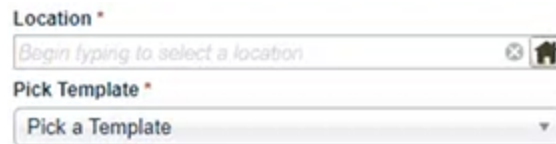


## Brightly Quick Reference Guide

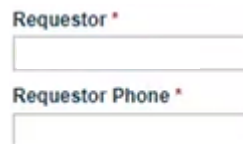
The instructions below are used to submit online work requests using the Brightly work order management tool.

### Adding a Work Request Using a Template

1. From the Add New Request screen, select the application for which you are submitting this request.
2. Select a Template from the **Pick Template** drop down menu. You can use the search bar at the top to find the correct template.



1. Click on the Location Picker () to select a Location for the request.
2. Enter the name of the **Requestor** and the **Requestor Phone** number.



3. Select the **Source of Work** from the dropdown.



4. Click the **Subscribe to email updates** link to receive update notifications for this request.

[Subscribe to email updates](#)

5. Click the **Link Asset?** link to associate the work request with an asset.
  - a) The assets listed are items that are assigned to the location selected on the work request. You can expand this list to include all assets by clicking the **Show All Assets** checkbox.
  - b) To narrow down the asset list, use the **Category** drop down menu, or enter a keyword in the **Search** field.
  - c) Check the box next to the asset(s) you want, then click **Link Selected** to associate the asset(s) to the work order.
6. If you would like to notify others about this request, click the **Notify Others?** link and click in the field to select their name from the available list.
7. Click the **Attach a File?** link to attach a document, photo, or other file to this request.
8. Click **I'm Done!** to save the request. Or if you have another request to enter for same application, click **Add Another** to save this request and bring up a new request form.

[Link Asset?](#)

[Notify Others?](#)

[Attach a File?](#)

## After Hours Request

Afterhours is defined as any time the Plant Engineering team is not on site. Patient Care requests during this time should be routed through the House Supervisor to determine if an On Call technician will be called. House Supervisor should always be notified regarding **EMERGENCIES** (Fire, Flood or Entrapment) during afterhours operation.

**Haymarket Medical Center** (House Supervisor 521-284-4400)

Monday – Friday 3:30pm – 7:00am

Saturday 3:30pm – 7:00am

Sunday 3:30pm – 7:00am

**Prince William Medical Center** (House Supervisor 703-369-8359 OR 703-369-6095)

Monday – Friday 3:30pm – 7:00am

Saturday 3:30pm – 7:00am

Sunday 3:30pm – 7:00am

**Culpeper Medical Center** (House Supervisor 540-212-8752)

Monday – Friday 4:30pm – 7:00am

Saturday 4:30pm – 7:00am

Sunday 4:30pm – 7:00am

## Culpeper Clinical Engineering Tickets

The Culpeper instance of Brightly will allow for the submission of tickets for connected medical devices. Additional Culpeper specific instructions for submitting medical device tickets are linked on the intranet page.

For **immediate** UVA Clinical Engineering service and support during normal business hours (Monday – Friday 7AM-4PM), please call the office at 540-829-8802 or the mobile phone at 540-423-2061. For **afterhours** support (Monday-Friday 4PM-7AM and weekend hours), please contact the Nursing Supervisor to dispatch a technician. The mobile phone is not monitored after hours.