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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