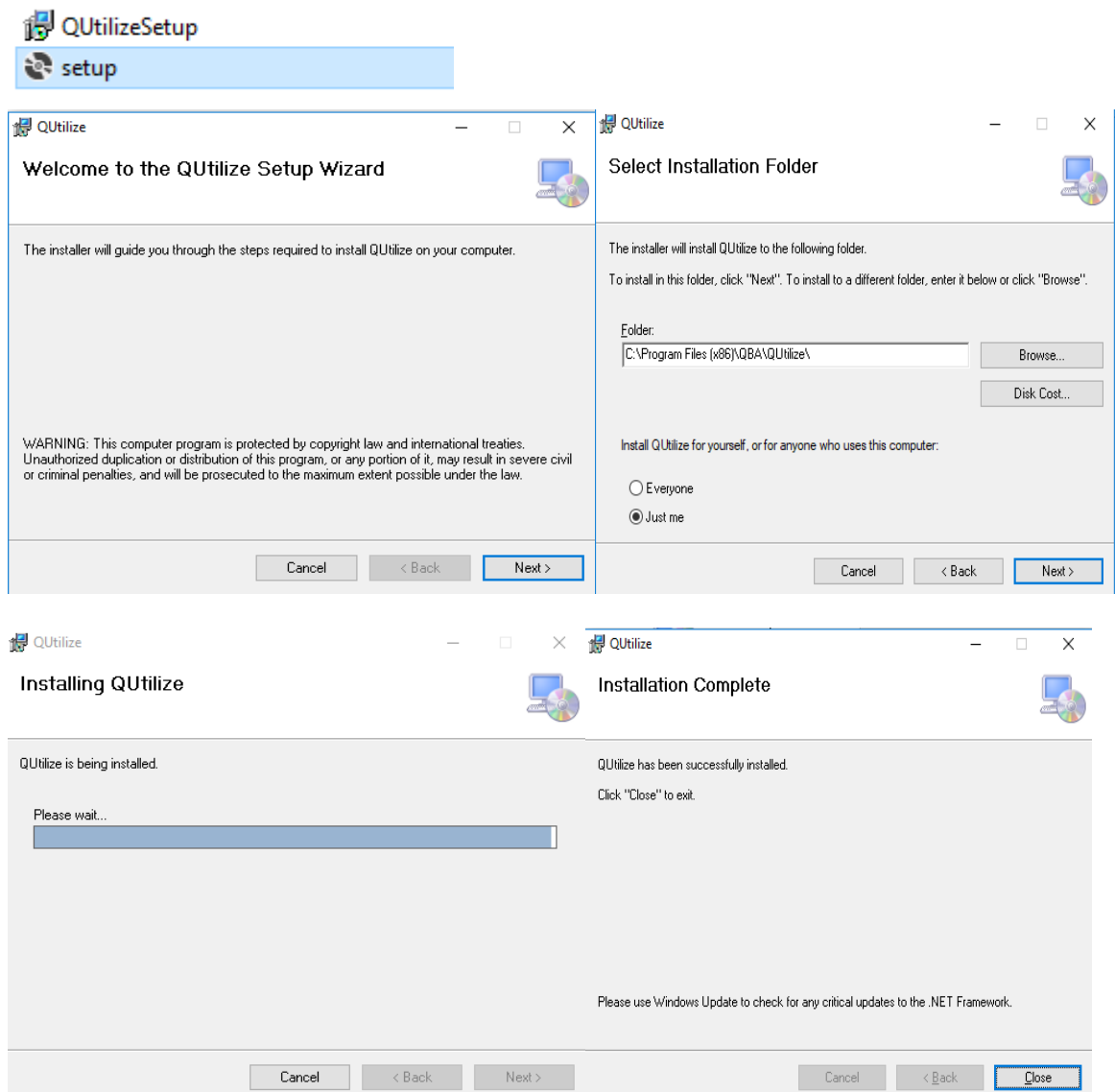1. Download **QUtilize** client app from http://timetracker.qbadvisory.us/qutilize.rar
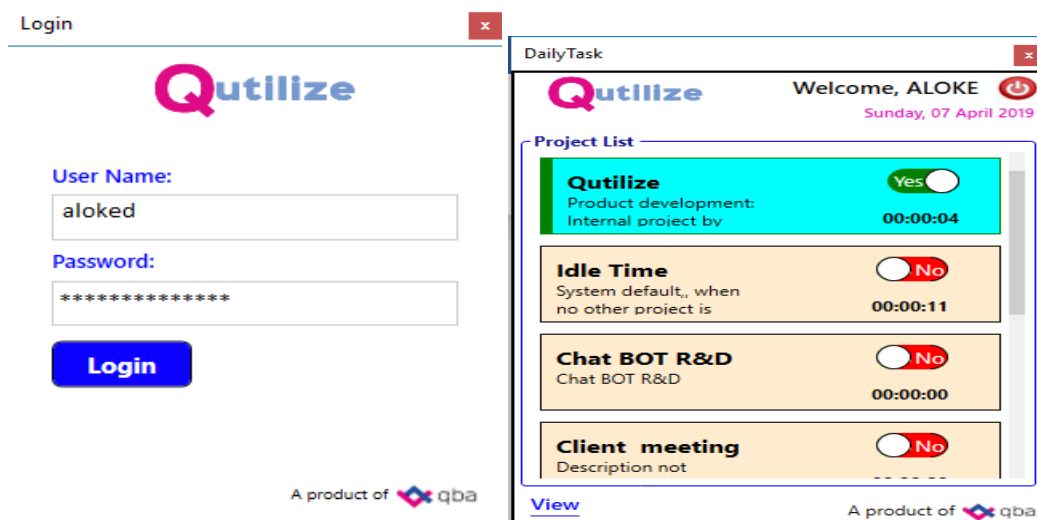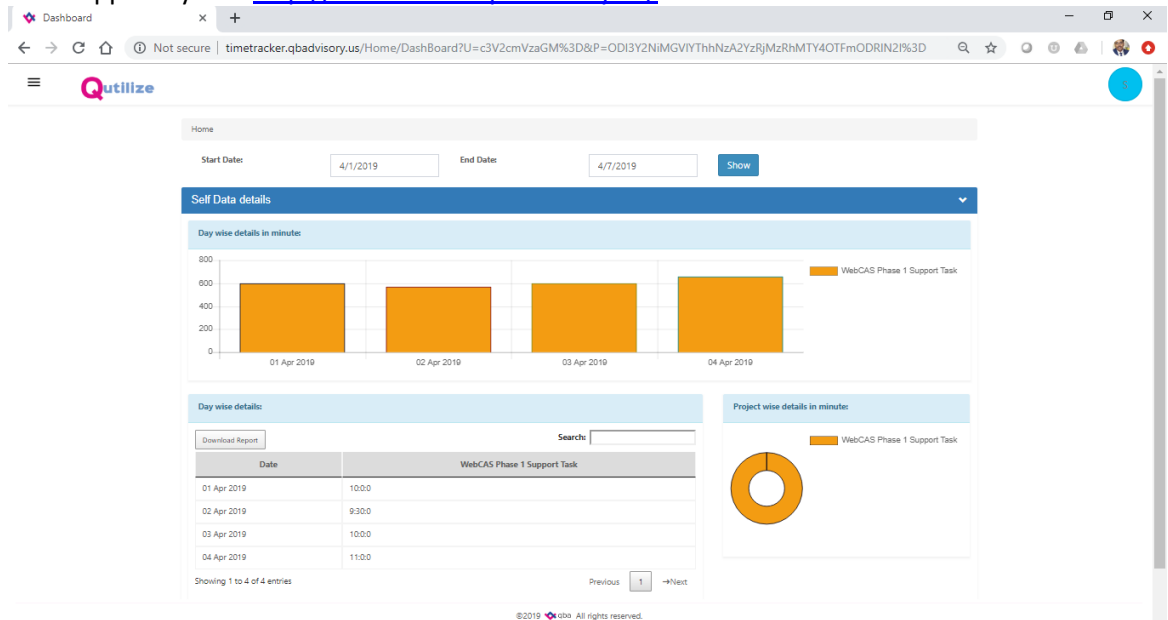2. Unzip and run "Setup"

3. Open QUtilize client application and login with your credential. Click and switch on respective project you are working. Log-out by clicking ⏻ button (top-right corner).

4. Check your details on web dashboard either by clicking "**View**" option(bottom-left corner) from client app or by URL http://timetracker.qbadvisory.us/

5. Change your password from your profile page. Menu→My Account