

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.

i 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.

Upload a Report

Upload a professional assessment to help pre-fill your
Workplace Passport

[Back to Passports](#)

Upload Your Document

Supported document types:

- **Genius Finder Reports** - Automatically extracts strategies
- **Occupational Health Assessments** - Uses recommendations to suggest possible workplace support
- **Other Professional Assessments** - General document processing

Automatic PII redaction — built in

After you select a PDF, we'll highlight any personal information we detect (names, dates of birth, NHS numbers, NI numbers, addresses, phone numbers, emails) and let you review it before anything is sent. Automatic detection may not catch everything, so please review the document and manually redact anything we

- 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.

i 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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