traveldistancesbody

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❑ Click **+Add** to add row.

Origin	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 **Origin** (starting) location to the **Destination** (ending) location.

❑ Click **Save**.