

Hotel Task Collaboration Software, RUMY Guide

PART 1

‘RUMY’ Hotel/User Join



Table of Contents RUMY Guide

01	Hotel Join Admin use only	3
02	User Join	8



RUMY records more than a stay.

01 Hotel Join

Admin use only


- 1) Input hotel information
- 2) Email verification

1) Input hotel information (1/3)

The first member (e.g. hotel owners or hoteliers) who joins RUMY with new hotel information receives 'admin rights' to use the privileged functions from RUMY.

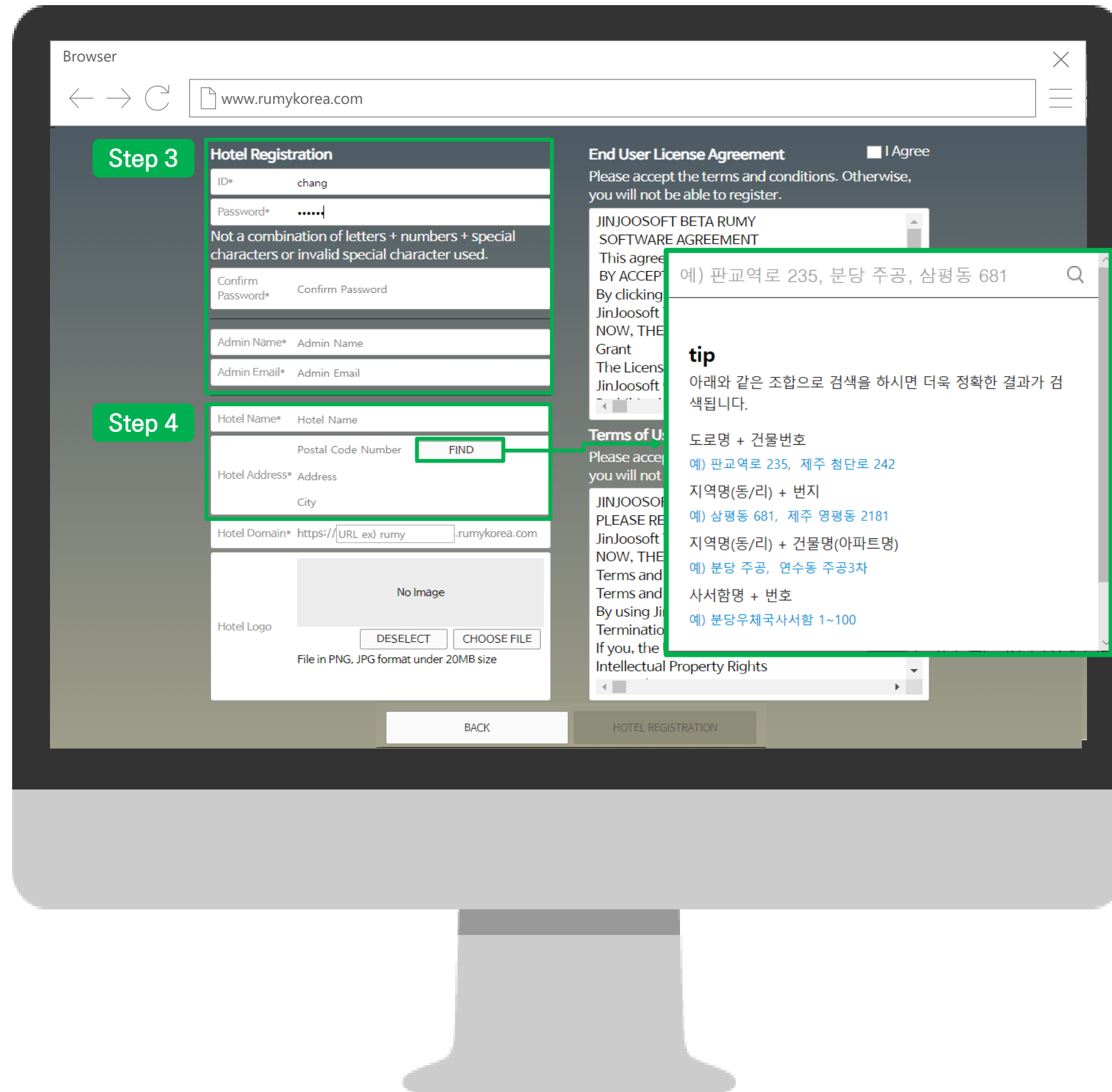


Description




-  Admin use only
- 1** Access to www.rumykorea.com
- 2** Check the RUMY manuals
- 3** Click on [Hotel Registration]

1) Input hotel information (2/3)

Input admin's ID, password, email, and hotel address



Description


-  Admin use only
-  3 Input ID, PW, name and email address
(*password: letter+number+special character)
-  4 Input hotel name and address

1) Input hotel information (3/3)

Input hotel access address (required) and hotel logo (optional), and agree to terms of use and agreement to complete the registration process

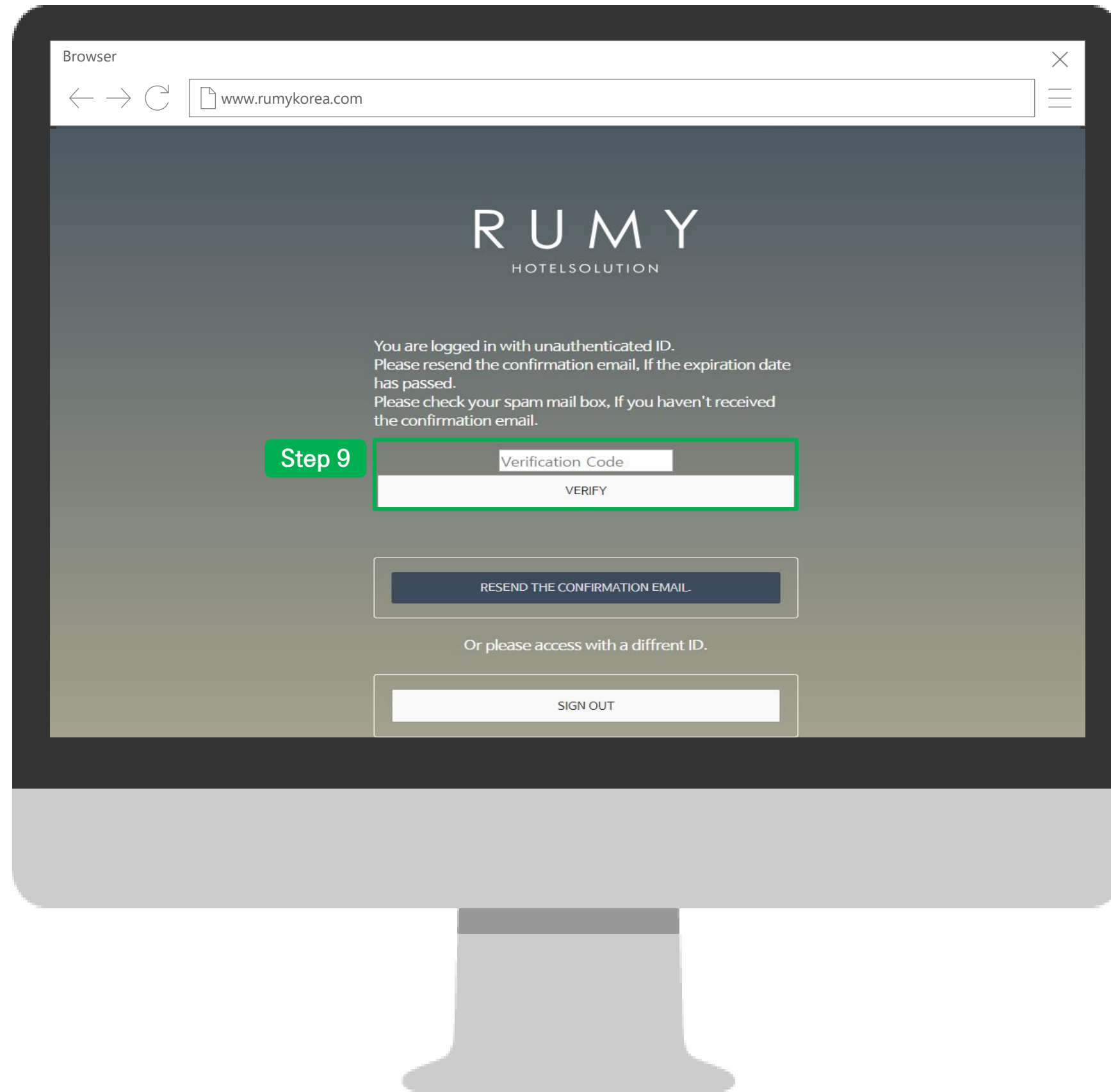


Description


-  Admin use only
- 5** Input hotel access address (for own URL) (e.g. hotel English name)
- 6** (optional) Select hotel logo to locate the image on the top left side of RUMY page
- 7** Read and agree to terms and agreements
- 8** Click on [Hotel Registration]

2) Email verification

Please check your email to verify the account to complete the registration process.



Description

-  Admin use only
- 9** Insert the verification code to verify your account

02 User Join

- 1) Input user information
- 2) Email verification
- 3) Admin's confirmation

1) Input user information (1/3)

Click on [Sign In] from RUMY main page for new users (e.g. managers or staffs) to join
(A (RUMY) hotel page must have been created by the admin first to access to the hotel page.)



- Description
- 1 Click on [Sign In]

1) Input user information (2/3)

From [Sign In] page, click on [Sign Up] to join RUMY.

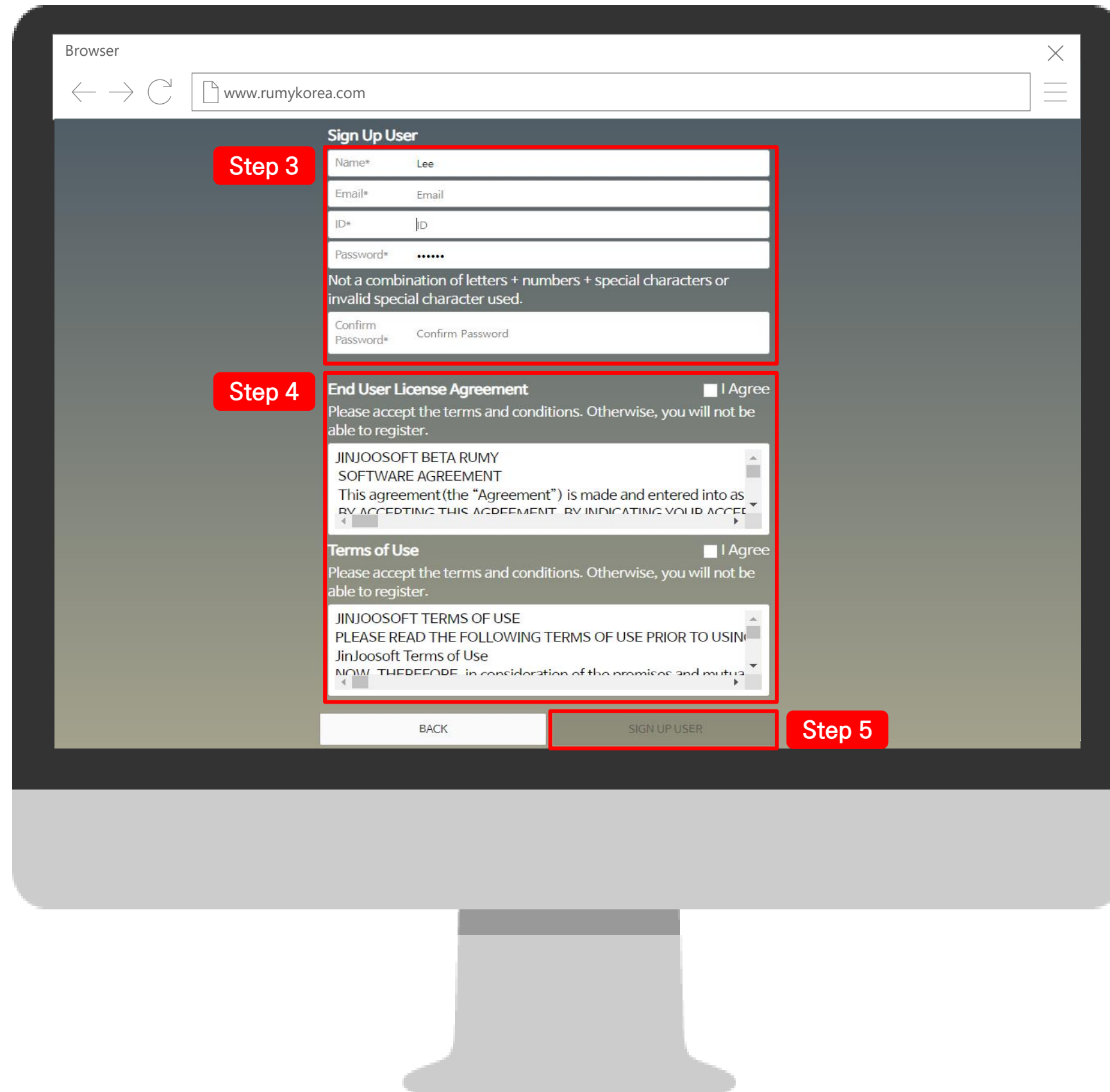
Description

2 Click on [Sign Up]



2) Input user information (3/3)

Input user's name, email, ID, password, and agree to terms and agreement



Description

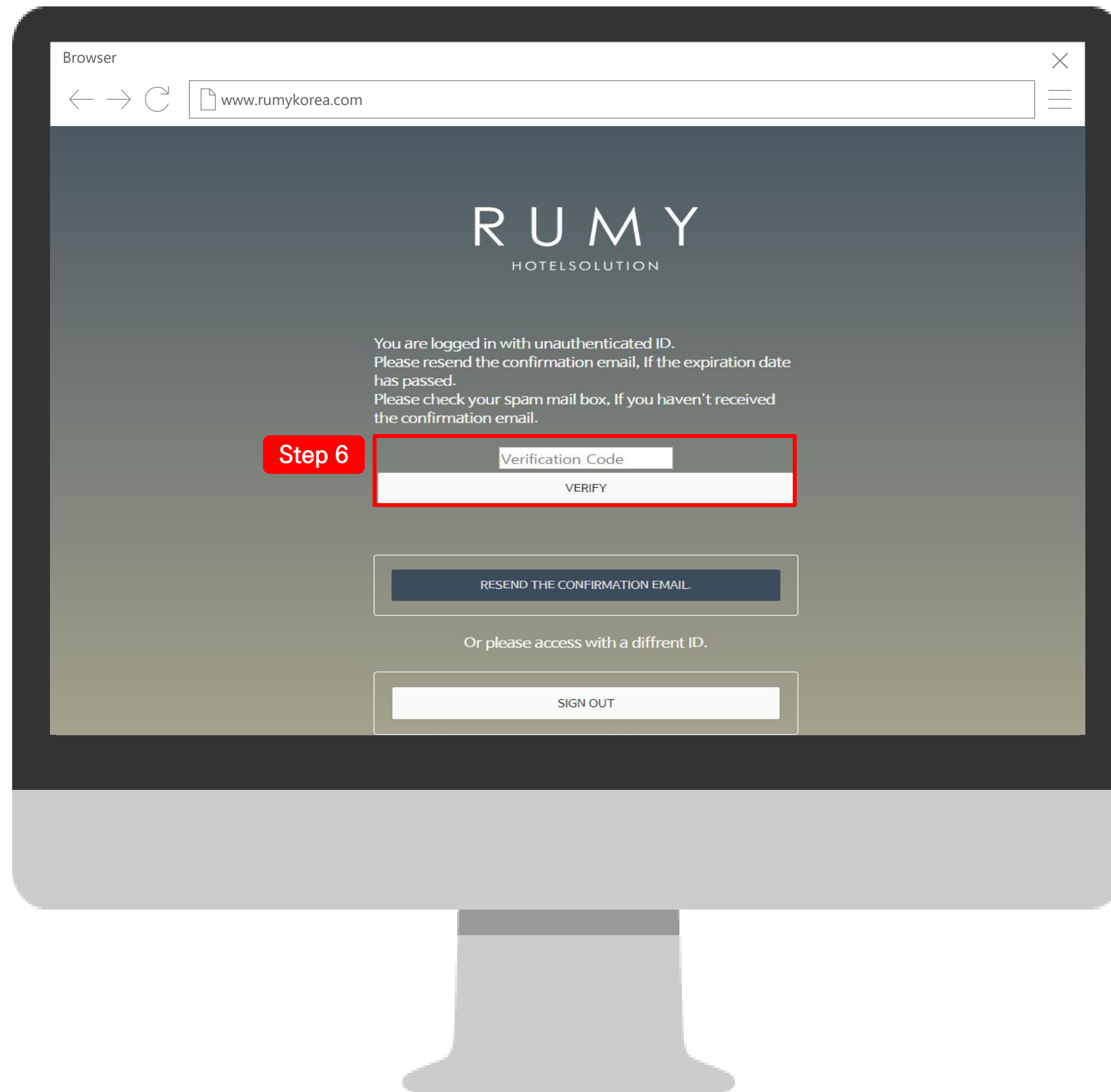
- 3 Input ID, PW, name, and email address
(*password: letter+number+special character)
- 4 Agree to terms and agreement
- 5 Click on [Sign Up User]

2) Email verification

Please check your email to verify the account to complete the registration process.

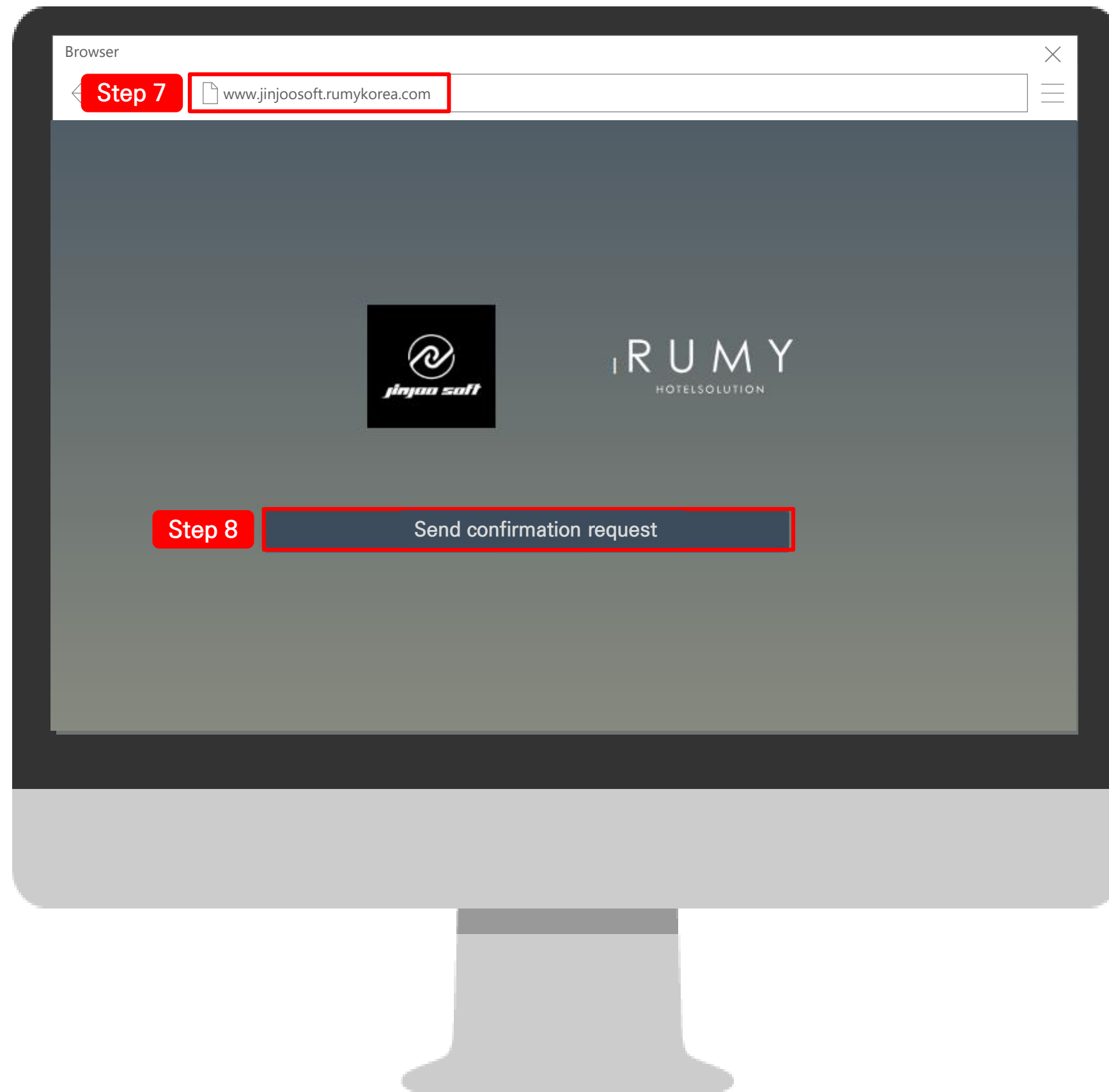
Description

- 6 Insert the verification code to verify your account



3) Admin's confirmation (1/2)

Send confirmation request from [hotel access address (URL)] given by hotel admin

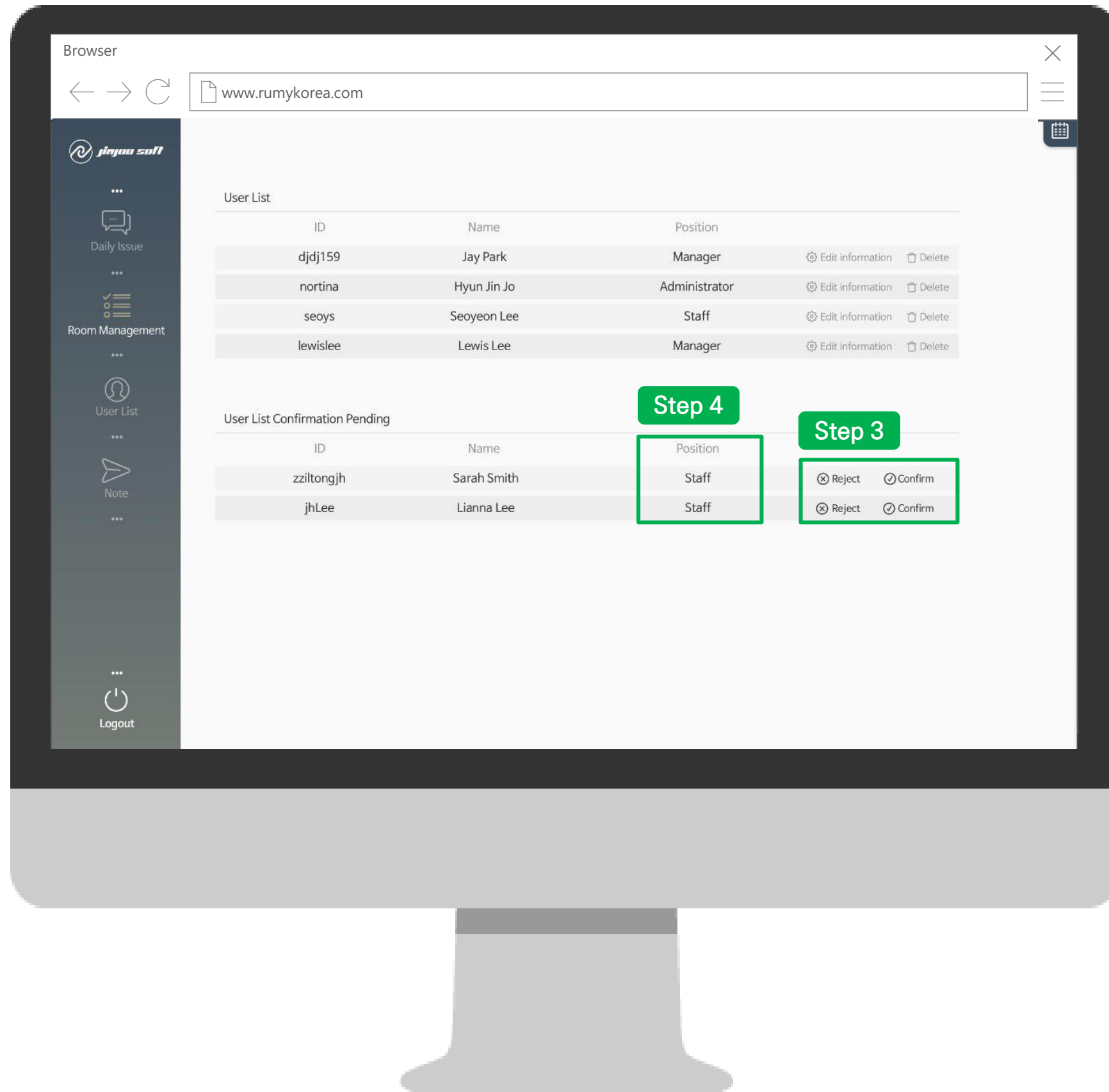


Description


- 7 Access to given URL:
[hotel access address]
(*refer to p.6)
- 8 Click on [Send
confirmation request] for
hotel admin to confirm

3) Admin's confirmation (2/2)

Admins can confirm or reject new users (hotel staffs).



Description

-  Admin use only
- 3** Confirm or reject confirmation requests
- 4** Select positions among [Admin], [Manager], or [Staff]



Thank you for using our service, hotel task collaboration software, RUMY.

For inquiries:

+82-2-3662-1020 / 10:00 ~ 18:00