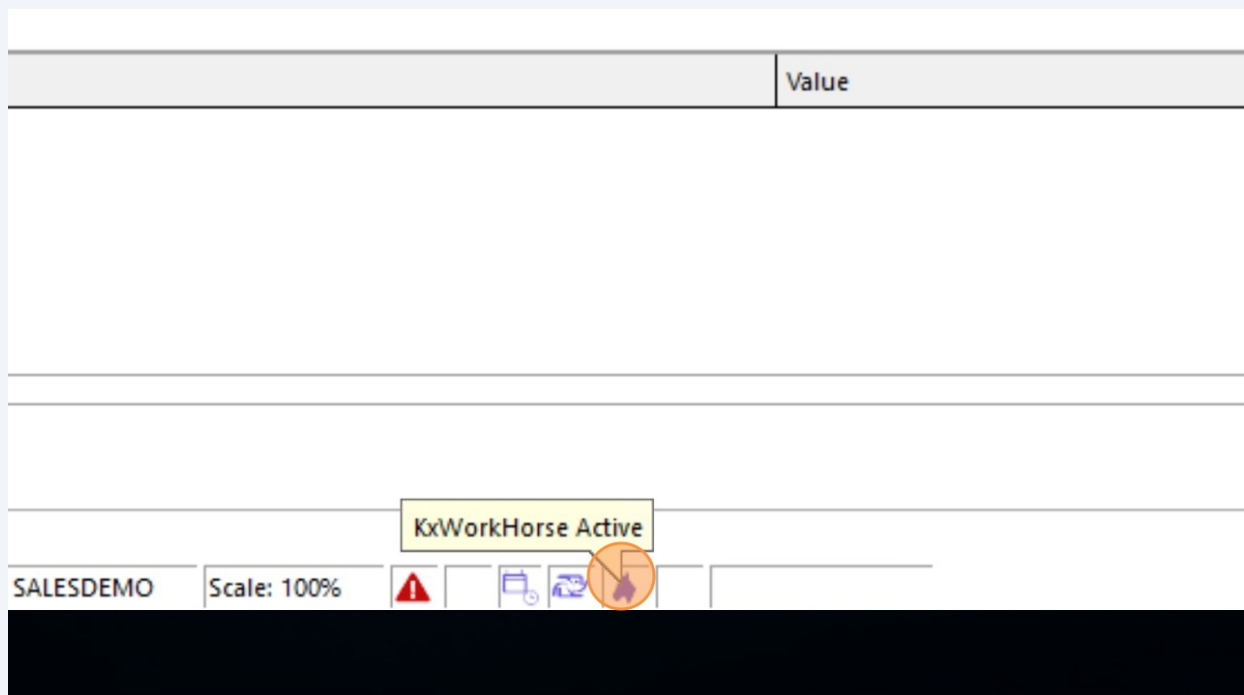# KxWorkHorse

KxWorkHorse is a service provided by Kinetic Solutions that runs in the background on a server and performs various tasks, such as sending mass emails or archiving students for an entire academic year

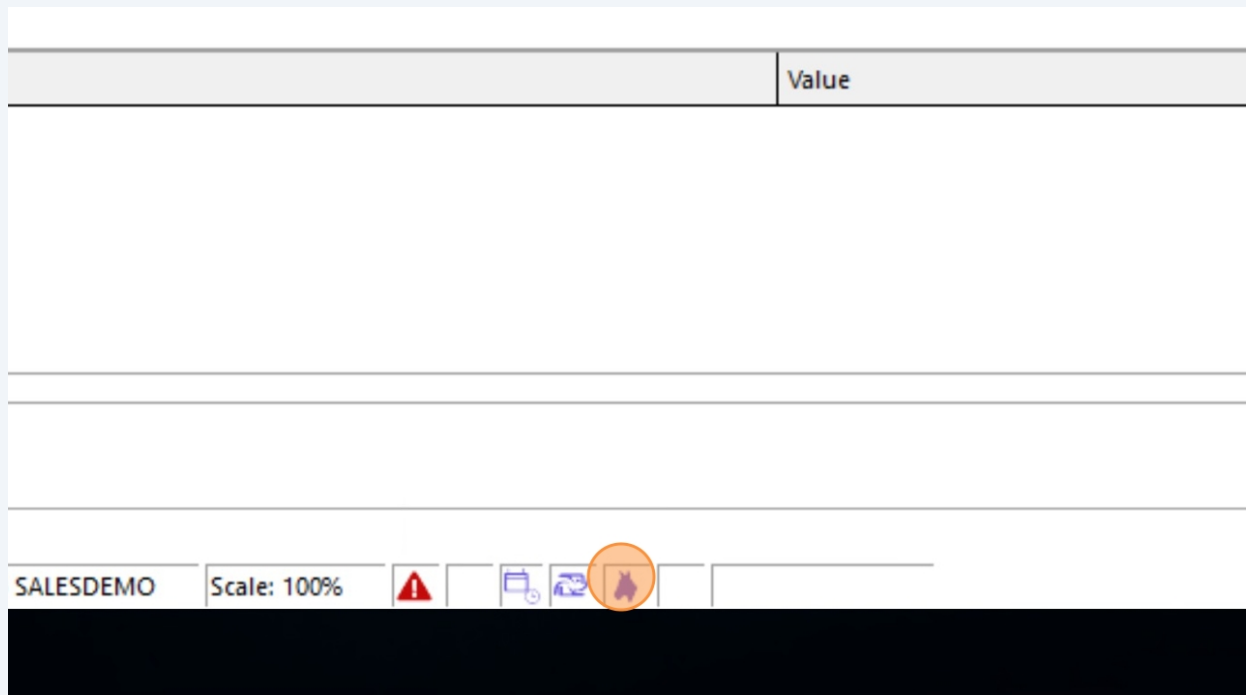Users running KxWorkHorse require very little intervention.

This guide offers a detailed overview for viewing and using KxWorkhorse monitor.

1 Hover your cursor over the icon at the bottom tray of your Kx application to confirm the KxWorkHorse service is active and running
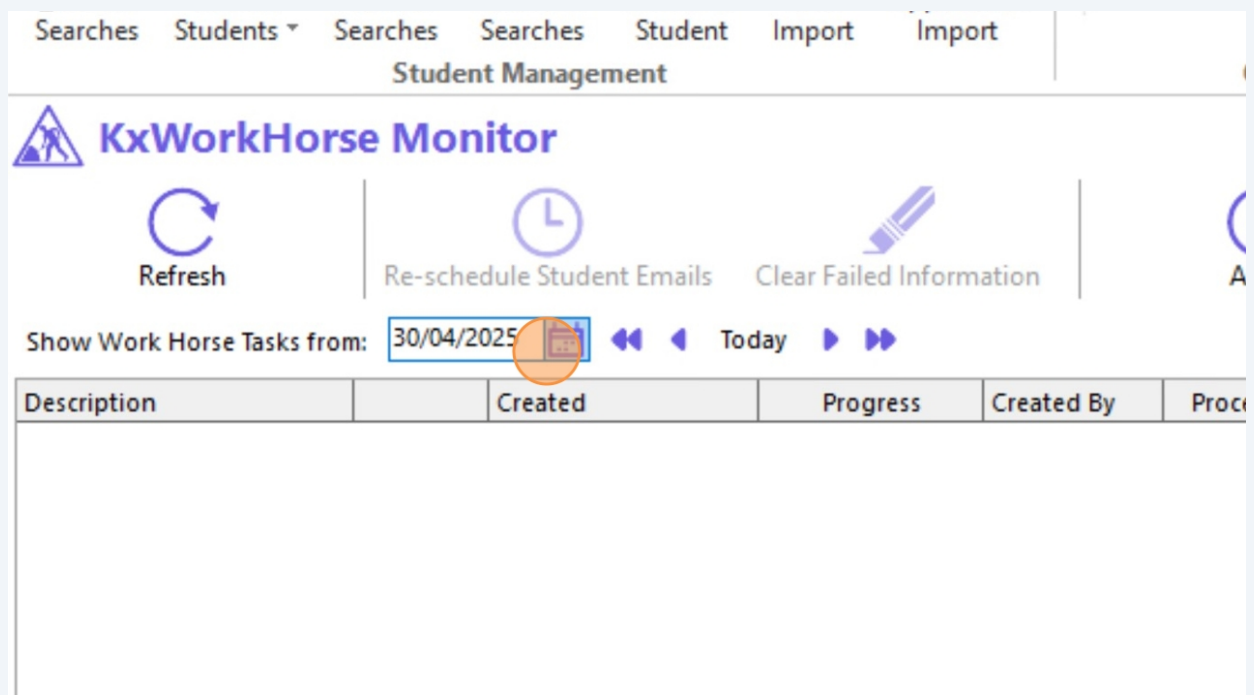
2 Double-click the KxWorkHorse icon

	Value

SALESDEMO | Scale: 100% | ⚠ | | 🗄 🖼 🔥 | | |

3 The KxWorkHorse Monitor opens.

Choose a date to see the queued tasks.

Searches Students ▾ Searches Searches Student Import Import

Student Management

🚧 **KxWorkHorse Monitor**

↻ Refresh   🕐 Re-schedule Student Emails   ✏ Clear Failed Information   A

Show Work Horse Tasks from: 30/04/2025 📅 ⏪ ◀ Today ▶ ⏩

Description		Created		Progress	Created By	Proc

4   Select a date from the calendar

Refresh   Re-schedule Student Emails   Clear Failed Information   A

Show Work Horse Tasks from: 30/04/2025   📅   ◀◀ ◀   Today   ▶ ▶▶

Description			ogress	Created By	Proc

07 May 2025

◀   January 2025   ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

---

5   Queued Tasks appear in the list. This could include things like Mass emails waiting to be sent.

KxWorkHorse Monitor

Refresh   Re-schedule Student Emails   Clear Failed Information   A

Show Work Horse Tasks from: 08/01/2025   📅   ◀◀ ◀   Today   ▶ ▶▶

Description		Created
⊞ ✉ Automatic Email Mail Arriving in 7 days 2025-03-02 08:00:03.03 ()		02/03/2025 08:00
⊞ ✉ KxPayments Payment Due (KxPayments Payment Due)		06/03/2025 00:00
⊞ ✉ KxPayments Payment Due (KxPayments Payment Due)		07/03/2025 00:00
⊞ ✉ Email Mass Offer 2025-03-14 17:15:15.15 (Offer Letters)		14/03/2025 17:15
⊞ ✉ Automatic Email Mail Arriving in 7 days 2025-03-31 08:00:02.02 ()		31/03/2025 08:00
⊞ ✉ KxPayments Payment Due (KxPayments Payment Due)		04/04/2025 00:00
⊞ ✉ Automatic Email Mail Arriving in 7 days 2025-04-24 08:00:02.02 ()		24/04/2025 08:00

6 Click the plus sign to view the individual Tasks within the batch

7 If required, click Open to view the student record that the task relates to

8   Left click to select a Queued Task. If the task is no longer required it can be Aborted

9   Queued task can be moved up the queue by click Run Sooner

10 Queued task can be moved down the queue by click Run Later

All Requests
(48)

arch | Student Requests

Run Sooner

Run Later

gress	Created By	Processing	Completed	Completed	Out Of Hours	Aborted	Aborte
%	System Administrator	☐	☐		☐	☐	
%	System Administrator	☐	☐		☐	☐	
%	System Administrator	☑	☑		☑	☑	

11 If required re-schedule a batch of Student Emails to be sent

Student Searches

Recent Students

Custom Searches

Enhanced Searches

Add New Student

Bulk Import

Application Import

Find ID or Nam

Student Management

⚠ **KxWorkHorse Monitor**

Refresh

Re-schedule Student Emails

Clear Failed Information

A

Show Work Horse Tasks from: 08/01/2025 📅 ◀◀ ◀ Today ▶ ▶▶

Description		Created
⊟ ✉ Automatic Email Mail Arriving in 7 days 2025-03-02 08:00:03.03 ()		02/03/2025 08:00
✉ Mr CheckOut ScenarioOne (54844B)	Open	02/03/2025 08:00
⊞ ✉ KxPayments Payment Due (KxPayments Payment Due)		06/03/2025 00:00
⊞ ✉ KxPayments Payment Due (KxPayments Payment Due)		07/03/2025 00:00

12 Click here to choose a new date/time the email will be sent

		Created	Progress	Created By	Processing
3-02 08:00:03.03 ()		02/03/2025 08:00	0%	System Administrator	☐
	Open	02/03/2025 08:00	0%	System Administrator	☐
t Due)		06/03/2025 00:00	0%	System Administrator	☐
t Due)		07/03/2025 00:00	0%	System Administrator	☐
Letters)		14/03/2025 17:15		Daniel Green	☐
3-31 08:00:02.02 ()		31/03/2025 08:00			
t Due)		04/04/2025 00:00			
4-24 08:00:02.02 ()		24/04/2025 08:00			

Re-schedule Student Mass Email

☐ Schedule Emails to start sending in the future

13 Once you have entered the date/time, click OK

edule Student Mass Email ⊗

dule Emails to start sending in the future

Ok   Cancel

14 The grid shows information about the queued tasks such as who Aborted the Queued Task or when the task was completed.

Run Later

Processing	Completed	Completed	Out Of Hours	Aborted	Aborted By	Abortion At	Errored
☐	☐		☐	☐			☐
☐	☐		☐	☐			☐
☐	☐		☐	☐			☐
☐	☐		☐	☐			☐
☐	☐		☐	☐			☐
☐	☐		☐	☐			☐
☐	☐		☐	☐			☐

15 Created By shows the User who created the queued task

Created	Progress	Created By	Processing	Completed	Completed
02/03/2025 08:00	0 %	System Administrator	☐	☐	
06/03/2025 00:00	0 %	System Administrator	☐	☐	
07/03/2025 00:00	0 %	System Administrator	■	■	
14/03/2025 17:15	0 %	Daniel Green	☐	☐	
31/03/2025 08:00	0 %	System Administrator	☐	☐	
04/04/2025 00:00	0 %	System Administrator	☐	☐	
24/04/2025 08:00	0 %	System Administrator	☐	☐	

16 The batch column shows how many individual emails are included in the queued task

urs	Aborted	Aborted By	Abortion At	Errored	Error	# in Batch	# To Do	Scheduled Start
	☐			☐		1	1	
	☐			☐		8	8	
	■			■		1	1	
	☐			☐		2	2	
	☐			☐		1	1	
	☐			☐		7	7	
	☐			☐		1	1	

17 Click the cross to close the KxWorkHorse monitor screen

Out Of Hours	Aborted	Aborted By	Abortion At	Errored	Error	# in Batch	# To Do	Sche
☐	☐			☐		1	1	
☐	☐			☐		8	8	

ⓘ PLEASE NOTE: No user intervention is needed on KxWorkHorse for sending mass mailings from a student search. The process will run in the background, enabling users to continue utilizing KxStudent seamlessly.