

How To Approve an Application



This guide provides a straightforward process for approving applications in Matrix Screening, ensuring that users can efficiently navigate the approval workflow. It highlights essential steps, such as filtering applications and verifying critical sections, which are crucial for maintaining accuracy and compliance. By following this guide, users can streamline their approval tasks and ensure timely processing, ultimately enhancing productivity and reducing errors in application management.

1 Click **To Action** from the Dashboard

[< Back to Dashboard](#)

Applications

Categories

352
All

55
Awaiting Candidate

184
To Action

104
With Third Party

9
In Progress

0
Completed

The list below provides an overview of the status of all current applications within the system. Completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

Date Created	Name	Our Ref	Organisation	Application Ref	Status	Checks Required
01 Aug 2025	Johana Frantzzzz	331FRAN69198D	Org Ref: BusinessServicesLtd Group Ref: BusinessServices- Recruitment		Awaiting Verification	DBS Standard/Enhanced
			Org Ref: BusinessServicesLtd			

2 If required, you can filter by applications awaiting approval by clicking **Filters**

The screenshot shows the 'Applications' page in the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', and 'Reports'. Below this, a breadcrumb trail shows 'Dashboard > Applications'. A 'Back to Dashboard' link is present. The main heading is 'Applications'. Underneath, there's a 'Categories' section with six buttons: 'All' (352), 'Awaiting Candidate' (55), 'To Action' (184), 'With Third Party' (104), 'In Progress' (9), and 'Completed' (0). Below the categories, a note states: 'This list contains all applications that have been completed by the candidate and are awaiting action before the checks can be processed.' To the right of this note is a search bar with the placeholder 'Search for Name or Reference' and a 'Search' button. A 'Filters' button with a funnel icon is circled in orange. Below the search bar is a table with columns: 'Date Created', 'Name', 'Our Ref', 'Organisation', 'Status', and 'Checks Required'. The table contains three rows of application data.

Date Created	Name	Our Ref	Organisation	Status	Checks Required
01 Aug 2025	Johana Frantzzzz	331FRAN69198D	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Verification	DBS Standard/Enhanced
01 Aug 2025	Suzanne Purdy	871PURD3BADEE	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Approval	DBS Standard/Enhanced
01 Aug 2025	Kory Whitmore	957WHIT18F169	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Verification	DBS Standard/Enhanced

3 Select 'Awaiting Approval' as the 'Application Status' filter

The screenshot shows the 'Applications' page with the 'Filters' modal open on the right. The modal has a close button (X) in the top right corner. It contains several dropdown menus: 'Application Status' (with 'Awaiting Approval' selected and circled in orange), 'Org Ref' (with 'Select...' selected), 'Group Ref' (with 'Select...' selected), 'Check Type' (with 'Select...' selected), 'Queried Applications' (with 'Select...' selected), and 'DBS Adult First Required' (with 'Select...' selected). At the bottom of the modal are 'Clear' and 'Search' buttons. The background page is dimmed, showing the same categories and table as in the previous screenshot.

4 Click Search

The screenshot shows the 'Applications' page in the Matrix Security Watchdog system. The 'Filters' sidebar is open on the right, showing various filter options. The 'Search' button at the bottom of the sidebar is circled in orange.

Applications

Categories

- 352 All
- 55 Awaiting Candidate
- 184 To Action
- 104 With Third Party
- 9 In Progress

This list contains all applications that have been completed by the candidate and are awaiting action before the checks can be processed.

Search for Name or Reference

Date Created	Name	Our Ref	Organisation	Status
01 Aug 2025	Johana Frantzzzz	331FRAN69198D	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Verification
01 Aug 2025	Suzanne Purdy	871PURD3BADEE	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Approval
01 Aug 2025	Kory Whitmore	957WHIT18F169	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Verification

Filters

- Application Status: Awaiting Approval
- Org Ref: Select...
- Group Ref: Select...
- Check Type: Select...
- Queried Applications: Select...
- DBS Adult First Required: Select...

Clear Search

5 Click on the 'Name' or 'Our Ref' of the application you require

The screenshot shows the 'Applications' page in the Matrix Security Watchdog system. The 'Our Ref' of the application 'Suzanne Purdy' is circled in orange.

Applications

Categories

- 352 All
- 55 Awaiting Candidate
- 184 To Action
- 104 With Third Party
- 9 In Progress
- 0 Completed

This list contains all applications that have been completed by the candidate and are awaiting action before the checks can be processed.

Search for Name or Reference Search Filters

Date Created	Name	Our Ref	Organisation	Status	Checks Required
01 Aug 2025	Suzanne Purdy	871PURD3BADEE	Org Ref: BusinessServicesLtd Group Ref: BusinessServices-Recruitment	Awaiting Approval	DBS Standard/Enhanced

Results per page 10 1 to 1 of 1 items

Copyright © 2025 Matrix Application Consent Form Rehabilitation of Offenders Guidance DBS Code of Practice Back to top

6

Review the details of the application before approving. The main details can be found on the 'Summary' and 'Details' tabs

matrix security watchdog

Dashboard Applications Reports

B Businessservices All

Application Status **Awaiting Approval**

Checks Required

Check Type DBS Standard/Enhanced

Check Status **Not Started**

Section Y [Edit](#)

Application Type Enhanced

Workforce Child workforce (CHW)

With Adults No

With Children Yes

Working At Home Address No

Volunteer No

DBS Adult First No

Additional Info **Not provided**

Status Completed

Date Completed 06 Aug 2025

Identity Check [Edit](#)

ID Checked By Jordan Barton

Status Completed

ID Checked On 05 Aug 2025

7

Once you are happy to approve the application, click **Approve**

matrix security watchdog

Dashboard Applications Reports

B Businessservices All

Suzanne Purdy

Approve **Withdraw** **Reset ID Check**

Created: 01 Aug 2025
Identity Check: 05 Aug 2025
Section Y: 06 Aug 2025

Summary Details Notes Documents History

Summary

Candidate Details

Candidate Name Suzanne Purdy

Date Of Birth 12/06/1946

Reference 87IPURD3BADEE

Group Name Business Services - Recruitment

Organisation Business Services Ltd

Position Applied For Drama Teacher - under-18

Consent Date 01 Aug 2025 - 13:12:38

Application Status **Awaiting Approval**

Checks Required

Check Type DBS Standard/Enhanced

8

A confirmation message will be displayed and the application status will change to 'Awaiting Authorisation'.

This means the application is now with the Registered Body for submission to the DBS

The screenshot displays the Matrix Security Watchdog web interface. At the top, a green notification banner with a checkmark icon states: "You have successfully approved the application." Below this, the user profile for "Suzanne Purdy" is shown, including a "Withdraw" button and a "Reset ID Check" button. To the right of the profile, the following dates are listed: "Created: 01 Aug 2025", "Identity Check: 05 Aug 2025", and "Approved: 06 Aug 2025". A horizontal tab bar contains "Summary", "Details", "Notes", "Documents", and "History", with "Summary" currently selected. The "Summary" section is divided into two parts: "Candidate Details" and "Checks Required".

Candidate Details	
Candidate Name	Suzanne Purdy
Date Of Birth	12/06/1946
Reference	87IPURD3BADEE
Group Name	Business Services - Recruitment
Organisation	Business Services Ltd
Position Applied For	Drama Teacher - under-18
Consent Date	01 Aug 2025 - 13:12:38
Application Status	Awaiting Authorisation

Checks Required	
Check Type	DBS Standard/Enhanced