



Marking a Job as Completed

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide explains how to mark a planned maintenance job as completed in Knotical PMS. Completion is handled through a short wizard that records the completion date and remarks, the resources and spares used, any supporting documents, and finally confirms the job as completed.

Step 1. Open the job and start completion

From the navigation menu, select **PMS**, then **Job List** — this shows the jobs assigned to you. There are two ways to begin: click the **Actions** button on the job's row and choose **Update / Complete Job**, or click the job to open the Job Details screen and click **Update / Complete Job** from the toolbar.

#	JOB CODE	COMP NAME	JOB NAME	RESPONSIBLE	STATUS	DUE DATE	POSTPONED D...	JOB TYPE	OVERDUE	CRITICAL	REVIEW B...	REVIEW BY	ACTIVATED BY	COMPLETED BY	ACTIONS
1	3B.1A.0001.0001	Emergency Generator	Test under Load - Test	Chief Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
2	3B.1A.0001.0001.0001	Emergency Generator - Batteries	Batteries - Check	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
3	3B.1A.0001.0001.0001	Emergency Generator - Batteries	Batteries - Renew	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
4	3B.1A.0001.0001.0001	Emergency Generator - Filters	Filters - Check/ Clean	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
5	3B.1A.0001.0004.0001	Emergency Generator - Fuel Injectors	Fuel Injectors - Check/ Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
6	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
7	3B.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Renew Oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
8	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
9	3B.1A.0001.0007.0001	Emergency Generator - Hydraulic St...	Hydraulic Start - Test	II Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
10	3B.1A.0001.0008.0001	Emergency Generator - Jacket Heater	Jacket Heater - Check Coil	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
11	3B.1A.0001.0009.0001	Emergency Generator - Over speed ...	Over speed shut down - Function che...	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
12	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Water Quality/ freezing poi...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
13	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Clean Fins	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
14	3B.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Fins condition check/ clean...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions
15	3B.1A.0001.0001	Emergency Generator	Battery Charger - Check	ETO	OVERDUE	23 Feb 2026		Planned Job	✓	■	■				Actions

The Actions menu on a job row, with the Update / Complete Job option.

Step 2. Review the job details

Opening the job shows the **Job Details** screen, where you can review the job name, job text, and procedure text. The tabs across the top show the **Component** the job applies to, the **Job Resources** required, the **Spares / Items**, and any **Job Groups**. When you are ready, click **Update / Complete Job** to open the completion wizard.

The Job Details screen displays the following information:

- Job Name:** Test under Load - Test
- Job Type:** PMS
- Activated By:** [Empty]
- Completed By:** [Empty]
- Postponed Date:** [Empty]
- Last Done:** [Empty]
- Job Text:** Emergency Generator
Test task for Emergency Generator under Emergency Generator
- Procedure Text:** [Empty]
- Previous Task Remarks (if any):** N/A

Postponement Requests Table:

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

Right Sidebar:

- Responsible:** Chief Engineer
- Assigned To:** No one assigned
[Assign Now](#)

The Job Details screen, showing the job information and related tabs.

The Complete Job wizard opens. It has five steps, shown across the top: Completion Details, Resources, Items / Spares, Documents, and Finalise.

Step 3. Enter completion details

On the first step, **Completion Details**, select the **Completion Date** (the date the job was finished) and enter any **Remarks** about the work done. The **Show job remark on next job** option, when ticked, carries your remark forward so it appears the next time this job is triggered. Click **Next**.

The Complete Job wizard displays the following information:

- Progress Bar:** Completion Details (active), Resources, Items / Spares, Documents, Finalise
- Task completion details:** (Please enter the completion date and remarks about the task done.)
- Completion Date:** 03 May 2026
- Remarks:** Job completed to satisfaction
- Show job remark on next job:** ☒

Buttons: Skip To End, Next, Close Window

Step 1 — Completion Details: completion date, remarks, and the next-job remark option.

Step 4. Record resources used

On the **Resources** step, record who helped perform the job and for how long. This is optional. Click **Add New**, select the crew member (for example, Chief Engineer) and enter the man-hours; the total cost is calculated automatically. Click **Next**.

Complete Job

Completion Details — **Resources** — Items / Spares — Documents — Finalise

Resources Used
(Please add resources used for the task.)

+ Add New

Name	Code	Hourly Rate (AED)	Man Hours	Additional Cost (AED)	Total Cost (AED)
Chief Engineer	CER	50.00	4	0.00	200.00

Buttons: Skip To End, Prev, Next, Close Window

Step 2 — Resources: man-hours recorded against each crew member (optional).

Step 5. Record spares used

On the **Items / Spares** step, add any spares consumed in completing the job. Click **Add New**, search for the spare, and add it. This step is also optional. Click **Next**.

Complete Job

Completion Details — Resources — **Items / Spares** — Documents — Finalise

Items / Spares Used
(Please add items used for the task.)

+ Add New

Item Code	Item Name	ROB	Quantity	Item Group	Maker
No Items					

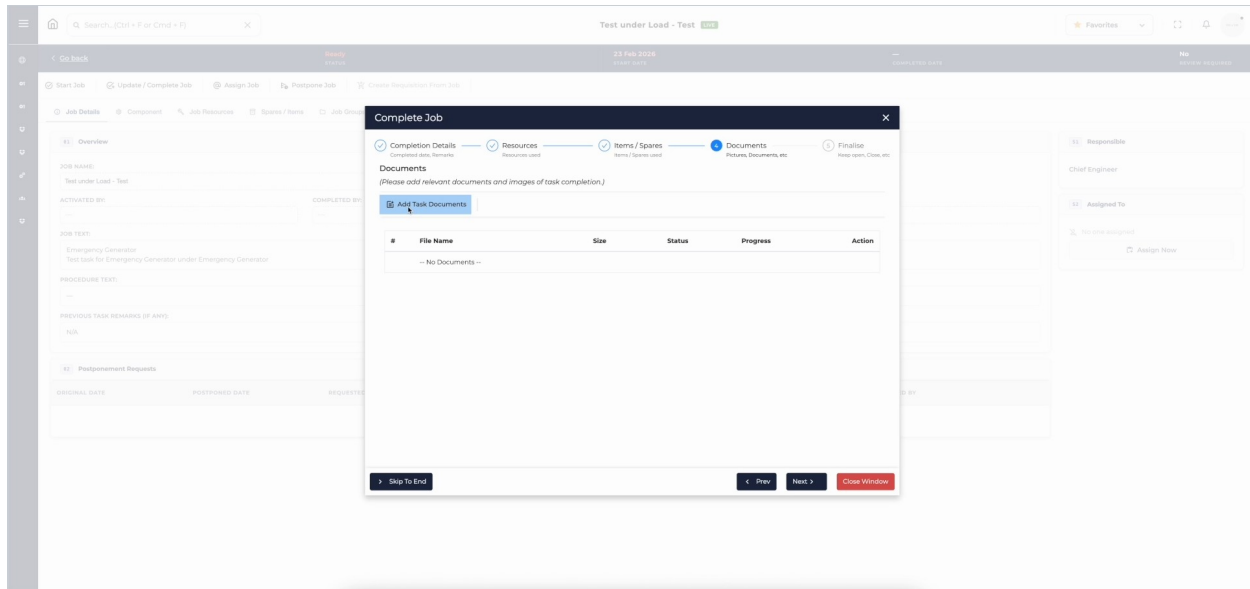
Total records: 0 | Page 1 of 1

Buttons: Skip To End, Prev, Next, Close Window

Step 3 — Items / Spares: add any spares used (optional).

Step 6. Attach documents

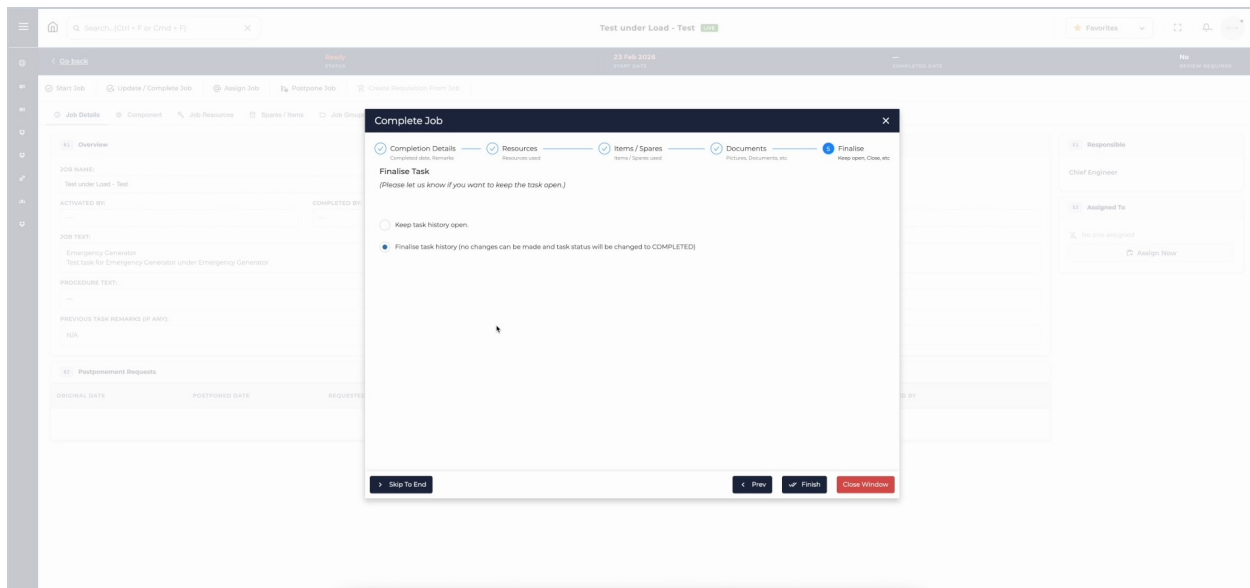
On the **Documents** step, attach any supporting files, including photographs of the completed job. Click **Add Task Documents** to upload, then click **Next**.



Step 4 — Documents: attach files or photographs of the completed work.

Step 7. Finalise the job

On the final step, **Finalise**, choose how to close the job. **Keep task history open** lets you continue updating the task's progress, while **Finalise task history** marks the job as completed and locks it from further changes. Select the appropriate option and click **Finish**.



Step 5 — Finalise: keep the task open, or finalise it to mark the job completed.

Note: Choosing Finalise task history sets the job status to Completed and prevents further changes. Use Keep task history open if the work is still in progress.

Step 8. Completion confirmed

The task is updated and the job's status changes to **Completed**, shown at the top of the screen along with the start and completed dates and who completed it. In this example, the job was completed on 3 May 2026 by Capt. Rahul Anand.

The screenshot displays the Knotical PMS interface for a job titled "Test under Load - Test". The job status is "Completed", indicated by a green checkmark. The start date is 23 Feb 2026, and the completion date is 03 May 2026. The job was completed by Capt. Rahul Anand. The interface includes a sidebar with navigation options like Job Details, Component, Job Resources, Spares / Items, Job Groups, Documents, Job History, and Forms (N/A). The main content area shows the job details, including the job name, type, and completion information. The job text describes an emergency generator test. The procedure text is empty. The previous task remarks are also empty. The postponement requests table is empty, showing no requests.

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

The job is now marked Completed, with the completion date and completed-by details.

This completes the process of marking a job as completed in Knotical PMS.