


# Distances - FIN2855

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# Distances

***Finance > Tables > Travel > Distances***

Include the short page introduction here.

## Retrieve a record:

| Field | Description |
|---|---|
| **Start At** | In the first field, type the starting origin location from which you want to retrieve. Or, in the second field, type the starting destination location from which you want to retrieve. |

❑ Click **Retrieve**. A list of origin/destination locations equal to and greater than the entered data is displayed.

## Add a record:

❑ Click **+Add** to add row.

| | |
|---|---|
| **Origination** | Click ⋮ to open the Location lookup and select a starting location. |
| **Destination** | Click ⋮ to open the Location lookup and select an ending location. |
| **Distance** | Type the number of miles from the **Origination** (starting) location to the **Destination** (ending) location. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |
| **Print** | Click to print the list of travel locations. Review the report. |