**User Manual**

1. User the *AddressInputs* macros to generate the template for the input
2. To run the Distance Matrix Tool, double click on *tool.py*
3. While using the tool, if there is an error, see the terminal for more details.
4. If a “path” from the factory to the customer cannot be found, the program will return the invalid “path”. The user needs to fix the invalid path and rerun the Tool.
5. The output file is saved as *Distance.xlsx*, in the same folder as the *tool.py* file
6. **Close all Excel files named *Distance.xlsx* before using the tool.**
7. No field in the input file can have the value “NA”, because the program will mistake it for “Not Applicable”