



REGISTRAR OF VOTERS

# Auditing Hi-Pro ICC Reports

PROCEDURE DOCUMENT – Version 1.0

# Auditing Hi-Pro ICC Reports

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## Table of Contents

Purpose .....	2
Scope.....	2
Supplies .....	2
Generating the ICC Audit Report .....	2
Auditing the Reports .....	10
Authorization .....	11

## Purpose

The purpose of this procedure is to compare reports from the IT department to Ballot Storage data entry. In order to audit the Hi-Pro data, all boxes from the IT room must be in the data entry system, and all pallet audits must be 100% complete.

## Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed to catch any possible errors.

## Supplies

- Clipboards
- Pens
- Stapler
- Key Fob

## Generating the ICC Audit Report

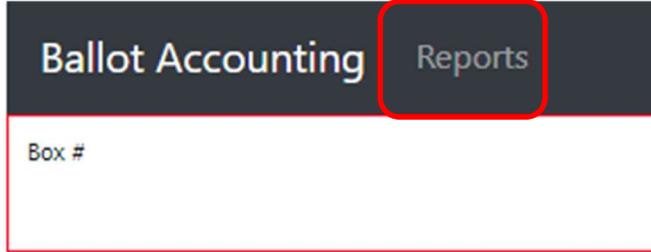
1. Login into PC with your username and password.
2. Once you have received the copies of the Hi-Pro sheets from the IT department, open the PC and go to the **Ballot Storage** Data Entry page.

**Note:** Hi- pro sheets are placed in a tray located on the shelves In front of the computer by the fence.

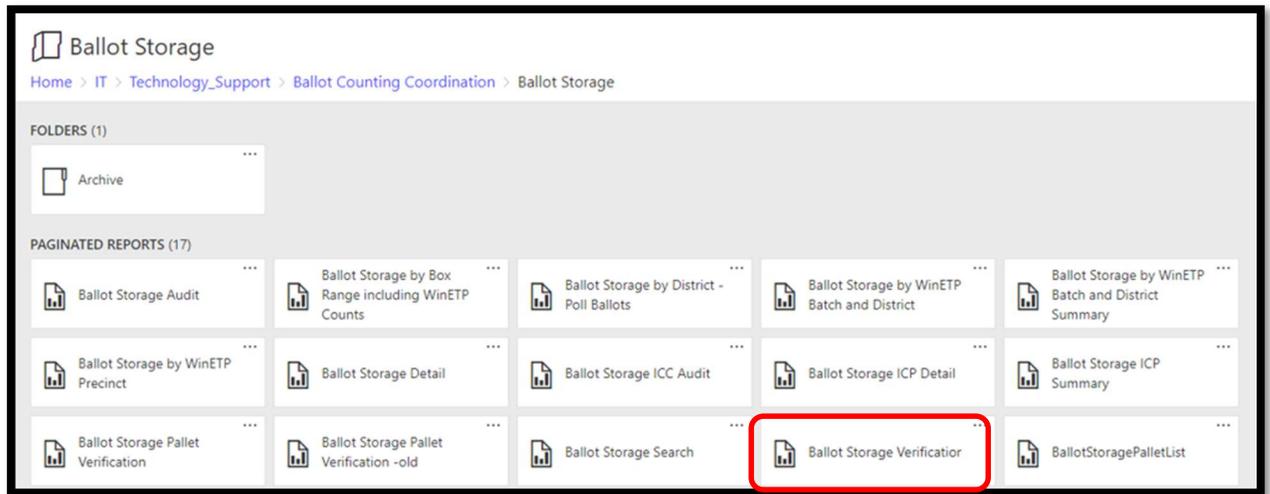


3. Locate **Ballot Storage** icon on Desktop. Double click the icon.

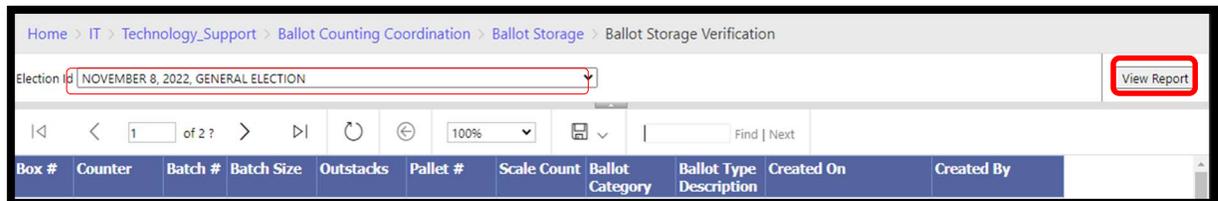
4. Click the **Reports** link



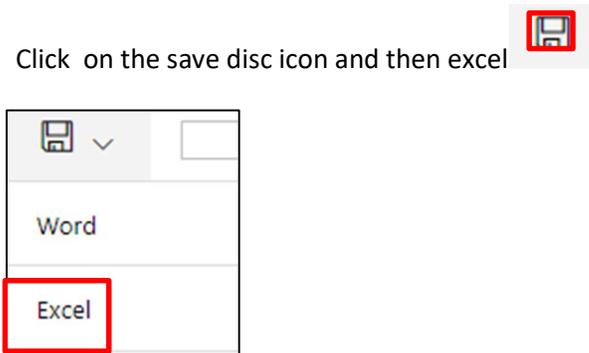
5. Click the **Ballot Storage Verification** button



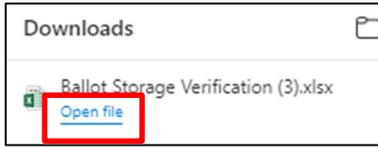
6. Select the proper election from the dropdown and click **View Report** button.



7. Click on the save disc icon and then excel



8. A pop up will appear on the right top corner of the screen, click on Open file.

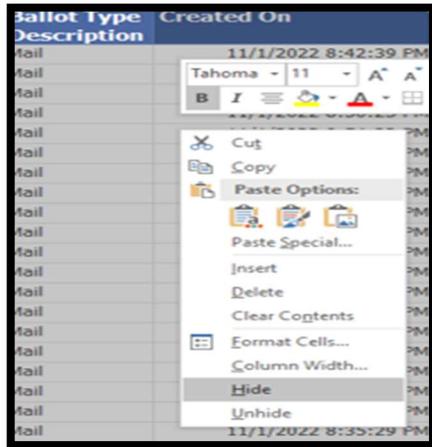


9. Columns will show like this picture

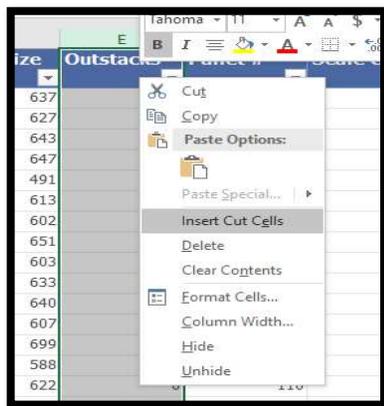
A	B	C	D	E	F	G	H	I	J	K
Box #	Counter	Batch #	Batch Size	Outstacks	Pallet #	Scale Count	Ballot Category	Ballot Type Description	Created On	Created By

10. To Change the columns follow the next steps :

- a. Highlight J and K columns , right click on the highlighted columns, click on hide



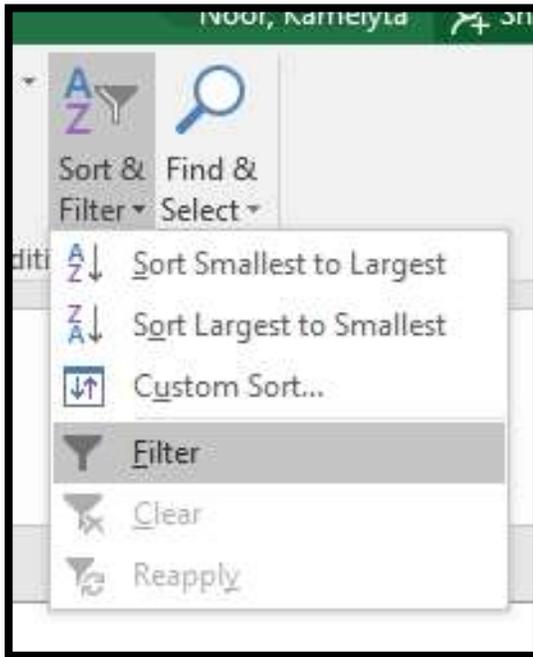
- b. Click on the Column A, right click and select Cut. Then highlight Column E, and click **Insert Cut Cells**



11. The final order of the columns should be as follows → Counter, Batch#, Batch Size, Box #, Outstacks, Pallet #, Scale Count, Ballot Category, Ballot Type Description

A	B	C	D	E	F	G	H	I
Counter	Batch #	Batch Size	Box #	Outstacks	Pallet #	Scale Count	Ballot Category	Ballot Type Description
5	2	627	1	0	110	652	Ballots	Mail

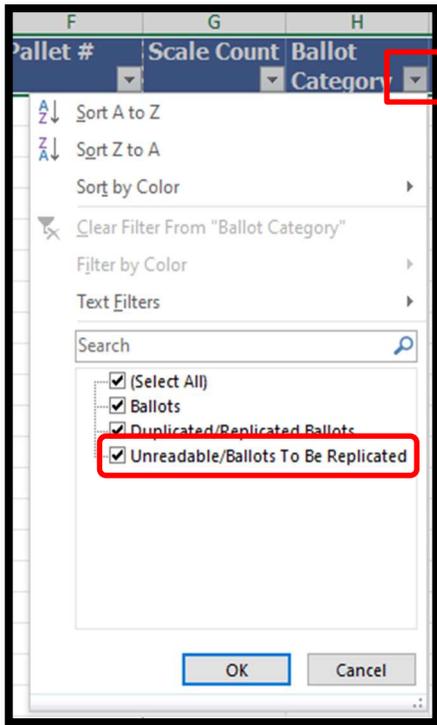
12. Now we have to make the top row "filterable". Go to the top bar, click this icon and select Filter.



13. The header cells will now have a drop down button where the arrow indicates.

A	B	C	D
Box #	Counter	Batch #	Batch
1	5	2	

14. Under Ballot Category, select ONLY Ballots and Duplicated/Replicated Ballots. Uncheck Unreadable/Ballots To Be Replicated. Click OK



15. Filter Ballot Type Description the same way as the previous step, to whichever category is on the first Hi-Pro sheet presented by IT.
  - a. MB =Mail ballot, Mail UOCAVA
  - b. PP =Polling Place,
  - c. DMP =Designated Mail Precinct,
  - d. PV= Provisional

PRINT LEGIBLE *11/17/22* *11/18/22*

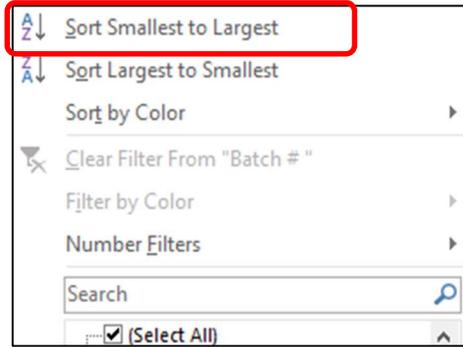
**ICC01- MAIL BALLOT (MB)**

STARTING		ENDING	
Total Batches	200	Total Batches	210
Total Ballots Accepted	126534	Total Ballots Accepted	137568
DATE/TIME	INITIALS	DATE/TIME	INITIALS
11/15/2022 5:34 am	PHB MS	11/18/22 3:04 pm	PZ XP

Batch Number	Batch Size	Box Number	Outstacks	Time	Initials
201x	703v	1169v	1v	6:15 am	CW M
202x	588v	1199v	0v	6:29 am	CW M
203x	626v	1197v	1xv	6:39 am	CW, @
204x	605v	1202v	0v	6:56 am	CW, @
205x	687v	1209v	0v	7:13 am	CW, @
206x	470v	1210v	0v	7:26 am	CW, F

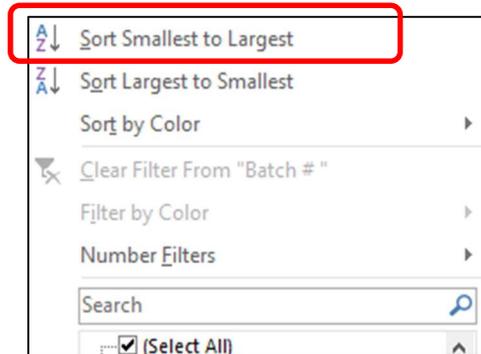
16. Click the filter button for **Batch #** and sort smallest to largest

A	B	C	D
Box #	Counter	Batch #	Batch Size
7	1	1	602
10	1	2	633
18	1	3	585
22	1	6	697
30	1	4	576
33	1	5	537
40	1	7	619
44	1	8	680
53	1	9	572
55	1	13	620

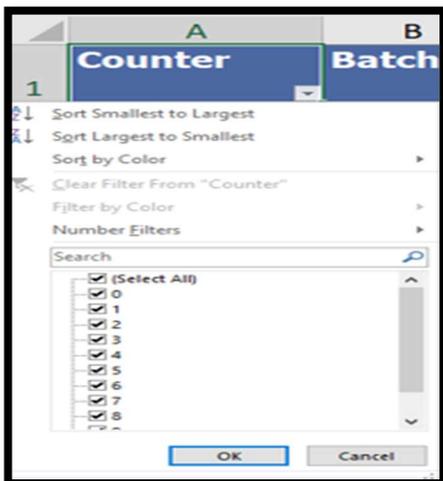


17. Click the filter button for **Counter #** and sort smallest to largest,

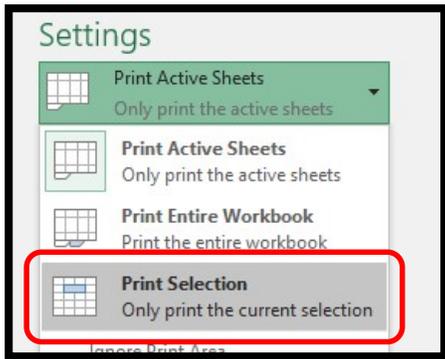
A	B	C	D
Box #	Counter	Batch #	Batch Size
1	5	2	637
2	6	2	627
3	7	2	643
4	6	1	647
5	5	1	491
6	7	1	613
7	1	1	602
8	3	1	651
9	4	1	603
10	1	2	633
11	4	2	640
12	3	2	607
13	2	2	699



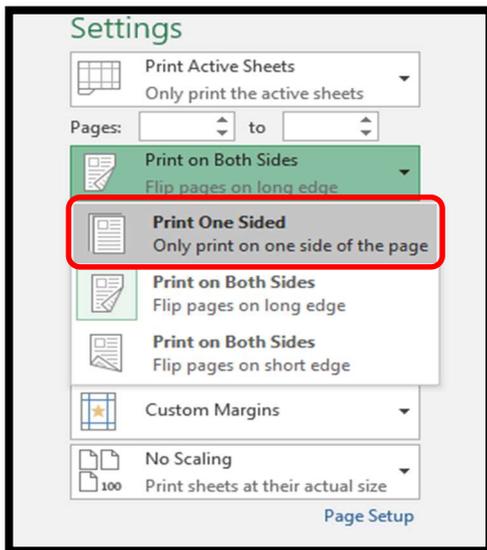
18. Filter column A and select which ICC counter to print.



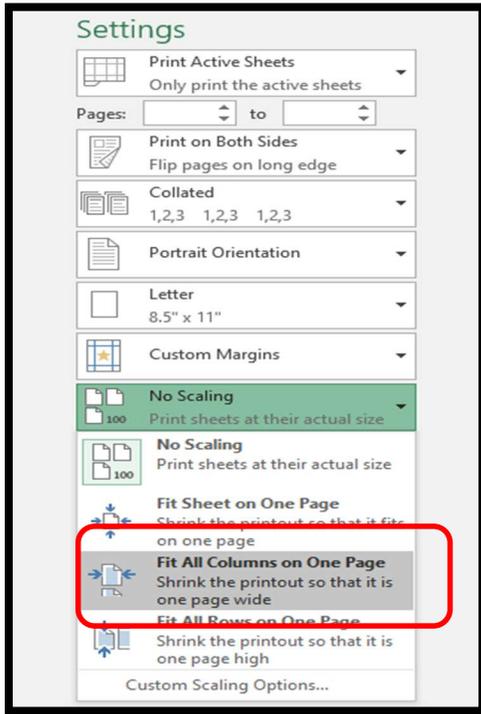
19. Highlight the first five columns and press **Ctrl + P** to bring up the Print Preview screen
20. Directly under the settings, change the drop- down to Print Selection



21. Under printing settings, Change **Print on Both Sides** to **Print One Sided**.



22. Also under scaling settings, change **No Scaling** to **Fit All Columns on One P**



23. Click the **Print** button to print the report pages.

24. Repeat these steps for each ballot type description in the Hi-Pro sheets reports.

25. Collect the ICC sheet report from shelf in front of computer area.

## Auditing the Reports

1. Team member 1 reads the IT Report
  - a. Batch #
  - b. Batch size
  - c. Box#
  - d. Out stacks
2. Team member 2 confirms by repeating the data on ICC Audit Report.
3. Both members check off the items as they read them

Counter	Batch #	Batch size	Box #	Outstacks	Pallet #	Scale Count	Ballot Category	Ballot Disc
5	54	395	386	0	613	592	Ballots	
5	55	477	384	0	713	482	Ballots	
5	56	835	484	0	710	849	Ballots	
5	57	356	474	0	710	552	Ballots	
5	58	625	597	0	810	628	Ballots	
5	59	618	621	1	710	623	Ballots	
5	60	554	609	0	810	554	Ballots	
5	61	741	493	0	810	744	Ballots	
5	62	576	498	0	810	575	Ballots	
5	63	655	500	0	810	655	Ballots	
5	64	494	523	0	810	495	Ballots	
5	65	695	514	1	810	708	Ballots	
5	66	674	527	1	810	681	Ballots	
5	67	969	539	0	810	672	Ballots	
5	68	744	546	0	1010	751	Ballots	
5	69	788	625	1	1010	782	Ballots	
5	70	637	549	1	1010	640	Ballots	
				1	1110	578	Ballots	
				0	1110	722	Ballots	
				2	1110	725	Ballots	
				3	1110	672	Ballots	

Storage Print Out

11/19/22

**PRINT LEGIBLE**

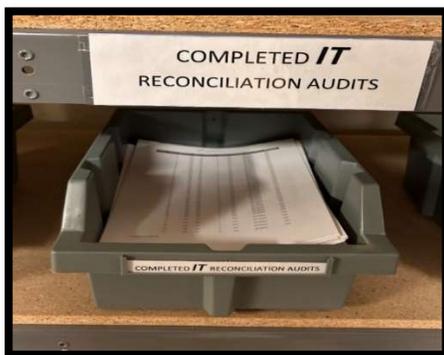
**ICC04 - POLLING PLACE (PP)**

<b>STARTING</b>		<b>ENDING</b>	
Total Batches <u>318</u>		Total Batches <u>54</u>	
Total Ballots Accepted <u>4908</u>		Total Ballots Accepted <u>7915</u>	
DATE/TIME <u>11/22/22 1:24am</u>		DATE/TIME <u>11/09/22 3:05AM</u>	
INITIALS <u>C.P. AP</u>		INITIALS <u>AW NY</u>	

Batch Number	Batch Size	Box Number	Outstacks	Time	Initials
37	2	1067	8	1:25am	JP CR
38	1	10014	8	1:26am	JP CR
39	4	10087	8	1:28am	JP CR
40	38	10003	8	1:29am	JP CR
41	7	10008	8	1:30am	JP CR
42	14	10949	8	1:30am	JP CR
43	17	10028	8	1:37AM	FH SP
44			8	1:52AM	FH SP
45			2	2:01AM	FH SP
46			0	2:07AM	FH SP
47			0	2:15AM	FH SP

Hi-Pro Sheet

26. If you find an error, do the following:
  - a. Circle the error
  - b. Find the box with the error
  - c. Go to the computer and edit the error
27. When the report is completed, both employees initial and date the printout and place it in the appropriate gray bin reading "COMPLETED IT RECONCILIATION AUDITS" tray is located on the eastside shelves next to the printer.



28. Place the audited Hi-Pro sheets into the designated binder in order by date, description of mail and ICC #

Note: We have ICC01 and ICC04 with the same date and same Ballot description; however, they are not filed together. They are filed under separate categories. See the picture below.

PRINT LEGIBLE

ICC01 - MAIL BALLOT (MB)

STARTING: 11/16/22  
ENDING: 2/10

Total Batches: 200  
Total Batches Accepted: 187

Batch Number	Batch Size	Box Number	Outstacks	Time	Initials
201x	703v	1169v	1v	6:15am	CW BL
202x	588v	1199v	0v	6:29am	CW BL
203x	626v	1192v	0v	6:39am	CW CA
204x	606v	1202v	0v	6:56am	CW CA
205x	637v	1209v	0v	7:13am	CW CA
206x	470v	1210v	0v	7:26am	CW FL
207x	545v	1216v	0v	7:50am	CW FL
208x	522v	1191v	0v	8:04am	CW FL
209x	648v	1229v	0v	8:50am	CW FL
210x	558v	1221v	0v	9:04am	CW FL
211x	711v	1236v	0v	9:20am	CW FL
212x	622v	1251v	0v	9:37AM	FH CW
213x	685v	1255v	1v	10:15AM	FH CW
214x	710v	1266v	0v	10:27AM	FH CW
215x	654v	1273v	0v	10:50AM	FH CW
216x	471v	1282v	0v	12:17pm	CW FL
217x	544v	1313v	0v	2:18pm	PC NO
218x	687v	1312v	0v	3:03pm	PC NP

MAIL BALLOT Form: 2022-11-08 ICCBatchSheet

PRINT LEGIBLE

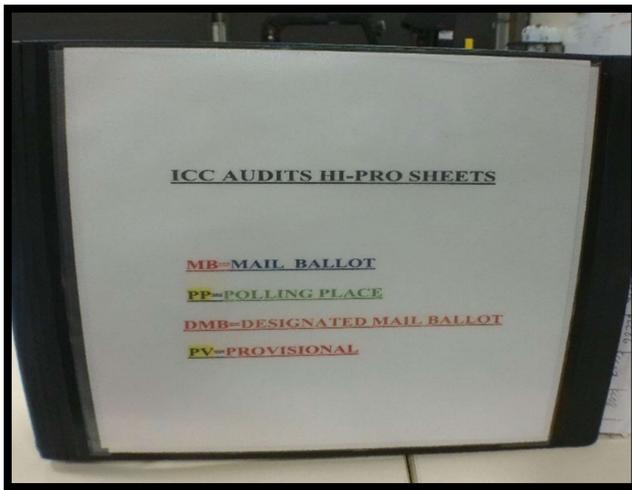
ICC04 - POLLING PLACE (PP)

STARTING: 11/14/22  
ENDING: 5/4

Total Batches: 310  
Total Batches Accepted: 295

Batch Number	Batch Size	Box Number	Outstacks	Time	Initials
37v	2v	1067v	0v	1:25am	RP CR
38v	1v	10014v	0v	1:20am	RP CR
39v	4v	10087v	0v	1:28am	RP CR
40v	38v	10003v	0v	1:27am	RP CR
41v	7v	10008v	0v	1:30am	RP CR
42v	14v	10949v	0v	1:35am	RP CR
43v	17v	10028v	0v	1:37AM	FH CR
44v	309v	10908v	0v	1:52AM	FH CR
45v	355v	10937v	2v	2:01AM	FH CR
46v	157v	10881v	0v	2:07AM	FH CR
47v	282v	11106v	0v	2:15AM	FH CR

Note: this is the binder where we need to file the completed Hi Pro audits by dates and by mail description



### Authorization

Document Owner: Ballot Storage	Initiation Date: 01/18/2023
Version Number: 1.0, Original Document	Date: 09/20/2023
Version Written By: Salvador Valencia	