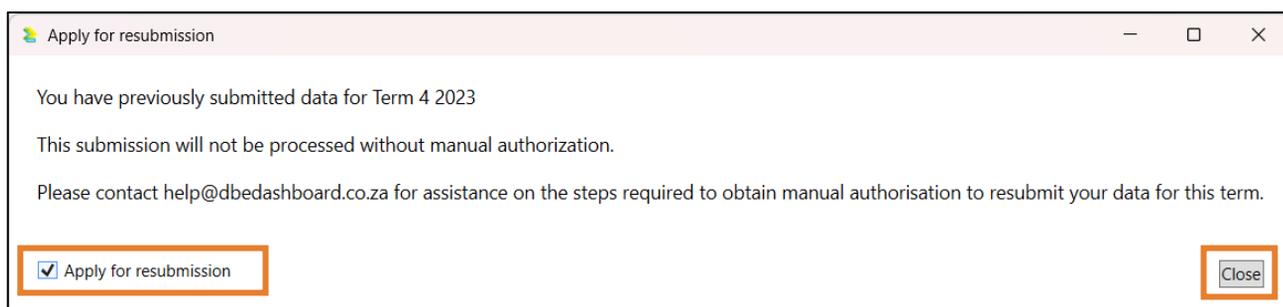


How to resubmit your termly database



- 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, this pop-up will appear. Select "Apply for resubmission" and then click "Close".



Please note: If you have already submitted your final data for the year and term you validated, this pop-up will appear. If you do not intend to resubmit your data, you can ignore and close this message.

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

