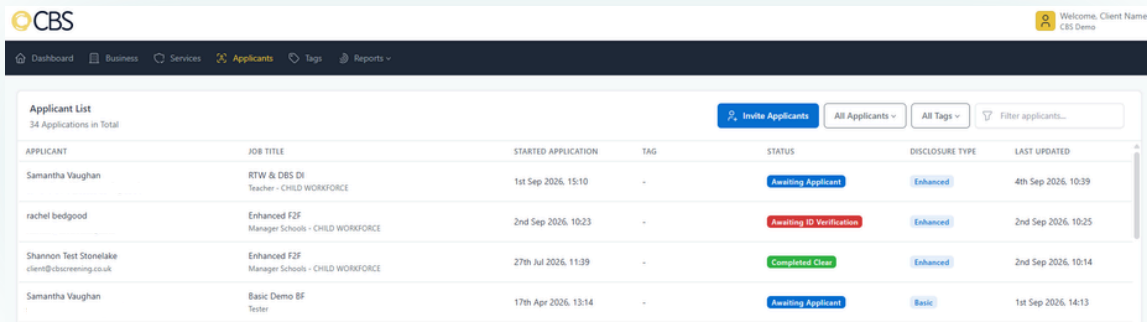




Client Guide: Viewing and Managing Applications

Applicant List

To view an application, you must first locate the application you wish to access. Navigate to the Applicant List to view a live list of all applications available to you. Applications that have been recently accessed or created will appear towards the top of the list, as applications are displayed in date and time order.



The screenshot shows the CBS Applicant List interface. At the top, there's a navigation bar with 'Dashboard', 'Business', 'Services', 'Applicants' (selected), 'Tags', and 'Reports'. Below this, a header section includes 'Applicant List' with '34 Applications in Total', an 'Invite Applicants' button, and filters for 'All Applicants', 'All Tags', and a search bar. The main table lists applications with columns: APPLICANT, JOB TITLE, STARTED APPLICATION, TAG, STATUS, DISCLOSURE TYPE, and LAST UPDATED. The table contains four rows of data.

APPLICANT	JOB TITLE	STARTED APPLICATION	TAG	STATUS	DISCLOSURE TYPE	LAST UPDATED
Samantha Vaughan	RTW & DBS DI Teacher - CHILD WORKFORCE	1st Sep 2026, 15:10	-	Awaiting Applicant	Enhanced	4th Sep 2026, 10:39
rachel bedgood	Enhanced F2F Manager Schools - CHILD WORKFORCE	2nd Sep 2026, 10:23	-	Awaiting ID Verification	Enhanced	2nd Sep 2026, 10:25
Shannon Test Stonelake client@cbscreening.co.uk	Enhanced F2F Manager Schools - CHILD WORKFORCE	27th Jul 2026, 11:39	-	Completed Clear	Enhanced	2nd Sep 2026, 10:14
Samantha Vaughan	Basic Demo BF Tester	17th Apr 2026, 13:14	-	Awaiting Applicant	Basic	1st Sep 2026, 14:13

Searching for an Application:

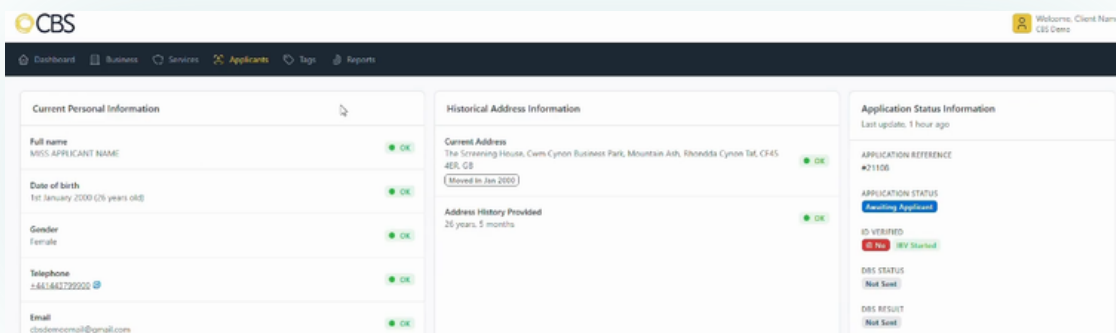
The easiest way to find a specific application is to use the search bar. Search using:

- Applicant name
- Email address
- E-reference number

You can also use the available search and filter options to narrow down the list of applications. For example, you can filter applications based on their status or tag. Using these options can help you quickly identify the applications needing review.

Viewing an Application:

Once you have located the application you wish to view, click on the application.



The screenshot shows the CBS Application Detail view. It's divided into three main sections: 'Current Personal Information', 'Historical Address Information', and 'Application Status Information'. The 'Current Personal Information' section includes fields for Full name, Date of birth, Gender, Telephone, and Email, each with a green 'OK' status. The 'Historical Address Information' section includes 'Current Address' and 'Address History Provided', both with green 'OK' status. The 'Application Status Information' section includes 'APPLICATION REFERENCE', 'APPLICATION STATUS' (Awaiting Applicant), 'ID VERIFIED' (Not Verified), 'DBS STATUS' (Not Sent), and 'DBS RESULT' (Not Sent).

Current Personal Information	Historical Address Information	Application Status Information
Full name NHS APPLICANT NAME OK	Current Address The Screening House, Cwm Cynon Business Park, Mountain Ash, Rhondda Cynon Taf, CF45 4ER, GB OK	APPLICATION REFERENCE #21106
Date of birth 1st January 2000 (26 years old) OK	Address History Provided 26 years, 5 months OK	APPLICATION STATUS Awaiting Applicant
Gender Female OK		ID VERIFIED Not Verified
Telephone +441462799202 OK		DBS STATUS Not Sent
Email cbsdemoemail@gmail.com OK		DBS RESULT Not Sent

This allows you to review the applicant's information and track the progress of their application from one place.



Viewing an Application

Viewing and Tracking DBS Information:

Where a DBS check has been requested, you can view and track the DBS directly from the applicant's application. The DBS section allows you to see the current stage of the check and the date on which the application moved to that stage. Information relating to the DBS can also be viewed within the Applicant Status Information, including:

- DBS E-reference number
- DBS result
- DBS status

This provides a clear overview of the progress and outcome of the applicant's DBS check.

STATUS

Awaiting Results

CREATED

4th Sep 2026, 08:44

STARTED

4th Sep 2026, 10:20

SUBMITTED

4th Sep 2026, 10:38

INVITED BY

Simon Davis

ADI renewal data March 2027

DBS STATUS

Sent Pending

DBS E-NUMBER

E0960359158

DBS Tracking Progress

Last checked: Just now

Stage 1

Application Form received and validated

4th September 2026

Stage 2

Police National Computer searched
Currently being processed

In Progress

Stage 3

DBS Children, DBS Adults and List 99 searched, where applicable

Not Started

Stage 4

Records held by the Police search

Not Started

Stage 5

Certificate Printed

Not Started

Viewing the Audit Log:

At the bottom of the application page, you will find the Audit Log.

Audit Log			
8 recorded events			
		Show Important Only	+ Add Audit Log
DATE & TIME	USER	ACTION	DESCRIPTION
2 Sep 2026 10:16:09	C Client Name 149.40.116.182	Viewed	Viewed application details in Nova

The audit log provides a record of updates and activity relating to the application, allowing you to track changes and follow the application's history.

You can also add your own comments to the audit log where required. This can be useful for recording additional information, notes, or actions taken in relation to the application.





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