



## Distances - FIN2855



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# Distances

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Include the short page introduction here.


## Retrieve a record:

☐ Click **+Add** to add row.

Origination	Click  to open the <a href="#">Location lookup</a> and select a starting location.
Destination	Click  to open the <a href="#">Location lookup</a> and select an ending location.
Distance	Type the number of miles from the <b>Origination</b> (starting) location to the <b>Destination</b> (ending) location.

☐ Click **Save**.

## Other functions and features:

Retrieve	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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. <a href="#">Review the report.</a>



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