

How to View and Download Digital Identity/RTW Results



Follow this guide to navigate the Matrix Screening portal and access digital check results. You will learn how to locate specific candidate records, review identity check details, and download necessary documentation.

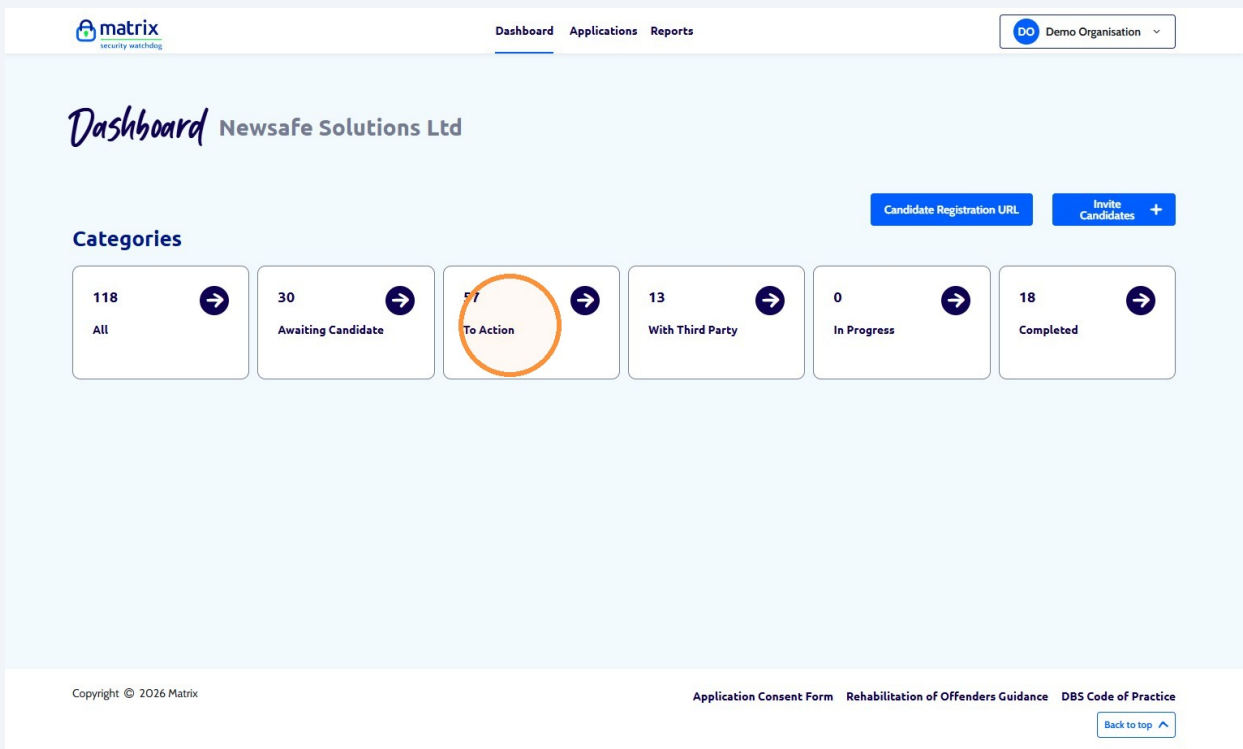
Application Access

1

For any DBS applications with a Digital ID/RTW check that has now completed, applications will move from the **With Third Party** category back to the **To Action** category

2

Click the **To Action** category from the Dashboard



3

When viewing the list of applications, completed Digital ID/RTW checks will show as green in the 'Checks Required' column once completed

4

Click the reference number or name of the application you wish to access



Dashboard Applications Reports

DO Demo Organisation

This list contains all applications that have been completed by the candidate and are awaiting action before the checks can be processed.

 Search for Name or Reference

Search

Filters

Date Created	Name	Our Ref	Organisation	Status	Checks Required
02 Jul 2026	Jack Davies	235DAVIA3732A	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Approval	- DBS Basic - Digital Identity
01 Jul 2026	Jack Davies	467DAVID19C28	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	DBS Basic
01 Jul 2026	Jack Davies	118DAVI9F2549	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Basic - Digital Right to Work
01 Jul 2026	Jack Davies	473DAVI6E7094	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Basic - Digital Identity
01 Jul 2026	Jack Davies	561DAVI8CA5E6	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Standard - Digital Right to Work
01 Jul 2026	Jack Davies	232DAVI620A5	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Standard - Digital Identity - Digital Right to Work
01 Jul 2026	Jack Davies	888DAVIC9D8B5	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Standard - Digital Identity
01 Jul 2026	Jack Davies	939DAVIDB5FA0	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	DBS Standard
01 Jul 2026	Jack Davies	158DAVI9D6A4D	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Enhanced - Digital Right to Work
01 Jul 2026	Jack Davies	548DAVIF4CFA8	Org Ref: NewsafeSolutionsLtd Group Ref: NewsafeSolutionsLtd	Awaiting Verification	- DBS Enhanced - Digital Identity - Digital Right to Work

Results per page 10 1 to 10 of 57 items

< 1 2 3 4 ... 6 >

Identity Verification Review

5

For Digital ID checks, to view the information returned from the Identity Provider, click **View**

The screenshot shows the 'matrix security watchdog' interface. The top navigation bar includes 'Dashboard', 'Applications' (selected), and 'Reports'. A dropdown menu shows 'DO Demo Organisation'. The main content area is titled 'Check Required' and contains three sections:

- DBS Standard Check:**
 - Check Status: Not Started
 - Section Y: Complete Section Y
 - Status: Not Started
 - Identity Check: View (circled in orange)
 - ID Checked By: Trust ID Limited
 - Status: Completed
 - ID Checked On: 01 Jul 2026
- Digital Identity Check:**
 - Container ID: 7b34abf7-ac96-4c36-aa0c-2417acc0c62f
 - Digital Identity Check Result: Pass
 - Address Validation: Pass
 - Issue Date: 01 Jul 2026
 - Check Status: Completed
 - Download
- Digital Right to Work Check:**
 - Download

6

To view the details of the documents verified by the Identity Provider, click **View** against the document

The screenshot shows the 'matrix security watchdog' interface. The top navigation bar includes 'Dashboard', 'Applications' (selected), and 'Reports'. A dropdown menu shows 'DO Demo Organisation'. The main content area is titled 'Identity Documents' and contains two sections:

- Document 1 View:**
 - Document 1 View (circled in orange)
 - Passport (current and valid)
 - Current address checked: Yes
- Document 2 View:**
 - Document 2 View
 - Photo Driving Licence /UK /Mann /CHI
 - Digital ID Results: Passed Address Check
 - Date Of Birth checked: Yes

Below the 'Identity Documents' section is the 'Identity Provider' section:

- Download Digital ID Report
- Cost Code / Personnel Number
- Name of Identity Service Provider (IDSP) Used *
- Date Digital ID Check Carried Out *

- 7 This will display the details of the document that was verified

The screenshot shows a web interface with a modal window titled "Passport (current and valid)". The modal contains the following fields:

- Document Number *: 900000000
- Issue Country: United Kingdom
- Date of Birth *: 07/08/1978
- Expiration Date *: 01/08/2032

A "Close" button is located at the bottom of the modal, circled in orange. The background interface includes sections for "Identity Documents" and "Identity Provider".

Identity Documents

Document 1 **View**

Passport (current and valid)

Current address checked

Yes

Identity Provider

Download Digital ID Report 

Cost Code / Personnel Number

Name of Identity Service Provider (IDSP) Used *

Date Digital ID Check Carried Out *

Document Retrieval

- 8 For completed Digital ID/RTW checks, a PDF report is available to download from the 'Summary' tab and the 'Documents' tab

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

The screenshot shows the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', and 'Reports'. The 'Applications' tab is active. Below the navigation bar, the user's name 'Jack Davies' is displayed, along with a status 'Awaiting Verification' and a 'Created: 01 Jul 2026' timestamp. A 'Documents' tab is highlighted with an orange circle. Below the tabs, the 'Summary' section is visible, showing candidate details for Jack Davies, including his date of birth, reference number, group name, organisation, position, and application status.

matrix security watchdog

Dashboard Applications Reports

DO Demo Organisation

232DAVI620A52 Awaiting Verification

Jack Davies

Withdraw Reset ID Check

Created: 01 Jul 2026

Summary Details Notes Documents History

Summary

Candidate Details

Candidate Name	Jack Davies
Date Of Birth	07/08/1978
Reference	232DAVI620A52
Group Name	Newsafe Solutions Ltd (Default)
Organisation	Newsafe Solutions Ltd
Organisation Reference	NewsafeSolutionsLtd
Position Applied For	ACTIVITIES MANAGER
Consent Date	01 Jul 2026 - 09:10:34
Application Status	Awaiting Verification

Check Required

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

The screenshot shows the Matrix Security Watchdog interface, specifically the 'Documents' tab. The 'Documents' tab is highlighted with an orange circle. Below the tabs, the 'Application Documents' section is visible, showing a table with columns for Document Type, File name, Created Date, and Download. A 'Download' icon is highlighted with an orange circle. Below the table, there's a 'Results per page' dropdown set to 10, and a '1 to 1 of 1 items' message. At the bottom, there's a footer with copyright information and links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', and 'DBS Code of Practice'.

matrix security watchdog

Dashboard Applications Reports

DO Demo Organisation

Dashboard > Applications > Jack Davies

< Back to Applications

232DAVI620A52 Awaiting Verification

Jack Davies

Withdraw Reset ID Check

Created: 01 Jul 2026

Summary Details Notes Documents History

Application Documents

Document Type	File name	Created Date	Download
Digital Report	DigitalReport-Davies-232DAVI620A52.pdf	01 Jul 2026 - 12:20	

Results per page 10 1 to 1 of 1 items

Copyright © 2026 Matrix

Application Consent Form Rehabilitation of Offenders Guidance DBS Code of Practice

Back to top