

# **SELTWatch – Complete User Runbook (Final Detailed Version)**

## **1. Introduction**

SELTWatch helps track software versions, expiry, and lifecycle status from a centralized dashboard to reduce risk and manual effort.

## **2. Getting Started**

Open <https://seltnwatch.com> → Login → Dashboard loads.

## **3. Initial Setup**

Upload Excel OR use Auto Scan to populate data.

## **4. Download Template (Important)**

Click 'Download Template' to get a ready Excel format.

Columns include: software name, version, expiry date.

Fill this file and upload to quickly onboard data.

This is recommended for first-time users.

## **5. Dashboard KPIs**

Expired, Urgent, Soon, Valid, Outdated, Updated cards provide quick overview.

## **6. Software Table Usage**

Each row is one software. Use checkboxes to update version or expiry.

## **7. Buttons Explained (Full)**

Scan → Fetch latest versions + update status + trigger alerts.

Update Versions → Sync selected software to latest version.

Renew Expiry → Update expiry dates for selected items.

Download → Export full report in Excel format.

Download Template → Get predefined Excel format for upload.

Alert Emails → Add recipients for alerts.

Auto Scan → Opens popup for downloading scanners.

## **8. Download Report (Excel)**

Click 'Download' button.

System generates Excel file with:

- Software Name
- Installed Version
- Latest Version
- Status
- Suggestion
- Expiry Date

Useful for audits, reporting, and sharing.

## **9. Auto Scan (Download Scanners)**

Click 'Auto Scan (Premium)' button.

Popup shows:

- Linux download
- Windows download

Steps:

1. Download script

2. Run on your system
3. System scans installed software
4. Data syncs automatically to dashboard

## **10. Scheduler**

Set daily/weekly/monthly scan with time.

System runs automatically and sends alerts.

## **11. Alert Emails**

Add multiple email IDs.

Used for notifying teams on scan results and expiry alerts.

## **12. Real Workflow Example**

1. Upload software list
2. Run scan
3. Review outdated software
4. Update versions
5. Set scheduler
6. Receive alerts automatically

## **13. Benefits**

Automation, visibility, security, compliance, reduced manual effort.