

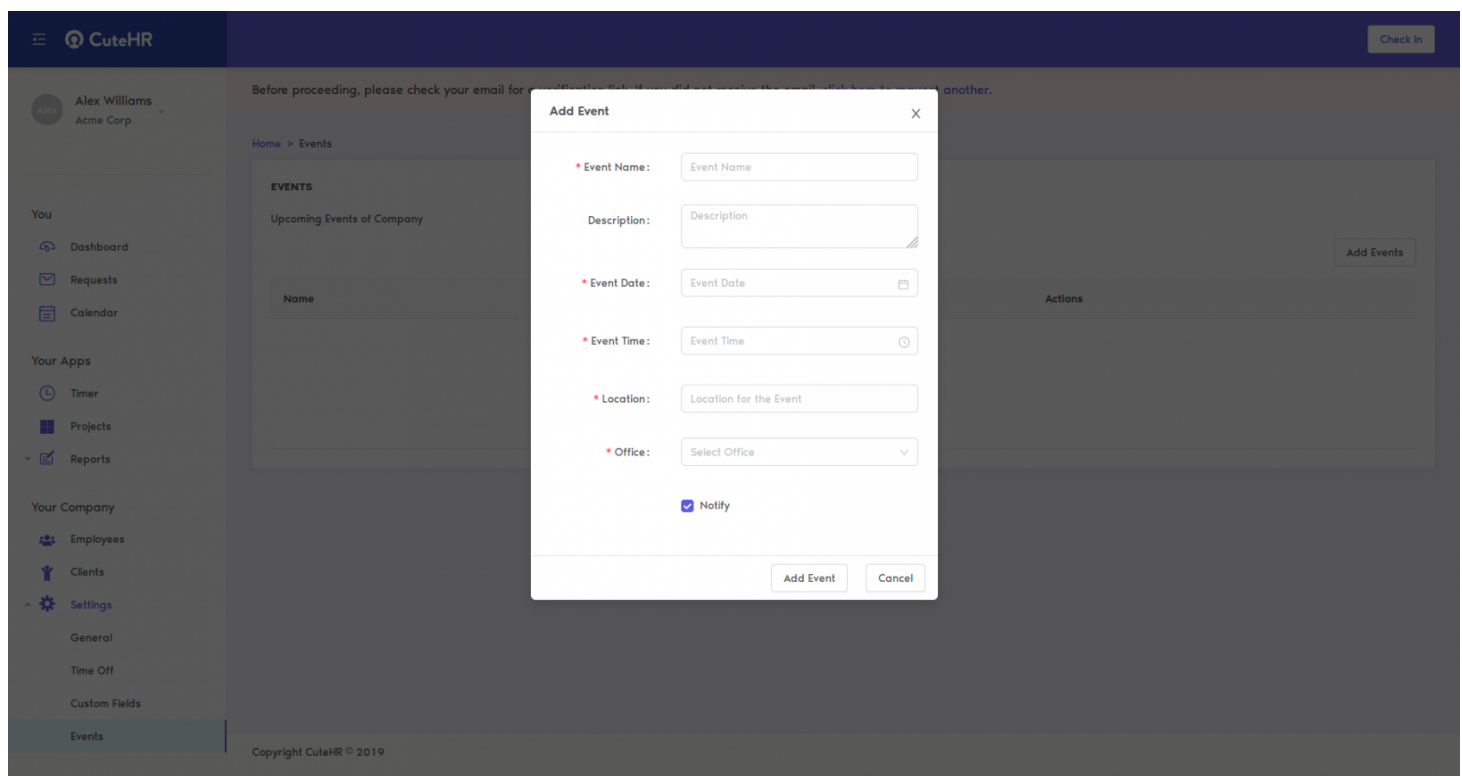
# Setting up Team Event

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.

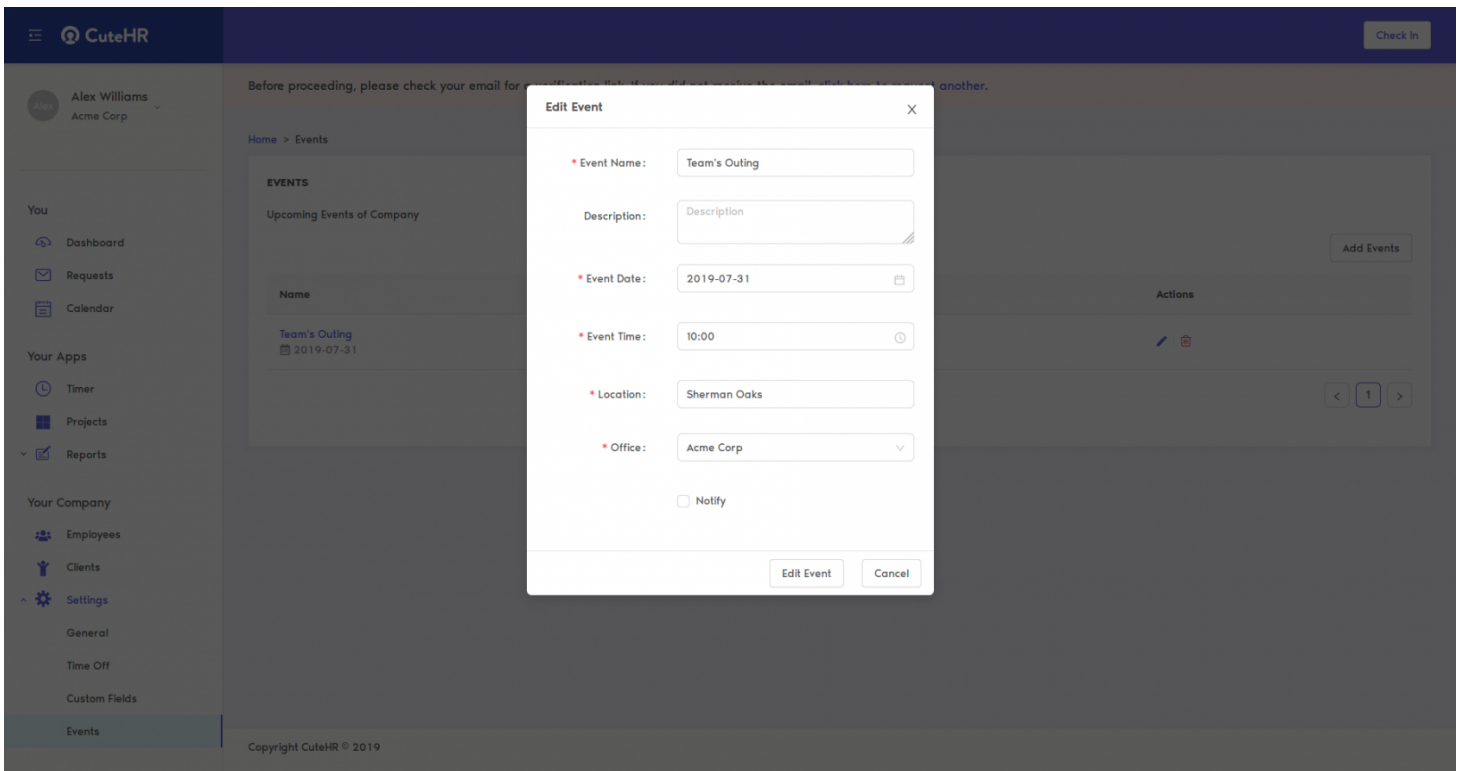


The screenshot displays the CuteHR web application interface. On the left is a dark sidebar with a user profile for Alex Williams at Acme Corp and a menu with categories: You (Dashboard, Requests, Calendar), Your Apps (Timer, Projects, Reports), and Your Company (Employees, Clients, Settings, General, Time Off, Custom Fields, Events). The main content area shows a breadcrumb 'Home > Events' and a section titled 'EVENTS' with the subtitle 'Upcoming Events of Company'. A table with a 'Name' header is partially visible. An 'Add Events' button is 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' (calendar icon), 'Event Time' (clock icon), '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. A copyright notice 'Copyright CuteHR © 2019' is at the bottom left of the page.

Now the event is added.

## Editing Events

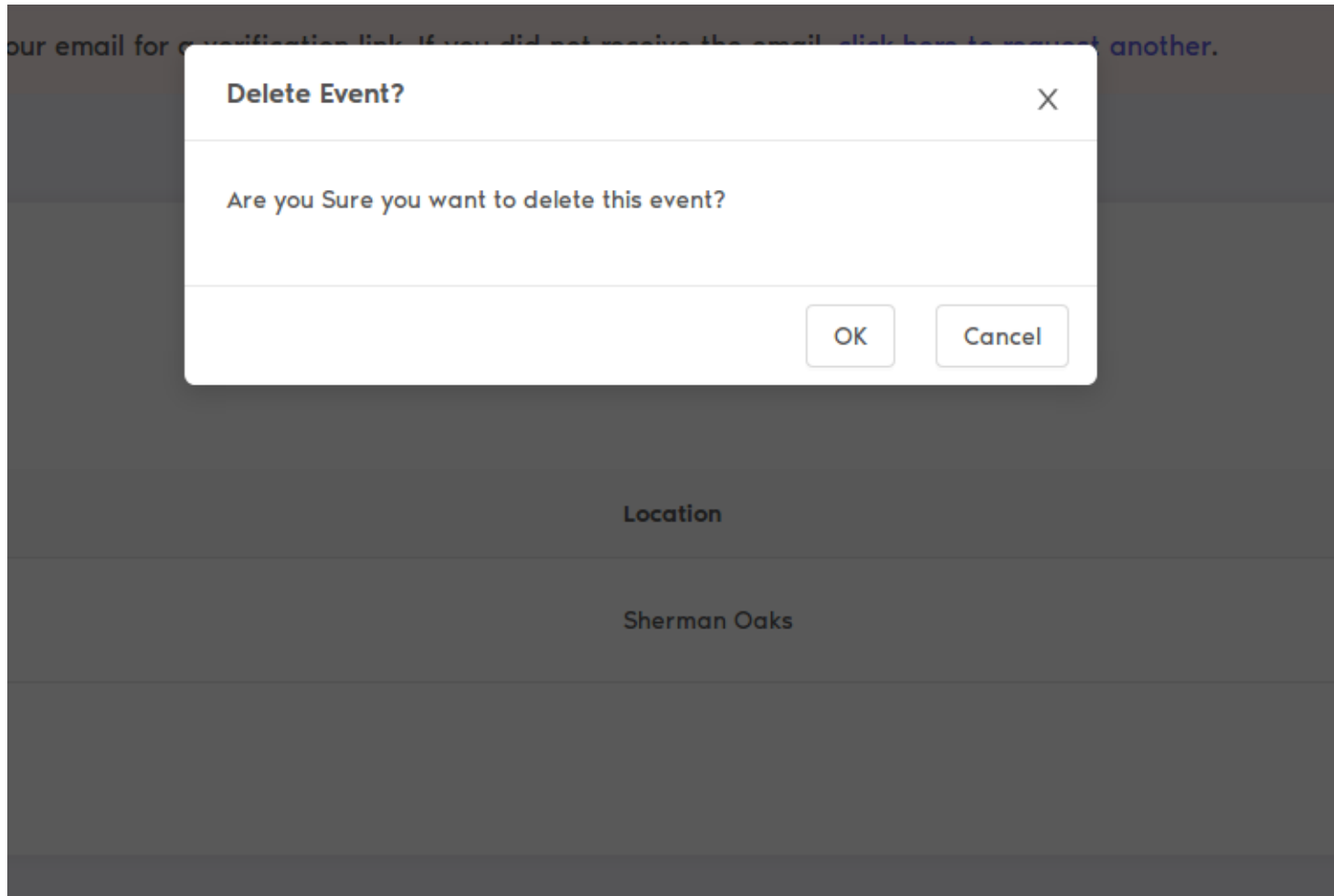
To edit events, simply click the pencil icon in front of event, a popup will appear.



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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