



Updating a Job Template

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide explains how to update a job template in Knotical PMS. A job template is the job definition that the system uses to trigger, or generate, jobs into the job list, so updating a template changes the definition that future jobs are created from. There are two ways to update a template: from All Equipments, or from the Job List.

Method 1 — From All Equipments

Step 1. Open the equipment

Go to **PMS**, then **All Equipments**, and choose **Table View**. Select the equipment from the list to open its Equipment Details window.

#	CODE	EQUIPMENT NAME	PARENT #	PARENT NAME	EQUIPMENT TYPE	CRITICAL	RUNNING	MAKER	SERIAL NUMBER	TYPE NUMBER	DRAWING NUMBER	DRAWING
1	1A.0019.0002	SART #2	1A.0019	SART	SEARCH AND RESCUE TRA...			ACR	9089522			
2	1A.0019.0001	SART #1	1A.0019	SART	SEARCH AND RESCUE TRA...			ACR	9089522			
3	1A.0012	EPRB	1A	EMERGENCY & LSA-FFA EQUIP...	EPRB			NEW SUNRISE	EB242647	NSR NEB - 2000		
4	1A.0018.0013	EERD #13	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
5	1A.0018.0012	EERD #12	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
6	1A.0018.0011	EERD #11	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
7	1A.0018.0010	EERD #10	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
8	1A.0018.0009	EERD #9	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
9	1A.0018.0008	EERD #8	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
10	1A.0018.0007	EERD #7	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
11	1A.0018.0006	EERD #6	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
12	1A.0018.0005	EERD #5	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
13	1A.0018.0004	EERD #4	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
14	1A.0018.0003	EERD #3	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
15	1A.0018.0002	EERD #2	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
16	1A.0018.0001	EERD #1	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			
17	1A.0017.0003	Medical Oxygen Cylinder #3	1A.0018	EERD	EERD			KAWASAKI, JAWING RONGSH...	5 50348, 5 50364, 551711...			

All Equipments (Table View). Select an equipment to open its details.

Step 2. Edit the planned job

In the Equipment Details window, open the **Planned Jobs** tab (the third tab). The jobs defined for this equipment are listed at the top, and the details of the selected job appear in the panel below. Here you can update the **Job Name**, **Responsible Role**, **Job Text**, and **Procedure Text**.

Equipment Details

General Running Hours Counter **Planned Jobs** Job History Items / Spares Counters & Measurements Images Documents Certificates

Add New Job

Job No.	Job Name	Component No.	Component Name	Parent Component Name	Critical Equipment	Class Related	Job Groups
☐ 3B.1A.0018.0013.0001	Location and pressure - Check - UPDATED	1A.0018.0013	EERO #13		☐	☐	
☐ 3B.1A.0018.0013.0001	Externals - Check air cylinder, all fittings &...	1A.0018.0013	EERO #13		☐	☐	
☒ 3B.1A.0018.0013.0001	Hydraulic Test - Land ashore UPDATED	1A.0018.0013	EERO #13		☐	☐	

Total records: 3 | Page 1 of 1

General Job Resources Spares / Items Job Groups Documents Job History Forms (ND)

Save Job

Overview

Job No. / Code: *
3B.1A.0018.0013.0001

Component No: 1A.0018.0013 Name: EERO #13

Job Name: *
Hydraulic Test - Land ashore UPDATED

Responsible Role: *
Captain

Job Text:
Hydraulic Test - Land ashore UPDATED

Procedure Text:
Eg. Measure thickness according to class requirement, etc.

Job Review Required?: ☒

Review By: *
H Engineer

Job Triggers

+ Add New Trigger

Trigger Type	Description
Calendar Trigger	Next Run date: Sunday, February 23, 2031

The Planned Jobs tab. Select a job to edit its details in the panel below.

Step 3. Set a review and save

If the job should be reviewed after completion, tick **Job Review Required?** and choose the role or person in **Review By**. Click **Save Job** to apply your changes to the template.

Equipment Details

General Running Hours Counter Planned Jobs Job History Items / Spares **Counters & Measurements** Images Documents Certificates

Add New Job

Job No.	Job Name	Component No.	Component Name	Parent Component Name	Critical Equipment	Class Related	Job Groups
☐ 3B.1A.0018.0013.0001	Location and pressure - Check - UPDATED	1A.0018.0013	EERO #13		☐	☐	
☐ 3B.1A.0018.0013.0001	Externals - Check air cylinder, all fittings &...	1A.0018.0013	EERO #13		☐	☐	
☒ 3B.1A.0018.0013.0001	Hydraulic Test - Land ashore UPDATED	1A.0018.0013	EERO #13		☐	☐	

Total records: 3 | Page 1 of 1

General Job Resources **Spares / Items** Job Groups Documents Job History Forms (ND)

Save Job

Job No. / Code: *
3B.1A.0018.0013.0001

Component No: 1A.0018.0013 Name: EERO #13

Job Name: *
Hydraulic Test - Land ashore UPDATED

Responsible Role: *
Captain

Job Text:
Hydraulic Test - Land ashore UPDATED

Procedure Text:
Eg. Measure thickness according to class requirement, etc.

Job Review Required?: ☒

Review By: *
H Engineer

Job Triggers

+ Add New Trigger

Trigger Type	Description
Calendar Trigger	Next Run date: Sunday, February 23, 2031

Tick Job Review Required? and choose the reviewer, then Save Job.

Method 2 — From the Job List

Step 4. Open Edit Job Template

Go to the **PMS Job List**. On the job's row, open the **Actions** menu and choose **Edit Job Template**. This option is available to captains only.

#	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	26.1A.0001.0001.0001	Emergency Generator - Batteries	Batteries - Check	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions Edit Job Template Upload Job Template Start Job Update/Complete Job Assign Job Postpone Job Create Requisition From Job Download Job Card View Completion Report
2	26.1A.0001.0001.0001	Emergency Generator - Batteries	Batteries - Renew	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
3	26.1A.0001.0001.0001	Emergency Generator - Filters	Filters - Check/ Clean	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
4	26.1A.0001.0004.0001	Emergency Generator - Fuel Injectors	Fuel Injectors - Check/ Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
5	26.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Drain water/ top up oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
6	26.1A.0001.0005.0001	Emergency Generator - Fuel Tank	Fuel Tank - Renew Oil	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
7	26.1A.0001.0004.0001	Emergency Generator - Fuel tank Q.	Fuel tank Quick closing valve - Test	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
8	26.1A.0001.0007.0001	Emergency Generator - Hydraulic St.	Hydraulic Start - Test	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
9	26.1A.0001.0008.0001	Emergency Generator - Jacket Heater	Jacket Heater - Check Coil	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
1.	26.1A.0001.0009.0001	Emergency Generator - Over speed	Over speed shut down - Function che...	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
1.	26.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Water Quality/ freeing gel...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
1.	26.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Clean Fins	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
1.	26.1A.0001.0010.0001	Emergency Generator - Radiator	Radiator - Fins condition check/ clean...	III Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
1.	26.1A.0001.0011.0001	Emergency Generator - Radiator Pa...	Radiator Fan Belt - Check/ adjust	II Engineer	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions
1.	26.1A.0001.0001	Emergency Generator	Battery Charger - Check	ETO	OVERDUE	23 Feb 2026		Planned Job	☒	☐	☐				Actions

The Actions menu on a job row, with Edit Job Template (captains only).

Step 5. Edit the template and save

The **Edit Planned Job Details** dialog opens. Here you can change the Job Name, Job Text, and Responsible Role, and set **Job Review Required?** with a Review By role. The **Apply To** section lets you propagate the change to sibling components: tick **Apply Changes to Siblings** to update the same job on all similar equipment under the same parent — for example, all of a vessel's fire extinguishers at once. Click **Save Changes**.

Overview

Job Name *

Batteries - Check for the connectors

Job Text *

Emergency Generator - Batteries
Check task for Batteries under Emergency Generator

RESPONSIBLE ROLE *

Chief Engineer

JOB REVIEW REQUIRED:

☒

REVIEW BY *

Captain

Apply To

Optionally apply these changes to the equivalent job on all sibling components under the same parent — e.g. when servicing a batch of identical equipment together like Fire Detector #1, Fire Detector #2 etc.

APPLY CHANGES TO SIBLINGS

☒

Save Changes

Cancel

The Edit Planned Job Details dialog, with Apply Changes to Siblings selected.

Note: When you save, the system updates both the job template and any jobs already generated from it. Apply Changes to Siblings extends those updates to all similar equipment onboard.



This completes the process of updating a job template in Knotical PMS. The updated template is then used to trigger future jobs into the job list.