# How to Add Lodgings to a Worker Profile.

Adding a **lodging address** and specifying which nights a worker stays in lodgings on their profile enhances the data included in the **$CO_2$ Travel to Site report**.

Lodging address information will also contribute to worker **Fatigue Management** solutions for your workforce.

If a worker has **multiple sites associated** to their profile, you can set **unique travel methods** and **lodgings** per site. Meaning you can get **accurate site-specific** data when running the aforementioned reports.

**How to edit Lodging and travel to site information:***

Select **edit** on the specific site in the **Site Associations** section of the worker's profile.

**Here, you can select:**

- **Mode of Transport –** Can be site specific. Ensure to use the predominant method if multiple are used, i.e. If a worker drives a short distance to a station and then takes the train, select train as the means of transport.

- **Lodgings Postcode –** Enter in the postcode of the lodgings.

- **Nights in Lodgings –** Enter the nights in which the worker stays there to travel **to** site.

*Please Note: This can also be completed during the process of "*Marking a Worker as Inducted*".



**Site Association**                                          ✕

| Site * | Site 01 - Liverpool |
| Mode of Transport | Car - Diesel |
| Lodgings Postcode | |
| Nights in Lodgings | ☑ ☑ ☑ ☑ ☐ ☐ ☑ |
| | M  T  W  T  F  S  S |
| Induction Date | 04/06/2025 [ Change ] |
| Inducted * | Yes |

*Please confirm that this worker's Contractor, Trade and Role selections are correct:*

| Contractor * | ☑ Mylchreest Windows |
| Trade * | ☑ Glazing & Window Fitting |
| Role * | ☑ Operative |
| Induction Number | |

**Access Rights**

| Liverpool | ☑ |

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