

# How to Send a Generic URL to Candidates - inviting candidates outside of the platform



This guide provides a straightforward method for sending a generic URL to candidates outside of the platform, allowing you to invite individuals to register and submit their application efficiently. By following the outlined steps, you can streamline the candidate registration process, ensuring a smooth experience for both you and the candidates. It's an essential resource for recruiters looking to enhance their outreach and simplify candidate onboarding.

## 1 Click **Candidate Registration URL** from the Dashboard

The screenshot shows the Matrix Dashboard interface. At the top, there's a navigation bar with the Matrix logo, a user profile for Jordan Barton, and menu items for Dashboard, Applications, Admin, and Reports. The main heading is 'Dashboard Demonstration RB'. Below this, there are two buttons: 'Candidate Registration URL' (circled in orange) and 'Invite Candidates'. Under the 'Categories' section, there are seven cards representing different stages of the candidate process:

| Count | Category           | Action |
|-------|--------------------|--------|
| 52    | All                | →      |
| 26    | Awaiting Candidate | →      |
| 17    | With Org           | →      |
| 3     | To Action          | →      |
| 0     | With Third Party   | →      |
| 3     | In Progress        | →      |
| 3     | Completed          | →      |

At the bottom of the dashboard, there are links for 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'DBS Code of Practice', and 'RB Link', along with a 'Back to top' button.

2

Select the Organisation the candidates are required to submit their application under

The screenshot shows the Matrix Security Watchdog dashboard on the left and a 'Candidate Self-Registration Details' modal on the right. The dashboard has a header with the Matrix logo and 'security watchdog' text, and tabs for 'Dashboard' and 'Applications'. The main content area is titled 'Dashboard Demonstration RB' and features a 'Categories' section with four buttons: 'All' (52), 'Awaiting Candidate' (26), 'With Org' (17), and 'To Action' (3). The footer of the dashboard says 'Copyright © 2026 Matrix'. The modal on the right is titled 'Candidate Self-Registration Details' and has a search bar with the placeholder 'Search for and select a organisation from the list'. Below the search bar is a list of organizations, with 'My Company Limited' highlighted and circled in orange. Other organizations in the list include 'Blood Analysis Limited', 'Recruitment Company Limited', 'MixStdEnhancedBasic', 'Good Times Company', 'Motor World', and 'Photo Ltd'.

3

Select the Organisation Group the candidates are required to submit their application under

The screenshot shows the Matrix Security Watchdog dashboard on the left and a 'Candidate Self-Registration Details' modal on the right. The dashboard is identical to the one in the previous screenshot. The modal on the right is titled 'Candidate Self-Registration Details' and has a dropdown menu showing 'My Company Limited'. Below this is a search bar with the placeholder 'Search for Organisation Group'. Below the search bar is a list of organization groups, with 'My Company Limited (Default)' highlighted and circled in orange. Below the list are two sections: 'Organisation Reference:' with the value 'MyCompanyLimited' and 'Organisation Group Reference:' with the value 'MyCompanyLimited'.

4

The URL that can be shared with candidates to self-register and submit their application will be shown on-screen, along with the Organisation and Group References the candidate will need as part of the registration process

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The 'Candidate Self-Registration Details' modal has a close button (X) in the top right. It contains two dropdown menus, both set to 'My Company Limited'. Below these, the 'Candidate Registration URL' is displayed as 'https://matrixscmlimited-tst2.outsystemsenterprise.com/CandidateRegistration', with a 'Copy to clipboard' icon circled in orange. Below the URL, the 'Organisation Reference' is 'MyCompanyLimited' and the 'Organisation Group Reference' is 'MyCompanyLimited'. A 'Copy to clipboard' button is also present next to the Organisation Reference.

5

Click the **Copy to clipboard** icon if you wish to copy and paste this information into an email/document/website/HR platform