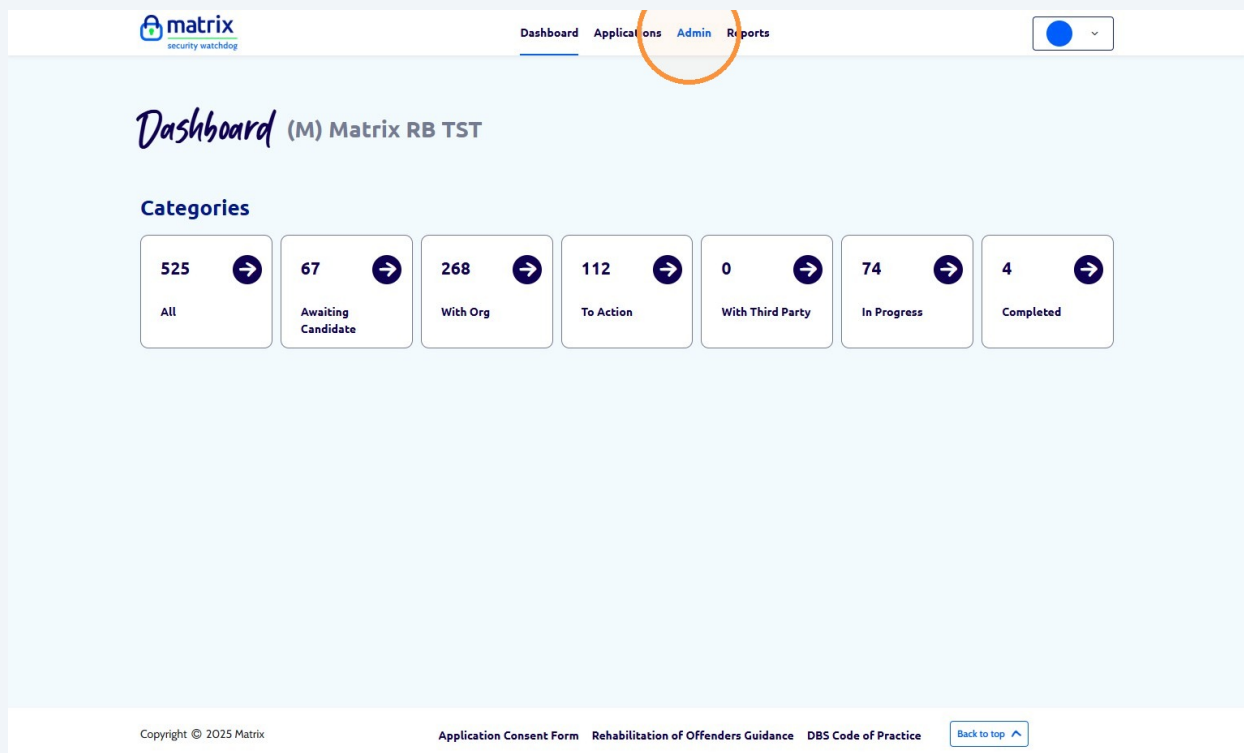


How To Add a System Banner

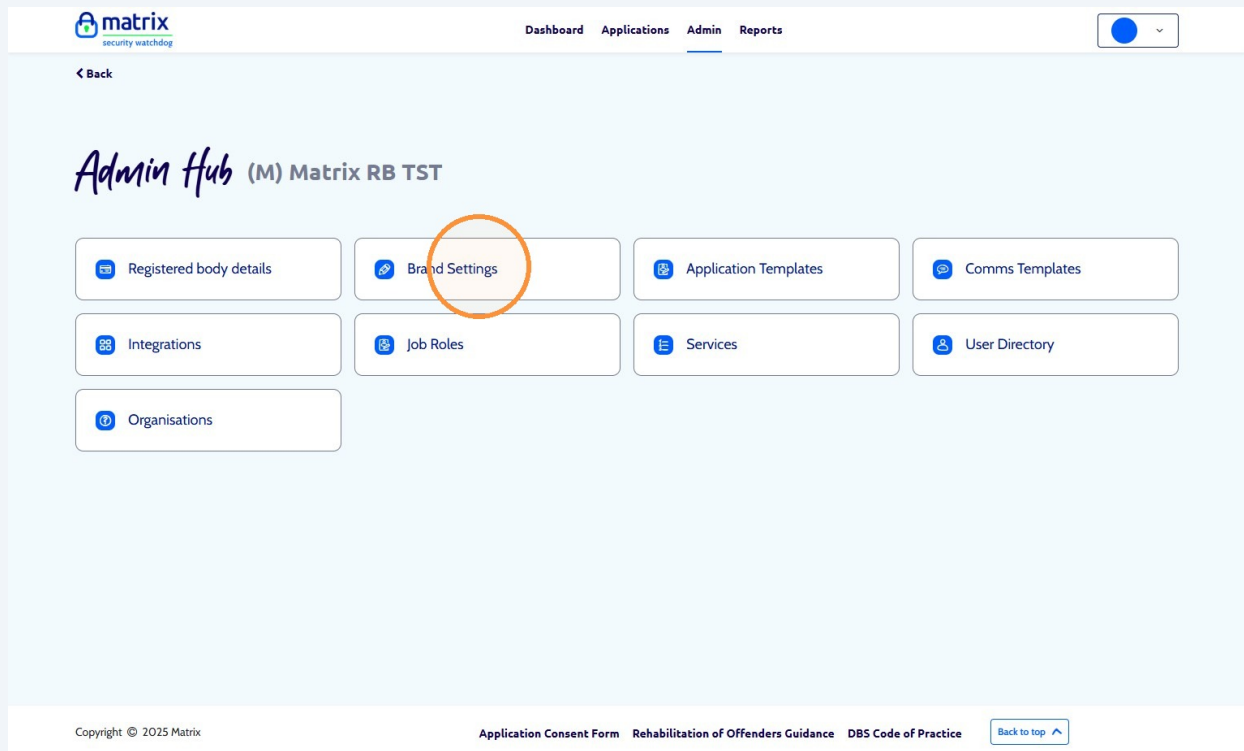


This guide provides a straightforward process for adding a system banner in the Matrix Screening platform. By following these steps, you can easily customise your portal's banner, colors, and messaging, enhancing user experience and brand identity. It's essential for administrators looking to maintain a professional and cohesive online presence.

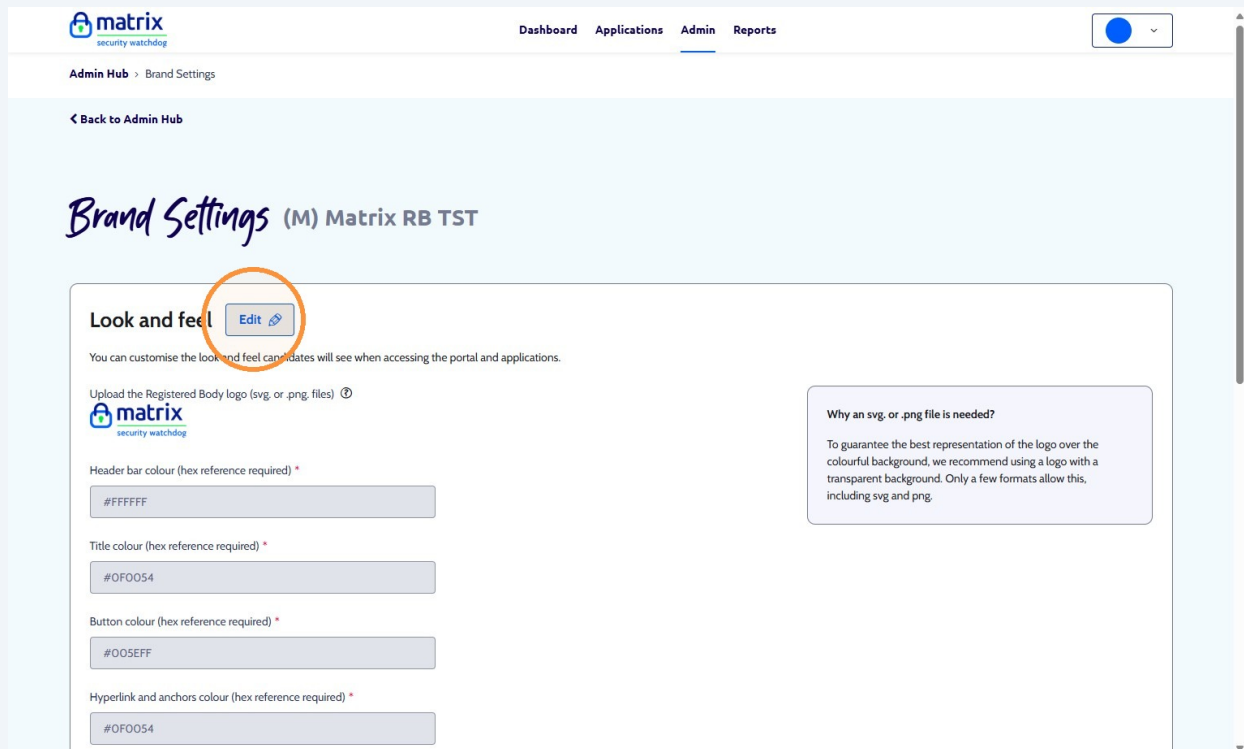
1 Click **Admin** in the toolbar



2 Navigate to **Brand Settings**



3 Click the **Edit** icon



4 Amend the 'Banner' radio button to **Yes**

The screenshot shows the 'Admin' section of the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', 'Admin' (selected), and 'Reports'. Below this, there are three input fields for color selection: 'Title colour (hex reference required) *' with value '#0F0054', 'Button colour (hex reference required) *' with value '#005EFF', and 'Hyperlink and anchors colour (hex reference required) *' with value '#0F0054'. A link 'Preview a sample screen' is also present. The 'Banner' section has two radio buttons: 'No' (selected) and 'Yes'. The 'Footer links' section contains two rows of links. The first row has 'First Link' 'Application Consent Form' and 'URL' 'https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ftw...'. The second row has 'First Link' 'Rehabilitation of Offenders Guidance' and 'URL' 'https://assets.publishing.service.gov.uk/media/653f7e52d10f35001...'. Each URL has a 'Remove' button next to it.

matrix
security watchdog

Dashboard Applications Admin Reports

Title colour (hex reference required) *

#0F0054

Button colour (hex reference required) *

#005EFF

Hyperlink and anchors colour (hex reference required) *

#0F0054

[Preview a sample screen](#)

Banner

☒ No

☐ Yes

Footer links

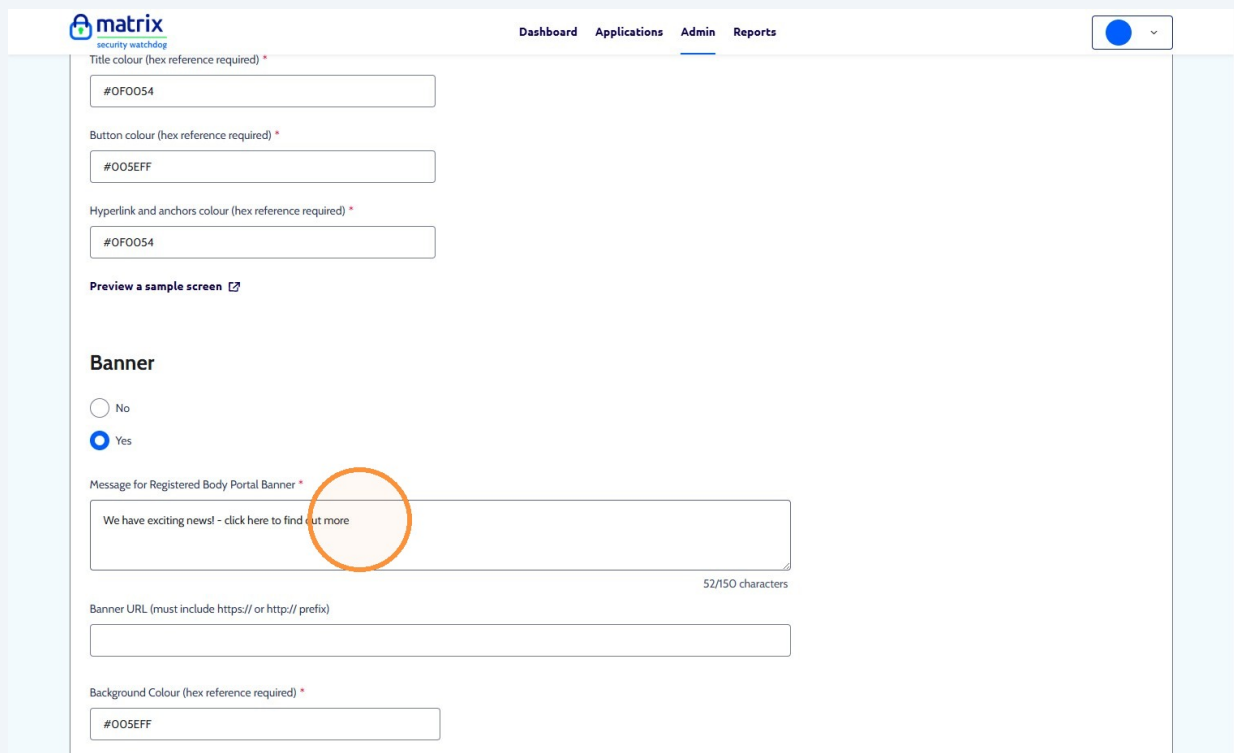
The links below are default footer links that will automatically appear for all newly created Organisations. You can also add up to 5 footer links, which will show up in the footer menu of the Organisation.

Please note that if you update these links, the changes will apply to all Organisations created before and after the update.

First Link	URL	
Application Consent Form	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ftw...	Remove
Second Link	URL	
Rehabilitation of Offenders Guidance	https://assets.publishing.service.gov.uk/media/653f7e52d10f35001...	Remove

5

Enter the message you would like the banner to display in the **Message for Registered Body Portal Banner** field



matrix security watchdog

Dashboard Applications Admin Reports

Title colour (hex reference required) *

#0F0054

Button colour (hex reference required) *

#005EFF

Hyperlink and anchors colour (hex reference required) *

#0F0054

[Preview a sample screen](#)

Banner

☐ No

☒ Yes

Message for Registered Body Portal Banner *

We have exciting news! - click here to find out more

52/150 characters

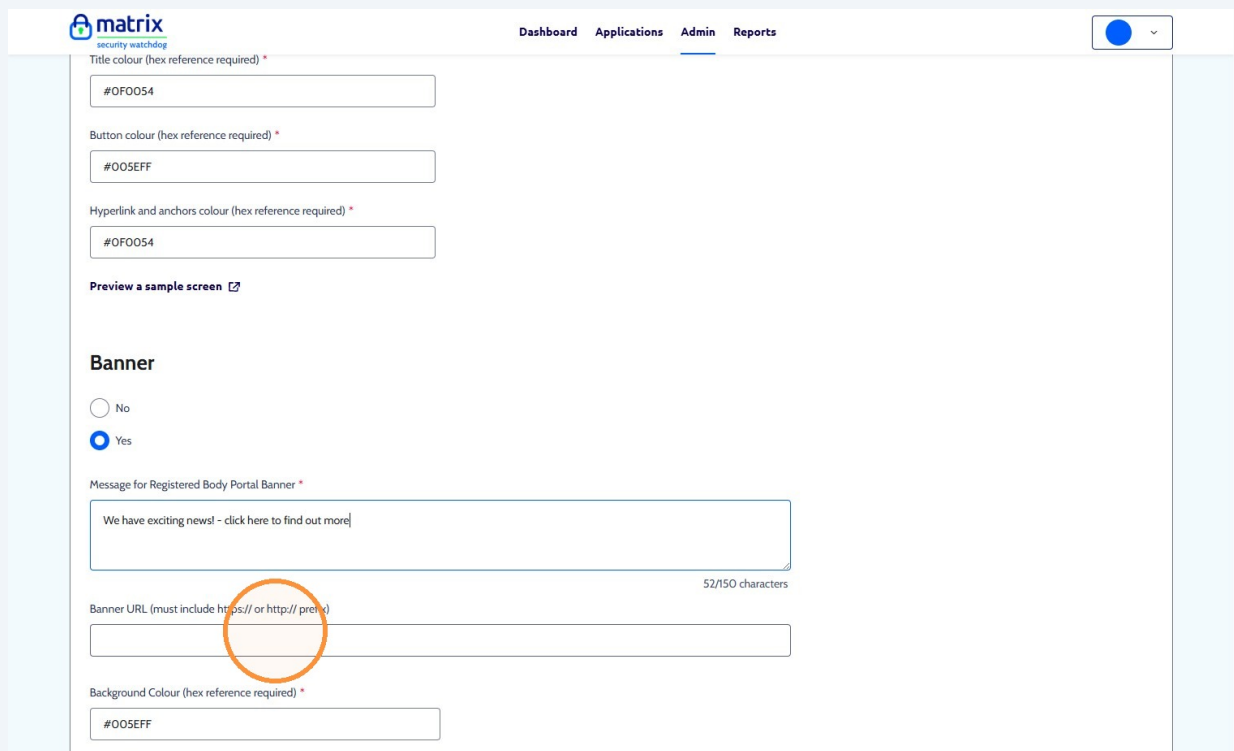
Banner URL (must include https:// or http:// prefix)

Background Colour (hex reference required) *

#005EFF

6

If you would like a hyperlink in the banner, add the URL you would like to take users to in the **Banner URL** field



matrix security watchdog

Dashboard Applications Admin Reports

Title colour (hex reference required) *

#0F0054

Button colour (hex reference required) *

#005EFF

Hyperlink and anchors colour (hex reference required) *

#0F0054

[Preview a sample screen](#)

Banner

☐ No

☒ Yes

Message for Registered Body Portal Banner *

We have exciting news! - click here to find out more

52/150 characters

Banner URL (must include https:// or http:// prefix)

Background Colour (hex reference required) *

#005EFF

7

Specify the background colour for the banner in the **Background Colour** field

The screenshot shows the Matrix Security Watchdog Admin interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin' (selected), and 'Reports'. A dropdown menu is visible in the top right corner. The main content area is titled 'Banner' and contains the following fields:

- A text input field with the value '#0F0054'.
- A link labeled 'Preview a sample screen' with an external link icon.
- Radio buttons for 'No' and 'Yes' (selected).
- A text input field for the 'Message for Registered Body Portal Banner' with the value 'We have exciting news! - click here to find out more' and a character count of '52/150 characters'.
- A text input field for the 'Banner URL (must include https:// or http:// prefix)' with the value 'https://wehavenews.com'.
- A text input field for the 'Background Colour (hex reference required)' with the value '#005EFF', which is highlighted with an orange circle.
- A text input field for the 'Text Colour (hex reference required)' with the value '#FFFFFF'.
- A section titled 'Footer links'.

Below the 'Footer links' section, there is a small, partially visible text block that reads: 'The below links are default footer links that will appear on the footer of all reports generated by the system. You can also add your own footer links which will appear on the footer of the reports.'

8 Specify the text colour for the banner in the **Text Colour** field

The screenshot shows the Matrix Admin interface with the 'Admin' tab selected. The 'Banner' section is active, showing options to enable or disable the banner (set to 'Yes'). The 'Message for Registered Body Portal Banner' field contains the text 'We have exciting news! - click here to find out more'. The 'Banner URL' field contains 'https://wehavenews.com'. The 'Background Colour' field is set to '#005EFF'. The 'Text Colour' field is highlighted with an orange circle and contains '#FFFFFF'. The 'Footer links' section is partially visible at the bottom.

9 Click **Save** at the bottom of the page

The screenshot shows the Matrix Admin interface with the 'Admin' tab selected. The 'Footer links' section is active, showing a list of default footer links. The 'Save' button is highlighted with an orange circle. The footer links are as follows:

First Link	URL	Action
Application Consent Form	https://view.officeapps.live.com/op/view.aspx?src=https%2F%2Fwww.gov.uk%2Fassets.publishing.service.gov.uk/media/653f7e52d10f35001	Remove
Rehabilitation of Offenders Guidance	https://assets.publishing.service.gov.uk/media/653f7e52d10f35001	Remove
DBS Code of Practice	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/653f7e52d10f35001	Remove

At the bottom, there is a 'Back to top' button and a 'Copyright © 2025 Matrix' notice.

10 Return back to the **Dashboard** or **Applications** tabs to review the changes

matrix
security watchdog

Dashboard Applications Admin Reports

We have exciting news! - click here to find out more

Admin Hub > Brand Settings

[Back to Admin Hub](#)

Brand Settings (M) Matrix RB TST

Look and feel [Edit](#)

You can customise the look and feel candidates will see when accessing the portal and applications.

Upload the Registered Body logo (svg, or .png, files) [?](#)

matrix
security watchdog

Header bar colour (hex reference required) *

#FFFFFF

Title colour (hex reference required) *

#0F0054

Button colour (hex reference required) *

#005EFF

Hyperlink and anchors colour (hex reference required) *

Why an svg, or .png file is needed?

To guarantee the best representation of the logo over the colourful background, we recommend using a logo with a transparent background. Only a few formats allow this, including svg and png.