

How to resubmit your termly database



Follow these steps for a successful resubmission. Please note that while a school may resubmit data via the Valistractor, the changes will not be applied unless the resubmission is reported to the helpdesk for processing. This reporting is essential and must not be skipped.

1

Complete the resubmission request letter. [Click here to download the template.](#)

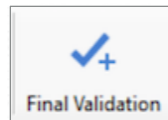
Note the following when completing the submission request:

- Clearly specify the term you want to resubmit.
- State the reason for the resubmission.

Ask your Circuit Manager to sign and stamp the completed resubmission letter.

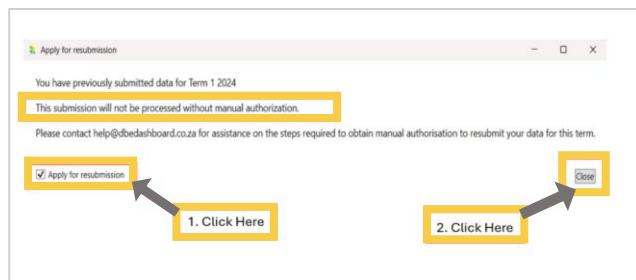
2

Run a final validation for the year and term you want to resubmit.



3

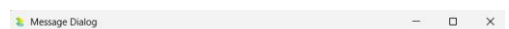
Once complete, this pop-up will appear. Select **“Apply for resubmission”** and then click **“Close”**.



Note: All resubmissions require manual processing. Therefore, resubmitting via the Valistractor does not mean an automatic update on the DDD Dashboard.

4

Click **“Extract Data”** when the capturing is complete and click **“Yes”** when asked to submit.



Submission Success

Thank you. Your school has met all criteria for upload and your data was submitted successfully.

Your data should reflect on the DDD Dashboard within 24-72 hours of submission. If it does not reflect after 72 hours, please contact the DDD Helpdesk team for assistance.

5

Once the resubmission is complete, do the following:

- Send the signed and stamped letter to the DDD Helpdesk, as this will allow them to reprocess the school's data.
- Send a screenshot to confirm the successful resubmission of the school's database as this will help them verify that the resubmission was completed correctly. [Click here for tips on how to take a screenshot.](#)

The Helpdesk will confirm via email once the resubmission has been successfully processed.

For further assistance please contact
Help@dbedashboard.co.za

