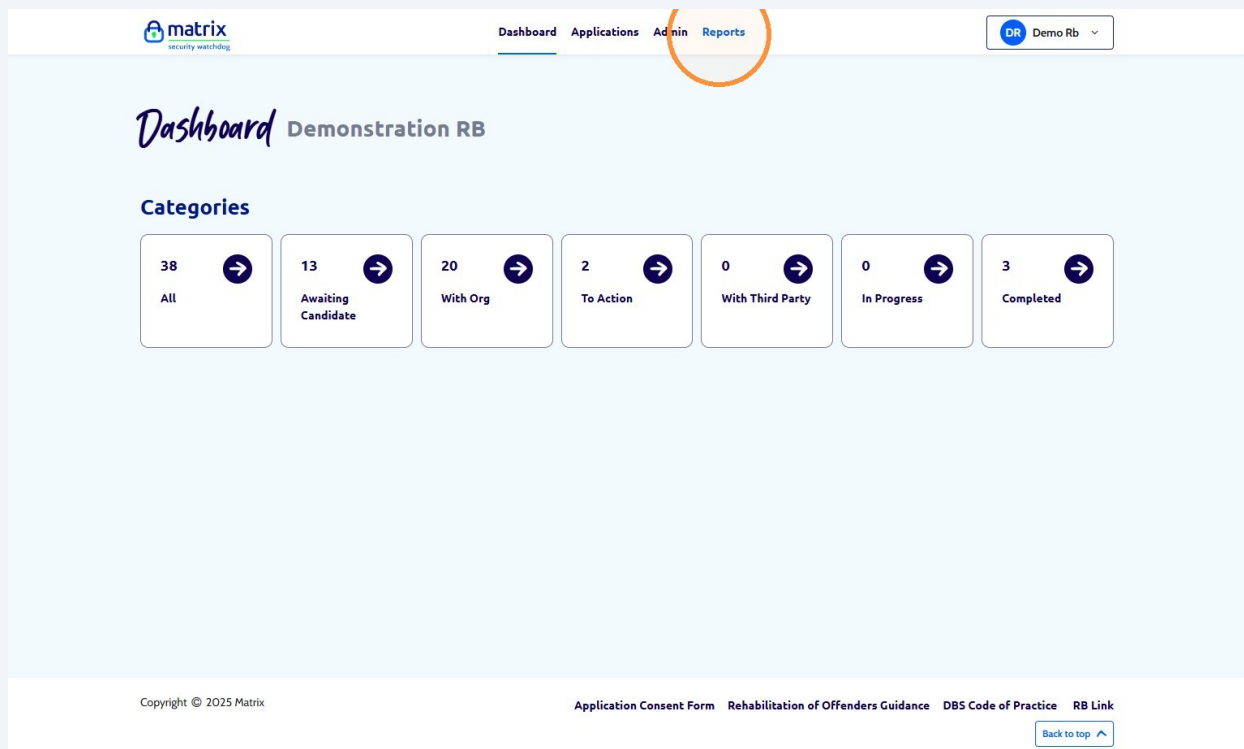


How to View and Download Reports via SiSense

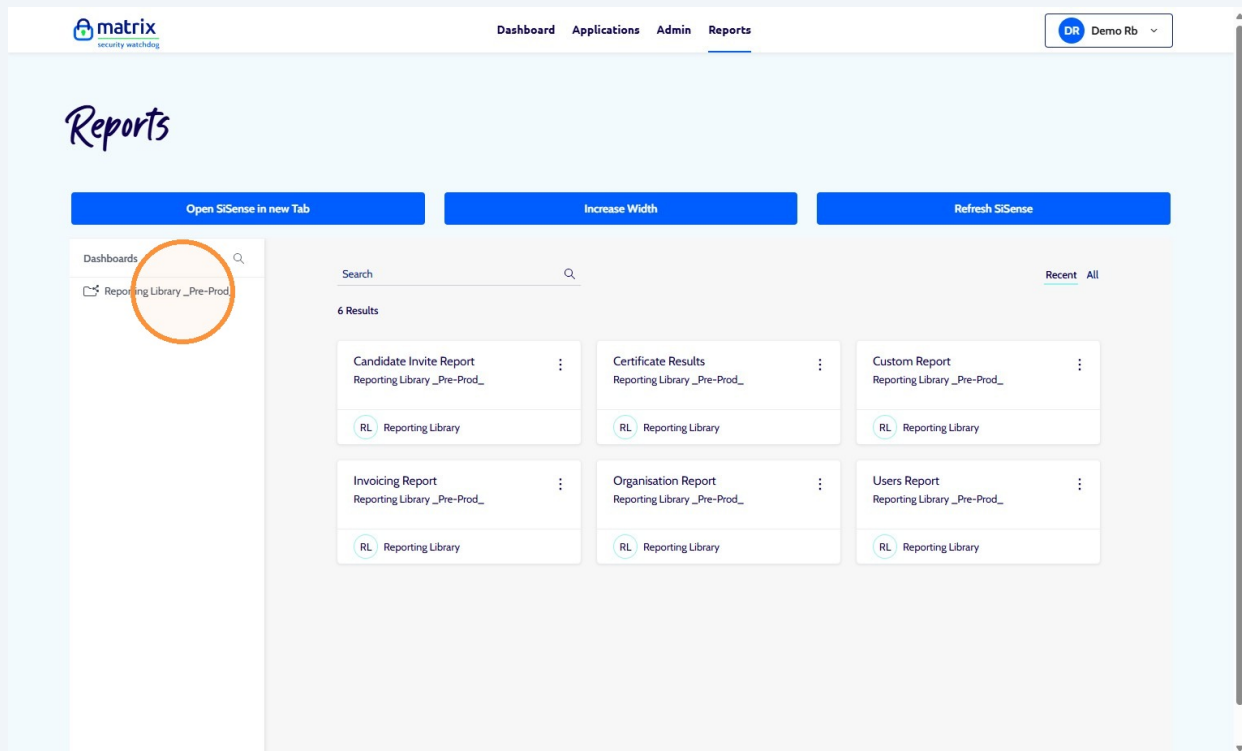


This guide provides a straightforward process for viewing and downloading reports, ensuring users can efficiently access and analyze important data. By following the step-by-step instructions, users can navigate the reporting system with ease, making it a valuable resource for anyone needing to generate and customize reports quickly. Whether for tracking candidate invitations or enhancing data management, this guide simplifies the task, saving time and effort.

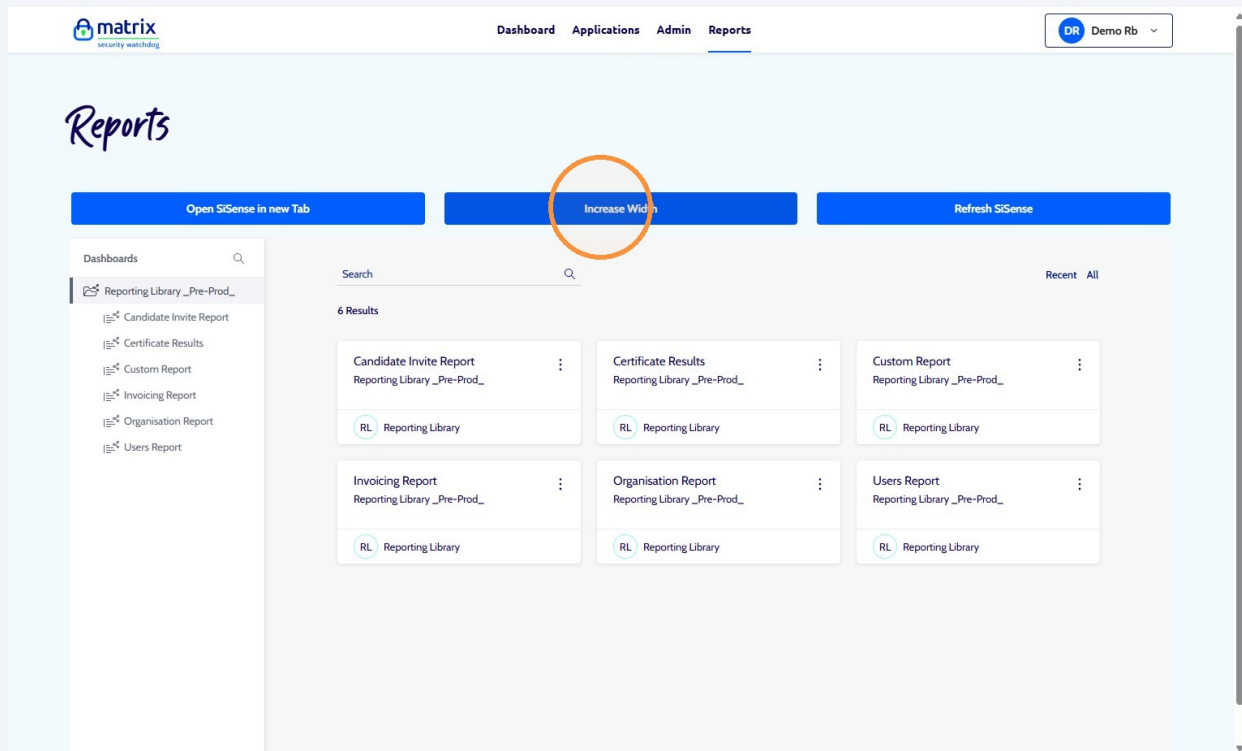
1 Click **Reports**



2 Click the Reporting Library folder to view the reports available



3 If you need to increase the width of the reports screen, you can click **Increase Width**



4

If you would rather view the SiSense reports in a separate tab, click **Open SiSense in new Tab**

The screenshot shows the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'matrix security watchdog' logo, and tabs for 'Dashboard', 'Applications', 'Admin', and 'Reports'. A user profile 'DR Demo Rb' is in the top right. Below the navigation bar, the word 'Reports' is written in a large, stylized font. A horizontal bar contains three buttons: 'Open SiSense in new Tab' (circled in orange), 'Increase Width', and 'Refresh SiSense'. On the left, a 'Dashboards' sidebar lists several reports: 'Reporting Library _Pre-Prod_', 'Candidate Invite Report', 'Certificate Results', 'Custom Report', 'Invoicing Report', 'Organisation Report', and 'Users Report'. The main area shows '6 Results' in a grid of six report cards. Each card displays the report name, 'Reporting Library _Pre-Prod_', and a circular icon with 'RL' and 'Reporting Library'.

5 Click one of the reports to view the data

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo Rb

Reports

Open SiSense in new Tab Increase Width Refresh SiSense

Dashboards

- Reporting Library _Pre-Prod_
- Candidate Invite Report
- Certificate Results
- Custom Report
- Invoicing Report
- Organisation Report
- Users Report

Name: Candidate Invite Report

Owner: Reporting Library, reporting.library@reporting.com

Created Date: 1 Oct 2025 12:02:04

Last Modified: 1 Oct 2025 17:15:10

Last Published: 1 Oct 2025 14:21:48

Report Cards:

- Candidate Invite Report: Reporting Library
- Certificate Results: Reporting Library
- Custom Report: Reporting Library
- Invoicing Report: Reporting Library
- Organisation Report: Reporting Library
- Users Report: Reporting Library

6 To download/export a report, click the 3 dots icon

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo Rb

Reports

Open SiSense in new Tab Increase Width Refresh SiSense

Dashboards

- Reporting Library _Pre-Prod_
- Candidate Invite Report
- Certificate Results
- Custom Report
- Invoicing Report
- Organisation Report
- Users Report

Candidate Invite Report 2 Oct 2025 10:46:04

Reporting

Candidate Invite Report

Date Invited	Our Ref	Invite Forename	Invite Surname	Invite Email Address	Check Type
18/08/2025	333CEJA5A60E7	Selah	Ceja	Selah.Ceja@202508182006.com	DBS Basic
	870MAY820E04B	Not Applicable	Not Applicable	Not Applicable	DBS Basic
19/08/2025	292GRIM3DAE45	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	339MARTFDC074	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	534MOLI68F964	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	841PALM05FEDC	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	890ANALAEFAD6	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	926PAUL3D77IE	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	933OROZE2C65D	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	996HILL85C7AB	Not Applicable	Not Applicable	Not Applicable	DBS Basic
10/09/2025	236CAND408580	Not Applicable	Not Applicable	Not Applicable	Not Applicable
11/09/2025	708CAND176741	Demo	Candidate	thisisademo@demo.com	Not Applicable
22/09/2025	683HARR87D65C	George	Harrison	george@myemail.com	Not Applicable

Filters: Organisation Include all

7 Click Download

The screenshot shows the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', 'Admin', and 'Reports'. The 'Reports' section is active. Below the navigation bar, there's a 'Reports' header with a search icon and a 'Candidate Invite Report' title. The report is dated '2 Oct 2025 10:46:04'. A 'Download' button is circled in orange. The report table has columns: Date Invited, Our Ref, Invite Forename, Invite Surname, Invite Email Address, and a status column. The table contains 18 rows of data. On the right, there's a 'Filters' section with 'Organisation' and 'Include all' options. Below the table, there's a 'Reporting' section with a 'Download' button and a 'Distribute equally in...' option.

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo Rb

Reports

Open SiSense in new Tab Increase Width Refresh SiSense

Dashboards

Reporting Library _Pre-Prod_

Candidate Invite Report

Certificate Results

Custom Report

Invoicing Report

Organisation Report

Users Report

Reporting

Candidate Invite Report

Date Invited	Our Ref	Invite Forename	Invite Surname	Invite Email Address	
18/08/2025	333CEJA5A60E7	Selah	Ceja	Selah.Ceja@202508182006	
	870MAYB20E04B	Not Applicable	Not Applicable	Not Applicable	DBS Basic
19/08/2025	292GRIM3DAE45	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	339MARTFDC074	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	534MOLI6BF964	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	841PALM05FEDC	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	890ANALAEFAD6	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	926PAUL3D77IE	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	933OROZE2C65D	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	996HILL85C7AB	Not Applicable	Not Applicable	Not Applicable	DBS Basic
10/09/2025	236CAND40B580	Not Applicable	Not Applicable	Not Applicable	Not Applicable
11/09/2025	708CANDI76741	Demo	Candidate	thisisademo@demo.com	Not Applicable
22/09/2025	683HARR87D65C	George	Harrison	george@myemail.com	Not Applicable

Download

Distribute equally in...

Image

CSV File

PDF File

Excel File

Filters

Organisation

Include all

8 Select the format you require

The screenshot shows the Matrix Security Watchdog Reports page. The 'Candidate Invite Report' is selected, and a download menu is open, highlighting the 'Excel File' option. The report table is as follows:

Date Invited	Our Ref	Invite Forename	Invite Surname	Invite Email Address	Download
18/08/2025	333CEJA5A60E7	Selah	Ceja	Selah.Ceja@202508182006	Distribute equally in t...
19/08/2025	870MAYB20E04B	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	292GRIM3DAE45	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	339MARTFDC074	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	534MOLI6BF964	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	841PALM05FEDC	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	890ANALAEFAD6	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	926PAUL3D77IE	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	933OROZE2C65D	Not Applicable	Not Applicable	Not Applicable	DBS Basic
	996HILL85C7AB	Not Applicable	Not Applicable	Not Applicable	DBS Basic
10/09/2025	236CAND40B5B0	Not Applicable	Not Applicable	Not Applicable	Not Applicable
11/09/2025	708CAND176741	Demo	Candidate	thisisademo@demo.com	Not Applicable
22/09/2025	683HARR87D65C	George	Harrison	george@myemail.com	Not Applicable

9 Reports can be filtered by clicking one of the available filters in the toolbar on the right

The screenshot shows the Matrix Security Watchdog Reports page. The 'Custom Report' is selected, and a filter menu is open, highlighting the 'Organisation Name' filter. The report table is as follows:

Candidate Full Name	Date Of Birth	Candidate Email	NI Number	Position Applied For	Invited Date
Demo Candidate	N/A	thisisademo@demo.com	N/A	N/A	11/09/2025
George Harrison	05/09/1988	george@myemail.com	N/A	N/A	22/09/2025
John Smith	05/09/1988	john.smith@myemail.com	JB123456A	School Photographer	18/09/2025
Not Applicable	N/A	Not Applicable	Not Applicable	Blood analysis at hospital	19/08/2025
				Business Analyst finance	18/08/2025
				Business Banking Officer	18/08/2025
				Carpenter	18/08/2025
				Court Appointed Child Guardian	18/08/2025
				Court Legal Secretary	18/08/2025
				Dancer	18/08/2025
				Debt Capital Markets Analyst	18/08/2025
				Fund Manager regulated	18/08/2025
				GP Family Practitioner	18/08/2025
				N/A	18/08/2025

10

Clicking a filter, will then allow you to filter de-select datasets you do not wish to see

The screenshot displays the Matrix Security Watchdog Reports interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', 'Admin', and 'Reports'. The 'Reports' section is active, showing a 'Custom Report' for '2 Oct 2025 10:46:04'. A 'Reporting' dialog is open, titled 'Filter OrganisationName / Edit filter'. The dialog has a search bar and a list of filters. The 'OrganisationName' filter is selected, and the list shows 'Blood Analysis Limited' and 'Phos Ltd' with checkboxes. The 'Blood Analysis Limited' checkbox is circled in orange. The dialog also has 'Include all' and 'OK' buttons. In the background, a table shows candidate data:

Candidate Full Name	Date Of Birth	Candidate Email
Demo Candidate	N/A	thisisademo@demo.com
George Harrison	05/09/1988	george@myemail.com
John Smith	05/09/1988	john.smith@myemail.com
Not Applicable	N/A	Not Applicable

11 Click **OK** to apply the filter

The screenshot shows the Matrix Security Watchdog Reports interface. A custom report is displayed with columns: Candidate Full Name, Date Of Birth, Candidate Email, and a fourth column. A filter dialog is open over the report, titled 'Filter OrganisationName / Edit filter'. The dialog shows a search bar and a list of organizations: 'Blood Analysis Limited' (unchecked) and 'Photo Ltd' (checked). The 'OK' button at the bottom right of the dialog is circled in orange. The background report shows data for 'John Smith' and 'Not Applicable'.

Candidate Full Name	Date Of Birth	Candidate Email	
Demo Candidate	N/A	thisisademo@demo.com	
George Harrison	05/09/1988	george@myemail.com	
John Smith	05/09/1988	john.smith@myemail.com	
Not Applicable	N/A	Not Applicable	

12 You can use the scroll-bar at the bottom of each report to see all the columns included in the report

The screenshot shows the Matrix Security Watchdog Reports interface. A custom report is displayed with columns: John Smith, Not Applicable, 05/09/1988, N/A, john.smith@myemail.com, Not Applicable, JB123456A, Not Applicable, School Photographer, Business Analyst finance, Business Banking Officer, Carpenter, Court Appointed Child Guardian, Court Legal Secretary, Dancer, Debt Capital Markets Analyst, Fund Manager regulated, GP Family Practitioner, N/A, 18/09/2025, 18/08/2025, 18/08/2025, 18/08/2025, 18/08/2025, 18/08/2025, 18/08/2025, 18/08/2025, 18/08/2025, 18/08/2025, 19/08/2025. A scroll bar at the bottom of the report is circled in orange. The scroll bar shows '1-25 of 35 results' and 'Rows per page 25'.

John Smith	Not Applicable	05/09/1988	N/A	john.smith@myemail.com	Not Applicable	JB123456A	Not Applicable	School Photographer	18/09/2025
								Business Analyst finance	18/08/2025
								Business Banking Officer	18/08/2025
								Carpenter	18/08/2025
								Court Appointed Child Guardian	18/08/2025
								Court Legal Secretary	18/08/2025
								Dancer	18/08/2025
								Debt Capital Markets Analyst	18/08/2025
								Fund Manager regulated	18/08/2025
								GP Family Practitioner	18/08/2025
								N/A	18/08/2025
									19/08/2025

13

You can also click through the pagination buttons at the bottom of the screen for reports containing more results than can be showed per page

The screenshot shows the Matrix Security Watchdog Reports interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', 'Admin', and 'Reports' (selected). A 'Demo Rb' button is on the right. Below the navigation bar, the word 'Reports' is written in a large, stylized font. There are three blue buttons: 'Open SiSense in new Tab', 'Increase Width', and 'Refresh SiSense'. The main content area is divided into a sidebar on the left, a central table, and a filters panel on the right. The sidebar lists various reports, with 'Custom Report' selected. The central table displays a list of results with columns for 'Not Applicable', 'N/A', and 'Not Applicable'. The filters panel on the right includes sections for 'OrganisationName', 'Application Created Date', 'Application Completed Date', 'Application Approved Date (ORG)', and 'Countersignatory Created Date', each with an 'Include all' button. At the bottom of the table, there's a pagination bar showing '1-25 of 35 Results' and a set of pagination buttons (1, 2, >) which are circled in orange. The 'Rows per page' is set to 25.

Reporting Library _Pre-Prod_	Custom Report	2 Oct 2025 10:46:04
Not Applicable	N/A	Not Applicable
Candidate Invite Report		
Certificate Results		
Custom Report		
Invoicing Report		
Organisation Report		
Users Report		

1-25 of 35 Results

1 2 >

Rows per page 25

14 To remove any filters you have applied, click this icon to remove all filters

The screenshot shows the Matrix Security Watchdog Reports interface. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. The 'Reports' section is active, showing a 'Custom Report' for '2 Oct 2025 10:46:04'. The main content area is titled 'Reporting' and displays a table of results. The table has columns for 'Candidate Full Name', 'Date Of Birth', 'Candidate Email', 'NI Number', 'Position Applied For', and 'Invited Date'. The first row shows 'Not Applicable' for the first four columns and 'N/A' for the last two. The second row shows 'Selah Ceja' for the first three columns, 'Selah.Ceja@202508182006.com' for the fourth, 'TX689934C' for the fifth, and 'N/A' for the sixth. The table is paginated, showing '26-35 of 35 Results' and 'Rows per page 25'. On the right side, there is a 'Filters' sidebar with various filter categories like 'Organisation Name', 'Application Created Date', 'Application Completed Date', 'Application Approved Date (ORG)', and 'Countersignatory Created Date'. A red circle highlights the 'Reset' icon (a circular arrow) in the top right corner of the filters sidebar.

Candidate Full Name	Date Of Birth	Candidate Email	NI Number	Position Applied For	Invited Date
Not Applicable	N/A	Not Applicable	Not Applicable	N/A	19/08/2025
				Photographer	10/09/2025
				Photos at retail stores	19/08/2025
				Radiologic Technologist	18/08/2025
				Regulatory Reporting Analyst	18/08/2025
				Safeguarding Officer schools	18/08/2025
				Store Manager	19/08/2025
Selah Ceja	15/12/1933	Selah.Ceja@202508182006.com	TX689934C	N/A	18/08/2025