



travellocationsbody


Table of Contents

Field	Description
Start Location ID	Type the beginning location ID from which you want to retrieve.
Location Name	Type the beginning location name from which you want to retrieve.

Click **Retrieve**. A list of location IDs or names starting with the data entered is displayed.

Add a record:

Click **+Add** to add row.

Location ID	Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters.
Location Name	Type user-defined location name. This field can be a maximum of thirty-five alphanumeric characters.
Address	Type the street number and name for the location. This field can be a maximum of 35 characters.
City	Type the city name for the location. This field can be a maximum of 30 characters.
St	Click  to select the state for the location.
Zip	Type the five-digit zip code for the location.
Zip 4	Type the additional four digits of the zip code.

Click **Save**.



Back Cover