

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”.

A screenshot of a web browser window titled 'Apply for resubmission'. The window contains the following text: 'You have previously submitted data for Term 4 2023', 'This submission will not be processed without manual authorization.', and 'Please contact help@dbedashboard.co.za for assistance on the steps required to obtain manual authorisation to resubmit your data for this term.' At the bottom left, there is a checkbox labeled 'Apply for resubmission' which is checked. At the bottom right, there is a 'Close' button. Both the checkbox and the button are highlighted with orange rectangular boxes.

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

