



Division of Facilities  
**Buildings and Grounds – Boca Raton**  
777 Glades Road, Bldg. 5, 212  
Boca Raton, FL 33431  
Tel: 561.297.2240  
Fax: 561.297.2271  
<http://www.fau.edu/facilities/bg/>

## **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.

William Robinson  
Coordinator, Computer Applications  
Department of Buildings and Grounds  
Email: [wrobinso@fau.edu](mailto:wrobinso@fau.edu)  
Phone: 561-297-0051