

# End of term submission in 6 simple steps



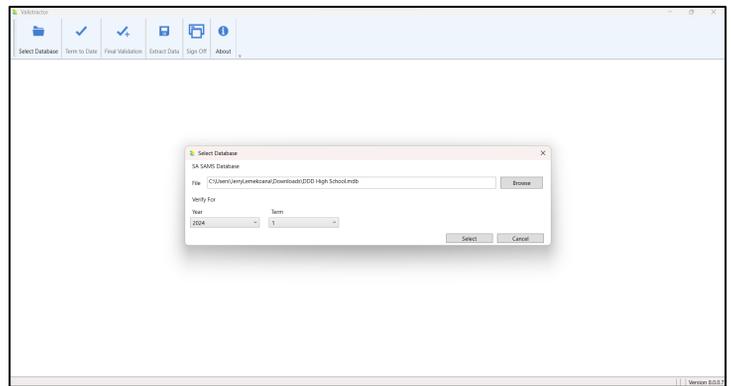
*Submit your end of term database then log on to the DDD Dashboard to view your visualised data.*

1 Open Valistractor.

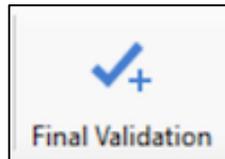
valistractor



2 Select your school database.



3 Click Final Validation.

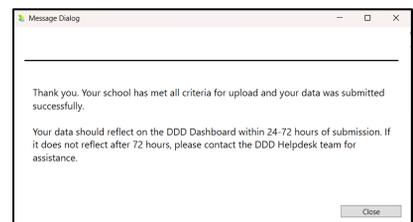
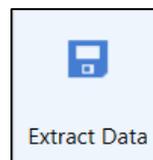


4 Ensure all robots do not have an exclamation mark and that you have connectivity.



\* If you have exclamation marks you need to return to SA-SAMS to correct the errors.

5 Click "Extract" then "Yes" until you get a message that reads "successfully uploaded".



6 Log on to [www.dbedashboard.co.za](http://www.dbedashboard.co.za) within 72 hours to view your data.

For further assistance please contact [Help@dbedashboard.co.za](mailto:Help@dbedashboard.co.za) or 011 084 7983

