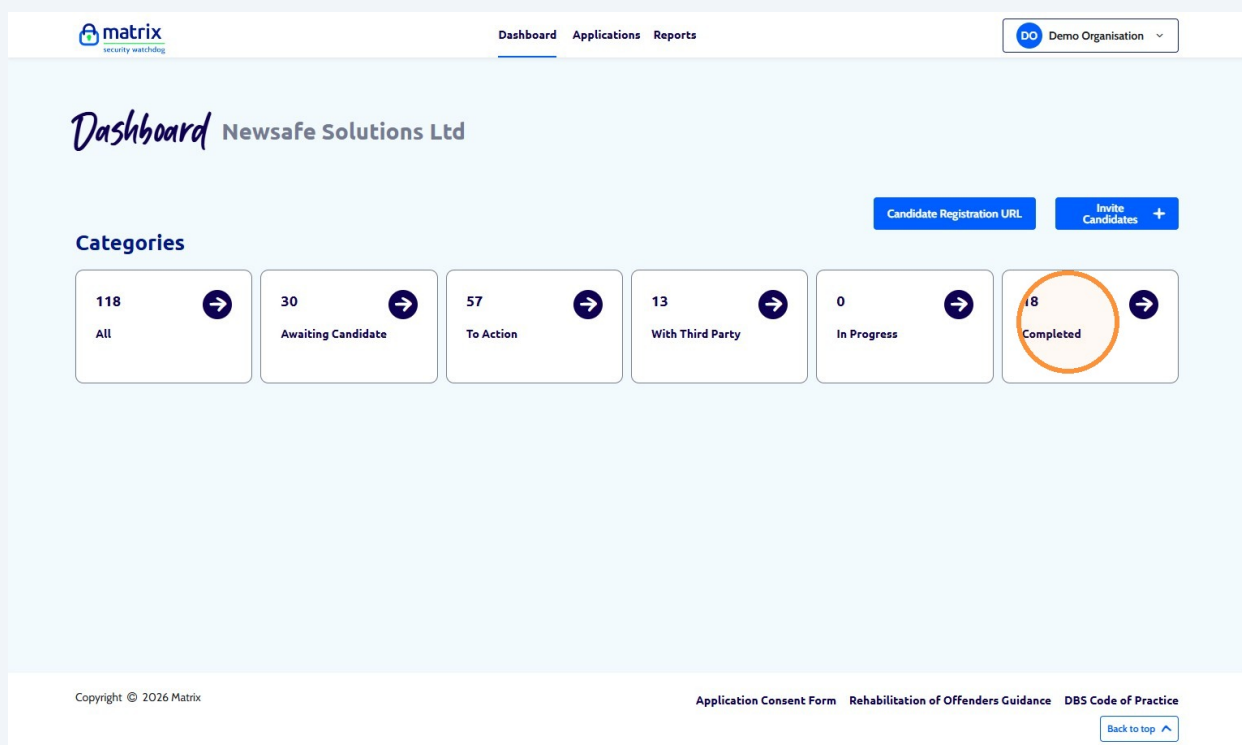


How to View Completed Right to Work Results and Download PDF Reports



This guide provides a straightforward process for accessing and downloading completed Right to Work 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 the **Completed** category from the Dashboard



2

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

matrix security watchdog

Dashboard Applications Reports

DO Demo Organisation

All Awaiting Candidate To Action With Third Party In Progress Completed

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

Search for Name or Reference Search Filters

Result Date	Name	Our Ref	Organisation	Certificate No	Issue Date	Status
01 Jul 2026	Angela Gibraltar specimen	373DAV148BF72	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	460435790	01 Jul 2026	Application Complete
01 Jul 2026	Jack Davies	336DAV148BF72	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd		Pending	Application Complete
30 Jun 2026	Jack Davies	242DAV148BF72	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	808605040	30 Jun 2026	Application Complete
29 Jun 2026	Jack Davies	377DAV19F6450	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	705701863	29 Jun 2026	Certificate Review Required
29 Jun 2026	Jack Davies	363DAV127F9B2	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd		Pending	Application Complete
24 Jun 2026	Basic rtw Pawar	309PAWA5A2432	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	232608115	24 Jun 2026	Application Complete
24 Jun 2026	Basic rtw Pawar	211PAWA2F89BC	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	585387079	24 Jun 2026	Application Complete
24 Jun 2026	Rtw only Pawar	541PAWAEACF5C	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd		Pending	Application Complete
24 Jun 2026	Rtw only Pawar	589PAWACAFA5	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd		Pending	Application Complete
24 Jun 2026	Rtw only Pawar	681PAWA4EB039	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd		Pending	Application Complete

3

The result of the Right to Work Check will be displayed on the 'Summary' tab.

A 'Download' button is also available from the 'Summary' tab to download the full PDF report

The screenshot displays the 'matrix security watchdog' interface. The top navigation bar includes 'Dashboard', 'Applications' (selected), and 'Reports'. A dropdown menu shows 'Demo Organisation'. The main content area is divided into two sections: 'Candidate Details' and 'Check Required'.

Candidate Details

Candidate Name	Jack Davies
Date Of Birth	07/08/1978
Reference	336DAVI4BBF72
Group Name	Newsafe Solutions Ltd (Default)
Organisation	Newsafe Solutions Ltd
Organisation Reference	NewsafeSolutionsLtd
Consent Date	01 Jul 2026 - 09:07:51
Application Status	Application Complete

Check Required

Digital Right to Work Check

Container ID	cc99b687-7529-4c7c-b7c3-1ffd3c257012
Digital Right to Work Check Result	Pass
Issue Date	01 Jul 2026
Check Status	Completed

A 'Download' button with a PDF icon is circled in orange. The footer contains copyright information, links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', and 'DBS Code of Practice', along with a 'Back to top' button.

4 To download the PDF report from the Documents tab, click **Documents**

The screenshot shows the Matrix Security Watchdog interface. The top navigation bar includes 'Dashboard', 'Applications', and 'Reports'. The 'Applications' tab is active, showing a list of applications. The application '336DAVI4BBF72' is highlighted with a status of 'Application Complete'. Below this, the user profile for 'Jack Davies' is shown, including a 'Resend Result Email' button and dates 'Created: 01 Jul 2026' and 'Completed: 01 Jul 2026'. The main content area has tabs for 'Summary', 'Details', 'Notes', 'Documents', and 'History'. The 'Documents' tab is circled in orange. Below the tabs, the 'Summary' section displays 'Candidate Details' for Jack Davies, including his date of birth, reference, group name, organisation, and application status, which is 'Application Complete'.

5 Click the 'Download' icon to download the PDF report

The screenshot shows the same Matrix Security Watchdog interface, but with the 'Documents' tab selected. The 'Application Documents' section displays a table with one row: 'Digital Report' with file name 'DigitalReport-Davies-336DAVI4BBF72.pdf' and created date '01 Jul 2026 - 12:15'. The 'Download' icon, represented by a cloud with a downward arrow, is circled in orange. Below the table, there is a 'Results per page' dropdown set to '10' and a note '1 to 1 of 1 items'. The footer contains copyright information, links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', and 'DBS Code of Practice', along with a 'Back to top' button.