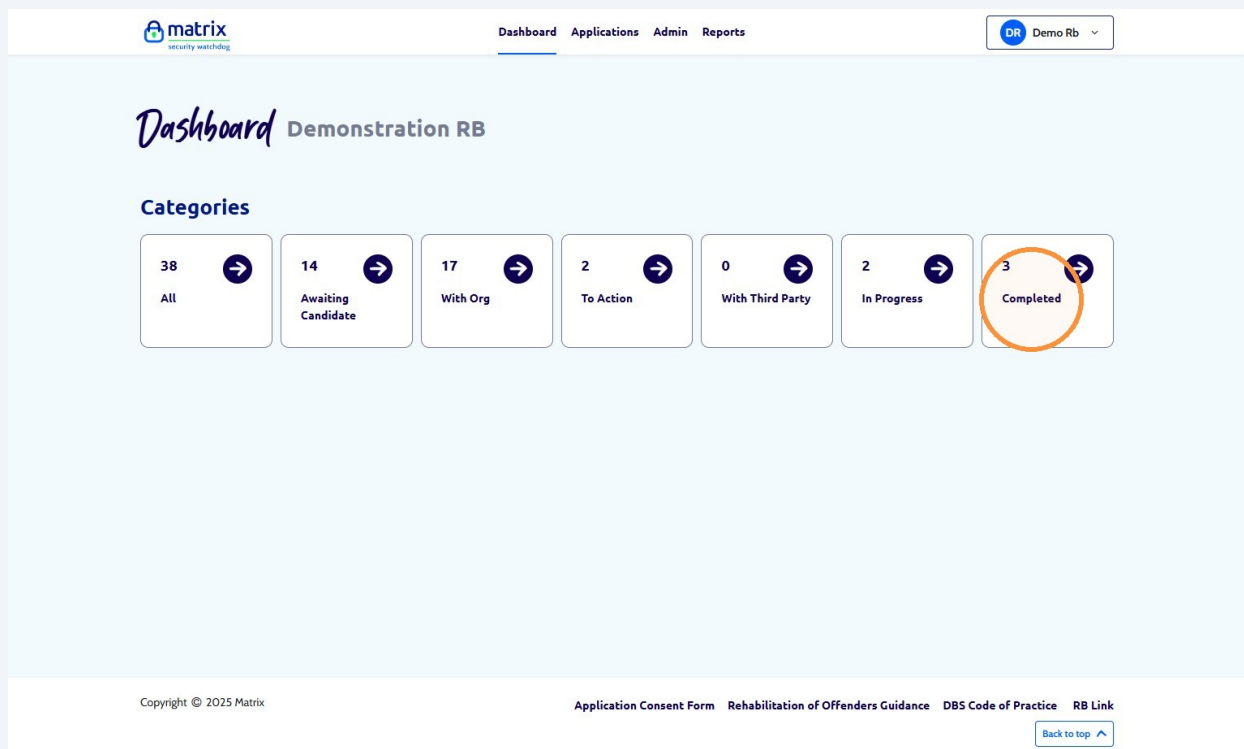


# How to View Completed DBS Results and Download PDF Snapshots



This guide provides a straightforward process for accessing and downloading completed results from the Matrix Screening Dashboard. By following the steps outlined, users can efficiently retrieve important data in PDF format, ensuring they have easy access to necessary information for review or record-keeping. It's an essential resource for anyone needing to manage and document screening results effectively.

## 1 Click **Completed** from the Dashboard



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The application list will display the result date, the DBS certificate number, issue date and the relevant status.

Click 'Our Ref' of the application you wish to view



DashboardApplicationsAdminReports

DR Demo Rb

## Applications

### Categories

38  
All

14  
Awaiting  
Candidate

17  
With Org

2  
To Action

0  
With Third Party

2  
In Progress

3  
Completed

This list contains all applications completed in the last 180 days.

| Result Date | Name             | Our Ref       | Organisation                                                     | Certificate No | Issue Date  | Status                      |
|-------------|------------------|---------------|------------------------------------------------------------------|----------------|-------------|-----------------------------|
| 23 Sep 2025 | Marsha Bobb      | 851BOBBB090CE | Org Ref: PhotoLtd<br>Group Ref: PhotoLtdPrintingServices         | 643775269      | 23 Sep 2025 | Certificate Review Required |
| 08 Sep 2025 | Dominique Torres | 786TORP6403DA | Org Ref: PhotoLtd<br>Group Ref: PhotoLtdPrintingServices         | 731311402      | 08 Sep 2025 | Certificate Review Required |
| 08 Sep 2025 | Liam Parkinson   | 625PARK37BA78 | Org Ref: BloodAnalysisLimited<br>Group Ref: BloodAnalysisLimited | 677527916      | 08 Sep 2025 | Application Complete        |

Results per page101 to 3 of 3 items

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From the Summary tab, a **Download** button is available to download PDF snapshots of clear DBS results

The screenshot shows the Matrix Security Watchdog interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. The 'Applications' tab is active, showing a summary for 'Blood Analysis Limited (Default)'. The 'Application Status' is 'Application Complete'. Below this, the 'Checks Required' section is visible, with a 'Download' button circled in orange. The 'Section Y' section is also visible, showing application details.

| Group Name             | Blood Analysis Limited (Default) |
|------------------------|----------------------------------|
| Organisation           | Blood Analysis Limited           |
| Organisation Reference | BloodAnalysisLimited             |
| Position Applied For   | Blood analysis at hospital       |
| Consent Date           | 19 Aug 2025 - 08:49:14           |
| Application Status     | Application Complete             |

| Checks Required       |                                     |
|-----------------------|-------------------------------------|
| Certificate Result    | Certificate contains no information |
| Certificate No        | 677527916                           |
| Issue Date            | 08 Sep 2025                         |
| Check Type            | DBS Standard/Enhanced               |
| Application Reference | E0906570777                         |
| Countersignatory No   | 00000000003                         |
| Check Status          | Completed                           |

| Section Y               |                       |
|-------------------------|-----------------------|
| Application Type        | Standard              |
| Workforce               | Other workforce (OTW) |
| With Adults             | No                    |
| With Children           | No                    |
| Working At Home Address | No                    |
| Volunteer               | No                    |

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The Result Snapshot will download as a PDF file

The screenshot shows a PDF document titled 'Standard DBS Result Snapshot'. The document is strictly private and confidential. It contains three main sections: Candidate Details, Employment Details, and Disclosure & Barring Service (DBS) Check Details.

| Candidate Details |                                          |
|-------------------|------------------------------------------|
| Candidate Name    | Liam Parkingson                          |
| Date of Birth     | 06/July/1977                             |
| Current Address   | PO Box 8, Halesworth<br>IP19 0JL Suffolk |
| Gender            | Male                                     |
| Surname at Birth  |                                          |
| Other Names       |                                          |
| Place of Birth    | Halsemere                                |

| Employment Details   |                            |
|----------------------|----------------------------|
| Position Applied For | Blood analysis at hospital |
| Organisation Name    | Blood Analysis Limited     |
| Registered Body Name | Demonstration RB           |

| Disclosure & Barring Service (DBS) Check Details                       |                                     |
|------------------------------------------------------------------------|-------------------------------------|
| Certificate Result                                                     | Certificate contains no information |
| Certificate No                                                         | 677527916                           |
| Issue Date                                                             | 08/September/2025                   |
| Police Records of Convictions, Cautions, Reprimands and Final Warnings | None Recorded                       |
| DBS Childrens Barred List Information                                  | Not Requested                       |