



REGISTRAR OF VOTERS

# Processing a voter in DIMS

PROCEDURE DOCUMENT - Version 1.0

Gutierrez, Arely  
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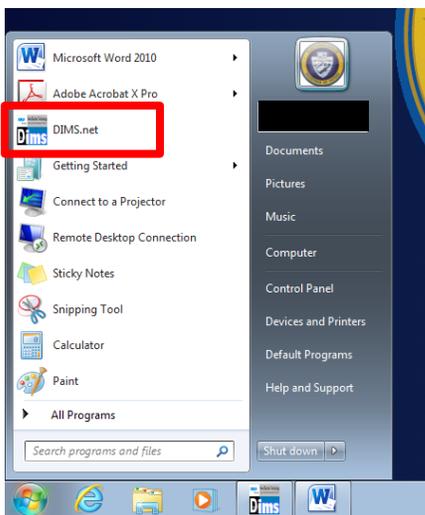
## Scope

This procedure outlines the process used in the Early Vote Center to issue Voters Replacement Mail Ballot, Early Voting Ballot, Picking up another Voters Mail Ballot, Releasing Mail Ballot to a Voters Representative, and Issuing Provisional Ballots. The users of this procedure are the Early Vote Team in the Communications Department.

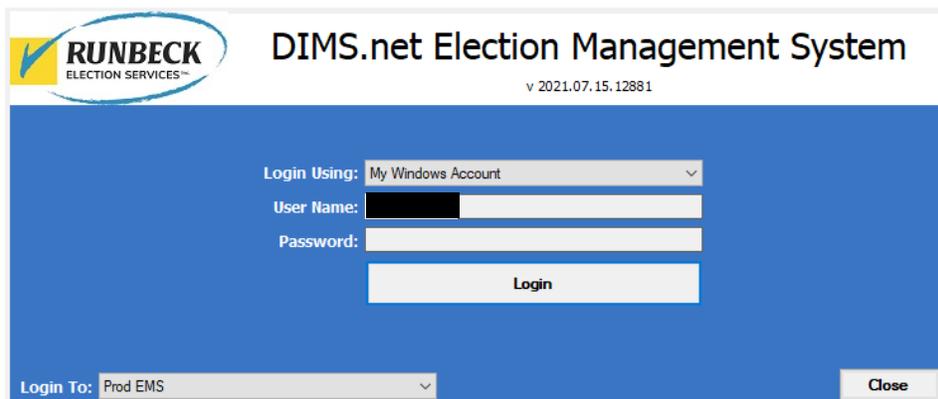
## Processing a Voter in DIMS

This section will guide you on how to process a Voter in DIMS and print an envelope. The ballot will be produced by either the Mobile Ballot Printer or the backup printer.

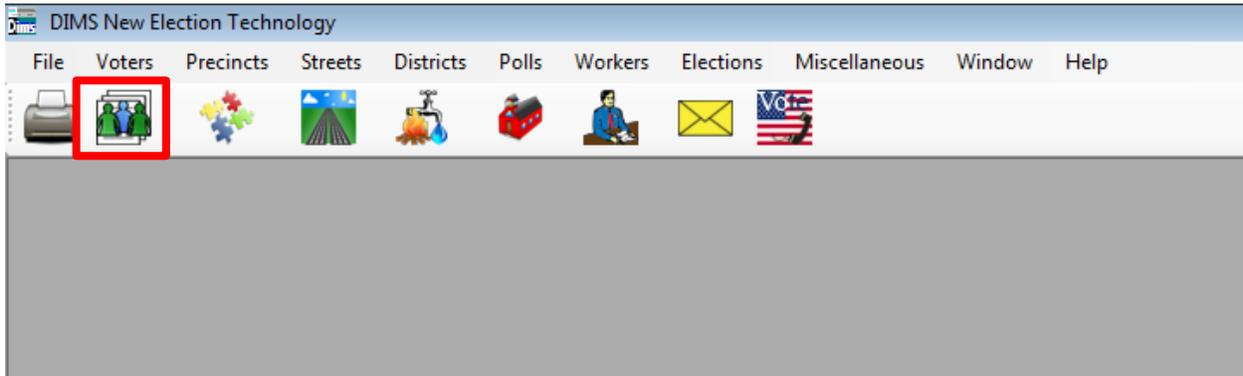
- 1) Open Dims on your computer



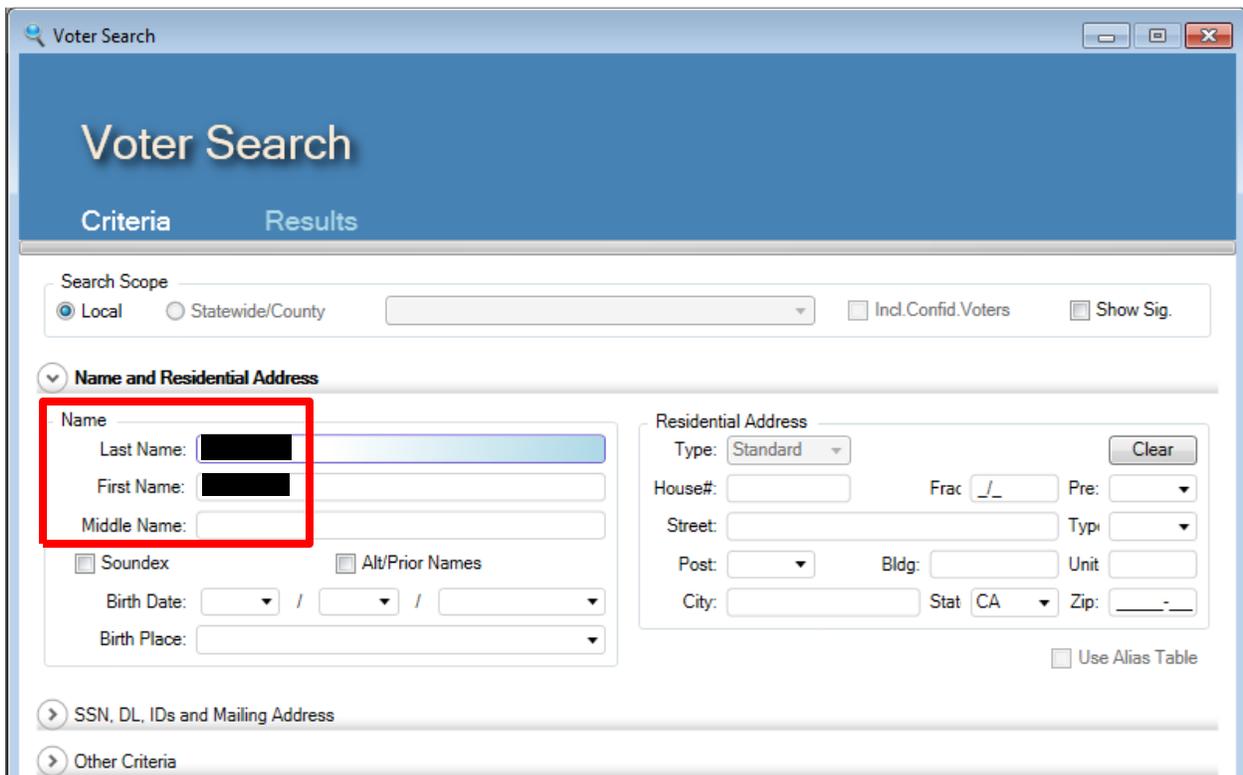
- 2) Log into Dims using your Windows account



3) Locate and click on the Voter Icon



4) A new window will open; enter the Voter's name into the appropriate fields



5) Click Search at the bottom of the screen



6) The Voter's name should then appear, highlighted in blue.

	S	P	LAST NAME	FIRST NAME	INT	DOB	POB	HOUSE	FRAC	PRE	STREET	TYPE	DIR
1	C	Y											
2	A	Y											

12	A		BRADFORD										
13	C		BRADFORD										
14	I		BRADFORD										
15	C		BRADFORD										
16	C		BRADFORD										

**IMPORTANT - If the Voter's name is highlighted in either black, red or yellow, inform the voter that they are going to have to reregister before they can proceed.**

7) Double click on the name highlighted in blue

8) The Voter Information page will open

Voter ID: [Redacted]  
Status: ACTIVE  
Reason: X-DMV - RESIDENCE ADD CHANGE  
Affidavit: [Redacted]  
Sig: [Redacted] Auto Sig:   
DMV Lic: [Redacted] SSN: [Redacted]

**Residence**  
Type: Standard Clear  
House#: [Redacted] Frac: /\_ Dir: [Redacted]  
Street: [Redacted] Type: AVE  
Post: [Redacted] Bldg: [Redacted] Unit #: [Redacted]  
City: [Redacted] Zip: [Redacted]  
Prec: [Redacted] Manual

**Name**  
Name: [Redacted]  
Prefix: [Redacted]  
First: [Redacted]  
Middle: [Redacted]  
Last: [Redacted]  
Suffix: [Redacted] Birth Date: [Redacted]

**Mailing**  
Cntry: [Redacted] Cr  
CareOf: [Redacted]  
Str/Bx: [Redacted]  
City: [Redacted] St: [Redacted] Zip: [Redacted]  
Additional Address

Delete Print Ok Cancel

9) Verify that all the information on the application matches with the information in DIMS

10) Record the Voter ID on the top right corner of the front of the application.

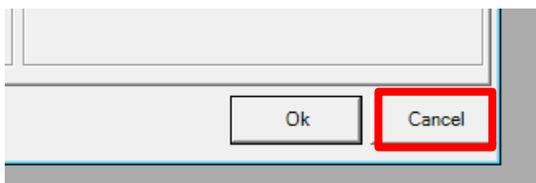
The screenshot shows the 'Voter Details' window in the DIMS application. The window title is '\*\*\*\* PERM AV \*\*\*\*'. It has several tabs: 'Voter Details', 'Properties', 'Misc', and 'Notices/Flags'. The 'Voter Details' tab is active and contains the following sections:

- County Info**: Voter ID (highlighted with a red box), Status: ACTIVE, Reason: X-DMV - RESIDENCE ADD CHANGE, Affidavit, Sig, DMV Lic, and SSN.
- Name**: Name, Prefix, First, Middle, Last, Suffix, and Birth Date.
- Residence**: Type (Standard), House#, Frac, Dir, Street, Type (AVE), Post, Bldg, Unit #, City, Zip, and Prec.
- Mailing**: Cntry, CareOf, Str/Bx, City, St, and Zip.

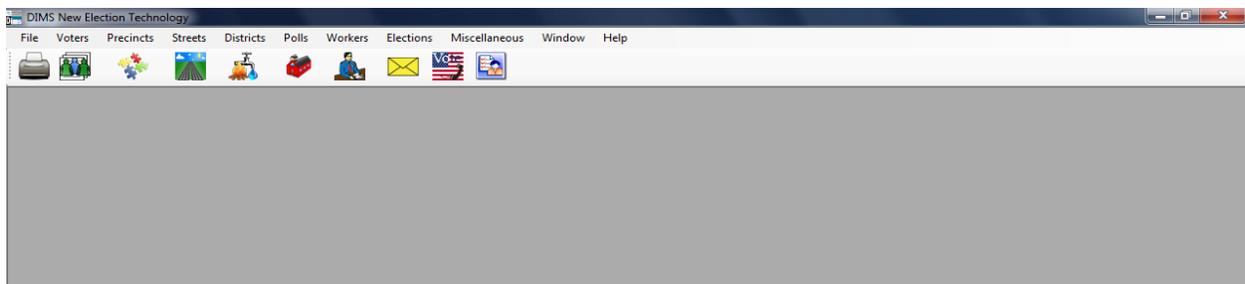
Buttons at the bottom include Delete, Print, Ok, and Cancel.

**IMPORTANT - If the information is different, the voter should be instructed to reregister. If the time period is after the close of registration, the voter should be issued a CVR ballot. Contact your supervisor for assistance if needed.**

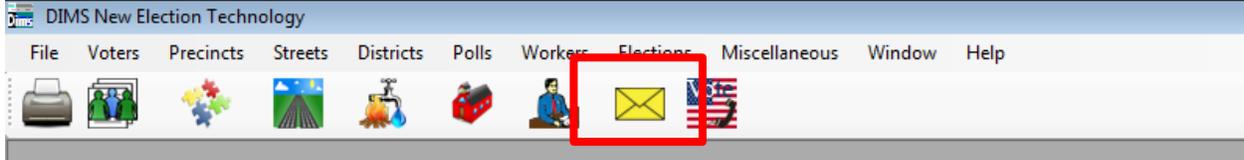
11) Click Cancel.



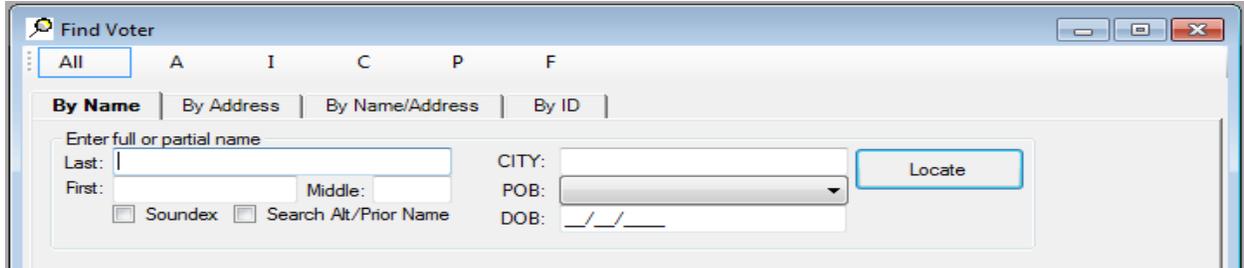
12) You will now be returned to the previous screen.



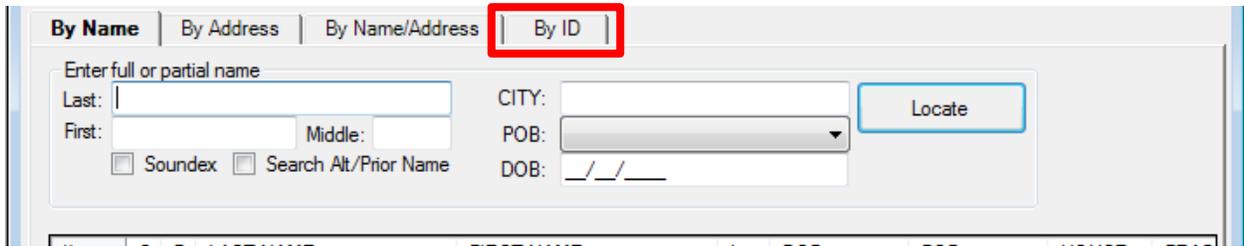
13) Click the yellow envelope located at the top of the screen.



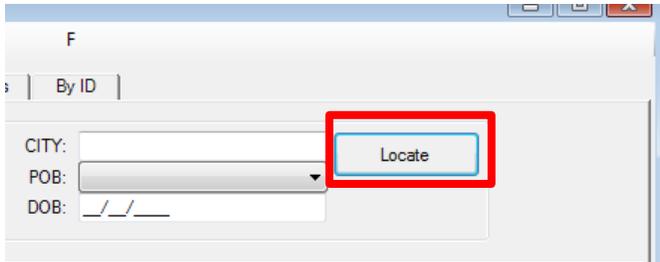
14) A new search screen will open.



15) Click the "By ID" tab and enter the Voter ID.



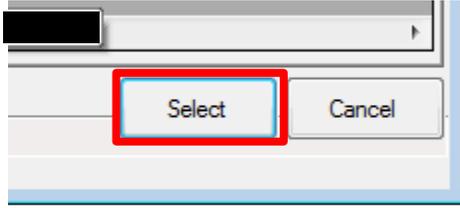
16) Click on Locate.



17) The Voter's name should appear, click on it to highlight in blue.

#	S.	P.	LAST NAME	FIRST NAME	I...	DOB	POB	HOUSE	FRAC
1	C								
2	A	Y							

18) Click on Select.

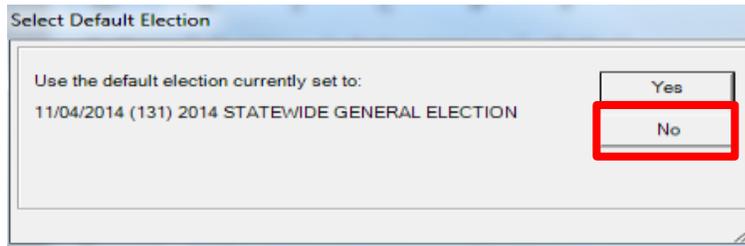


19) A popup will appear asking if the current election set to default is correct.

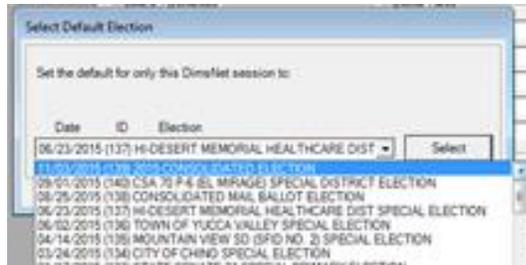
- a. If yes, click the Yes button and proceed to step #
- b. If no, proceed to step #20

20) If you are not in the correct election:

- a. Click No in the dialog box



- b. Select election from the drop down menu



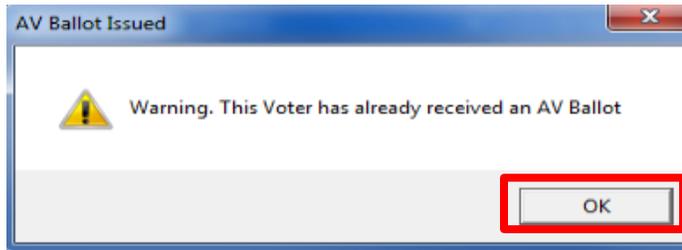
- c. Click Select



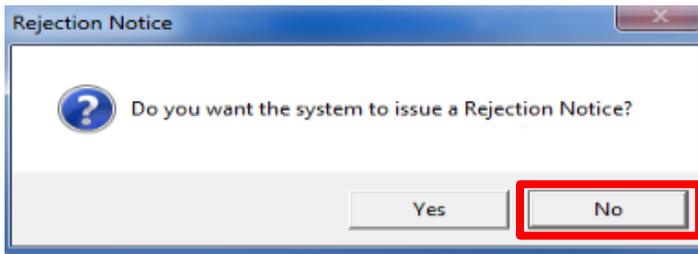
21) Did a dialog box open with the warning that says “**Warning, This Voter has already received AV Ballot**”?

- a. If yes, proceed to step #22
- b. If no, proceed to step # 28

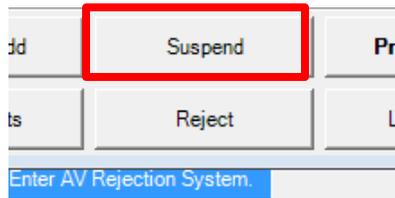
22) Click Ok on the popup.



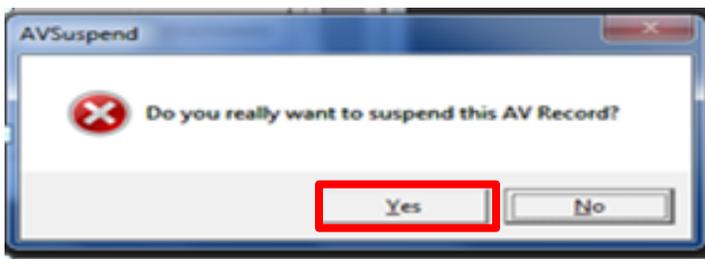
23) Click No on the popup that says “Do you want the system to issue a Rejection Notice?”



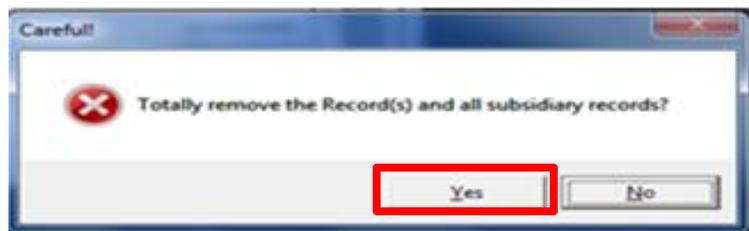
24) Click Suspend



25) A new dialog box will open stating, “Do you really want to suspend this AV Record?”, click Yes.



26) Another dialog box stating “Totally remove the Record(s) and all subsidiary records?”, Click Yes.



27) Search the voter again and open their file

The screenshot shows a search interface with four tabs: 'By Name', 'By Address', 'By Name/Address', and 'By ID'. The 'By ID' tab is highlighted with a red box. Below the tabs, there are input fields for 'Last', 'First', and 'Middle' names, and checkboxes for 'Soundex' and 'Search Alt/Prior Name'. There are also fields for 'CITY', 'POB' (a dropdown menu), and 'DOB' (a date field). A 'Locate' button is positioned to the right of the 'CITY' and 'POB' fields.

28) From the Category drop down, you will select Counter Absentee.

**IMPORTANT – If the Voter has elected to use the BMD, the Category should be Early Voting**

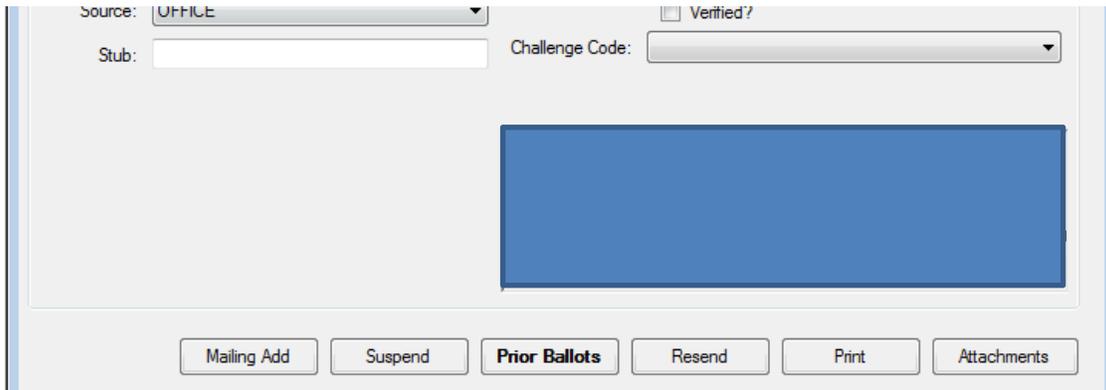
This screenshot shows a form with various fields. The 'Category' dropdown menu is highlighted with a red box and is set to 'COUNTER ABSENTEE'. Other fields include 'Election' (11/03/2015 (139) 2015 CONSOLIDATE), 'VoterID' (754103), 'ID' (7332093), '# Issued' (5), 'Issd' (10/02/2015 08:14:53), 'Downloaded' (//), 'Voter Sent' (//), 'Return Source' (a dropdown menu), 'Return Date' (// / /), 'Source' (OFFICE), 'Stub' (a text field), and 'Challenge Code' (a dropdown menu). There is also a 'Verified?' checkbox.

This screenshot shows the same form as above, but the 'Category' dropdown menu is highlighted with a red box and is set to 'EARLY VOTING'. The 'Return Date' field is now populated with '09/28/2015' and the 'Verified?' checkbox is checked.

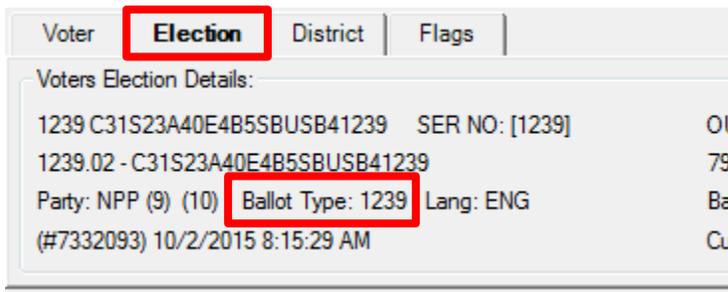
29) From the Source drop down, you will select Office.

This screenshot shows the same form as above, but the 'Source' dropdown menu is highlighted with a red box and is set to 'OFFICE'. The 'Return Date' field is now empty (// / /).

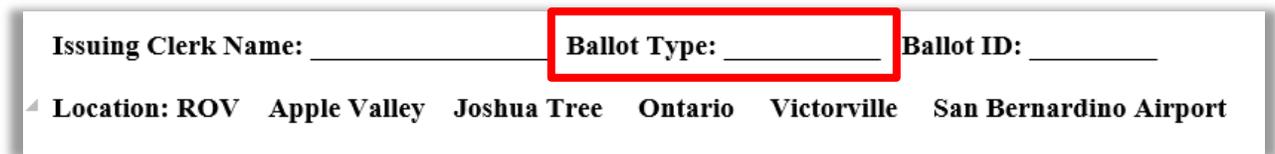
30) Verify that the Voter's signature located on the screen matched the signature on the application.



31) Locate the ballot type under the Election tab.

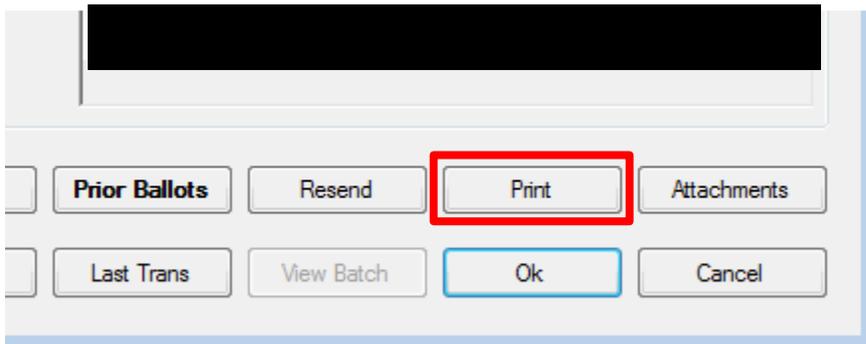


32) Record the ballot type on the application in the corresponding field.

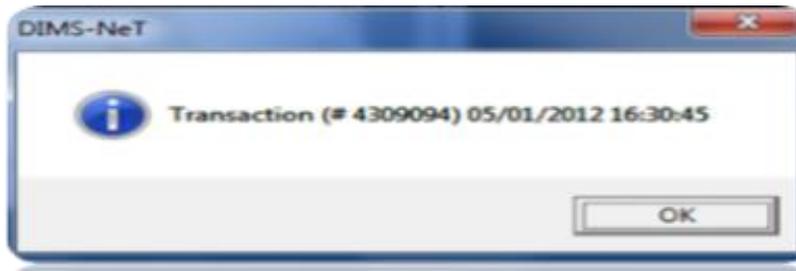


33) Verify the correct envelopes are on the correct printer.

34) Click Print.



35) A dialog box with a Transaction number will appear.



36) Record this number in the Ballot ID field on the application

Issuing Clerk Name: _____	Ballot Type: _____	<b>Ballot ID: _____</b>
Location: ROV   Apple Valley   Joshua Tree   Ontario   Victorville   San Bernardino Airport		

37) Write your name on the issuing clerk line and circle your location: "ROV"

38) Verify the ballot type matches the ballot type printed on the envelope.

39) Provide the ballot to the voter if Ballot Stock is available. If there is no Ballot Stock, print the ballot on the MBP.

**IMPORTANT - Activate the ballot on the BMD if the voter requested to use the machine.**

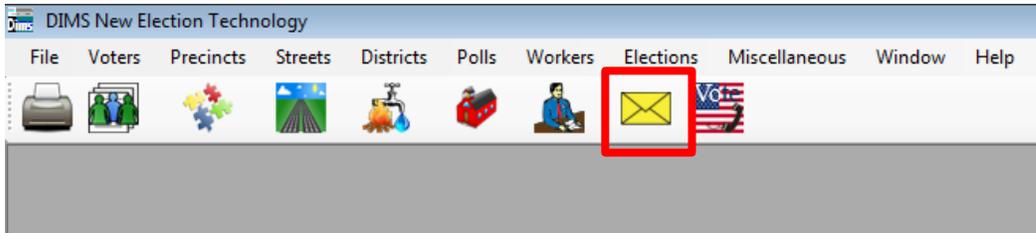
40) Give the ballot to the Voter and instruct them to sign and date the envelope.

41) Direct them to the polling booth.

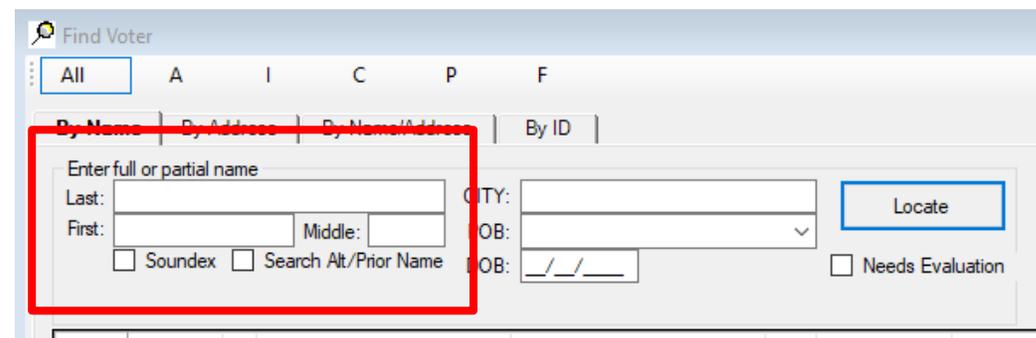
42) Place in the application in the appropriate tray.

## Processing a CVR/Provisional Voter in DIMS

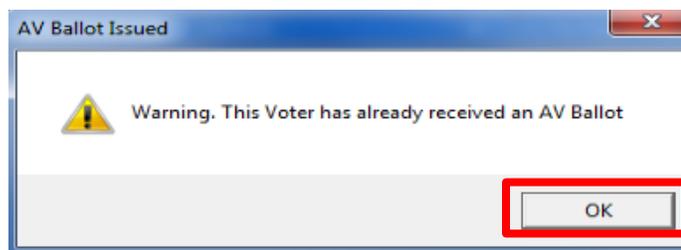
- 1) If the E-15 deadline has passed, start by searching for the Voter in DIMS.
- 2) Click on the Yellow Envelope icon.



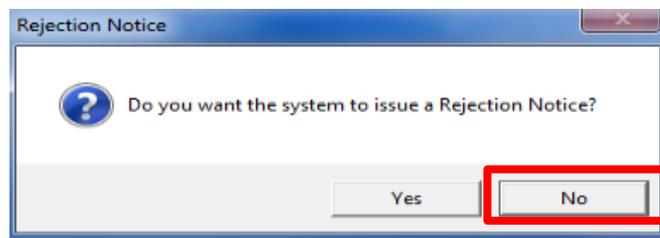
- 3) Search the voter by name



- 4) Click Locate
- 5) Did a dialog box open with the warning that says **“Warning, This Voter has already received AV Ballot”**?
  - a. If yes, proceed to step #6
  - b. If no, proceed to step #8
- 6) Click Ok on the popup



- 7) Click No on the popup that says **“Do you want the system to issue a Rejection Notice?”**



- 8) Click on the Elections tab
- 9) Locate the Ballot Type and record this on the Voter's application.

The screenshot shows a web application interface with a tabbed menu at the top containing 'Voter', 'Election', 'District', and 'Flags'. The 'Election' tab is active and highlighted with a red box. Below the menu is a section titled 'Voters Election Details:' containing several lines of text: '0755 C08S23A40E4B3SBUHI30755 SER NO: [755] HIGHLAND FAMILY YMCA', '0864.00 - C08S23A40E4B3SBUHI30864 7793 CENTRAL AVE', 'Party: DEM Ballot Type: 755 Lang: ENG Batch = 804489; Envelope = 153', and '(#11706600) 9/8/2020 6:27:48 PM Current Batch = 804489; Envelope = 153'. The 'Ballot Type: 755' field is highlighted with a red box.

**Issuing Clerk Name:** \_\_\_\_\_ **Ballot Type:** \_\_\_\_\_ **Ballot ID:** \_\_\_\_\_

▲ **Location:** ROV Apple Valley Joshua Tree Ontario Victorville San Bernardino Airport

- 10) Exit out of DIMS
- 11) Complete the CVR/Provisional envelope
- 12) Verify that the information on the CVR/Provisional envelope matches the information on the application.
- 13) Voter will sign the CVR/Provisional Envelope.
- 14) Inform the voter to tear off the stub and keep it for their records.
- 15) Write "Provisional" in the Ballot ID field of the application.

**Issuing Clerk Name:** \_\_\_\_\_ **Ballot Type:** \_\_\_\_\_ **Ballot ID:** \_\_\_\_\_

▲ **Location:** ROV Apple Valley Joshua Tree Ontario Victorville San Bernardino Airport

- 16) Provide the ballot to the voter if Ballot Stock is available. If there is no Ballot Stock, print the ballot on the MBP.

**IMPORTANT - Activate the ballot on the BMD if the voter requested to use the machine.**

- 17) Direct them to the polling booth.
- 18) Place in the application in the appropriate tray.

## Authorization

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Version Written By: Arely Gutierrez	