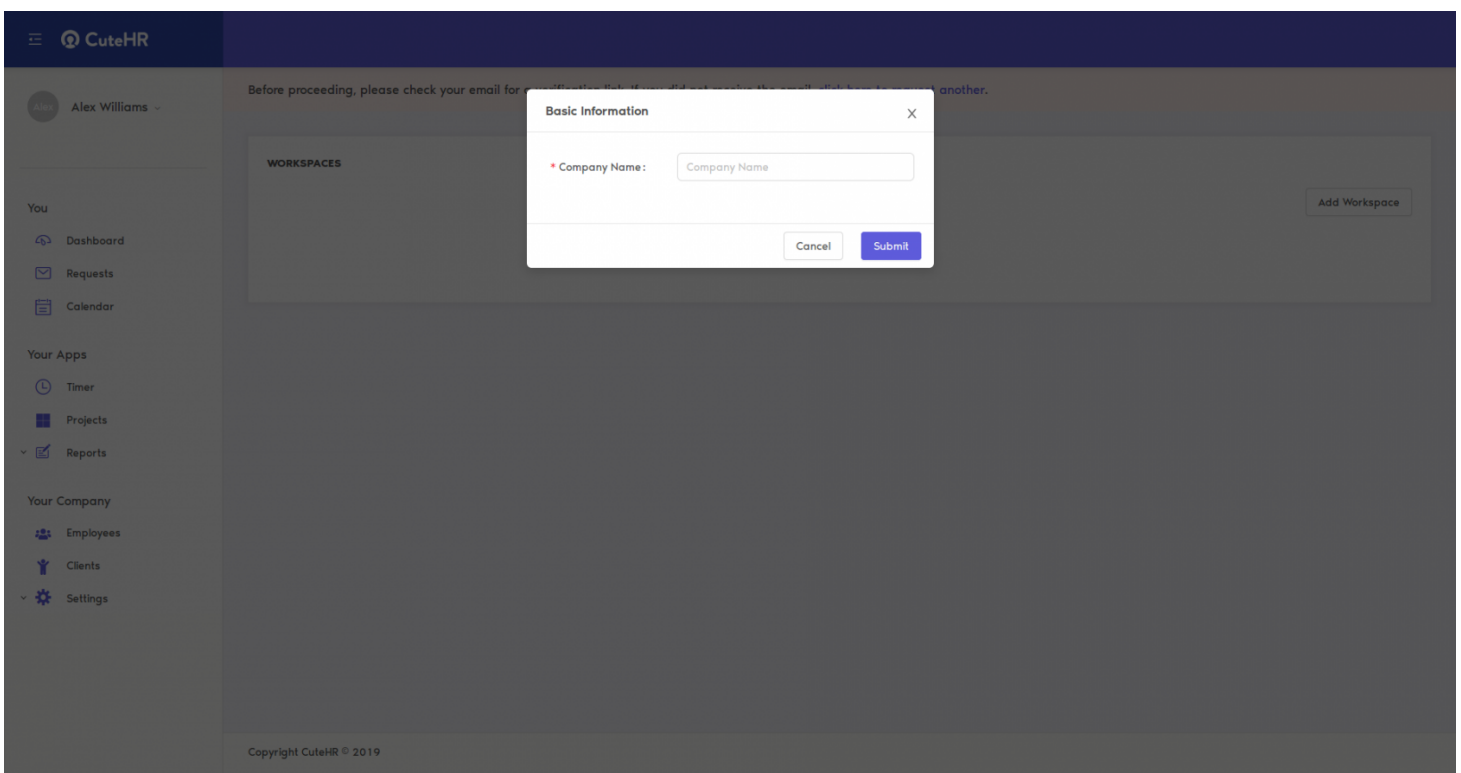


Setting up your company and offices

The very first step after signing up to cutehr is adding company and offices. Adding company and offices is easy. Follow the below instructions to add one.

Introduction

Once you have registered on cutehr, signin using your credentials. After signing in to your account, a popup, asking your company name, will appear. Enter your company name in the popup.



Now, as you have entered your company name, you can go to settings->General from the sidebar menu, to edit the company basic information like company name, company logo, language, etc.

CuteHR

Alex Williams
Acme Corp

You

Dashboard

Requests

Calendar

Your Apps

Timer

Projects

Reports

Your Company

Employees

Clients

Settings

General

Time Off

Custom Fields

Events

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

Home > General

COMPANY SETTINGS

Profile

Offices

Departments

Designations

Settings

Company Profile

Company related information

Company Name

Acme Corp

Company Logo

companyLogo

Language

Select Language

Financial Information

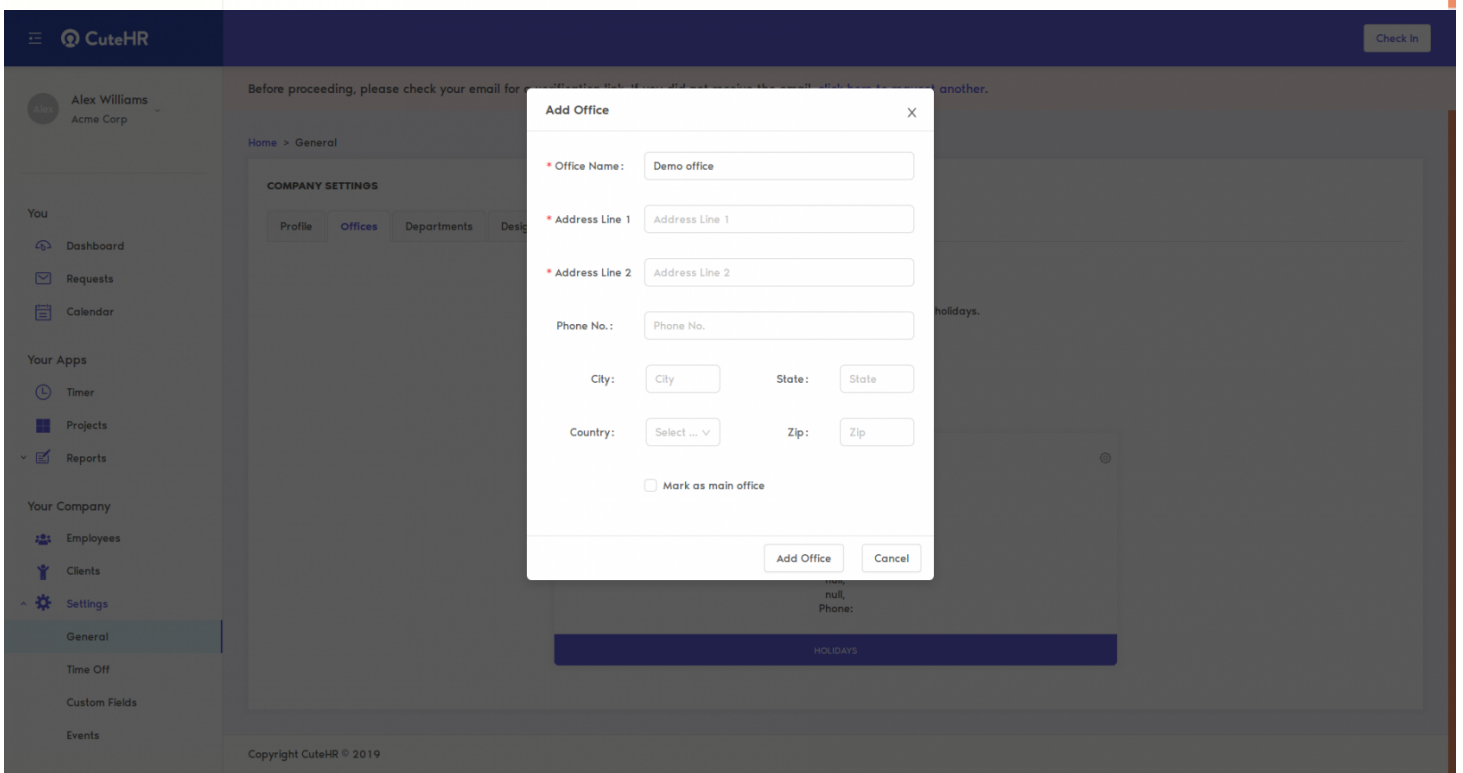
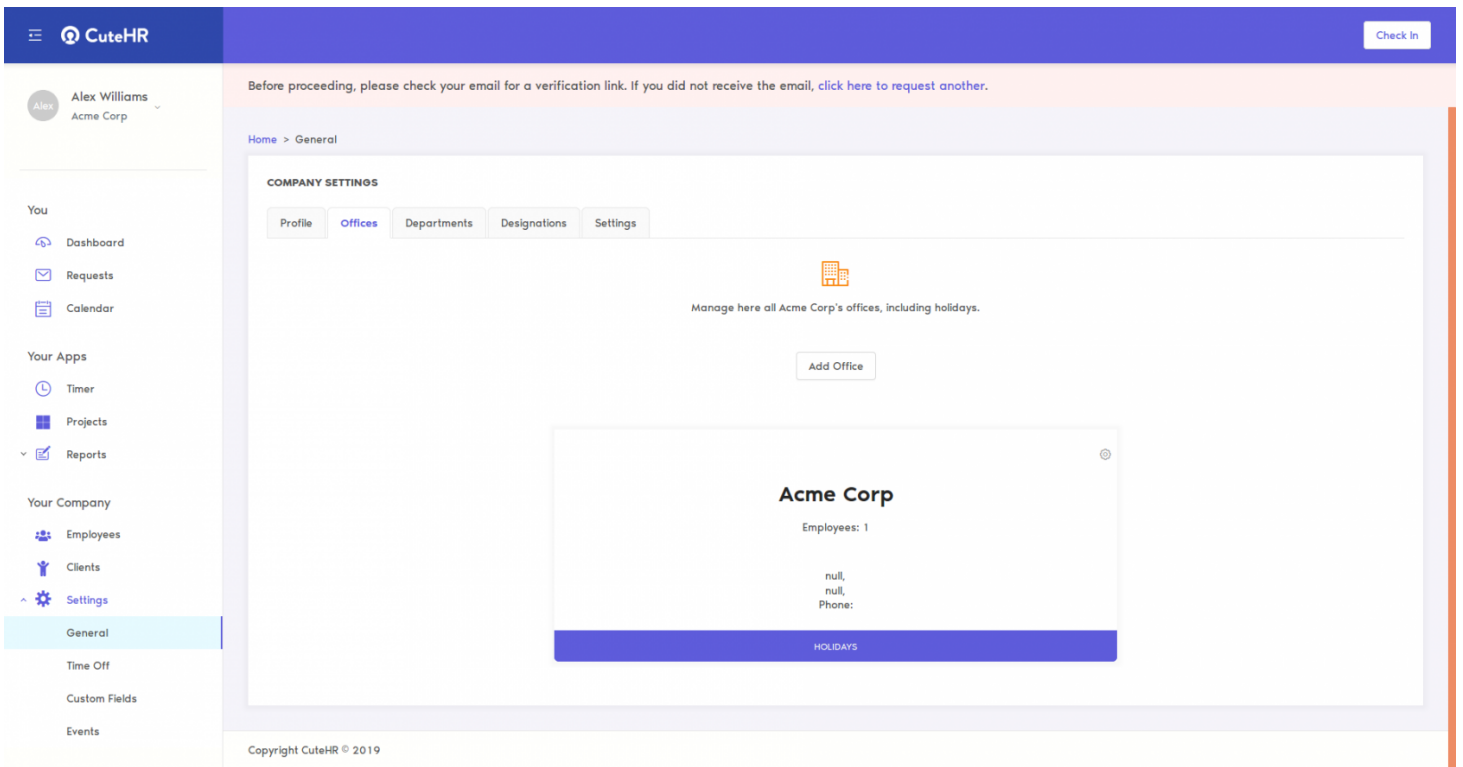
Tax ID

Tax ID

Save

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You can also add offices to your company. To add offices go to settings->General from the sidebar menu and click offices tab. From here you can add or edit your offices details and their holidays.



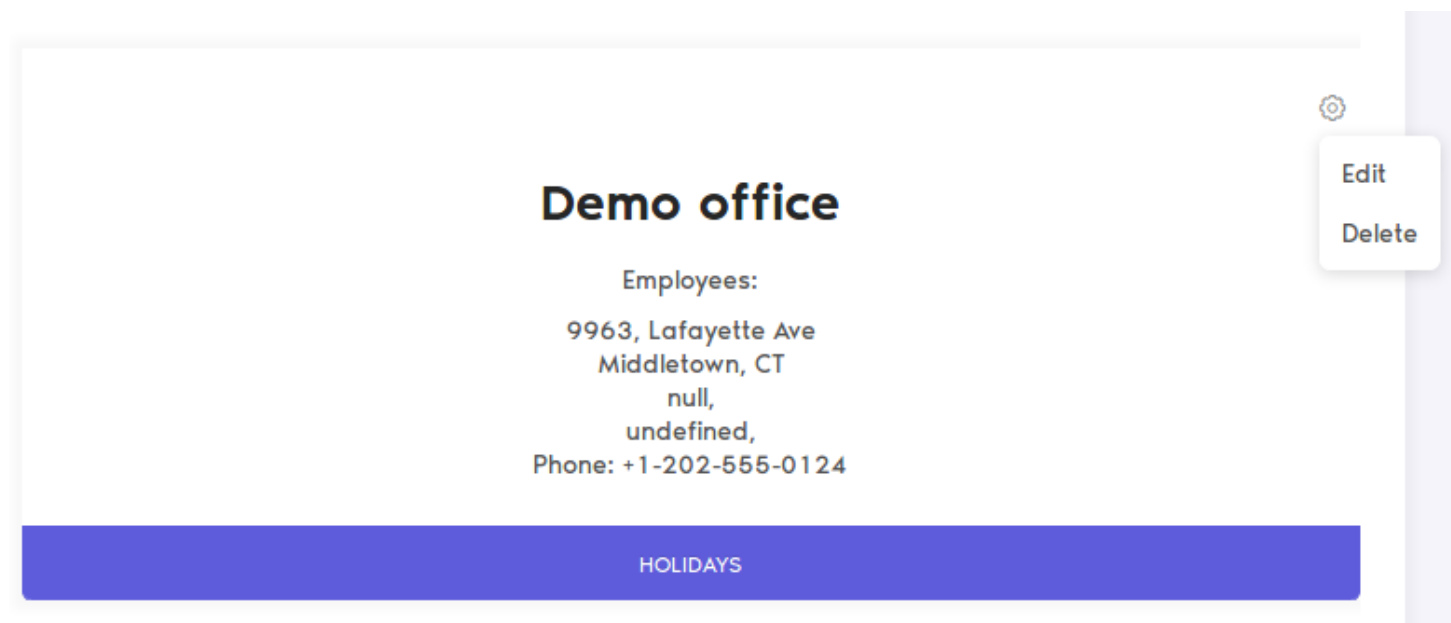
You may also, delete any office at any point of time by clicking cog wheel icon in top-right corner of office card and select delete(Note that office which is marked as "main" can not be deleted).

Editing your offices

Offices can be added for any company.

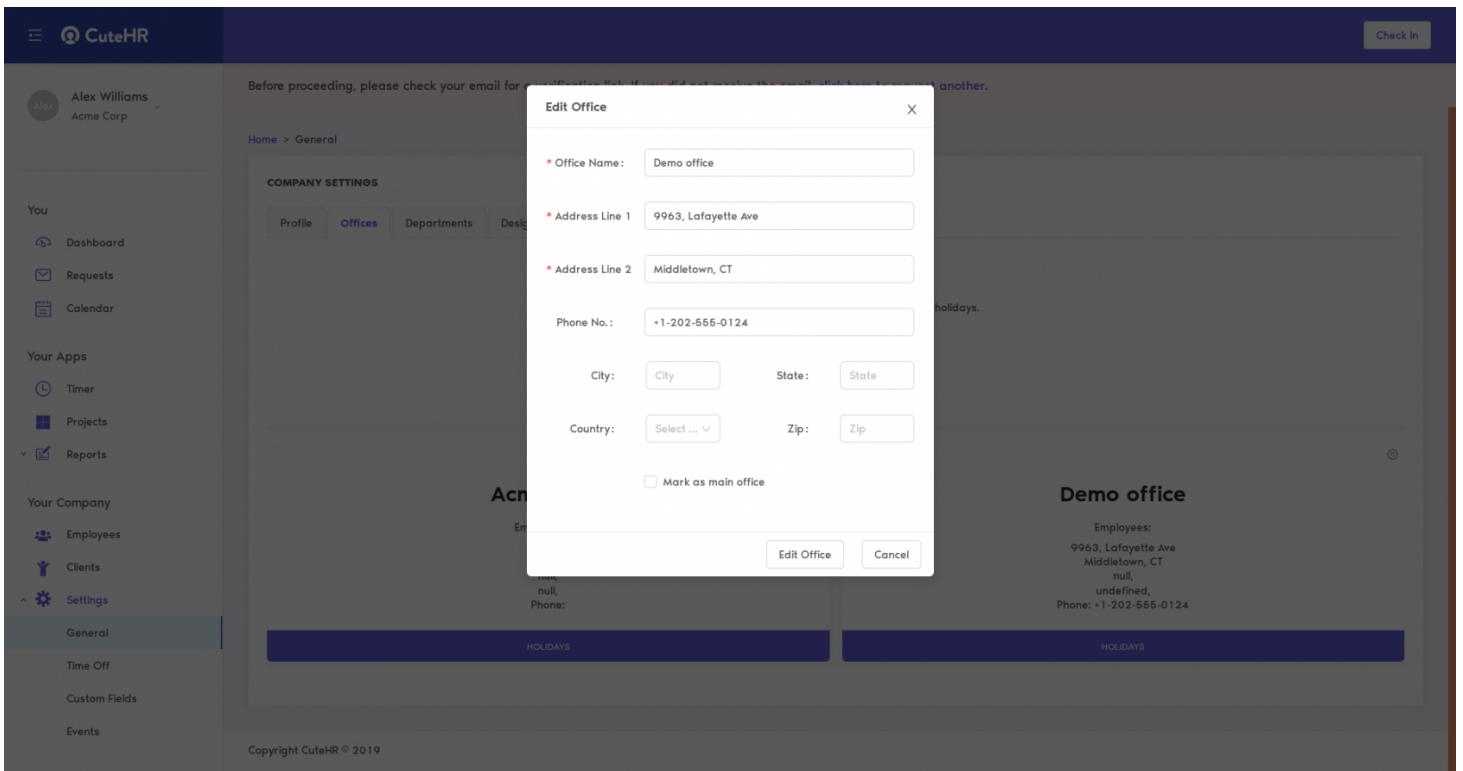
After adding the offices to your company, you can edit or delete the office at any point of time.

To edit any office, click the cog wheel icon, on top-right corner, of the office card, then select edit.



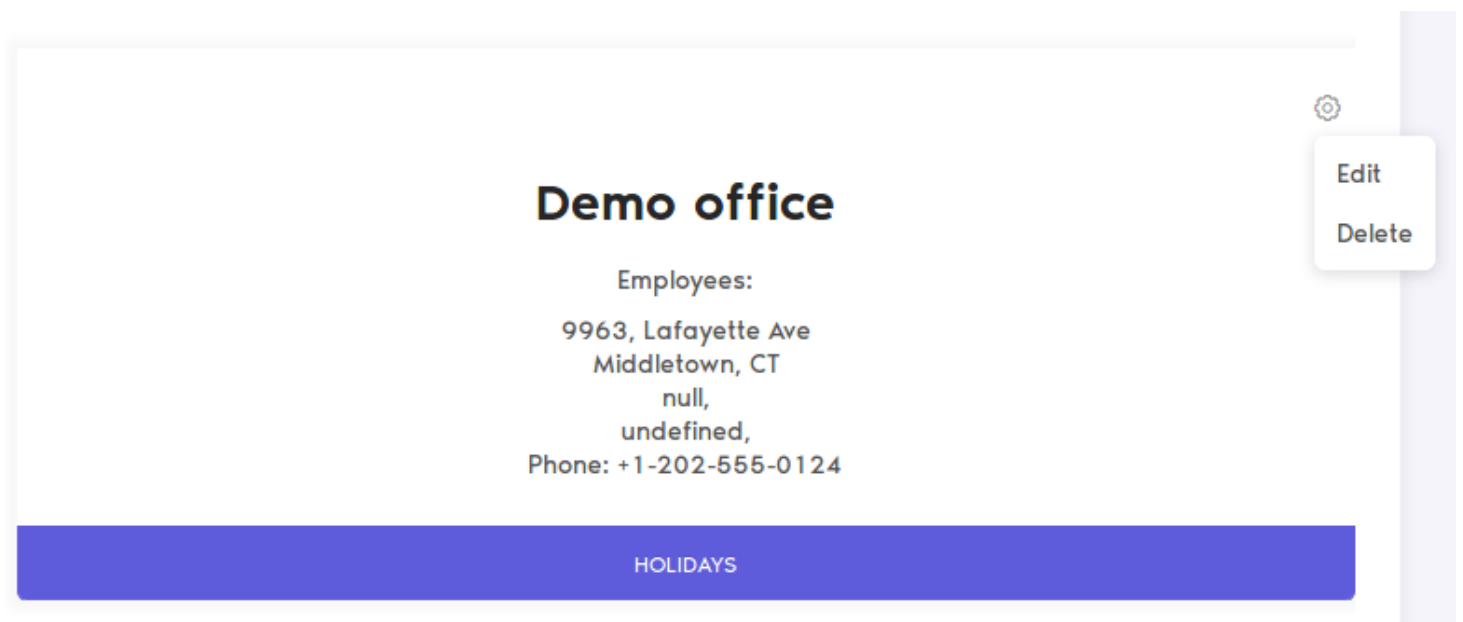
The screenshot shows a white rectangular card with a light gray border. At the top right of the card is a small gray cogwheel icon. Below this icon is a white rectangular menu with rounded corners, containing two options: 'Edit' and 'Delete', both in black text. The main content of the card is centered and includes the title 'Demo office' in a large, bold, black font. Below the title, the text 'Employees:' is followed by a list of details: '9963, Lafayette Ave', 'Middletown, CT', 'null,', and 'undefined,'. At the bottom of the details is the phone number 'Phone: +1-202-555-0124'. Below the main content area is a solid blue horizontal bar with the word 'HOLIDAYS' in white, uppercase letters.

After clicking edit, popup will appear where you can add or edit the details of the office. After editing the detail, click the edit button.

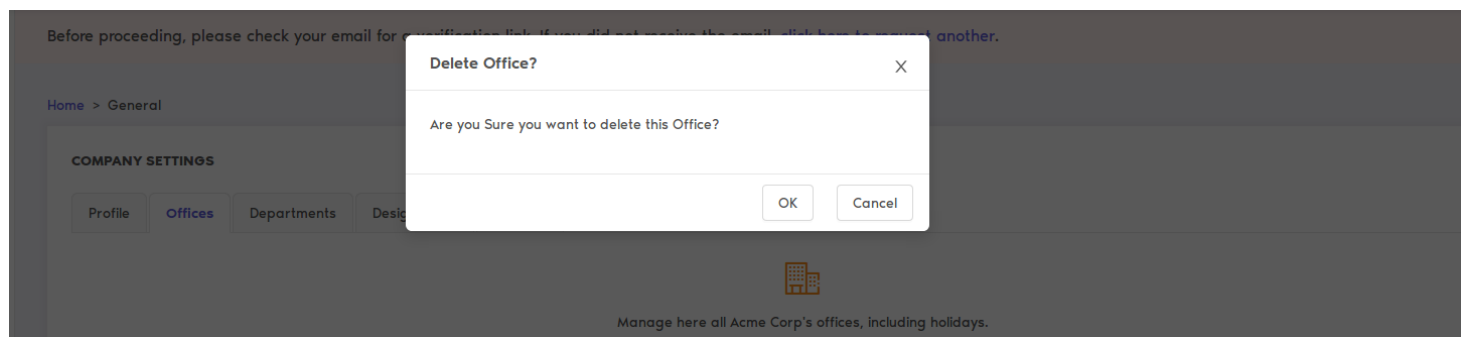


Deleting the offices

For deleting any office, click the cog wheel icon, on top-right corner, of the office card, then select delete (you may not find the delete option for every office, as delete will not appear for the main office, mark any other office as main and then you can delete the previous one).



After clicking delete, click "OK" for confirm popup to confirm.



Revision #9

Created Mon, Jul 29, 2019 10:44 AM by [Aman](#)

Updated Tue, Jul 14, 2020 5:34 AM by [Aman](#)