

How To Edit an Application



This guide provides a straightforward process for editing application details, ensuring accuracy in candidate information. It outlines each step clearly, from accessing the application to saving changes, making it easy for users to follow. By using this guide, you can efficiently correct errors and track modifications, enhancing the overall management of applications. It's an essential resource for anyone involved in application processing.

1 Click **To Action** from the Dashboard

The screenshot shows the Matrix Business Services Ltd Dashboard. At the top, there's a navigation bar with 'matrix security watchdog', 'Dashboard', 'Applications', and 'Reports'. A user profile 'B Businessservices All' is on the right. The main heading is 'Dashboard Business Services Ltd'. Below it, there's a 'Categories' section with a grid of application status cards. Each card shows a count and a right arrow icon. The 'To Action' card, which has a count of 193, is circled in orange. To the right of the categories is a blue button labeled 'Invite Candidates +'. At the bottom, there's a footer with copyright information and links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'DBS Code of Practice', and a 'Back to top' button.

Category	Count
All	352
Awaiting Candidate	55
To Action	193
With Third Party	105
In Progress	9
Completed	0

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

matrix security watchdog

Dashboard Applications Reports

DO Demo Organisation

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
19 Aug 2025	Melissa Longbottom	616LONGB99EF8	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
19 Aug 2025	Kirsty Miles	328MILED20865	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
18 Aug 2025	Marion Medina	759MEDIE66FC3	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Monika Borges	911BORG33ABC6	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Neo Kelleher	614KELLEH547E3	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Jude MacDonald	322MACD0C54BF	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Peyton Kelleher	752KELLEH59CA	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Jarrett Reeves	623REEVEAA122	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Willow Wheaton	691WHEABAB42B	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Standard
18 Aug 2025	Laura Segura	245SEGU26F8D6	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Standard

Results per page 10 1 to 10 of 14 items

3 Click the 'Details' tab to view all the information supplied by the candidate

matrix security watchdog

Dashboard Applications Reports

B Businessservices All

Dashboard > Applications > Johana Frantzxxx

Back to Applications

331FRAN69198D Awaiting Verification

Johana Frantzxxx Withdraw

Created: 01 Aug 2025

Summary Details Notes Documents History

Summary

Candidate Details

Candidate Name	Johana Frantzxxx
Date Of Birth	26/05/1942
Reference	331FRAN69198D
Group Name	Business Services - Recruitment
Organisation	Business Services Ltd
Position Applied For	Credit Operations Analyst
Consent Date	01 Aug 2025 - 13:12:50

4 Click **Edit** against the section of the application you wish to amend

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Dashboard Applications Reports

B Businessservices All

Are you completing this application on behalf of someone else? Yes

Forename Kurt

Surname Wilcox

Email Address Kurt.Wilcox@something.com

Telephone No +32 5316682638

Job Title Tribunal Security Officer

Have you obtained consent from the individual you are completing this on behalf of and do they consent to the relevant DBS/Disclosure Scotland Privacy Declarations? Yes

Personal Information

Gender at Birth Female

Title Mrs

How would you describe your gender? Female

Forename Johana

Do you have any middle names? No

Surname Frantzxxx

Date of Birth 26 May 1942

Do you have a valid passport? Yes

Passport Number 751515216

Nationality Jamaican

Passport Date of Birth 26 May 1942

Passport Date of Issue 13 Jan 2025

Edit

5 Amend the field that you require to change

matrix
security watchdog

Tribunal Security Officer

Have you obtained consent from the individual you are completing this on behalf of and do they consent to the relevant DBS/Disclosure Scotland Privacy Declarations? *

Yes

Personal Information

Gender * Female

Title * Mrs

How would you describe your gender? Female

Forename * Johana

Do you have any middle names? * ① No

Surname * Frantzxxx

Date of Birth * ① 26/05/1942

6 Click **Save** to confirm your changes

The screenshot shows the 'matrix security watchdog' application form. At the top, there is a 'Yes' radio button. Below it, a dropdown menu asks 'Do you have a valid National Insurance number?' with 'No' selected. The 'Contact Details' section includes a 'Language' dropdown set to 'English', a note about providing contact information for queries, a 'Telephone No' field with a country code dropdown set to '+376' and a number field containing '1860608200', and an 'Email Address' field containing 'Johana.Frantz@202508011226.com'. A blue 'Save' button is highlighted with an orange circle in the bottom right corner.

7 Any changes made to an application will appear in the 'History' tab

The screenshot shows the 'matrix security watchdog' application details page. A green banner at the top says 'Application details saved'. The breadcrumb trail is 'Dashboard > Applications > Johana Frantz'. Below this is a 'Back to Applications' link and the application ID '331FRAN69198D' with an 'Awaiting Verification' status. The user profile 'Johana Frantz' is shown with a 'Withdraw' button. A tab bar at the bottom includes 'Summary', 'Details', 'Notes', 'Documents', and 'History', with 'History' highlighted by an orange circle. The 'Details' section shows 'Third Party Details' with fields for 'Forename' (Kurt), 'Surname' (Wilcox), 'Email Address' (Kurt.Wilcox@something.com), 'Telephone No' (+32 5316682638), 'Job Title' (Tribunal Security Officer), and 'Have you obtained consent from the individual you are completing this on' (Yes). An 'Edit' button is visible in the top right of the details section.

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Here you will be able to see who edited the application, the date and time they did, and what field(s) they amended

The screenshot shows the 'matrix security watchdog' interface. The top navigation bar includes 'Dashboard', 'Applications', and 'Reports'. The user is logged in as 'Businessservices All'. The breadcrumb trail is 'Dashboard > Applications > Johana Frantz'. A 'Back to Applications' link is present. The application ID is '331FRAN69198D' with a status of 'Awaiting Verification'. The user profile for 'Johana Frantz' is shown with a 'Withdraw' button. The 'Created' date is '01 Aug 2025'. The 'History' tab is selected, showing the 'Application History' table.

Date	Action Type	Action By	Additional Info
6 Aug 2025 09:49	Edit	businessservicesltdall@testme.com	Surname
6 Aug 2025 09:49	View	businessservicesltdall@testme.com	Application View
6 Aug 2025 09:48	View	businessservicesltdall@testme.com	Application View
6 Aug 2025 08:30	View	businessservicesltdall@testme.com	Application View
5 Aug 2025 15:29	View	andrew.green@TEAMMATRIX.COM	Application View