



Division of Facilities
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Automated Fuel Dispensing System Implementation and Training Schedule As of 3/24/2014

- 3/24 – 3/28: Set up logins to the web based fuel system for the designated contact personnel.
- 3/24 – 4/4: Buildings and Grounds, Coordinator of Computer Applications will be assigning driver cards to drivers and key fobs to vehicles.
- 4/4 – 4/25 Test mode and Training

Training will involve (in order)
Insert / Remove Driver Card from slot
Swipe key fob
Entering odometer reading
Select pump # (1 = Gas, 2 = Diesel)

Training manual will be provided to show step by step process.

- 5/1: Production mode with automated fuel dispensing system.

Please do not hesitate to contact me if you have any questions or concerns.

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