REGISTRAR OF VOTERS

Ballot Box Data Entry

PROCEDURE DOCUMENT – Version 1.0

Salvador Valencia
09/19/2023

Ballot Box Data Entry

Table of Contents

Purpose

The purpose of this procedure is to ensure that the information from the ballot boxes are being entered into the database efficient and accurately. The Ballot Department verifies the number of ballots IT Department run throughout the election. Ballot boxes should be scaled and verified in order to keep track on all ballots received in the Ballot Storage Department from IT.

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed to record data from ballot boxes for future references and physical location purposes.

Supplies/Equipment

- Metal racks
- Black or Blue pens
- Duo Fob (Clerks on PC)
- Scales
- Computer
- Flat metal carts

Process

Entering Data (Clerk)

1. Login into PC with your username and password.

2. Locate "Ballot Storage" icon on Desktop and double-click the icon.

Reading Ballot Box Label (Runners)

1. First, determine which scale to use for next available box from the metal cart

Note: Scales should be labeled with the box type (See Calibration Procedure)

2. Place the box on the table next to the scale with the label facing upward and readable.

3. Team member 1 will read from top to bottom in the following order:
   a. Box # - Read numbers as single digits. Example, Box 590 is read as "five-nine-zero."
   b. Pocket # or Poll ID
   c. Ballot Category

Note: BMD ballots are smaller than regular ballots. Sometimes two or more categories will be checked off for **Ballot Category**. Determine category based on larger ballots. In the following image, 'Mail" and 'BMD Mail' are both checked off. In this example, you would choose 'Mail' as the **Ballot Category**.

   d. ICC #
   e. Batch #
   f. Batch Size
   g. Out stacks
   h. Scale count → Place the box on the scale and read the number to the data entry clerk

4. Team member 2 (data entry clerk) enters the information in the computer while REPEATING the information. This MUST be done to avoid any typos. Exam: reader reads box # 1212 Computer operator repeats box # 1212

5. After entering the scale count in the computer, the team member will tell you whether it is Verified or Not Verified. The system will determine if the box is verified or not.

Note: Before you give runner a pallet number, **ALWAYS** check to see if the box has been verified.

a. <u>Verified</u>
    i.   Put the box on the table next to the scale.
    ii.   Place a check mark on the verify check box 2(a) & 3(a).
    iii.   Write the pallet # on the box that the data entry clerk gives you.
    iv.   Signs with pallet # are located on the back wall shelves next to the printer and on the beam behind the computer operators.
    v.   Enter date and write your initials on the label after all information has been entered in the data system.
    vi.   Place the box behind the computer clerk for pallet runner to place it on the pallet.

b. <u>Not verified</u>
    i.   Take the box to the left of the PCS and place on the shelves labeled "boxes needing Review."

6. Click on reset to continue with next the available box.

| Date	Employee
a. Scale Count	Verified 2(a) & 3(a)? No
Pallet	
	✖ Reset 🗑 Delete

Determining New Pallet Numbers

When building a new pallet , we need to create a pallet number according to the ballot category based on the mail category. The pallet number is composed of two parts: A two-digit number indicating how many pallets there are and a two-digit number indicating the category. The runners behind the data entry team will indicate when it is time to create a new pallet.

1. Open the BallotStorage_SignsForPrint spreadsheet located at:

    IT → Technology_Support → Ballot_Counting_Coord → Ballot_Storage → EDOCS → Templates

2. In the Printout tab, select the first box next to "Pallet #", then type in the next available number (E.g. If you have 10 pallets already, the next pallet # would be 11).
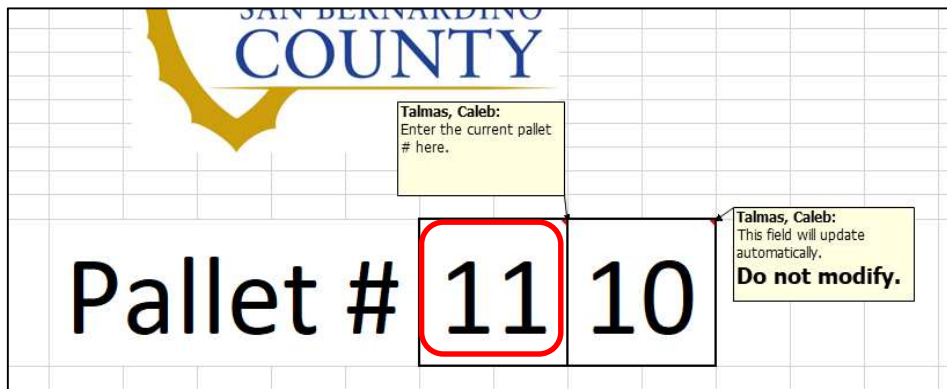
3. Select the ballot category box below the Pallet #. A drop-down arrow will appear to the right.

4. Click the drop-down arrow and select the category that matches with the pallet that was just filled up or the new ballot category.
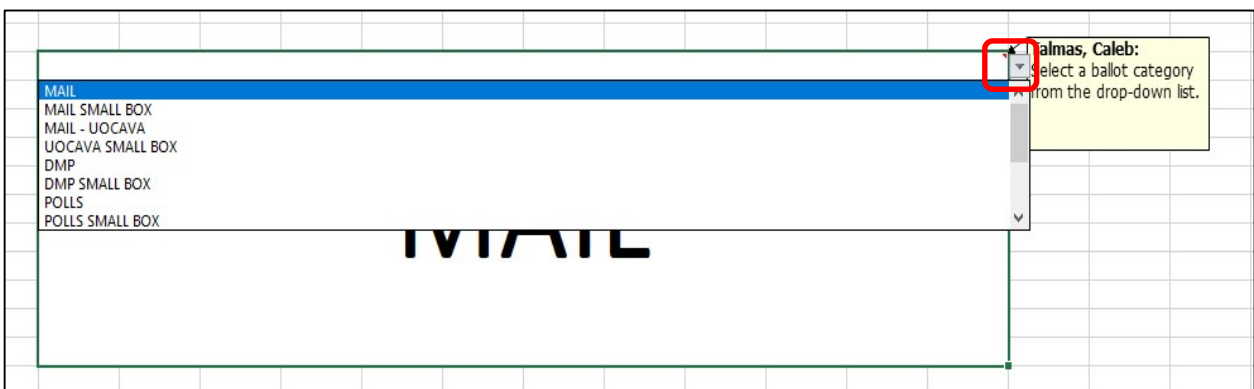
5. The second box will update automatically based on the type of mail on the box.

6. Print four copies and place them in a bulldog clip and hang them on a nearby shelf or the beam next to the computers.

   DO NOT change any numbers on the right-side squares

Authorization

Document Owner: Ballot Storage	Initiation Date: 01/05/2023
Version Number: 1.0, Original Document	Date: 09/19/2023
Version Written By: Salvador Valencia	