Step 2. Enter the new date and reason

In the **Postpone Job** dialog, select the **Postponed Date** — for example, 3 June 2026 — and enter a **Reason**, such as “Spares not available”. Then click the **Postpone Job** button.

The screenshot shows the 'Postpone Job' dialog box in the Knotical PMS interface. The dialog is titled 'Postpone Job' and has a close button (X). It contains two main input fields: 'Postponed Date' with the value '03 Jun 2026' and a calendar icon, and 'Reason' with the text 'Spares not available'. Below these fields are two buttons: 'Postpone Job' and 'Close Window'. The background shows the 'Hydraulic Start - Test' job details page, which includes a search bar, navigation tabs, and a 'Postponement Requests' table.

The Postpone Job dialog with the new date and reason entered.

Step 3. Request submitted (awaiting approval)

This creates a postponement **request** — the job is not yet postponed. The request appears in the **Postponement Requests** table on the Job Details screen, showing the requested and postponed dates, who raised it, and the reason. The Approved Date and Approved By columns stay blank until the request is approved.

The screenshot shows the 'Postponement Requests' table in the Knotical PMS interface. The table has the following columns: ORIGINAL DATE, POSTPONED DATE, REQUESTED DATE, REQUESTED BY, REASON, APPROVED DATE, and APPROVED BY. A single request is listed with the following data:

ORIGINAL DATE	POSTPONED DATE	REQUESTED DATE	REQUESTED BY	REASON	APPROVED DATE	APPROVED BY
23 Feb 2026	03 Jun 2026	03 May 2026	Mr. VIRENDER KUMAR	Spares not available		

The postponement request, recorded and awaiting approval.

Note: A postponement request does not change the job's due date on its own. The job remains active until a technical superintendent or technical manager approves the request.

Part 2 — Approving the postponement request

Step 4. Open the request as the approver

The technical superintendent (or technical manager) logs in and opens the **PMS Job List** for the vessel. Pending requests can be found via the **For Me** tab. Opening the job shows the same Postponement Requests table, now with approve and delete actions available on the request row.

The screenshot shows the 'Hydraulic Start - Test' job details page. The 'Postponement Requests' table has the following data:

ORIGINAL DATE	POSTPONED DATE	REQUESTED DATE	REQUESTED BY	REASON	APPROVED DATE	APPROVED BY
23 Feb 2026	03 Jun 2026	03 May 2026	Mr. VIRENDER KUMAR	Spares not available		

The approver's view of the pending request, with approve and delete actions on the row.

Step 5. Approve the request

Click the **approve** action on the request row. A confirmation prompt appears — note that once approved, the request cannot be changed. Click **Yes** to approve. (Alternatively, the request can be deleted to decline it.)

The screenshot shows the same job details page, but with a confirmation dialog box in the center. The dialog asks: "Are you sure? You want to approve the selected job postponement request? Note: Once approved, it cannot be changed." The dialog has "Yes" and "No" buttons.

Confirming approval of the postponement request.

Step 6. Job postponed

Once approved, the job's status changes to **Postponed** and the Postponed Date is updated. The Postponement Requests table now records the Approved Date and Approved By, completing the process.

Hydraulic Start - Test

23 Feb 2026

START DATE

POSTPONED DATE

No

POSTPONED DATE

Job Details

Component

Job Resources

Spares / Items

Job Groups

Documents

Job History

Forms (PDF)

Overview

JOB NAME: Hydraulic Start - Test

JOB TYPE: PMS

ACTIVATED BY: ---

COMPLETED BY: ---

POSTPONED DATE: 03 Jun 2026

LAST DONE: ---

JOB TEXT: Emergency Generator - Hydraulic Start. Test task for Hydraulic Start under Emergency Generator

PROCEDURE TEXT: ---

PREVIOUS TASK REMARKS (IF ANY): N/A

Responsible

E Engineer

Assigned To

No one assigned

Assign Now

Postponement Requests

ORIGINAL DATE	POSTPONED DATE	REQUESTED DATE	REQUESTED BY	REASON	APPROVED DATE	APPROVED BY
23 Feb 2026	03 Jun 2026	03 May 2026	Mr. VIRENDER KUMAR	Spares not available	03 May 2026	Mr. Amit S

The job is now postponed; the request shows the approval details.

This completes the process of submitting and approving a job postponement in Knotical PMS.