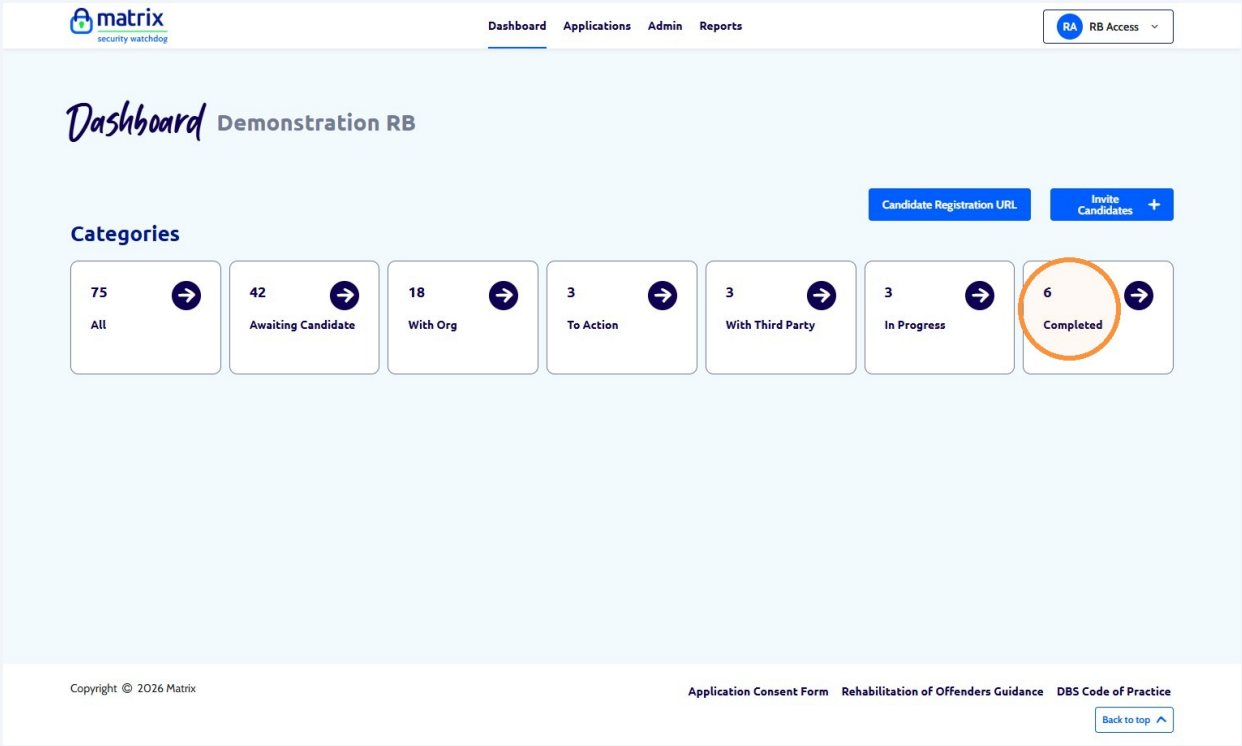
How to Complete the Certificate Review on a Non-Clear DBS Result

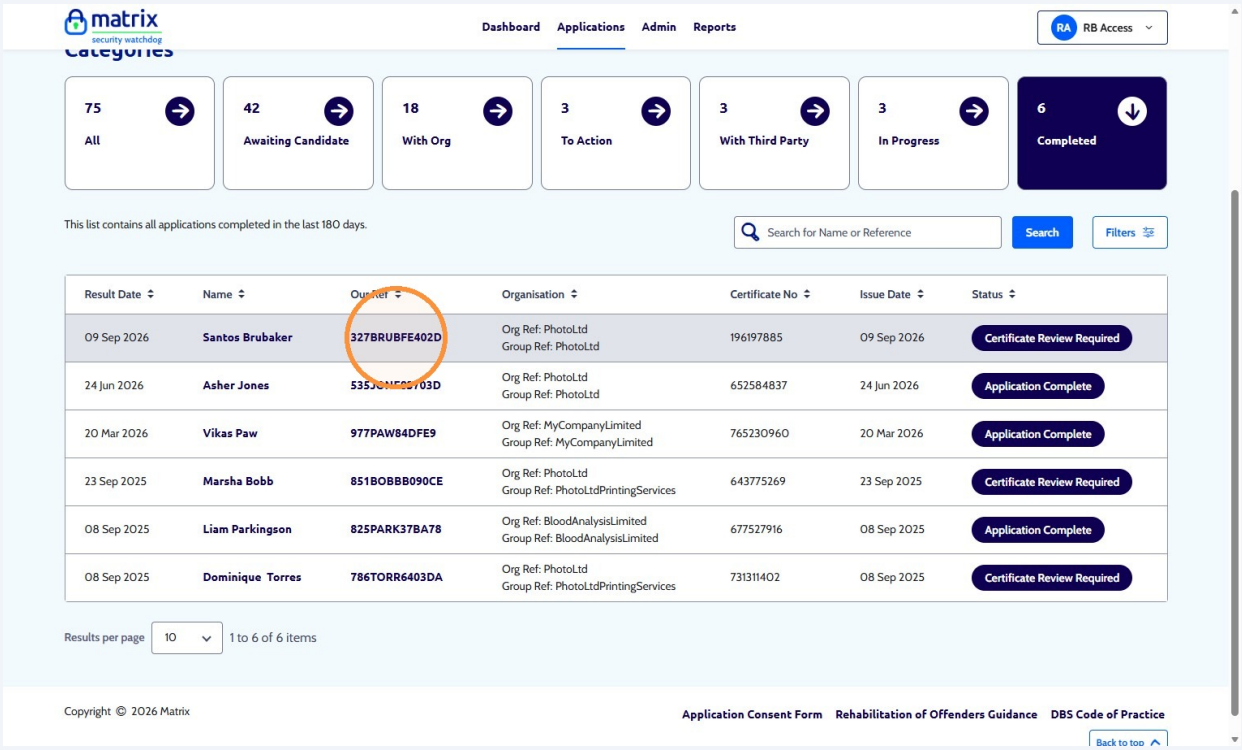
Learn how to navigate the Matrix dashboard to complete and update certificate reviews efficiently. This guide demonstrates the necessary steps to record screening results, set work status, and modify existing entries.

Application Selection

1 Click the **Completed** category from the Dashboard

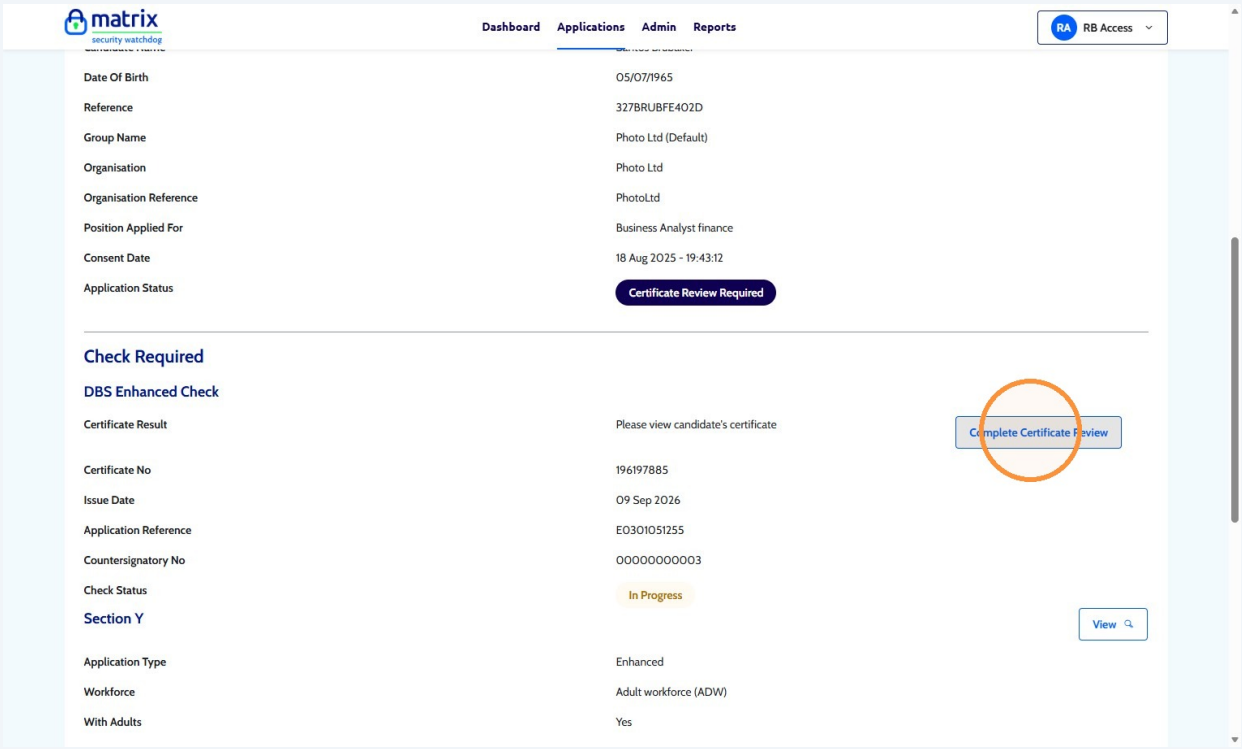


2 Click the reference number or name of the application you wish to access that has a **Certificate Review Required** status

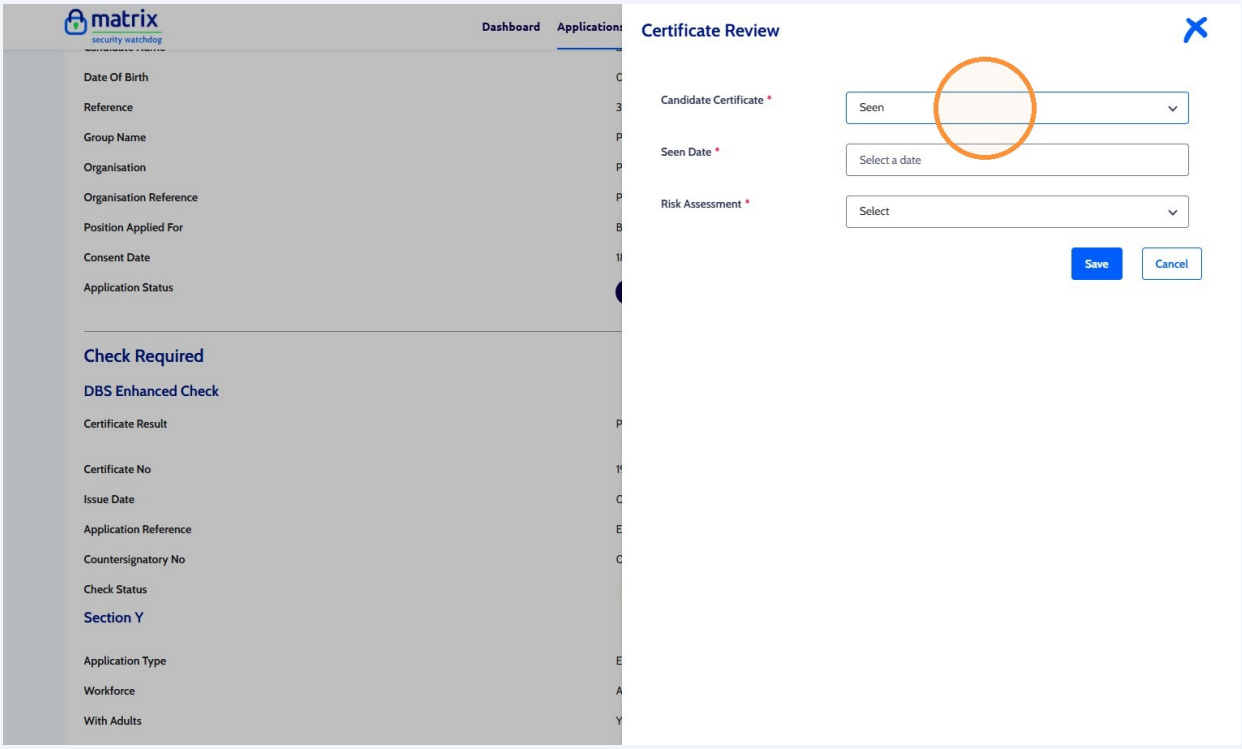


Certificate Review

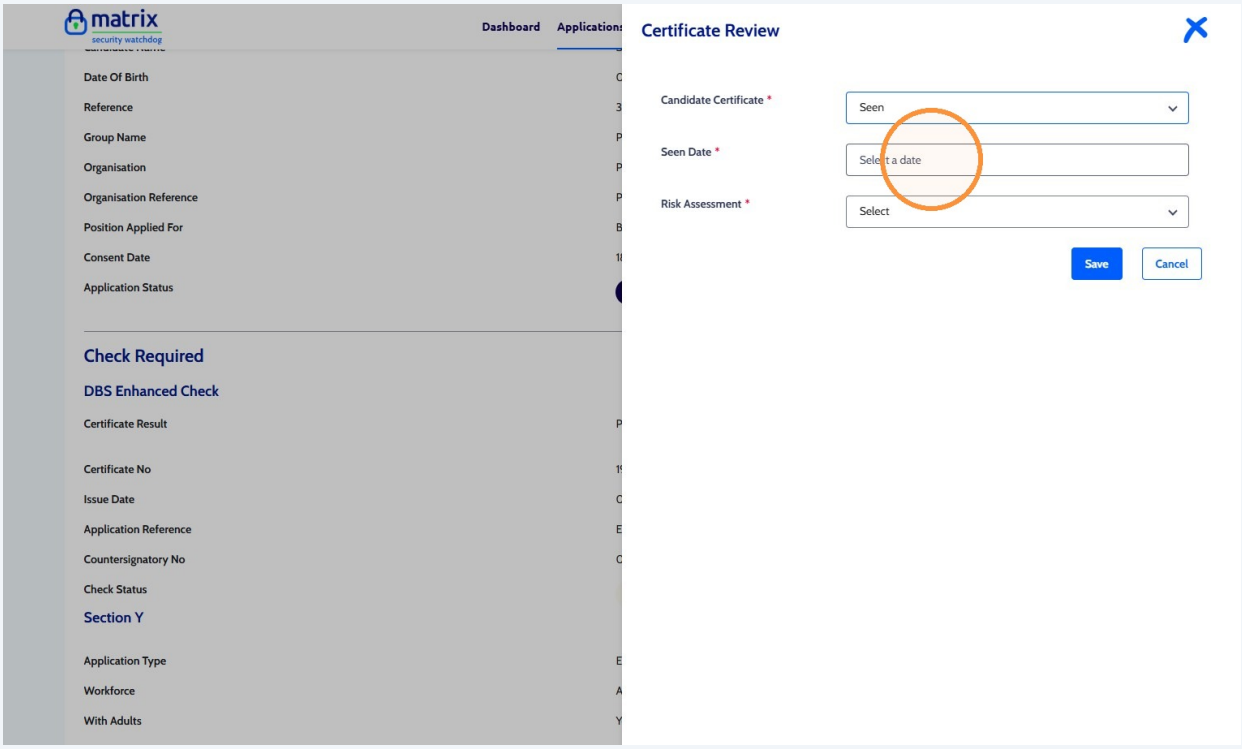
3 Click **Complete Certificate Review**

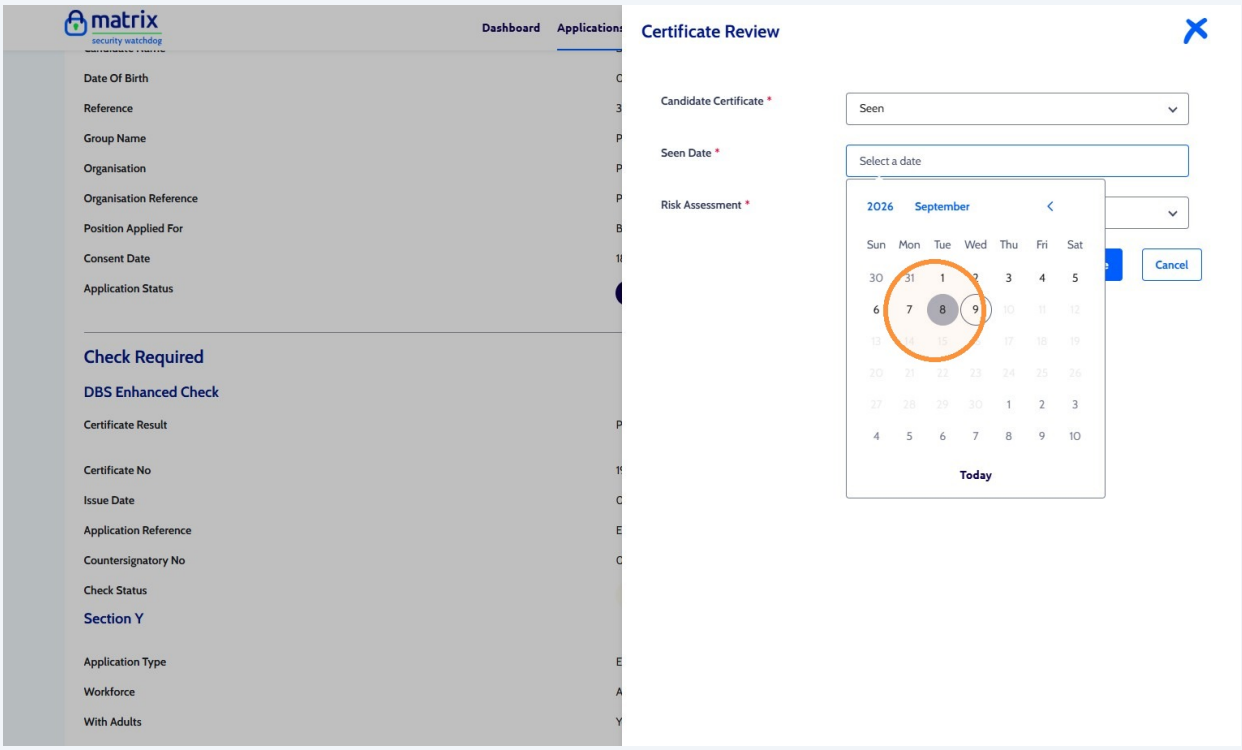


4 Select whether the candidate's certificate was seen or if that isn't required

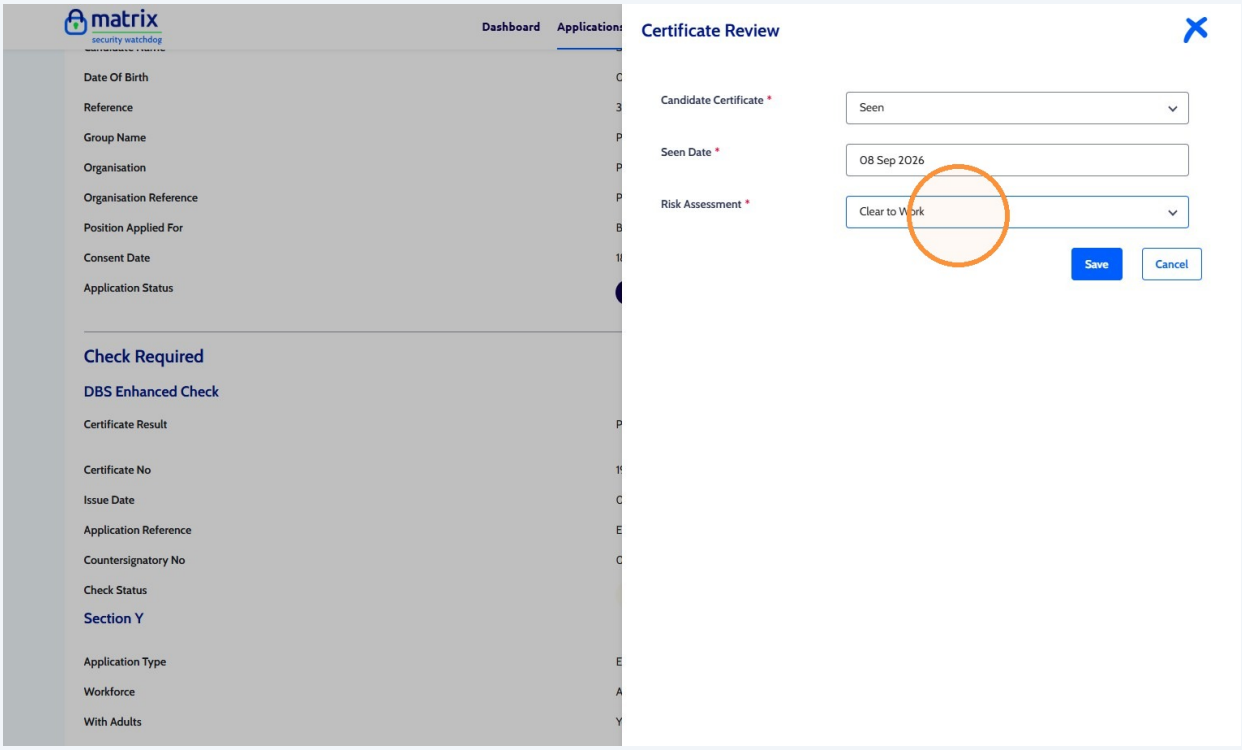


5 If the certificate was seen, select the date this was seen

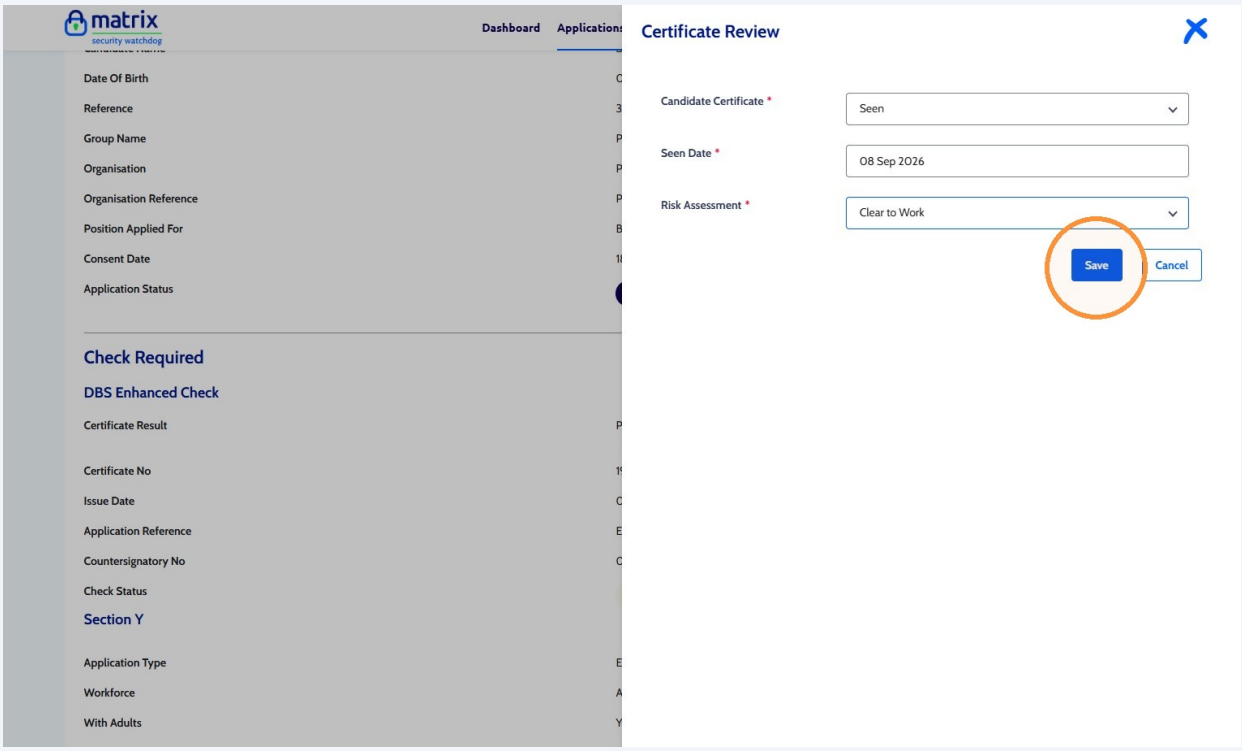




6 Select whether you decided to clear the candidate or reject them, based on the content reviewed on their DBS certificate



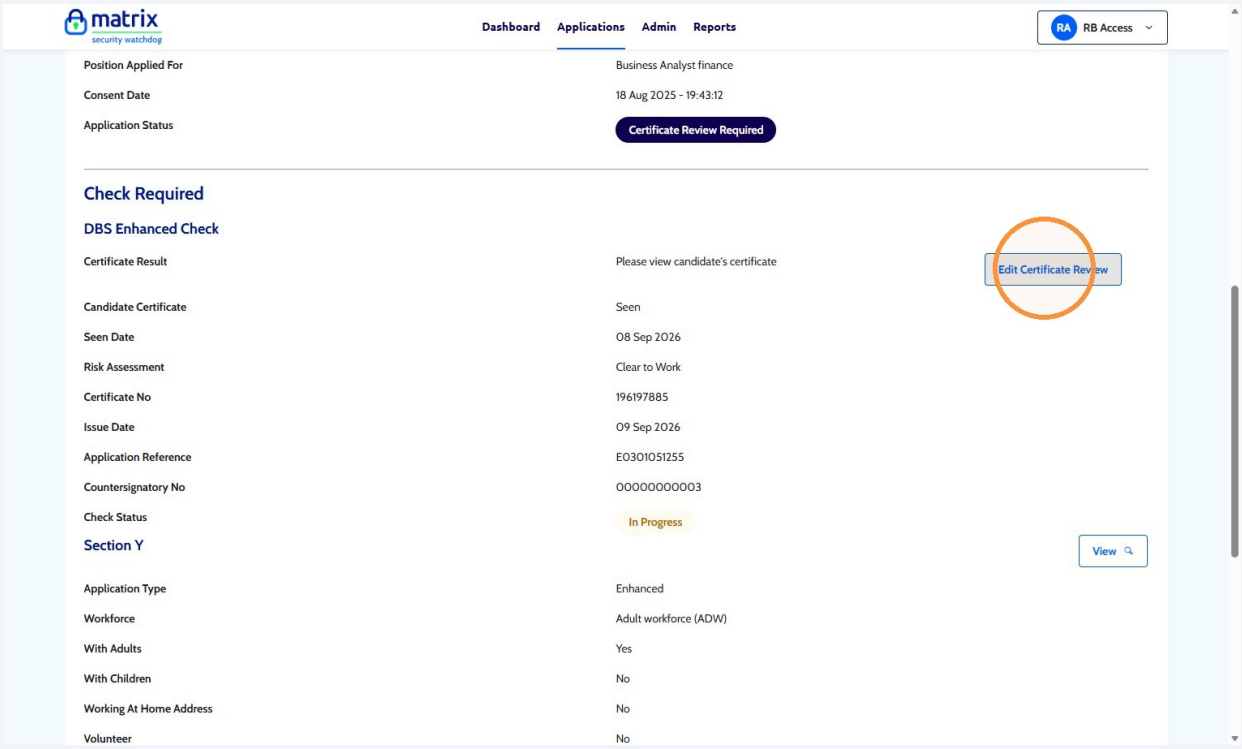
7 Click **Save**



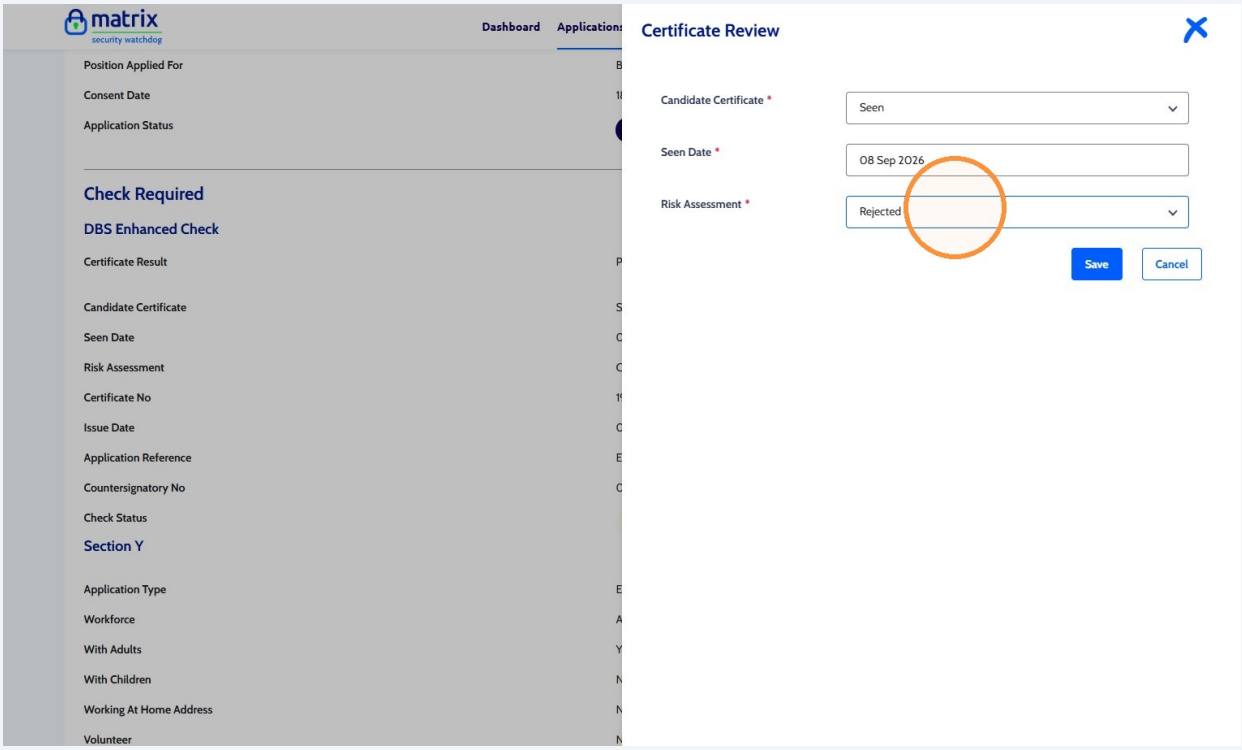
Review Update

8 The information entered will now be displayed on the 'Summary' tab of the application

9 If the information entered was incorrect, or needs to be amended, click **Edit Certificate Review**



10 You can now amend any of the values initially entered



11 Once the necessary changes have been made, click **Save**

