

# I am new Here

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# Welcome to CuteHR

CuteHR is a Small Business HR Solution to automate and streamline common HR tasks. It offers various online tools to help manage and improve productivity of your team. It also helps to manage team projects and track time to improve efficiency.

The vision behind CuteHR was to build a simplified HR For small companies.

In the present release it includes the following tools -

- Employee Database and Contracts
- Attendance Management
- Live Time Tracking
- Basic Project Management
- Leave Management
- Employee Self Serve Portal
- Event Dashboard
- Reimbursement Manager
- Report and Analytics

CuteHR runs in the cloud and is always available on desktop and mobile.

[Starting using CuteHR , Its Free](#)

# Getting Started with CuteHR

Welcome to CuteHR! If you are a small business we are here to help you relive the pain of people management.

Here are some quick links to get you started -

- Watch a getting started Video
- Setting up your company and Adding Employees
- [Create a project and Track Time](#)

## Watch a getting Started Video

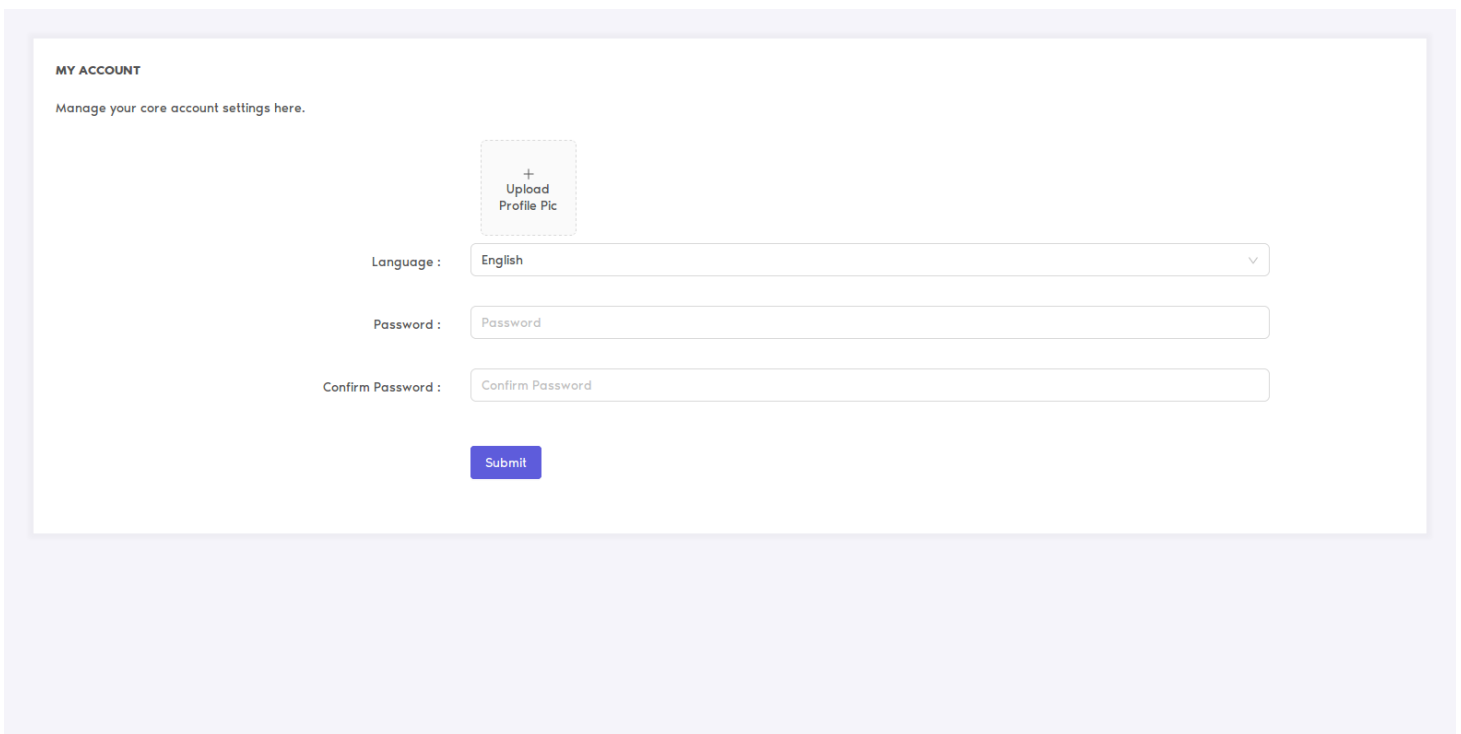
## Setting up your company and Adding Employees

## Create a project and track time

# Managing Account

For managing your account on cutehr you can follow the basic steps.

Simply click on down arrow button on sidebar beside your name, and from the dropdown choose "My Account".



MY ACCOUNT

Manage your core account settings here.

+  
Upload  
Profile Pic

Language : English

Password : Password

Confirm Password : Confirm Password

Submit

You will see the above page.

## Changing Avatar

In My Account section, you can see the option to upload profile pic, click the item and choose the picture.

#### MY ACCOUNT

Manage your core account settings here.



Language :  ▾

Password :

Confirm Password :

Submit

Profile pic will update.

## Changing Password

You can also change your password from here. Just type the new password and confirm it. Then click "Submit" button to change it.

# Changing Personal Details

Changing personal details in cutehr is as simple as changing avatar. Just follow these basic steps.

For changing personal detail. Click on the down arrow beside your name. And choose "My Profile".

After choosing My Profile navigate to "personal" tab.

Check In

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another](#).

MY ACCOUNT

Work

Personal

Contract

Documents

Attendance

General Information

\* First Name :

Alex

\* Last Name :

Williams

\* Date of Birth

Select Birthday

\* Gender

Select gender

\* Nationality

Select Nationality

\* Phone

Phone

\* Personal Email

demo@newuser.com

Address

Address1

Address1

Address2

Address2

City

City

State

State

Country

Select Country

Zip

Zip

Update the details and click "Save" button.