

1) Workbook compatibility

Full functionality (FitScore & Today view) requires Microsoft 365 (current Excel).
The core Tracker and Summary work in older Excel; FitScore/Today will not.

1. Go to Tracker.

Scroll to the **first empty row**.

Type into the **green boxes only** on that row.

2. Fill only the green columns per job:

Company, Role, Source, Status, Stage, Job URL, and one date (Saved or Applied).

3. As soon as you fill Company, the ID auto-generates.

4. See Summary for charts and Today for what needs attention.

2) What the colors mean (Tracker)

Green header = Required (minimum to track a job)

White header = Optional (nice-to-have fields)

Light gray header = Automatic (formula-driven; **never type in these cells**)

3) Smart columns (automatic)

ID: Created from Company + date + sequence.

#VALUE!

NextFollowUp / Due / NextAction: Suggests the next ping and when.

FitScore: % match of your keywords vs the job's keywords.

WeekApplied / MonthApplied: For reporting.

4) Tips

Type keywords as comma-separated tags (e.g., python, ETL, Snowflake).

Use the Today tab to work your pipeline; it filters the Tracker automatically.

You can always add details later—start with the green fields.