

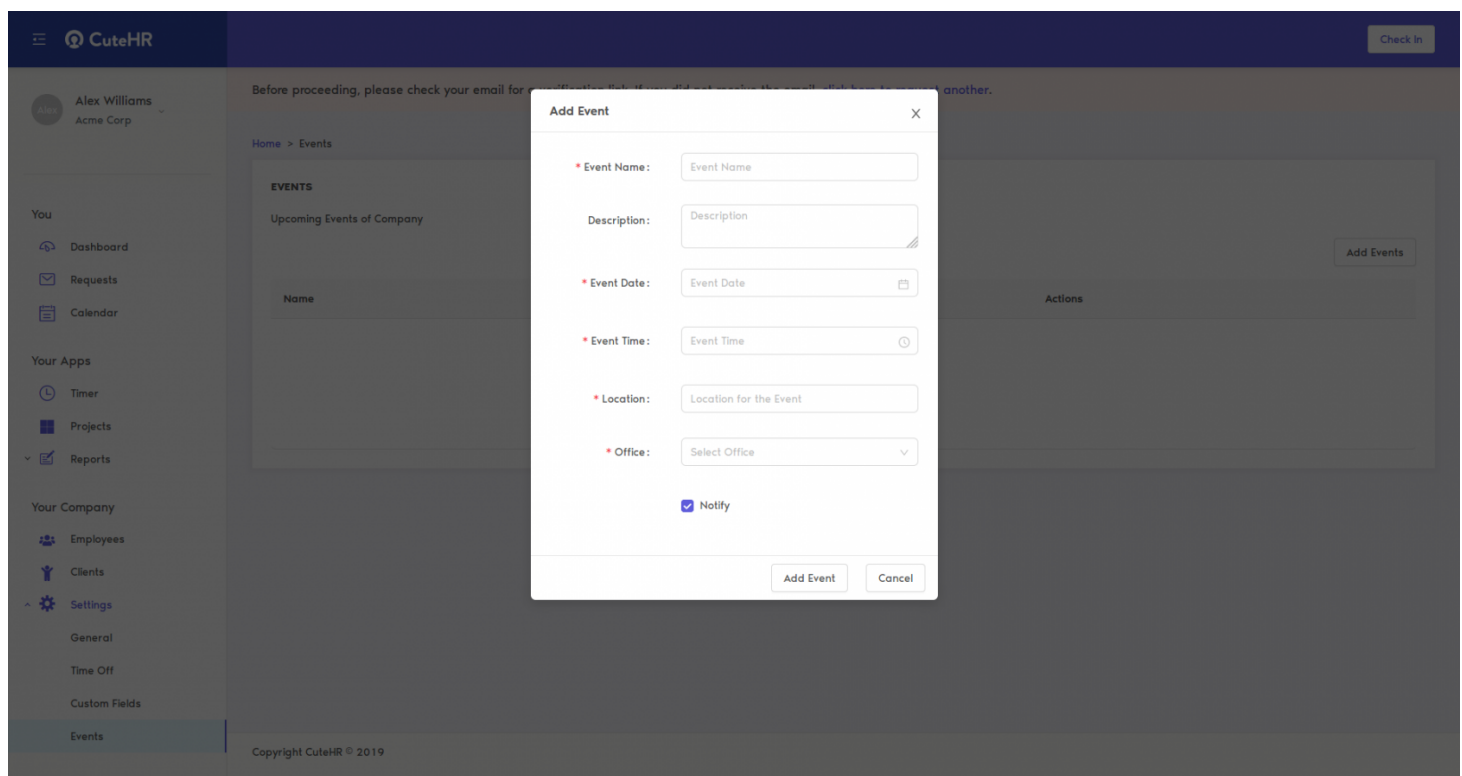
# Setting up Team Event

Adding event to cutehr is simple.

## Adding Events

To add event in cutehr click on the Settings menu in sidebar, then click Events submenu. You will see the events page.

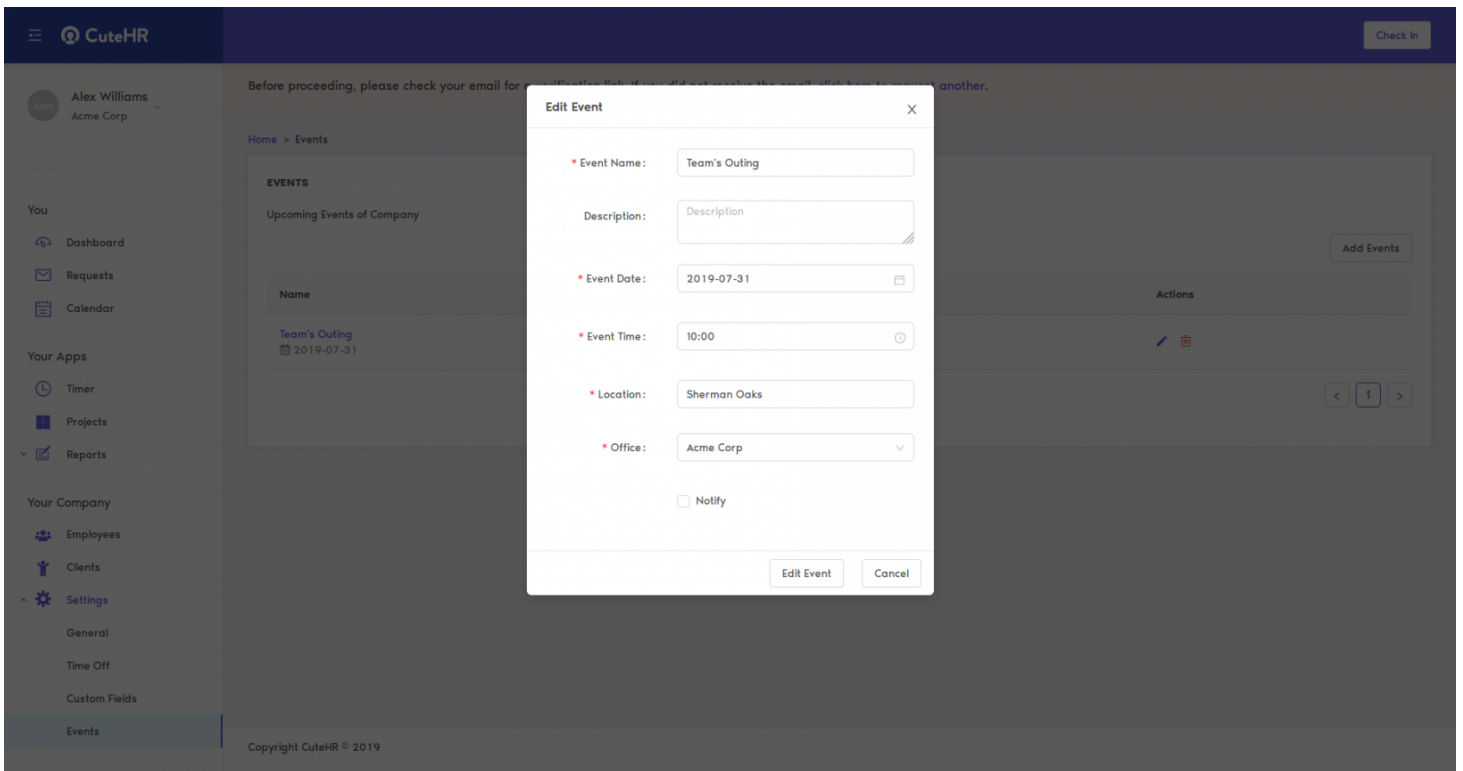
From here click on "Add Events", fill up the details for the events and click Add Event button.

The screenshot displays the CuteHR web application interface. On the left is a dark sidebar with a user profile for Alex Williams at Acme Corp and a menu with categories like 'You', 'Your Apps', 'Your Company', and 'Events'. The main content area shows a breadcrumb 'Home > Events' and a table titled 'Upcoming Events of Company' with a header row containing 'Name'. An 'Add Events' button is visible in the top right of the main area. Overlaid on this is a white 'Add Event' modal form. The form contains several fields: 'Event Name' (text), 'Description' (text area), 'Event Date' (calendar icon), 'Event Time' (clock icon), 'Location' (text), and 'Office' (dropdown menu). There is a checked 'Notify' checkbox and 'Add Event' and 'Cancel' buttons at the bottom of the modal. A copyright notice 'Copyright CuteHR © 2019' is at the bottom of the page.

Now the event is added.

## Editing Events

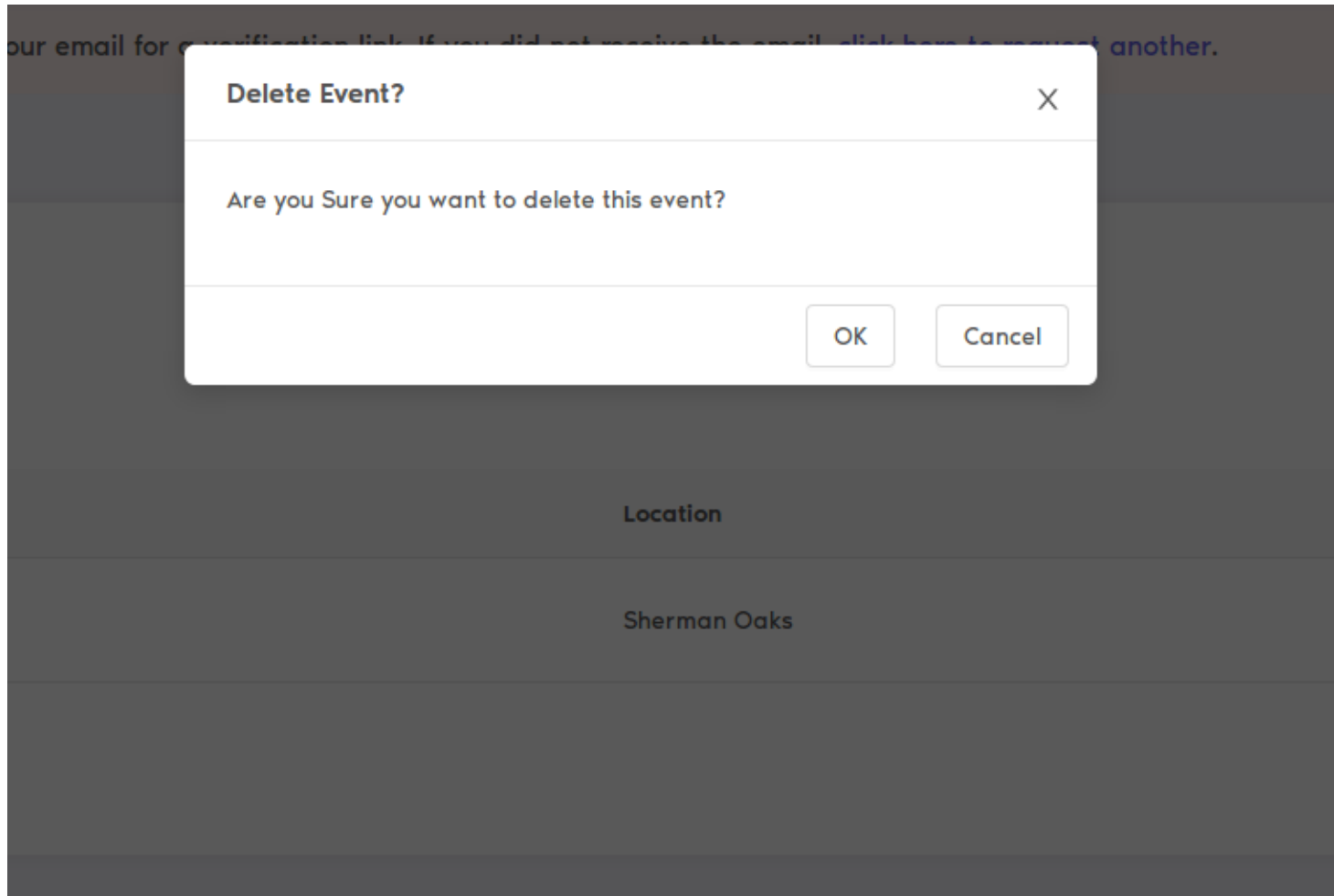
To edit events, simply click the pencil icon in front of event, a popup will appear.



Update the event information and click Edit Event button.

## Deleting Events

To delete events, click the bin icon in front of the event which you want to delete.



Click the "Yes" button in the confirmation popup.

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