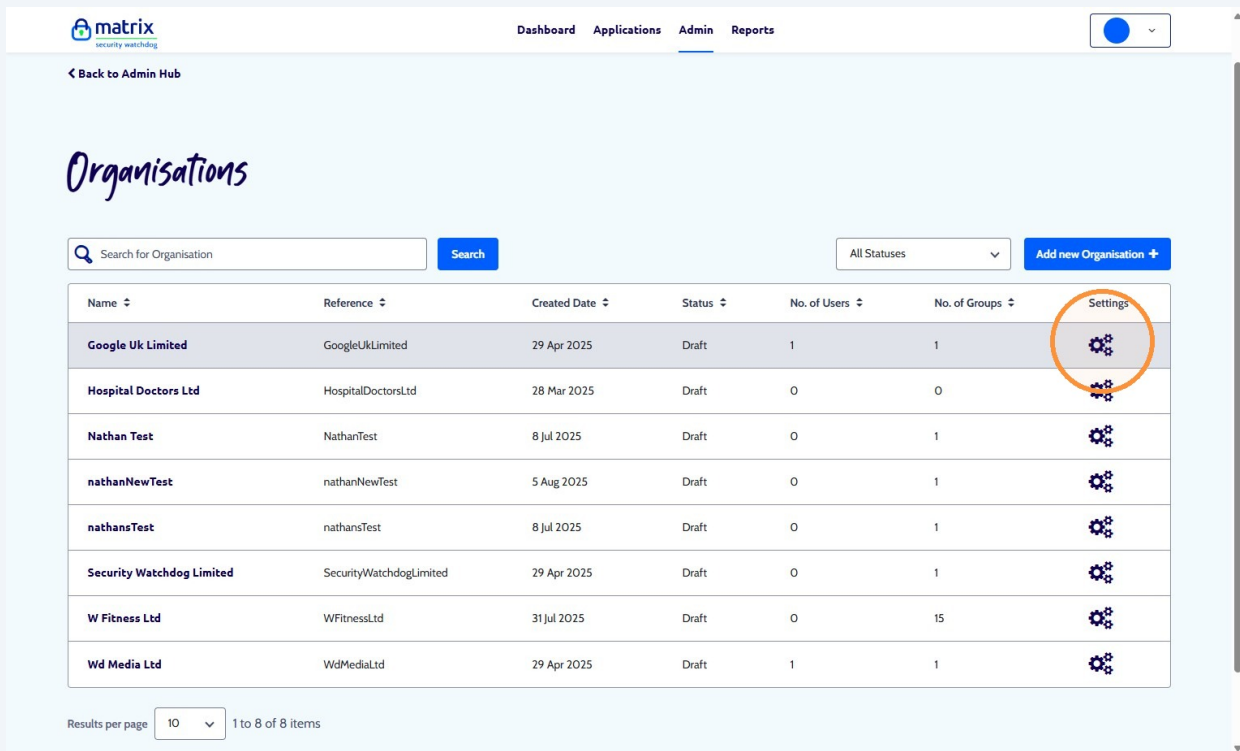


How To Add Groups Within an Organisation

This guide provides a step-by-step process for adding groups within an organisation, making it essential for users looking to segregate data or billing within an organisation. Adding groups allows applications and who can access them, to be split into departments/branches/locations or any other reason. By following this guide, users can enhance communication and collaboration within their teams, ultimately improving overall productivity.

- 1 Click the **Settings** icon of the Organisation you wish to add Groups to



The screenshot shows the Matrix Admin interface. At the top, there's a navigation bar with 'matrix security watchdog' logo, 'Dashboard', 'Applications', 'Admin', and 'Reports'. Below this is a 'Back to Admin Hub' link. The main section is titled 'Organisations'. It features a search bar, a 'Search' button, a dropdown for 'All Statuses', and an 'Add new Organisation +' button. Below these is a table with columns: Name, Reference, Created Date, Status, No. of Users, No. of Groups, and Settings. The table lists several organisations, with 'Google Uk Limited' highlighted. The 'Settings' icon (gear) for 'Google Uk Limited' is circled in orange. At the bottom, there's a 'Results per page' dropdown set to '10' and a '1 to 8 of 8 items' indicator.

Name	Reference	Created Date	Status	No. of Users	No. of Groups	Settings
Google Uk Limited	GoogleUkLimited	29 Apr 2025	Draft	1	1	
Hospital Doctors Ltd	HospitalDoctorsLtd	28 Mar 2025	Draft	0	0	
Nathan Test	NathanTest	8 Jul 2025	Draft	0	1	
nathanNewTest	nathanNewTest	5 Aug 2025	Draft	0	1	
nathansTest	nathansTest	8 Jul 2025	Draft	0	1	
Security Watchdog Limited	SecurityWatchdogLimited	29 Apr 2025	Draft	0	1	
W Fitness Ltd	WFitnessLtd	31 Jul 2025	Draft	0	15	
Wd Media Ltd	WdMediaLtd	29 Apr 2025	Draft	1	1	

2 Navigate to the **Groups** tab

The screenshot shows the 'matrix security watchdog' Admin Hub interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. The breadcrumb trail is 'Admin Hub > Organisations > Organisation Details'. A 'Back to Admin Hub' link is present. The main content area displays 'Google Uk Limited' with a 'Draft' status button and a 'Change Status' dropdown. A progress bar with five steps is shown: 1. Organisation Details, 2. Personalisation, 3. Groups (highlighted with an orange circle), 4. Org. Users, and 5. History. Below the progress bar, the 'Organisation details' section is visible, containing a table of information.

Organisation details	
Company registration number (CRN)	03977902
Organisation Name	Google Uk Limited
Legal Name	Google Uk Limited
Organisation Reference	GoogleUkLimited
Sector	Information and Communication
Address	7 Clifton Crescent Sheffield South Yorkshire S9 4BD United Kingdom

Below the table, a 'Key contacts' section is partially visible.

- 3 A Default Group for the Organisation is automatically added for any Organisation created. If the Organisation doesn't need to split into departments/divisions, no additional groups are required

4 Click the **Add new Group** button

The screenshot shows the 'Groups' page for 'Google Uk Limited' in the Matrix Security Watchdog Admin Hub. The page has a breadcrumb trail: Admin Hub > Organisations > Organisation Details. A progress bar at the top indicates five steps: 1. Organisation Details, 2. Personalisation, 3. Groups (current step), 4. Org. Users, and 5. History. The 'Groups' section includes a search bar with the text 'Search for Group' and a 'Search' button. Below the search bar is a table with columns: Name, Reference, Created Date, and Settings. The table contains one entry: 'Google Uk Limited (Default)' with reference 'GoogleUkLimited' and created date '28 Jul 2025'. A 'Back to top' button is located at the bottom right. The 'Add new Group' button is circled in orange.

matrix security watchdog

Dashboard Applications Admin Reports

Admin Hub > Organisations > Organisation Details

< Back to Admin Hub

Google Uk Limited Draft

Change Status

1 Organisation Details 2 Personalisation 3 Groups 4 Org. Users 5 History

Groups

Search for Group Search

Name	Reference	Created Date	Settings
Google Uk Limited (Default)	GoogleUkLimited	28 Jul 2025	Settings

Results per page 10 1 to 1 of 1 items

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Back to top

5 Enter the name of the Group in the **Group Name** field (e.g. the Department/Branch name)

The screenshot shows the 'New Group' form in the Matrix Security Watchdog Admin Hub. The page has a breadcrumb trail: Admin Hub > Organisation Details > Group Details. A progress bar at the top indicates five steps: 1. Organisation Details, 2. Personalisation, 3. Groups (current step), 4. Org. Users, and 5. History. The 'Group details' section includes a form with two fields: 'Group Name' and 'Group Reference'. The 'Group Name' field is circled in orange. A 'Save' button is located at the bottom right. The 'Cancel' button is located at the bottom left.

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Dashboard Applications Admin Reports

Admin Hub > Organisation Details > Group Details

< Back to Admin Hub

New Group

Group details

Group Name *

Group Reference *

Save

Cancel

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Back to top

6

The **Group Reference** field will be automatically generated based on the Group Name, but this can be amended if required

7

Click the **Save** button

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Dashboard Applications Admin Reports

Admin Hub > Organisation Details > Group Details

[Back to Admin Hub](#)

New Group

Group details

Group details

Group Name *

Google London

Group Reference *

GoogleLondon

Save ✓

Cancel

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8 If you wish to amend or configure this Group, click the **Edit** button

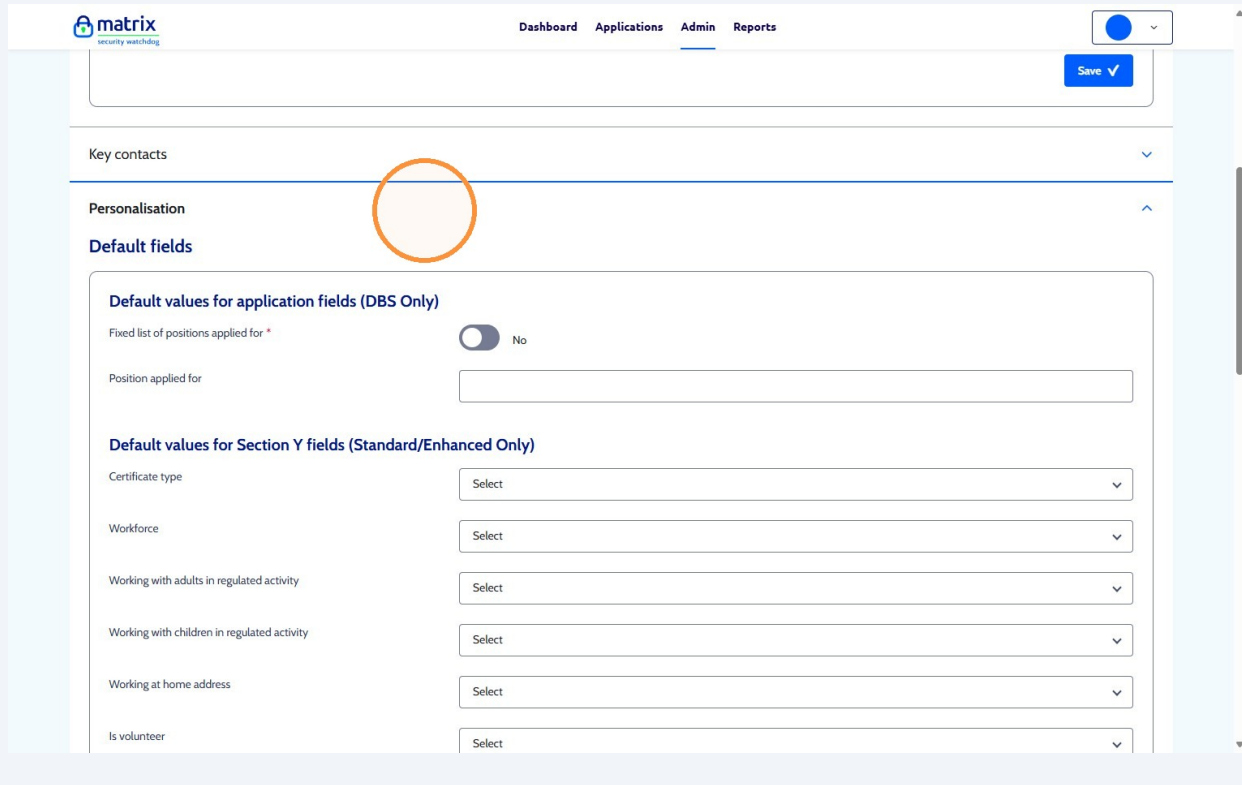
The screenshot shows the 'matrix security watchdog' interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin' (selected), and 'Reports'. The breadcrumb trail is 'Admin Hub > Organisation Details > Group Details'. A 'Back to Admin Hub' link is at the top left. The group name 'Google London' is displayed in a large, stylized font. Below it, the 'Group details' section is shown with an 'Edit' button circled in orange. The 'Group details' section contains a table with 'Group Name' (Google London) and 'Group Reference' (GoogleLondon). Below the table are sections for 'Key contacts' and 'Personalisation', both with expand/collapse arrows. A 'Cancel' button is at the bottom left. The footer contains copyright information, links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'Security Watchdog', 'DBS Code of Practice', and 'Validate URL', and a 'Back to top' button.

9 Different contacts for this Group can be added in the 'Key Contacts' section

The screenshot shows the 'Key contacts' section for the 'GoogleLondon' group. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'GoogleLondon'. A 'Save' button is at the top right. The 'Key contacts' section is expanded, showing a 'Primary contact' section with an 'Add new contact' button circled in orange. Below this are sections for 'Operations contact', 'Finance contact', and 'IT contact', each with a question 'Do you want to add a [contact type] contact?' and radio buttons for 'No' (selected) and 'Yes'.

10

Different Section Y values or email templates for this Group can be added in the **Personalisation** section



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Dashboard Applications **Admin** Reports

Save ✓

Key contacts

Personalisation

Default fields

Default values for application fields (DBS Only)

Fixed list of positions applied for * ☐ No

Position applied for

Default values for Section Y fields (Standard/Enhanced Only)

Certificate type

Workforce

Working with adults in regulated activity

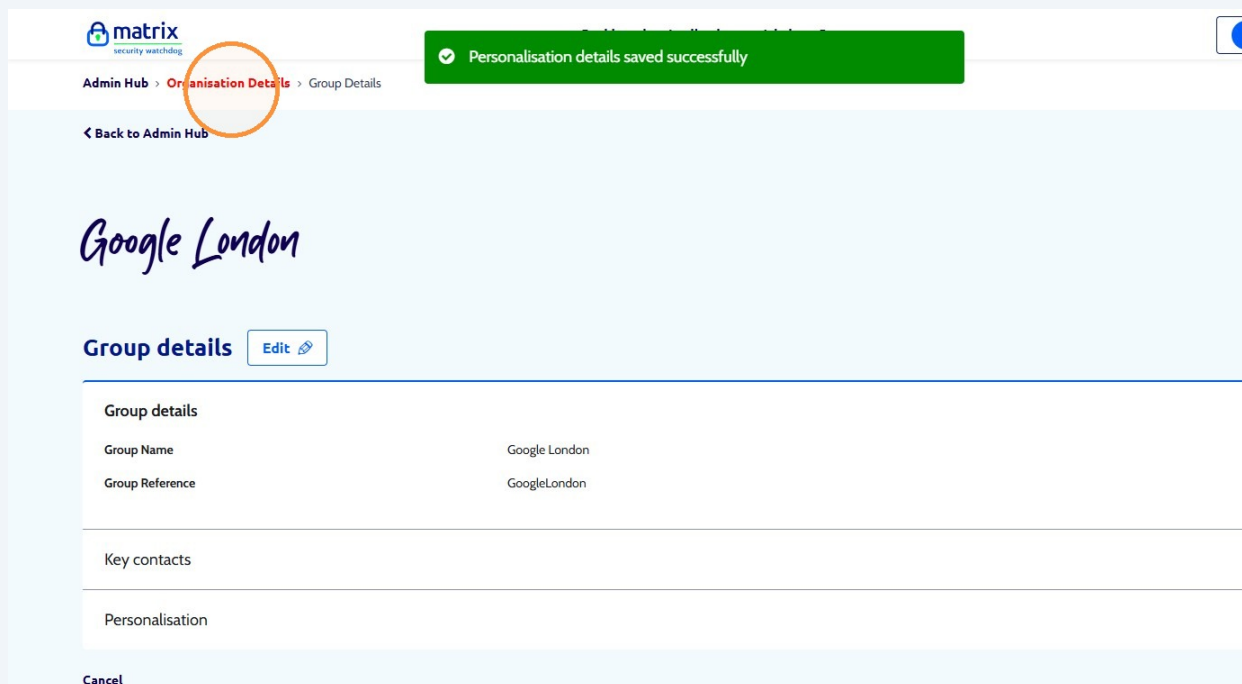
Working with children in regulated activity

Working at home address

Is volunteer

11

Click 'Organisation Details' to return to the Groups tab to add more Groups if required



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Admin Hub > **Organisation Details** > Group Details

Personalisation details saved successfully

< Back to Admin Hub

Google London

Group details [Edit](#)

Group details

Group Name Google London

Group Reference GoogleLondon

Key contacts

Personalisation

Cancel

12

When additional Groups are added to an Organisation, this will allow you to define which Groups of an Organisation a user has access to, and also defines which Group a candidate application will be submitted under, when inviting candidates