

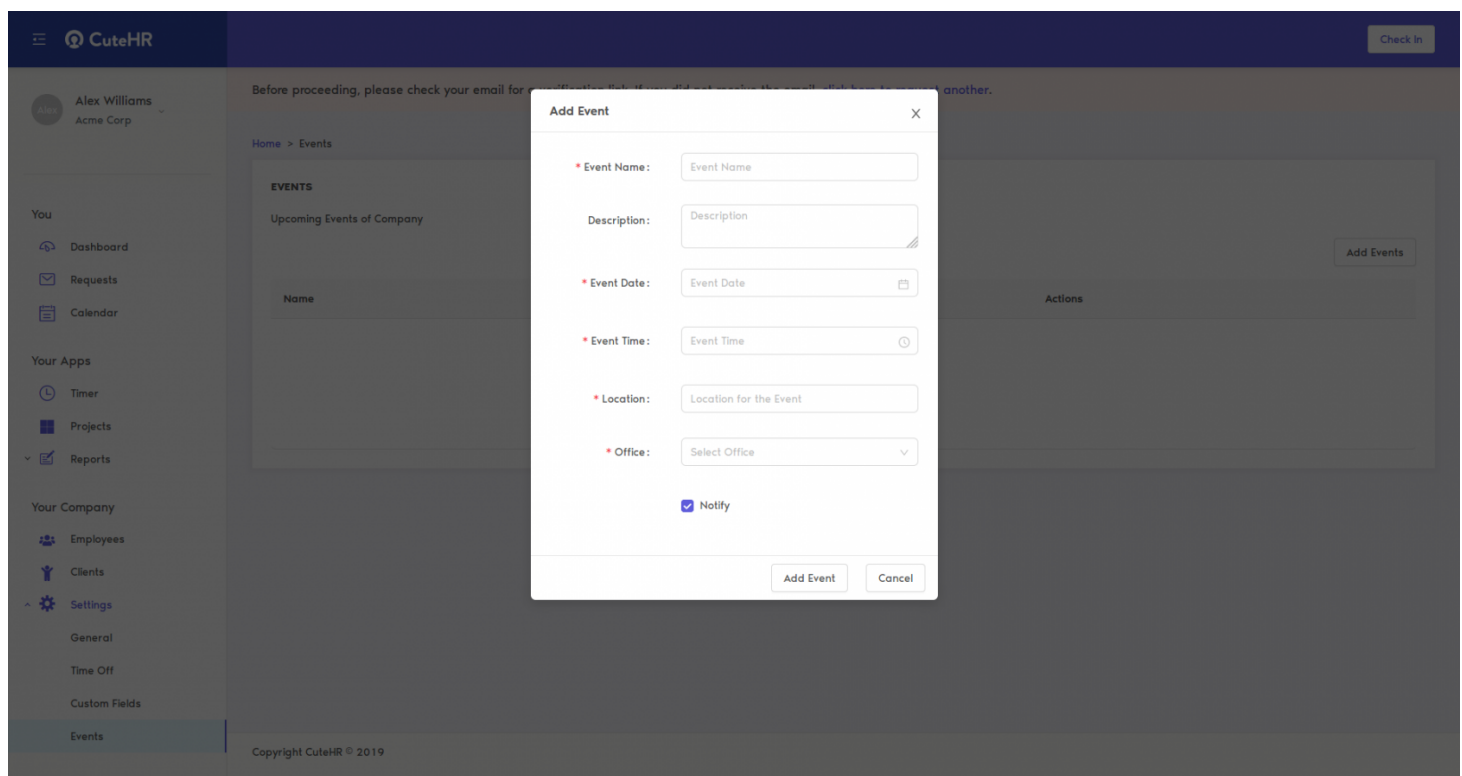
Setting up Team Event

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.

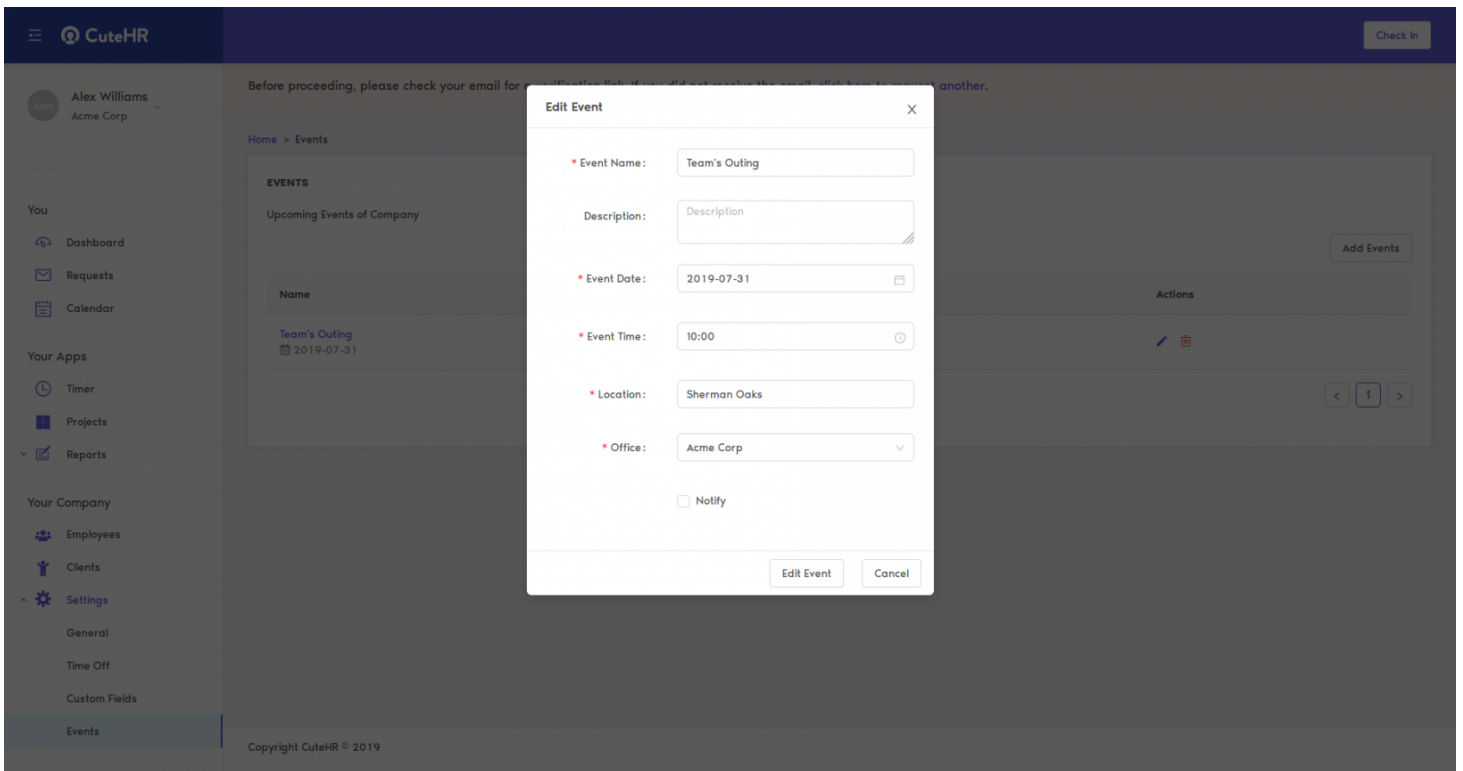
From here click on "Add Events", fill up the details for the events and click Add Event button.

The screenshot shows 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 is titled 'Home > Events' and displays 'Upcoming Events of Company' with a table header 'Name'. An 'Add Events' button is visible in the top right. A modal window titled 'Add Event' is open in the center, containing the following fields: 'Event Name' (text input), 'Description' (text area), 'Event Date' (date picker), 'Event Time' (time picker), 'Location' (text input), and 'Office' (dropdown menu). There is a 'Notify' checkbox which is checked. At the bottom of the modal are 'Add Event' and 'Cancel' buttons. The footer of the page reads 'Copyright CuteHR © 2019'.

Now the event is added.

Editing Events

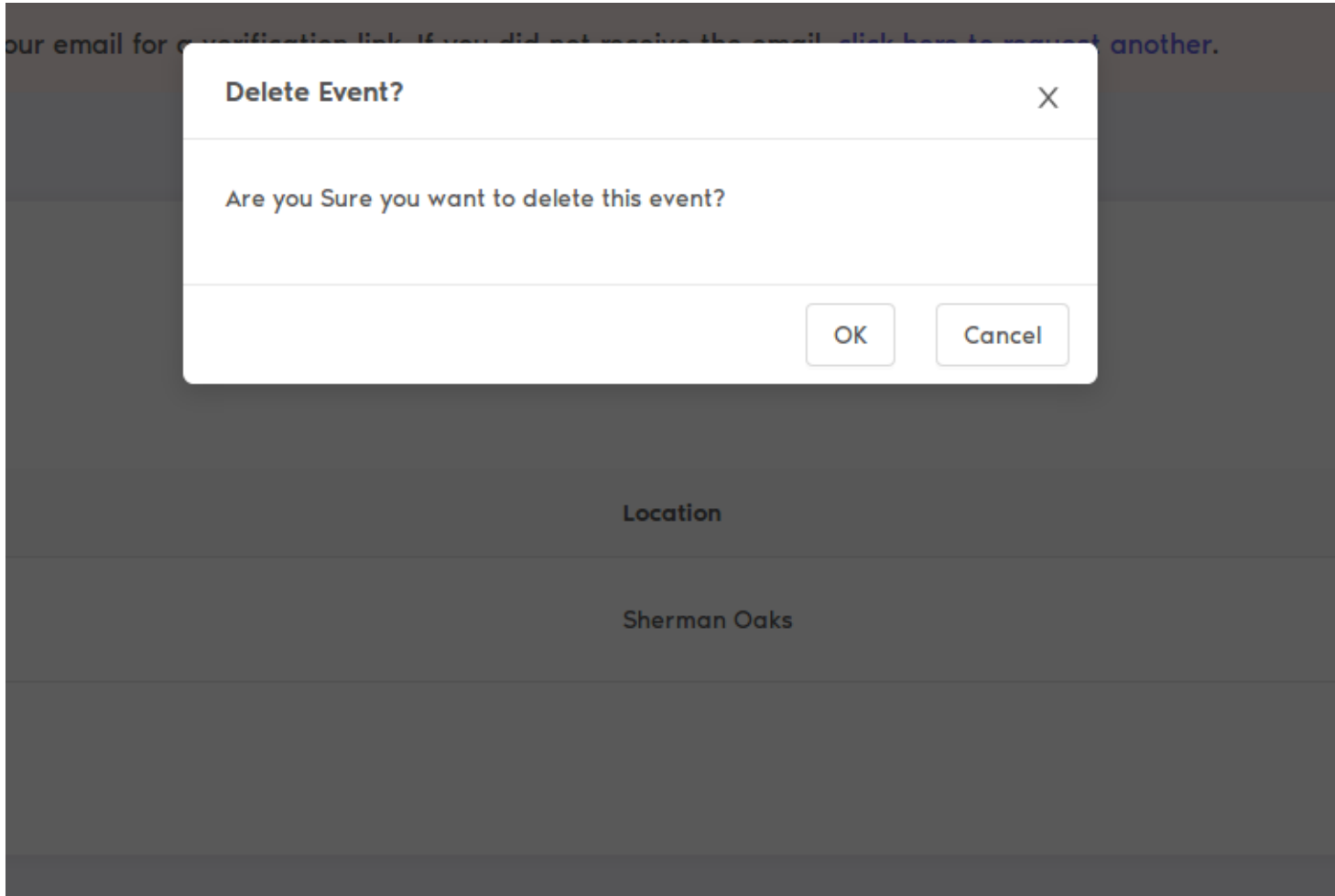
To edit events, simply click the pencil icon in front of event, a popup will appear.



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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