How to resubmit your termly database

1 Ask your Circuit Manager to authorise a stamped re-submission letter (click here to print the template).

2 Specify the term you want to resubmit.

3 State the reason for resubmission.

4 Run a final validation for the year and term you want to resubmit. Once complete, the pop-up below will appear. Select "Apply for resubmission" and then click "Close".

Apply for resubmission — □ ✕

You have previously submitted data for Term 4 2023

This submission will not be processed without manual authorization.

Please contact help@dbedashboard.co.za for assistance on the steps required to obtain manual authorisation to resubmit your data for this term.

☑ Apply for resubmission   Close

5 Once you have resubmitted your final term database using Valistractor, please send the authorisation letter to help@dbedashboard.co.za