





traveldistancesbody

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

Click **Save**.



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