

How To Amend Branding & Colours



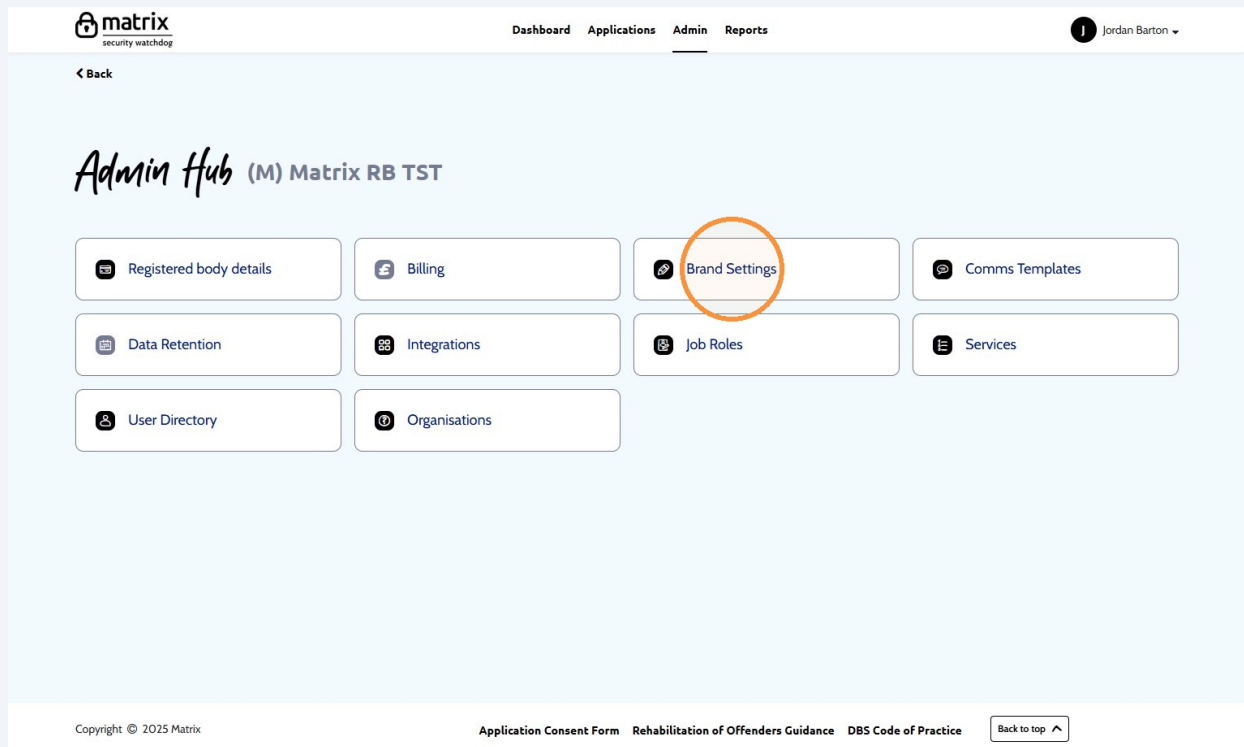
This guide provides a straightforward process for updating branding and colours in the Matrix Screening Application, ensuring your branding remains consistent and visually appealing. It simplifies the task into clear, actionable steps, making it accessible even for those with minimal technical skills. By following this guide, users can enhance their application's appearance and maintain brand identity effectively.

1 Click **Admin** in the toolbar

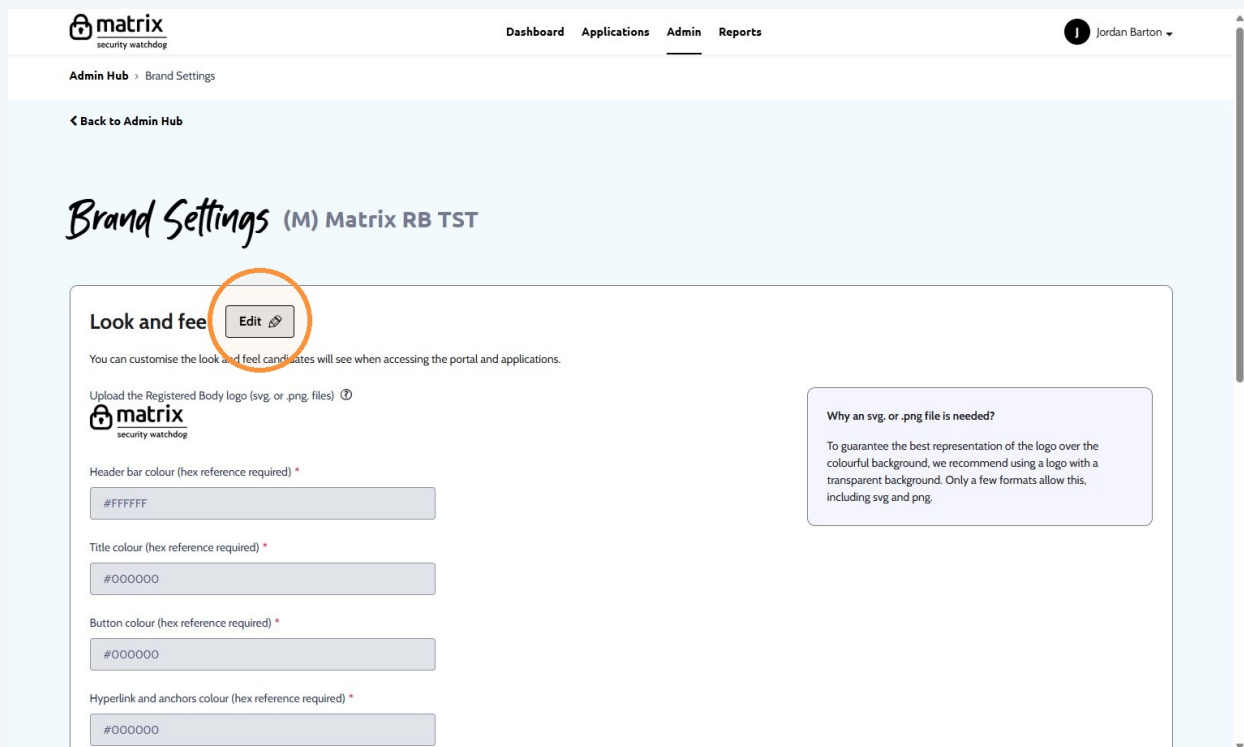
The screenshot shows the Matrix Screening Application interface. The top navigation bar includes the Matrix logo, a breadcrumb trail (Dashboard > Applications), and a toolbar with links to Dashboard, Applications, Admin, and Reports. The 'Admin' link is circled in orange. Below the navigation bar, the 'Applications' section is displayed, featuring a 'Categories' section with seven status cards: All (3126), Awaiting Candidate (507), With Org (2478), To Action (10), With Third Party (4), In Progress (101), and Completed (26). Below the categories, a table lists applications with columns for Date Created, Name, Our Ref, Organisation, Application Ref, Status, and Checks Required. The table contains four rows of application data.

Date Created	Name	Our Ref	Organisation	Application Ref	Status	Checks Required
22 Jul 2025	Austyn Peyton	584PEYTDAC2CA	PetsLimited		Queued for e-Transfer	DBS Basic
22 Jul 2025	Addison Singh	987SINGEFEE69	PetsLimited		Queued for e-Transfer	DBS Basic
22 Jul 2025	Annalise Wheaton	808WHEA6D212B	PetsLimited		Queued for e-Transfer	DBS Basic
22 Jul 2025	Lillian Lange	881LANGEF235E	PetsLimited		Queued for e-Transfer	DBS Basic

2 Navigate to **Brand Settings**



3 Click the **Edit** icon



4 Click **Replace** to remove the current logo

[Back to Admin Hub](#)

Brand Settings (M) Matrix RB TST

Look and feel

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) ⓘ



Header bar colour (hex reference required) *

#FFFFFF

Title colour (hex reference required) *

#000000

Button colour (hex reference required) *

#000000

Hyperlink and anchors colour (hex reference required) *

#000000

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.

5 Click the file upload box to upload a new logo

[Back to Admin Hub](#)

Brand Settings (M) Matrix RB TST

Look and feel

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) ⓘ

Drop file here or browse to upload

Header bar colour (hex reference required) *

#FFFFFF

Title colour (hex reference required) *

#000000

Button colour (hex reference required) *

#000000

Hyperlink and anchors colour (hex reference required) *

#000000

Why an svg or .png file is needed?

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- 6 Click the "Title colour" field and enter a new Hex code to replace the titles colour

Brand Settings (M) Matrix RB TST

Look and feel

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_Colour.png

Header bar colour (hex reference required) *

#FFFFFF

Title colour (hex reference required) *

#000000

Button colour (hex reference required) *

#000000

Hyperlink and anchors colour (hex reference required) *

#000000

Why an svg or .png file is needed?

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- 7 Click the "Button colour" field and enter a new Hex code to replace the buttons colour



Dashboard Applications Admin Reports

Jordan Barton

Admin Hub > Brand Settings

< Back to Admin Hub

Brand Settings (M) Matrix RB TST

Look and feel

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Upload the Registered Body logo (svg or .png files) ⓘ

Matrix Security Watchdog_Colour.png

Header bar colour (hex reference required) *

#FFFFFF

Title colour (hex reference required) *

#0F0054

Button colour (hex reference required) *

#000000

Hyperlink and anchors colour (hex reference required) *

#000000

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8

Click the "Hyperlinks and anchors colour" field and enter a new Hex code to replace the links and anchors colour

The screenshot shows the 'Brand Settings' page for 'Matrix RB TST'. The 'Look and feel' section is active, showing fields for 'Header bar colour', 'Title colour', 'Button colour', and 'Hyperlinks and anchors colour'. The 'Hyperlinks and anchors colour' field, currently set to '#000000', is highlighted with an orange circle. A callout box explains why an svg or .png file is needed for the logo upload.

matrix
security watchdog

Dashboard Applications Admin Reports

Admin Hub > Brand Settings

< Back to Admin Hub

Brand Settings (M) Matrix RB TST

Look and feel

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_Colour.png

Header bar colour (hex reference required) *

#FFFFFF

Title colour (hex reference required) *

#0F0054

Button colour (hex reference required) *

#005EFF

Hyperlinks and anchors colour (hex reference required) *

#000000

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9

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

The screenshot shows the 'Footer links' section. It includes a 'No' radio button selected, a 'Yes' radio button, and a list of footer links. The 'Save' button at the bottom is highlighted with an orange circle.

☒ 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:%2f%2fw	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	Remove

Add another +

Cancel **Save** ✓

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Application Consent Form Rehabilitation of Offenders Guidance DBS Code of Practice

Back to top ^

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

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Dashboard Applications Admin Reports

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) ⓘ



Header bar colour (hex reference required) *

Title colour (hex reference required) *

Button colour (hex reference required) *

Hyperlink and anchors colour (hex reference required) *

Why an svg, or .png file is needed?

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