

#### **Home Page**

	ROOM SERVICE MALTA	
	Username	
	Password	Forgot Password?
Contact number: +356 2366 7230 1	Visit Miller Malta Website	Designed & Developed by BRND WG





ROOM SERVI MALTA	CE
Username	Test Hotel
Password	*****
	Forgot Password?

Enter **Username** and **Password** where prompted. Click "Login"



#### **Forgotten Passwords**

ROOM SERVI MALTA	CE		
	Test Hotel		
Username Password	Test Hotel		

Access the home page at <u>www.RoomServiceMalta.com</u> Click "Forgot Password"



#### **Forgotten Passwords**



Insert your Username, and click "Reset Password" The system will send you a new password via email.



### Landing Page (Order Page)

DISTRIBUTORS	OOM ERVICE IALTA		Logge	d in as <b>Test Hotel</b> Logout
			New Order   Order	History   Account Detai
Guest Room Number		Guest Name		
Newspaper	<b>X</b>	From	То	ADD
Cut-off time for next day deliveries				
	Your	Cart is currently empty	<i>I</i> .	



# Landing Page (Order Page)

	ROOM SERVICE MALTA		Logge	d in as <b>Test Hotel</b> Logout
Guest Room Number	123	Guest Name	New Order   Order H	istory   Account Details
Newspaper Cut-off time for next day deliver	ries is 11pm.	From	То	ADD

Enter the Guests Room Number and Guest Name where prompted.



### **Incomplete Orders**

MILLER DISTRIBUTORS LIMITED ROOM SERVICI MALTA	E	Logge	d in as <b>Test Hotel</b> Logout
		N	ew Order   Order Histo
Guest Room Number 123	Guest Name		
Newspaper	► From	То	ADD
			**************
Please select a newspaper Please enter a valid from date Please enter a valid to date			

The system allows the "Guest Name" field to be left blank. However, all other fields must be filled, otherwise the order will not be inputted and the user will be prompted to correct this.



# **Selecting Newspapers**

	RS ROOM SERVICE MALTA	Logged in as <b>Test Hotel</b> Logout
		New Order   Order History   Account Details
Guest Room M	Number 123	Guest Name Adrian Smith
Newspaper		ADD ADD
Cut-off time for nex	Belgium	
Download the User's Manual (	Het Laatste Nieuws (Only <b>Dutch</b> De Telegraaf	r Cart is currently empty. Designed & Developed by BRND WGN

The "Newspaper" option is a drop-down menu of available newspaper titles, sorted by Country.



# **English Newspapers (UK)**



English newspaper are sorted as follows: Daily: Newspapers that exlude the Sunday edition Sunday's: The Sunday edition only Bundles: Both daily and Sunday's edition included in one bulk order.

# **Selecting Order Dates**



	ROOM SERVICE MALTA								Logg	ed in a	as <b>Test Hotel</b> Logout
						1	lew Ord	ler	Order	Histor	y   Account Details
Guest Room Number	123		Guest	Name	. 1	\driar	Smith	1			
Newspaper Daily Mai	1	•	From			$\left \right\rangle$	То				ADD
Cut-off time for next day delive	ries is 11pm.			0		Ma	y 201	1		0	
IMPORTANT				Su	Мо	Ти	We	Th	Fr	Sa	
	Y	our Ca	rt is currei								
wnload the User's Manual   Visit Miller N	laita Website										& Developed by BRND WG
whited the user's manual 1 wish miller in											

<u>From</u> is the starting date from which the newspaper will be supplied to the guest.

# **Selecting Order Dates**



	DRS	ROOM SERVICE MALTA					Log	jged in	as Tes	s <b>t Hot</b> e Logoi		
						New Or	der   Ord	er Histo	ry   A	ccount	Details	
Guest Room	Number	123		Guest	Name	Adrian Smit	h					
	Daily Mail		~	From	27/05/201	11 (To				ADI	D	
Newspaper	Duny Man			FILIT								
Newspaper Cut-off time for ne				FIOIII			0		Jun	e 20		5
								Mo	Jun Tu	ie 20	11	Er
				Cart is curre			0	Мо		ie 20 We 1	11	Fr 3
	xt day deliveri	ies is 11pm.					0	6	Tu 7	ie 20 We 1	11 Th 9	Er 3 10
Cut-off time for ne	xt day deliveri	ies is 11pm.					0	Mo 6 13 20		ie 20 We 1	11 Th 9	<b>Fr</b> 3 10 17 24

To is the final date in which the customer ordered his/her newspaper





				New Ord	ler   Order History	Account Details
Guest Room	Number 12	23	Guest Name	Adrian Smith	1	
Newspaper	Daily Mail	<b>~</b>	From 27/05/20	11 To	03/06/2011	ADD
Cut-off time for ne	ext day deliveries is	11pm.				
Newspaper Name		Room	From	<u></u>	То	Days
Daily Mail (United Kingdo	m (Daily))	123 (Adrian Sr	1	95/2011	03/06/2011	7





	ROOM SERVICE MALTA			Logged in as	Test Hotel Logout	
			New O	rder   Order History	Account Details	s
Guest Room 1	Number 123	Guest Name	Adrian Smi	th		6.6.6
Newspaper Cut-off time for nex	Daily Mail    Spain  El Pais Bundle  El Pais	From 27/05/2	2011 To	03/06/2011	ADD	
Newspaper Name	El Pais Sunday United Kingdom (Bundles) Daily Express Daily Mail	Fro	om	То	Days	
Daily Mail (United Kingdom )ownload the User's Manual (	Daily Mirror Please select Daily Star Daily Telegraph Financial Times Guardian The Independent The Sun The Times <b>United Kingdom (Daily)</b> Daily Express Daily Mirror Daily Mail Daily Star Daily Telegraph	t a newspaper 27	/05/2011		7	

One can order a new newspaper for the same guest by repeating the procedure & pressing ADD again

## **Deleting an Order/s**



	18	ROOM SERVIC MALTA	E				Logged in as 1	Logout
						New Ord	ler   Order History	Account Details
Guest Room N	lumber	123		Gues	st Name	Adrian Smith	Ì	
Newspaper	Daily Expr	ess	~	From	27/05/2011	То	03/06/2011	ADD
Cut-off time for next	day deliveri	es is 11pm.						
lewspaper Name			Room		From	n	То	Days
aily Mail (United Kingdom (	(Daily))		123 (Adri	ian <mark>Smi</mark> th)	27/	05/2011	03/06/2011	7
aily Express (United Kingo	dom (Bundles)	)	123 (Adri	ian Smith)	27/	05/2011	03/06/2011	8
		)						248

To delete an order, press the empty box near the order

# **Confirming an Order/s**



	785	SERVICE MALTA			New Orde	r   Order History	Logout	taile
Guest Room	Number	123	Guest Nar	ne Adri	an Smith			
Newspaper	Daily Expr	ess 💌	From 27/	05/2011	То	03/06/2011	ADD	
Cut-off time for ne	xt day deliveri	es is 11pm.						
Newspape <mark>r N</mark> ame		Room		From		То	Days	
Daily Mail (United Kingdor	n (Daily))	123 (Adri	an Smith)	27/05/2	2011	03/06/2011	7	
Daily Express (United Kir	igdom (Bundles)	123 (Adri	an Smith)	27/05/2	2011	03/06/2011	8	
								-

To proceed with the order, press "Confirm Order"





	RS SERVICE MALTA			Logg	ed in as <b>Test Hot</b> o Logoi	
			N	lew Order   Order	History   Account	Details
Order History						
Booking Date	From	То				
bootting batt					Contraction of the local distance of the loc	
Newspaper Date	From	То			FILTER	
Newspaper Date	From Newspaper Name	То	Room	From	To	Days
ACC			Room 123 (Adrian Smith)	From 27/05/2011		Days 8

Click "Order History" from the top right



FILTER

# **Filtering Orders**

#### Orders can be filtered by selecting either the:



#### Followed by pressing the green button:





#### After finalising an order one can press "New Order" or "Logout"



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#### **Account Details**

	ROOM SERVICE MALTA	Logged in as <b>Test Hotel</b> Logout
		New Order   Order History Account Details
Account Details		
Modify Account Details	3	
Name	Test Hotel	
Email	hotel@email.com	
Telephone	21 33 44 55	
Fax		
SAVE DETAILS		
Change Password		
Old password		
New password		
Confirm password		
CHANGE PASSWORD		

Hotels may amend any details by clicking "Account Details" from the top right. Details include hotel information (User name, email address and tel/fax) and their password.



#### **Account Details**

	ROOM SERVICE MALTA	Logged in as <b>Test Hotel</b> Logout
		New Order   Order History   Account Details
Account Details		
Modify Account Details	3	
Name	Test Hotel	
Email	hotel@email.com	
Telephone	21 33 44 55	
Fax		
SAVE DETAILS		
Change Password		
Old password		
New password		
Confirm password		
CHANGE PASSWORD		

Ensure you click "Save Details" if you are changing your account details, and "Change Password" if you are changing your password.

## **User Manual & Miller Website**



User Manual is available for download when logged in at all times And Miller Website is also accessible when logged in

	New Order   Order Hi	istory   Account Deta
Guest Name		
From	То	ADD
Cart is currently empty.	Ĩ	
	From	