

Delete a Workplace Passport in TryMosaic



Permanently remove a Passport that you no longer need. Deletion is different from revoking someone's access.

i Before you start

- Download a copy first if you may need the content later.
- Confirm you have opened the correct Passport.

Important

Deleting a Passport may be irreversible. If your aim is only to stop a manager seeing it, use 'Revoke access' instead.

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 you intend to remove.

Your Workplace Passports

Create, manage, and share the support that helps you work well

Create New

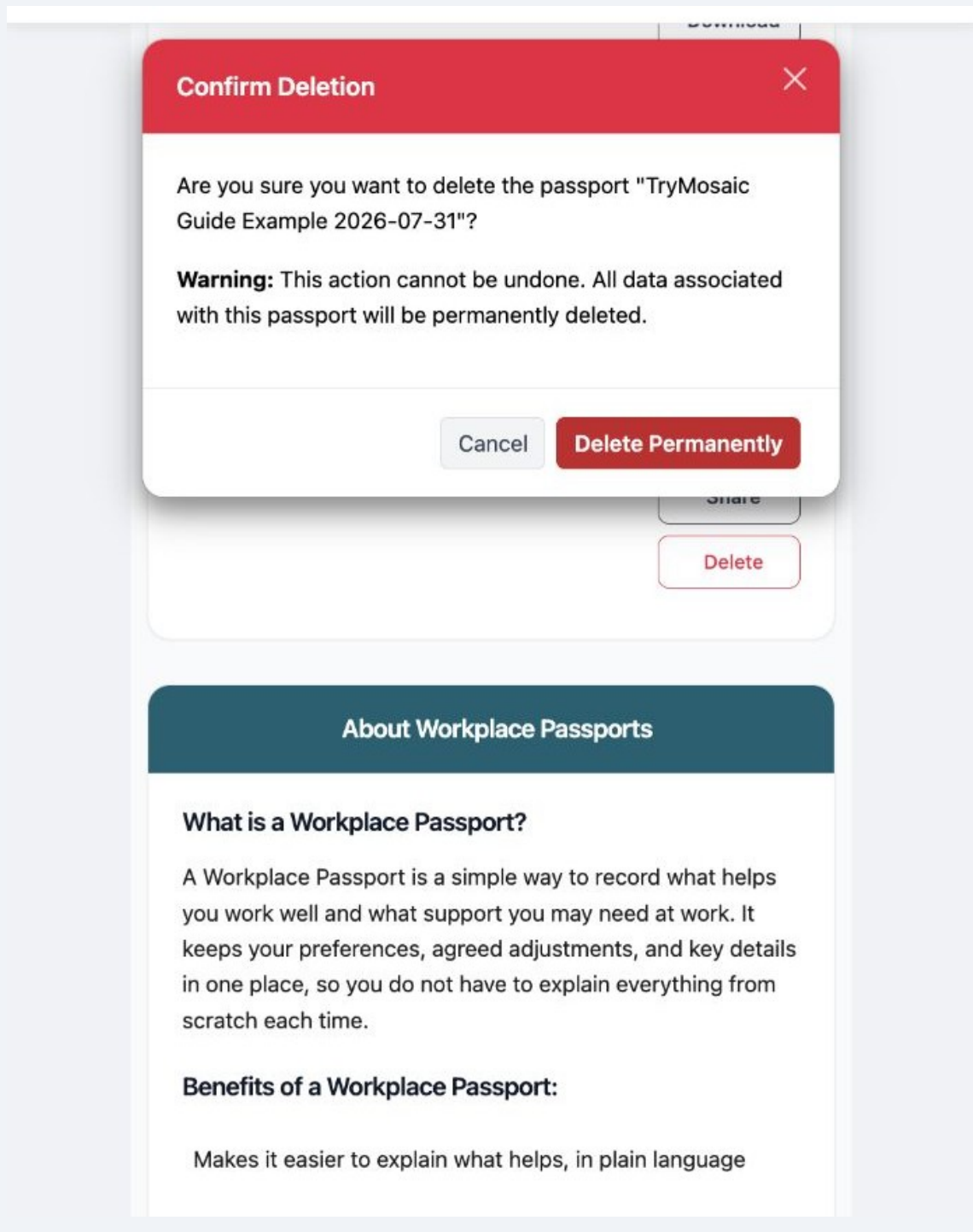
Upload Report

Manage Links

Your Passports

TITLE	CREATED	LAST UPDATED	STATUS
	2026-07-29	2026-07-29	PRIVATE

- 2 Open its actions menu and select 'Delete'.



3 Read the confirmation carefully and verify the Passport title.

4 Confirm deletion only when you are certain.

5 Return to the Passport list and confirm it no longer appears.

i Check your result

Refresh the Passport list and confirm the deleted Passport remains absent.

! 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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