Create a New Workplace Passport via Upload

Use an existing occupational-health or support document to create a draft Passport, then check the extracted content before saving.

Before you start

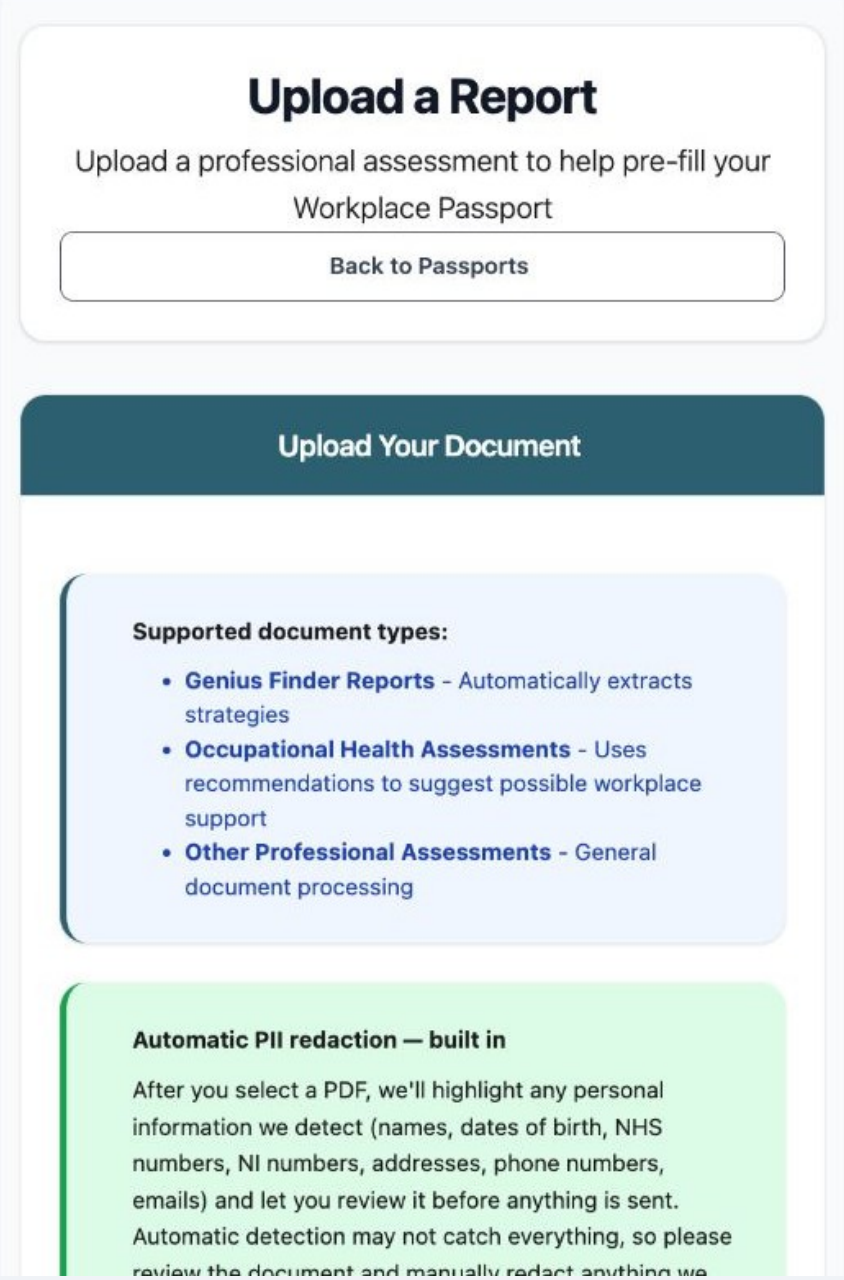
- Use a document you are entitled to upload.
- Remove information about other people and avoid uploading anything irrelevant to workplace support.

Important

Treat an uploaded health or occupational-health report as sensitive. Upload only to your organisation’s genuine TryMosaic deployment.

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 ‘Workplace Passport’ and choose to create a Passport from an upload.



2 Select the supported document from your device and begin the upload.

3 Wait while TryMosaic analyses the document. Do not close the page while processing is under way.

4 Review every extracted condition, barrier and adjustment. Automated extraction can be incomplete or inaccurate.

5 Correct, remove or add information so the draft reflects what you want recorded.

6 Give the Passport a clear title and save it.

¡ **Check your result**

Compare the saved Passport with the source document and confirm no unsupported claim or third-party information was added.

! **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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