

How to View The Audit History of an Application



This guide provides a straightforward method for accessing the audit history of an application, ensuring users can easily track changes and updates. By following the simple steps outlined, individuals can efficiently locate and review important information related to their applications. This is essential for maintaining transparency and accountability in application management. Whether for personal or professional use, understanding audit history can enhance decision-making and oversight.

1 Click the 'Name' or 'Our Ref' of the application you require

matrix

security watchdog

DashboardApplicationsAdminReports

Andrew Green

Dashboard > Applications

[Back to Dashboard](#)

Applications

Categories

517All

67Awaiting Candidate

264With Org

112To Action

0With Third Party

70In Progress

4Completed

This list contains applications that are being processed by the third party for the checks required.

Search for Name or Reference

Search

Filters

Date Sent	Name	Our Ref	Organisation	Application Ref	Status	Checks Required
04 Aug 2025	Mari Shea	279SHEA95E459	Org Ref: BusinessServicesLtd Group Ref: BusinessServicesLtd	563SHEA95E459	Being Processed	DBS Basic
04 Aug 2025	Bayleigh Navarrete	386NAVA282351	Org Ref: BusinessServicesLtd Group Ref: BusinessServicesLtd	332NAVA282351	Being Processed	DBS Basic
			Org Ref:			

2 Click the 'History' tab within the application

The screenshot displays the Matrix Security Watchdog application interface. At the top, the navigation bar includes 'Dashboard', 'Applications' (selected), 'Admin', and 'Reports'. The user 'Andrew Green' is logged in. The breadcrumb trail shows 'Dashboard > Applications > Jakob Goins'. A 'Back to Applications' link is present. The candidate ID '993GOINC43DAO' is shown with a 'Being Processed' status. The candidate's name 'Jakob Goins' is displayed with a profile icon. To the right are 'Withdraw' and 'Delete' buttons. A list of dates is shown: 'Created: 31 Jul 2025', 'Identity Check: 31 Jul 2025', 'Approved: 31 Jul 2025', 'Countersigned: 31 Jul 2025', 'Sent: 31 Jul 2025', and 'Received: 31 Jul 2025'. Below this is a tabbed interface with 'Summary', 'Details', 'Notes', 'Documents', and 'History' (circled in orange). The 'Summary' tab is active, showing 'Candidate Details' in a table.

Candidate Details	
Candidate Name	Jakob Goins
Date Of Birth	01/10/1930
Reference	993GOINC43DAO
Group Name	Business Services Ltd (Default)

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This will contain a list of all activities that have occurred within the application.

Each activity will provide you with an action type, who carried out the action, the date and time it was carried out, and any additional information where necessary.

Summary

Details

Notes

Documents

History

Application History

Date ↕	Action Type ↕	Action By ↕	Additional Info ↕
6 Aug 2025 08:07	View		Application View
31 Jul 2025 07:42	Authorise		Application countersigned
31 Jul 2025 07:42	View		Application View
31 Jul 2025 07:40	View	businessservicesltdall@testme.com	Application View
31 Jul 2025 07:40	Approve	businessservicesltdall@testme.com	Application Approved
31 Jul 2025 07:40	Update	businessservicesltdall@testme.com	ID Check Updated
31 Jul 2025 07:40	Update	businessservicesltdall@testme.com	ID Check Updated
31 Jul 2025 07:40	View	businessservicesltdall@testme.com	Application View
31 Jul 2025 07:38	Invite	businessservicesltdall@testme.com	Invite Created

Results per page

50



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