

Edit and Delete Workplace Adjustments in TryMosaic



Keep a Passport current by changing the wording of an adjustment, adding missing support or removing an adjustment that is no longer relevant.

i Before you start

- Open the correct Passport and check its title before editing.
- If the Passport has been shared, remember that changes may affect what recipients can view.

Important

Do not add diagnostic or medical detail unless it is needed to explain the workplace impact or requested support.

Open your organisation's TryMosaic deployment using the link supplied by your employer. The screens may use your organisation's colours or logo.

- 1 Open the Passport and select 'Edit'.

✓ Workplace passport created successfully!



Edit Workplace Passport

Share Passport

Export ▾

Passport Details

Passport Title

TryMosaic Guide Example 2026-07-31

Update Title

Barriers at Work

Health Conditions & Impact

Workplace Adjustments

Communication Preferences

My Health Conditions & Their Impact

- 2 Find the adjustments section and open the adjustment you want to change.

Add Workplace Adjustment

Search Adjustments

Search by keyword (e.g., 'lighting', 'breaks', 'quiet')...

Try searching for: lighting, breaks, quiet, focus, meetings, etc.

Filter by Category

All

Accessibility Support

Communication

Emergency & Safety

Management Support

Medical Accommodation

Mental Health & Wellness

Physical Environment

Privacy & Disclosure

Sensory Needs

Social Support

Task Organization

Tools & Technology

Work Schedule

Workplace Culture & Awareness

Workplace Structure

Adjustment

Choose an adjustment, or create a custom one

Additional Notes

Add any specific details about this adjustment...

3 Edit the description so it is specific, practical and easy for a manager to understand.

4 To add support, choose a recommendation or add a manual adjustment.

✓ 1 barrier added! We've suggested some adjustments.



Edit Workplace Passport

Share Passport

Export ▾

Passport Details

Passport Title

TryMosaic Guide Example 2026-07-31

Update Title

Barriers at Work

Health Conditions & Impact

Recommended Adjustments 3

Workplace Adjustments

Communication Preferences

5 To remove support, select the delete or remove control beside the correct adjustment and confirm the prompt.

6 Save the Passport and reopen it to confirm the final adjustment list.

i Check your result

The saved Passport should show the changed wording and should no longer show any adjustment you deliberately removed.

! If something looks wrong

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

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