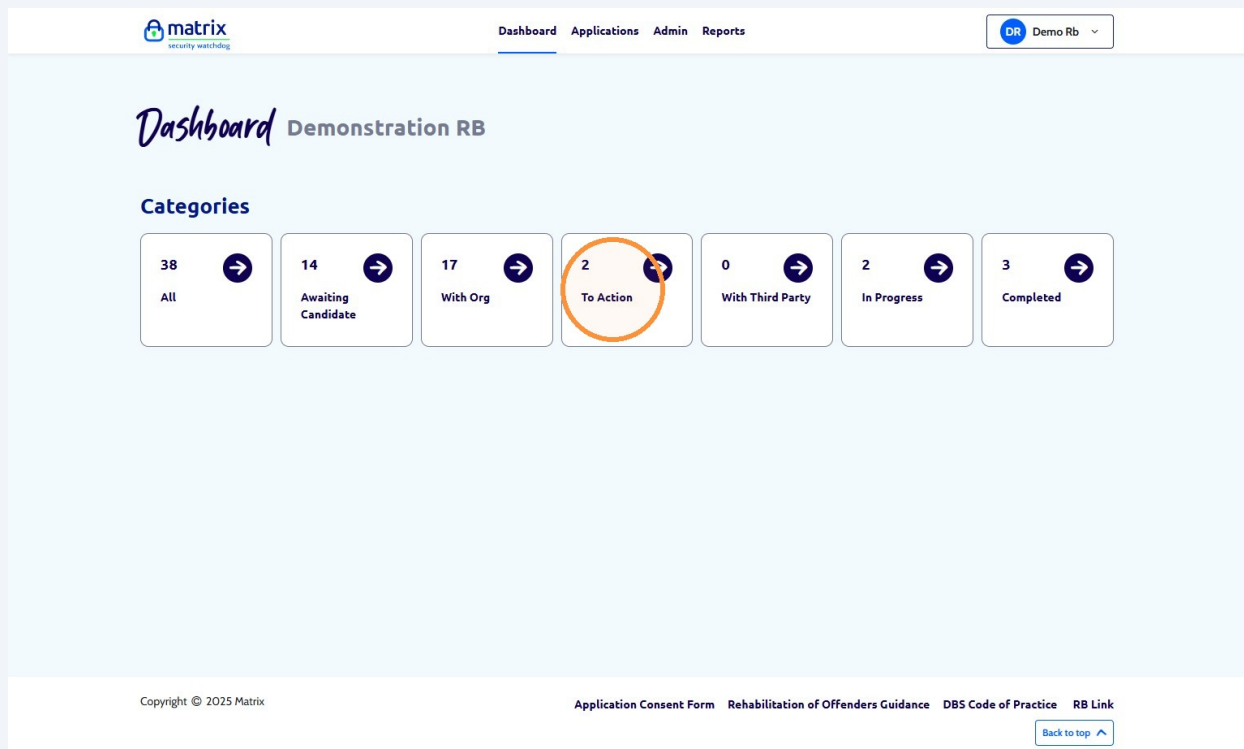


How to Countersign an Application



This guide provides a step-by-step process for countersigning an application, ensuring that users can efficiently navigate the necessary platform. By following these instructions, individuals can streamline their workflow and ensure compliance with application protocols. It is particularly useful for those unfamiliar with the system, as it simplifies a potentially complex task into manageable steps. Viewing this guide will enhance your understanding and ability to complete the countersigning process effectively.

1 Click **To Action** from the Dashboard



2 Click the 'Our Ref' of the application you wish to countersign

The screenshot shows the 'Applications' page in the Matrix Security Watchdog interface. The top navigation bar includes 'Dashboard', 'Applications' (selected), 'Admin', and 'Reports'. A 'Demo RB' button is in the top right. Below the navigation bar is a 'Back to Dashboard' link. The main heading is 'Applications'. Under 'Categories', there are seven boxes representing different application statuses: All (73), Awaiting Candidate (42), With Org (18), To Action (3, highlighted in dark blue), With Third Party (1), In Progress (4), and Completed (5). Below the categories, a message states: 'This list contains all applications that have been submitted by the organisation and are awaiting authorisation before the checks can be processed.' A search bar and a 'Filters' button are also present. The main table lists applications with columns: Date Approved, Name, Our Ref (circled in orange), Organisation, Status, and Checks Required. The table contains three rows of data. At the bottom, there is a 'Results per page' dropdown set to 10 and a note '1 to 3 of 3 items'.

Date Approved	Name	Our Ref	Organisation	Status	Checks Required
29 Jun 2026	John Smith	3885MIT20FA8E	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Authorisation	DBS Enhanced
07 Jan 2026	Will Parrott	339PARR8C40BA	Org Ref: MixStdEnhancedBasic Group Ref: StdEnhOnly	Awaiting Authorisation	DBS Enhanced
08 Sep 2025	Tessa Hoke	700HOKE38D0F0	Org Ref: PhotoLtd Group Ref: PhotoLtd	Application Rejected	DBS Enhanced

3 If you wish to edit the details provided in Section Y, click **Edit**

The screenshot shows the details page for an application in the Matrix Security Watchdog interface. The top navigation bar is the same as the previous screenshot. The page displays various details for the application, including 'Consent Date' (22 May 2026 - 09:27:44) and 'Application Status' (Awaiting Authorisation). A section titled 'Check Required' lists 'DBS Enhanced Check' with a status of 'Not Started'. Below this, 'Section Y' is highlighted, showing details for 'Application Type' (Enhanced), 'Workforce' (Child workforce (CHW)), 'With Adults' (No), 'With Children' (Yes), 'Working At Home Address' (No), 'Volunteer' (No), and 'DBS Adult First' (No). An 'Additional Info' section shows 'Not provided'. The 'Status' is 'Completed' and the 'Date Completed' is '29 Jun 2026'. An 'Identity Check' section shows 'ID Checked By' (Demo Rb), 'Status' (Completed), and 'ID Checked On' (29 Jun 2026). An 'Edit' button is circled in orange next to the 'Not Started' status. A 'View' button is at the bottom right.

4 If you wish to view or edit the ID Check information, click **Edit**

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo RB

Application Status

Awaiting Authorisation

Check Required

DBS Enhanced Check

Check Status

Section Y

Application Type

Workforce

With Adults

With Children

Working At Home Address

Volunteer

DBS Adult First

Additional Info

Status

Date Completed

Identity Check

ID Checked By

Status

ID Checked On

Enhanced

Child workforce (CHW)

No

Yes

No

No

No

Not provided

Completed

29 Jun 2026

Demo Rb

Completed

29 Jun 2026

Edit

View

5 Click the reference at the top of the screen to return to the application summary

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo RB

Dashboard > Applications > 205REEVCEFA10 > Manual ID Check

< 205REEVCEFA10

Manual ID Check

Please select the physical documents seen using the dropdown lists below, for further information please refer to the Identity Documents section of this screen.

Overview

Overview

First Name

Last Name

Date Of Birth *

Address

Address Line 1

Address Line 2

Town

County

Ellis

Reeves

13 Aug 1990

PO Box 3

Llanyravon

Staffordshire

6

Click the 'Details' tab to view the information provided by the candidate

The screenshot displays the Matrix Security Watchdog web application. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. A user profile 'DR Demo Rb' is visible in the top right. The breadcrumb trail shows 'Dashboard > Applications > Ellis Reeves'. A 'Back to Applications' link is present. The application ID '205REEVCEFA10' is shown with a status of 'Awaiting Authorisation'. A green banner states: 'The application is now ready to be authorised by a Countersignatory'. Below this, the candidate's name 'Ellis Reeves' is displayed with a profile icon. Action buttons for 'Countersign', 'Withdraw', 'Reset ID Check', and 'Delete' are available. Metadata on the right indicates: 'Created: 18 Aug 2025', 'Identity Check: 10 Sep 2025', 'Section Y: 10 Sep 2025', and 'Approved: 10 Sep 2025'. A tabbed interface at the bottom includes 'Summary', 'Details' (highlighted with an orange circle), 'Notes', 'Documents', and 'History'. The 'Summary' section is currently active, showing 'Candidate Details' in a table format.

Candidate Details	
Candidate Name	Ellis Reeves
Date Of Birth	13/08/1990
Reference	205REEVCEFA10
Group Name	Photo Ltd (Default)
Organisation	Photo Ltd
Organisation Reference	PhotoLtd

7 Click **Countersign** when you are ready to countersign the application

The screenshot shows the Matrix Security Watchdog application interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. A user profile for 'Ellis Reeves' is displayed on the left. On the right, there are buttons for 'Countersign', 'Withdraw', 'Reset ID Check', and 'Delete'. The 'Countersign' button is circled in orange. Below the buttons, there is a section for 'Candidate Details' and 'Checks Required'.

Candidate Details

Candidate Name	Ellis Reeves
Date Of Birth	13/08/1990
Reference	205REEVCEFA10
Group Name	Photo Ltd (Default)
Organisation	Photo Ltd
Organisation Reference	PhotoLtd
Position Applied For	GP Family Practitioner
Consent Date	18 Aug 2025 - 19:09:24
Application Status	Awaiting Authorisation

Checks Required

Check Type	DBS Standard/Enhanced
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8 The status of the application will now change to 'Queued for e-Transfer'

The screenshot shows the Matrix Security Watchdog application interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. A user profile for 'Ellis Reeves' is displayed on the left. On the right, there are buttons for 'Retract Countersign', 'Withdraw', and 'Delete'. The application status is now 'Queued for e-Transfer'. Below the buttons, there is a section for 'Candidate Details' and 'Checks Required'.

Candidate Details

Candidate Name	Ellis Reeves
Date Of Birth	13/08/1990
Reference	205REEVCEFA10
Group Name	Photo Ltd (Default)
Organisation	Photo Ltd
Organisation Reference	PhotoLtd
Position Applied For	GP Family Practitioner

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Click **Retract Countersign** if you wish to retract the countersignatory authorisation

The screenshot displays the Matrix Security Watchdog application interface. At the top, the navigation bar includes the Matrix logo, the text 'security watchdog', and tabs for 'Dashboard', 'Applications', 'Admin', and 'Reports'. A user profile dropdown shows 'DR Demo Rb'. The breadcrumb trail reads 'Dashboard > Applications > Ellis Reeves'. Below this, a link for '< Back to Applications' and a status badge '205REEVCEFA10 Queued for e-Transfer' are visible. The main section features a candidate profile for 'Ellis Reeves' with a circled 'Retract Countersign' button, alongside 'Withdraw' and 'Delete' buttons. To the right of these buttons, a list of dates is shown: 'Created: 18 Aug 2025', 'Identity Check: 10 Sep 2025', 'Section Y: 10 Sep 2025', 'Approved: 10 Sep 2025', and 'Countersigned: 24 Oct 2025'. A horizontal tab bar at the bottom includes 'Summary', 'Details', 'Notes', 'Documents', and 'History', with 'Summary' currently selected. The 'Summary' section contains a 'Candidate Details' table.

Candidate Details	
Candidate Name	Ellis Reeves
Date Of Birth	13/08/1990
Reference	205REEVCEFA10
Group Name	Photo Ltd (Default)
Organisation	Photo Ltd
Organisation Reference	PhotoLtd
Position Applied For	GP Family Practitioner