

Review Your Workplace Adjustments



Review adjustments regularly so the Passport reflects what is working, what needs changing and what should be discussed again.

i Before you start

- Use the most recent Passport.
- Consider whether each adjustment is implemented, effective and still required.

Important

Keep review notes factual and work-focused. They may be seen by people with authorised access to the shared Passport.

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 relevant Passport and choose the review option.

Review Workplace Adjustments

Review what's been agreed, what's in place, and how it's working for you: [TryMosaic Guide Example 2026-07-31](#)

Your Adjustments

No Adjustments Found

No adjustments have been added to this passport yet.

[Add Adjustments](#)

[Back to Passports](#)

[Edit Passport](#)

2 Read each adjustment and its current status.

3 Record whether the adjustment is working, partly working or needs attention.

4 Add a concise note explaining any change that would help.

5 Update or remove outdated adjustments and add any newly required support.

6 Save the review and confirm the Passport's review information has updated.

i Check your result

Confirm the review date and current adjustment statuses are visible and that no draft note was accidentally omitted.

! 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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