

## Skill Builder - Practice Using Dash Logic *(Practice 1)*

**Instructions:** Use the Dash Logic chart below to determine the format you would use to complete the rental entry screen in VR.

### Pick Up/Drop Off Date & Time Acceptable Prompt Entries

Symbol Name	Symbol	Meaning/Action	Example
Dash	-	Separate Rental from Return entries.	<b>Locations</b> TUL – MCO <b>Dates</b> 16MAR-26MAR <b>Times</b> 1200-1900 <b>Dates and Times</b> 16MAR.12 – 26MAR.7p
Period (dot)	(.)	Separate date from time.	23nov.2010–27nov.2210
Plus	+	Tells the system to calculate days.	+4 will calculate 4 days from today +0 (today) +0-+7 (means pick up today and return 7 days later)
Time shortcuts	9 9P	0900 2100	Entry of a number: system assumes AM time Entry of a number and letter 'P': system will show PM time.

## Practice Using Dash Logic

Write down the shortcut using dash logic then enter into the computer to see if it provides the correct dates.

1. Rental: December 24 at 9:00 am

Return: a week later at 1:00 pm \_\_\_\_\_

2. Rental: August 12 at 1:30 pm

Return: 3 days later at 12 noon \_\_\_\_\_

3. Rental: November 10 at 7:05 pm

Return: The next day at 11:52 pm \_\_\_\_\_

4. Rental: Today at 8pm

Return: tomorrow at 5pm \_\_\_\_\_

5. Rental: January 17 at 11am

Return: January 21 at 5pm \_\_\_\_\_

- 6. Rental: June 1st at 8:00 am  
Return: 3 days later at 2:30 pm \_\_\_\_\_
  
- 7. Rental: August 16 at 1pm  
Return: 5 days later at 9am \_\_\_\_\_
  
- 8. Rental: a week from today at 8am  
Return: 3 days later at 5:00pm \_\_\_\_\_
  
- 9. Rental: Tomorrow night at 9:20  
Return: A week later at 3pm \_\_\_\_\_
  
- 10. Rental: April 15 at 7 am  
Return: Same day at 9pm \_\_\_\_\_