

REGISTRAR OF VOTERS

BlueCrest Vantage Mail Sorter: Completing a Daily Challenge Audit

PROCEDURE DOCUMENT – Version 3.2

Harrell, Zonia 9/13/2024

BlueCrest Vantage Mail Sorter: Completing a Daily Challenge Audit

Contents

Scope	2
Purpose	2
Supplies and Programs Needed	2
Creating and Printing a Daily Challenge Audit Report	3
Conducting a Challenge Audit	9
When Challenge Audit Report and the Challenged Ballots Do Not Match	11
Researching Challenge Code Overturned through DIMS.net	16
If you have an AVID Number on the Challenge Audit Report but not the ballot:	17
Where to find Misplaced VBM Envelopes during a Challenge Audit	18
If the Ballot is Challenged	19
Completion of Challenge Audit	21
Authorization	22

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for the Challenged Ballot Audit Teams and any other personnel assigned to auditing ballots daily. This process is to be performed daily during the election and must be completed before end of day.

Purpose

Ballots challenged during the Signature Verification Process and verified during Batch Audits are moved to the "Challenges" rack. All the challenged ballots remain on this rack in their proper tray until they are worked and overturned to valid or remain challenged. This procedure is to ensure that all challenged ballots for the current election are accounted for and in their proper location.

Supplies and Programs Needed

- Daily Challenge Audit Report
- Challenge Audit Rack
- Yellow Highlighter
- Pen
- DIMS.net access
- Mail Ballot Processing Database (MBPD) access

Audit Guidelines

- 1. Supervisor/Lead will provide a Daily Challenge Audit report from MBPD.
- 2. Ballots on the "Challenges" rack are to be reviewed at the beginning or end of each day to make sure all challenged ballots are accounted for and properly placed.
- 3. Teams of two (2) conduct the audit.
- 4. Work on one challenge type at a time to prevent misplacing any ballots.
- 5. No one should be working on the same challenge types during the audit

Creating and Printing a Daily Challenge Audit Report

After determining the challenges and AV ID number ranges, the Challenged Ballot Audits Team Lead will need access to the **Mail Ballot Processing Database (MBPD)** to create and print out a Daily Challenge Audit Report.

1. From the Challenges racks, write the first and last AVID card numbers from each tray of the challenge type being worked.





2. Back at your computer, on the desktop, double-click the **Mail Ballot Processing Database** icon.



- 3. Click Reports.
- 4. Click *Challenge Audits.*



Note: Initially the challenges will be out of sync

Challenges Are Out of Sync

5. Click on **Sync Challenges** and wait a few seconds. The date and time of the *last synced* label should be updated to the current date and time.



San Bernardino County Registrar of Voters

BlueCrest Vantage Mail Sorter: Completing a Daily Challenge Audit (Version 3.2)

6. Select the **Challenges** you wish to print.

	NID	48	
	NMS	2349	
	NOT	2794	

7. Click on **Challenge Audit Report** located at the bottom of the window.



8. The report will pop up before you print it.

Election ID 41	36			
hallenge Ty	/pe NMS			
AV ID	Voter	Date Si Returned Ver	ig ified	voter_id
1490				
45451111	MR NO BODY	11/5/2020	Y	464565
45451122	MRS HOME V BOYTON	11/2/2020	Y	5456212
45451222	MR DON J DONUTTINBERG	10/22/2020	Y	34022
45451233	MR POKE BARRING	11/1/2020	Y	47940
45451344	MRS GIA DIANE GINATONG	10/18/2020	Y	91347
45451454	MR DAVID TAKANAKA	10/31/2020	Y	864317
45452626	MRS GRAPE R TUCKER	10/25/2020	Y	31314
1491		-		
45463112	MS WENDY CHITATONE	11/4/2020	Y	564566
45464124	MR DONALD JOHN BUGGER	11/1/2020	Y	6456213
45464224	MISS TRISH O RICHARDSON	10/12/2020	Y	44023
45465236	MR MICK TIGERSON	11/3/2020	Y	37941
45467348	MRS JANE DURANG	10/28/2020	Y	81348
45467450	MR JACK A DURANG	10/8/2020	Y	964318
45468623	MRS ARANMA MADALONA VITIKA	10/19/2020	Y	21313
45468889	MR VILIAN T TERRON	11/01/2020	Y	6456213
45469100	MISS NIVERA GIVINTON	10/19/2020	Y	86471
492				
45471114	MS DENNY MINDER	11/3/2020	Y	164561
45472128	MR FINAL GOLLY CATHER	11/2/2020	Y	3456216
45472426	MISS JANICE NICERTON	10/30/2020	Y	94020
45473239	MR JONDA R WALTERS	11/6/2020	Y	67947
45474344	MRS LOFFA TONDU	10/21/2020	Y	41342
45474990	MR POKER POPPIMPLE	10/8/2020	Y	564315
45475656	MR QUINCEY T VITIKA	10/19/2020	Y	91312
45476584	MRS DONNA RICHARDSON	10/31/2020	Y	1212
45479998	MISS NIVERA GIVINTON	10/26/2020	Y	3456218
Mone	day, June 12, 2023	Pa	ige 1	of 91

- 9. Print challenge audit reports by the AV ID tray number ranges that you recorded earlier, as in the examples below:
 - a. Locate the arrows at the bottom of the page. Click the arrow until you find the first 4 AVID card numbers for the tray you are working on, in this example #1490 is on page 1.
 - b. Stop on the page that has the last 4 AVID card numbers in that same tray, in this example #1498 is on page 8.

General Election Challenge Audit								
Election ID 4136	5							
Challenge Typ	De NMS							
AV ID	Voter	Date Sig Returned Verifie	ed vo	ter_id				
1490		Returned Ver	ified	-				
		44 17 12 02 0						
45451111	MR NO BODY	11/5/2020	Y	464565				
45451122	MRS HOME V BOYTON	11/2/2020	Ŷ	5456212				
45451222	MR DON J DONUTTINBERG	10/22/2020	Y	34022				
45451288	MR POKE BARKING	11/1/2020	1	4/940				
45451344	MISS GIA DIANE GINATONG	10/18/2020	1 Y	9134/				
1401 6	MIS DAVID TAKANAKA	10/31/2020	4	804317				
1491	MRS GRAPE R TUCKER	10/25/2020	Y	31314				
45463112	MS WENDY CHITATONE	11/4/2020	Y	564566				
45464124	MR DONALD JOHN BUGGER	11/1/2020	Y	6456213				
45464224	MISS TRISH O RICHARDSON	10/12/2020	Y	44023				
45465236	MR MICK TIGERSON	11/3/2020	Y	37941				
45467348	MRS JANE DURANG	10/28/2020	Y	81348				
45467450	MR JACK A DURANG	10/8/2020	Y	964318				
45468623	MRS ARANMA MADALONA VITIKA	10/19/2020	Y	21313				
45468889	MR VILIAN T TERRON	11/01/2020	Y	6456213				
1492 👓	MISS NIVERA GIVINTON	10/19/2020	Y	86471				
1492								
45471114	MS DENNY MINDER	11/3/2020	Y	164561				
45472128	MR FINAL GOLLY CATHER	11/2/2020	Y	3456216				
45472426	MISS JANICE NICERTON	10/30/2020	Y	94020				
45473239	MR JONDA R WALTERS	11/6/2020	Y	67947				
45474344	MRS LOFFA TONDU	10/21/2020	Y	41342				
45474990	MR POKER POPPIMPLE	10/8/2020	Y	564315				
45475656	MR QUINCEY T VITIKA	10/19/2020	Y	91312				
45476584	MRS DONNA RICHARDSON	10/31/2020	Y	1212				
45479998	MISS NIVERA GIVINTON	10/26/2020	Y	3456218				
Monday, June 12, 2023 Page 1 of 91								
Page: 14	(<mark>1</mark> 🕞 🖂 🍸	Filtered						

Gener		
Election	i l	
Challer		
AV ID		
1497	1	
1497	c	
1497	c	
1498		
1498	C	
1498	1	
1498	1	
1498	2	
1498	2	
1498	2	
1498		
1498		
1498	4	
1498	4	
1400	4	
Page: H	₹	

₽

10. Press **Ctrl+P** to Print the Challenge Audit Report.

BlueCrest Vantage Mail Sorter: Completing a Daily Challenge Audit (Version 3.2)

- 11. Select printer ROV-002957 as on the image below.
 - a. Locate Print Range, **Select/type** Pages from 1 to 8 or whichever range you need to print.
 - b. Click **OK** to Print.

Print			? ×
Printer <u>N</u> ame: Status: Type:	\\rov-vprint.sbcounty.gov\ROV-00 Toner low; 0 documents waiting HP Universal Printing PS	2957 🗸	Properties
Where: Comment:	ROV - Ballot	Γ	Print to File
Print Rang	e	Copies	
		Number of <u>C</u> opies:	1 🜩
Pages	<u>From: 1 To: 8</u>	31 32 33	Collate
○ Selecte	ed <u>R</u> ecord(s)	1 2 3	<u> </u>
Setup		ОК	Cancel

- 12. Collect and staple the reports in the order that they are printed.
- 13. Number, and place the reports in the trays according to the challenge and AVID card numbers.

Note: If there are other AVID numbers on the report that are not needed for the tray that is being worked, you will need cross them off with a sharpie to eliminate confusion.

Figure 10	100			
Challenge 1	ype NMS			
AV ID	Votor	Date 54 Retained Veri	e Red	veter_kl
490				-
45451111	MR NO BODY	11/5/2020	T.	464565
45451122	MRS HOME V BOYTON	11/2/2020	¥.	5456222
15451222	MR DON J DONUTTINBERG	10/22/2020	Ŧ.	34022
45451233	MR PORE BARRING	11/1/2020	Ŧ	47940
45451344	MRS GIA DIANE GINATONG	10/18/2020	Ŧ	91347
45451454	MR DAVID TAKABAKA	10/31/2020	¥	\$64317
45452626	MRS GRAPE R TUCKER	10/25/2020	¥	31314
1491				0
11:10:10	MS WENDY CHITATONE	11/4/2020	¥	564566
15494224	MR DONALD JOHN BUGSER	11/1/2020	Ŧ	10000
1546422	MISS TRISH O RICHARDSON	10/12/2020	3	A4023
45445236	MR MICK TIGERSON	11/3/2020		37943
15467348	ES JANE DURANG	10/28/2010	¥	#1348
45467450	MR MEE A DURANG	4 2020	¥.	964318
45468623	MRS ARRESA MADALONA VITIKA	10/19/2020	Ŧ	21313
45468889	MR VILIAN T TO BON	11/01/2020	¥	6456213
45468500	MISS NIVERA GIVINGEN	10/19/2020	¥	86471
492	X			
45471114	MS DENNY MINDS	11/3/2020	. *	164561
45472128	MR FINAL GOLD CATHER	11/2/2020	Υ.	\$456216
45472426	MISS JAN A NICERTON	10/30/2020	¥	94020
45473238	MR. H. KAA R WALTERS	11/12/12/20	Ŧ	67947
45474344	IS LOFFA TONOU	10/21/201	. 4	41342
15474900	MR POKER POPPIMPLE	30/8/2020		564315
154754	MR QUINCET T VITRA	10/11/2020	Ψ.	21312
154 1584	MRS DONNA RICHARDSON	10/31/2020	¥.	
479998	MISS NIVERA GIVINTON	10/26/2020	¥	3456219

NOTE: Stapling, and numbering the reports will make it easier to place the report in the appropriate trays.



- 14. Repeat steps 4 12 until all the Challenge Audit reports have been printed for that challenge code.
- 15. Repeat as needed for all other challenge codes.

Conducting a Challenge Audit

Once the Challenge Audit Report is printed out, teams of two must check the ballots within each challenge code tray against the AVID numbers on the Challenge Audit Report.

1. Remove the challenge tray from the *"Sorted Challenges"* rack that corresponds to the challenge type of the Challenge Audit Report.

Note: Only work on one challenge tray at a time to avoid misplacing a ballot.

2. Take the tray and Challenge Audit Report to the Challenge Audit Audits Area.

Note: If you are unsure of where the audits area is located, ask your lead/supervisor.



3. In teams of two (2), begin to audit the selected challenge type.

Person 1: Reads the AVID numbers from the envelopes in the tray, calling all the digits. i.e., 13 72 55 96 thirteen, seventy-two, fifty-five, ninety-six.

Person 2: confirms the AVID number by highlighting it on the Challenge Audit Report.

Note: Do not highlight anything before the whole number has been called out to avoid mistakes. Anything not called out should be flagged as seen below. Check with your lead if you need flags.

4. Once finished with a challenge type, return the tray to the *"Sorted Challenges"* rack and continue onto the next challenge type until the report is completed.

Note: After completing the audit, each team member will initial and date the report.

Challenge 1	VDE NMS			
AVID	Voter	Date Si	g	voter_id
		Returned Ver	ified	
4545				-
45451111	MR NO BODY	11/5/2020	Y	464565
45451122	MRS HOME V BOYTON	11/2/2020	Y	545621
45451222	MR DON J DONUTTINBERG	10/22/2020	Y	34022
45451233	MR POKE BARRING	11/1/2020	Y	47940
45451344	MRS GIA DIANE GINATONG	10/18/2020	Y	91347
45451454	MR DAVID TAKANAKA	10/31/2020	Y	864317
45452626	MRS GRAPE R TUCKER	10/25/2020	Y	31314
4546				
45483112	MS WENDY CHITATONE	11/4/2020	Y	\$64556
45464124	MR DONALD JOHN BUGGER	11/1/2020	4	545621
45464224	MISS TRISH O RICHARDSON	10/12/2020	Y	44023
45465236	MR MICK TIGERSON	11/3/2020	۲	37941
45467348	MRS JANE DURANG	10/28/2020	Y	8134 B
45467450	MR JACK A DURANG	10/8/2020	¥	964318
45468623	MRS ARANMA MADALONA VITIKA	10/19/2020	Y	21313
45468889	MR VILIAN T TERRON	11/01/2020	Y	545621
45469100	MISS NIVERA GIVINTON	10/19/2020	Y	86471
4547		and an and a second		
45471114	MS DEWNY MINDER	11/3/2020	Y	164561
45477128	MR FINAL GOLLY CATHER	11/2/2020	Y	345621
45472425	MI55 JANICE NICERTON	10/30/2020	Y	94020
45473729	MR IONDA R WALTERS	11/6/2020	Y	67947
45474344	MRS LOFFA TONDU	10/21/2020	Y	41342
45474990	MR POKER POPPIMPLE	10/8/2020	Y	\$64315
45875656	MR OUNCEY T VERA	10/19/2020	Y	91312
45475584	MRS DONNA RICHARDSON	10/31/2020	Y	1212
45670009	MISS MINERA GRUINTON	10/26/2020	Y	345621
45479998	MISS NIVERA GIVINTON ZH 11/ MT 11	10/25/2020 /05/2024 /05/2024	Y L	34562

When Challenge Audit Report and the Challenged Ballots Do Not Match

When you finish highlighting the AVID numbers for a challenge type during the Challenge Audit process, you may come across an extra ballot in the challenge tray that is not on the Challenge Audit Report. When this occurs, it is best to:

- Stand the ballot up in the tray and let the Team Lead know that there is a discrepancy.
- Note that there is a discrepancy in the report.
- Continue the Challenge Audit in case the ballot envelope was placed in the wrong challenge tray.

If that ballot does not appear anywhere on the Challenge Audit Report, notify your Lead, and have them research the problem. To identify the issue, the Lead must:

1. Open DIMS.net from the desktop.



- 2. Note: If the "Login Using" section is showing a different option when you open DIMS, click the drop-down arrow to select "My Windows Account" before proceeding.
- 3. Click the Login button.

RUNBECK ELECTION SERVICES	DIMS.net Election Management System	n
	Login Using: My Windows Account V User Name: Zonia Harrell Password:	
	Login	
Login To: Prod EMS	Co	se

- 4. Click on the "Elections" menu.
- 5. Click on "Change Default Election".



6. A Select Default Election window will appear. If the election displayed is correct, click Yes.



- 7. If the election displayed is incorrect, click No.
 - a. The Select Default Election window will change to display a drop-down list and a Select button.
- 8. Click the arrow of the drop-down list to expand it.
- 9. Click on the correct election and then click the **Select** button.

Select Default Election									
	Set the defa	ault for o	nly this DimsNet	session to:					
L	Date	ID	Election						
Ш	11/05/2019	(3944)	2019 CONSOL	IDATED ELECTION		<u>S</u> elect			
L	11/03/2020	(3958)	2020 PRESIDE	NTIAL GENERAL EL	ECTION			^	
	05/12/2020	(4049)	MAY 12, 2020,	CONGRESSIONAL	DISTRICT 25 SI	PECIAL GENE	RA		
	05/12/2020	(4059)	MAY 12, 2020,	CONGRESSIONAL	DISTRICT 25 SI	PECIAL GENE	RA		
	05/12/2020	(4057)	MAY 12, 2020.	STATE SENATE DI	STRICT 28 SPE	CIAL GENERA	AL.		
	03/03/2020	(3957)	2020 PRESIDE	NTIAL PRIMARY EL	ECTION				
	03/03/2020	(4015)	MARCH 3, 2020	CONGRESSIONA	L DISTRICT 25	SPECIAL PRIN	MAR		

10. A Selection Confirmed window will appear. Click **OK**.



11. Double click the "Enter Absent Voter Ballot" icon (Yellow Envelope).

ĺ

12. Click "By ID".

¢	Find Voter									
1	All	Α	I.	С	Р	F				
Γ	By Name	By Ac	Idress	By Name/A	ddress	By ID				
	Check desi	red searc	ch method t	then enter cr	iteria					
	Voter ID	~					Locate			
	Needs Evaluation									

13. "Click "Voter ID". Drop down arrow and select AV ID.

By Name By A Check desired sear	ddress By Nar ch method then ent	me/Address By ID er criteria	1		
AV ID				Locate	
Voter ID Affidavit Drvrs. Lic. SSN State ID	incl. Confider	tials 🗌 Needs Evaluati	on		
Email Fax/Phone 2	P. AFFIDAVIT	LAST NAME	FIRST NAME	INT	DOB
AV ID					

- 14. Enter the AV ID Number in the textbox next to **AVID.**
- 15. Click Locate or press Enter.

16. After confirming that the voter that appears is the correct one, **double click** on the highlighted voter's name.

Find Vot	ter								
All	А	1 C	Р	F					
By Name	e 🛛 By Ad	dress By N	ame/Address	By ID	1				
Check d	lesired searc	h method then e	nter criteria						
L AN LUD		56016492					Locate		
AV ID	~	30010482							
AVID		Incl. Confid	entials 🗌 Ne	eeds Evaluat	ion				
AVID		Incl. Confid	entials 🗌 Ne	eeds Evaluat	ion		-1		
AVID		Incl. Confid	entials 🗌 Ne	eeds Evaluat	ion				
AVID		Incl. Confid	entials 🗌 Ne	eeds Evaluat	ion			_	
#	STATUS	P. AFFIDAVIT	entials 🗌 Ne	eeds Evaluat	ion FIRST	NAME	INT	DOB	POB
#	STATUS	P. AFFIDAVIT	entials Ne	eeds Evaluat ME	FIRST	NAME	INT	DOB	POB

17. "AV/VBM Ballot Issued" screen will pop-up, click "OK".



18. "Rejection Notice" screen will pop-up, click "No".

Note: ALWAYS select NO on this screen.

Rejection	Notice	×
?	Do you want the system to issue a Rejection Notice?	
	Yes No	

- 19. From the AV ID Module, check if there is a challenge code associated with this ballot.
- 20. If the ballot **IS NOT** challenged in DIMS.net, then the ballot was overturned to Valid but not moved to the "*Valid Overturns*" rack. Before moving the ballot to the "*Valid* Overturns" rack, the lead must research if the overturn was intentional and justified.

Note: If the AVID number **IS** challenged, then there was a Printout mistake that did not show this ballot on the report and a new Challenge Audit Report must be generated and printed from the **Challenge Audits** section located in the *"Reports"* dropdown from the MBPD.

=				- • ×
Voter E	Election District Flags			
Voters Name Current Bal Name: Address:	and Address on File: lot Information LINUS CHANTAL HART 2470 BLAIN KIT COURT	Current Ballot Name: Address:	Information LINUS CHANTAL HART 2470 BLAIN KIT COURT	
Mailed To:	FONTANA, CA 92336 2470 BLAIN KIT COURT FONTANA, CA 92336	Mailed To:	FONTANA, CA 92336 2470 BLAIN KIT COURT FONTANA, CA 92336	
Ballot Type Party:	≥: 1263 REP	Ballot Type: Party:	1263 REP	4.0.044
				Active Ballots
Election: VoterID: # Issued: Category:	11/03/2020 (3958) 2020 PRESIDENTIAI 259431 ID: 56016482 Issd:	Downloaded: / / Voter Sent: / / Return Source: MAI Return Date: 11/0	L	Is RAVBM?
Source: Stub:	MAIL	Challenge Cod (NOI	Anter N-MATCHING SIGNATURE	
Type App: How Recd: Voting Form: Appl. Date:		S Linu	e Ha	t
Delete	Mailing Add Suspend	Prior Ballots Re	end Ok	Attachments
Delete	Comments <u>H</u> eject	Last Irans View	Batch <u>U</u> K	Lancel

Researching Challenge Code Overturned through DIMS.net

When there is a ballot in the "*Challenges*" rack that is shown as Valid in DIMS.net, further research must be done to ensure it is truly a valid ballot.

=				- • ×
Voter i	ection District Flags			
Voters Name Current Bal Name: Address:	and Address on File: lot Information LINUS CHANTAL HART 2470 BLAIN KIT COURT FONTANA, CA 92336	Current Ballot Name: Address:	Information LINUS CHANTAL HART 2470 BLAIN KIT COURT FONTANA, CA 92336	
Mailed To:	2470 BLAIN KIT COURT FONTANA, CA 92336	Mailed To:	2470 BLAIN KIT COURT FONTANA, CA 92336	
Ballot Typ	e: 1263	Ballot Type:	1263	
Party:	REP	Party:	REP	Active Ballots
Election:	11/03/2020 (3958) 2020 PRESIDENTIAL	Downloaded: //		
VoterID:	259431 ID: 56016482	Voter Sent: / /		
# Issued:	Issd:	Return Source: MA	L v	Is RAVBM?
Category:	PERMANENT ABSENTEE	Return Date: 11/0	12/2020 🗌 Need	s Evaluation
Source:	MAIL		venileu ?	
Stub:		Challenge Code:		~
Type App:	· · · · · · · · · · · · · · · · · · ·	1		
How Recd:		1. <i>l</i> _	1 1	1
Voting Form:	· · · · · · · · · · · · · · · · · · ·	ann	1 ta	t
Appl. Date:	_/_/			
	Mailing Add Suspend	Prior Ballots Re	send	Attachments
Delete	Comments <u>R</u> eject	Last <u>T</u> rans <u>View</u>	Batch Qk	Cancel

1. From the AV Module, click "Last Trans".

NVS 0 N		11/4/2019 2:31:29 PM 11/4/2019 2:31:29 PM	SBCOUNTY\Mar
NVS 0 N		11/4/2019 2:31:29 PM 11/4/2019 2:31:29 PM	SBCOUNTY Mar
0 N	v	11/4/2019 2:31:29 PM	SCOUNTYA Harm
N	V		
		11/4/2019 11:26:39 AM	SBCOUNTY\Mar
	NVS	11/4/2019 11:15:25 AM	SBCOUNTY\Mar
0	10083	11/4/2019 11:02:34 AM	SBCOUNTY\Ale
	10083	11/4/2019 11:02:34 AM	SBCOUNTY\Ale
	Nov 4 2019 12:00AM	11/4/2019 11:02:34 AM	SBCOUNTY\Ale
0	49	11/4/2019 11:02:34 AM	SBCOUNTY\Ale
r i	49	11/4/2019 11:02:34 AM	SBCOUNTY\Ale
	MAL	11/4/2019 11:02:34 AM	SBCOUNTY\Ale
		9/20/2019 5:31:15 AM	SBCOUNTY\d81
	0	0 10083 10083 Nov 4 2019 12:00AM 0 49 49 MAL	0 10083 11/4/2019 11:02:34 AM 10083 11/4/2019 11:02:34 AM Nov 4 2019 12:00AM 11/4/2019 11:02:34 AM 0 49 11/4/2019 11:02:34 AM 49 11/4/2019 11:02:34 AM MAL 11/4/2019 11:02:34 AM 9/20/2019 5:31:15 AM 9/20/2019 5:31:15 AM

- 2. View who was the last person to change the challenge code and visit their lead to see if they intended to overturn the ballot to valid.
- 3. If the overturn was verified and correct, take the ballot back and place the envelope in the appropriate mail tray in the "Valid Overturned" rack area.
- 4. If the overturned to valid was either Unintentional or Unjustified, have the person who made the change on DIMS.net update the challenge code and place the envelope in the appropriate tray on the "*Challenges*" rack.

If you have an AVID Number on the Challenge Audit Report but not the ballot:

When you run through the AVID numbers of a challenge type and realize some numbers are not highlighted, it is best to continue the Challenge Audit in case the envelope was misplaced in a different challenge tray. Once you finish all the ballots on hand for the Challenge Audit and still have AVID numbers unidentified, approach your Lead/Supervisor with the issue.

- 1. If the ballot is not found in the valid overturned tray, log onto DIMS.net and verify that the ballot is still challenged or if it has been overturned to valid.
- 2. Ask if anyone has the ballot on his or her desk.
- 3. Check the "Valid Overturns" rack/trays to see if the ballot was misplaced OR overturned to valid without being updated in DIMS.net.
- 4. If the ballot is not challenged in DIMS.net, the change was not reflected on the Challenge Audit Report and a new report must be printed without that AVID number.

=				
Voter E	lection District Flags			
Voters Name a	and Address on File:			
Name:	LINUS CHANTAL HART	Current Ballot I Name:	LINUS CHANTAL HART	
Address:	2470 BLAIN KIT COURT	Address:	2470 BLAIN KIT COURT	
	FONTANA, CA 92336		FONTANA, CA 92336	
Mailed To:	2470 BLAIN KIT COURT	Mailed To:	2470 BLAIN KIT COURT	
	FONTANA, CA 92336		FONTANA, CA 92336	
Ballot Type Party:	e: 1263 REP	Ballot Type: Party:	1263 REP	Active Ballots
Election:	11/03/2020 (3958) 2020 PRESIDENTIAI ~	Downloaded: / /		
VoterID:	259431 ID: 56016482	Voter Sent: / /		
# Issued:	Issd:	Return Source: MAI	L v	Is RAVBM?
Category:	PERMANENT ABSENTEE	Return Date: 11/0	2/2020 Need	s Evaluation
Source:	MAIL	M v	/enfied?	
Qub		Challenge Code: NON	-MATCHING SIGNATURE	~
Sido.				
Type App:	×	0		
How Recd:	×	X-	. +1-	
Voting Form:	×	MMy.	1 Pra	J
Appl. Date:	_/_/			
	Mailing Add Suspend	Prior Ballots Re	send	Attachments
<u>D</u> elete	Comments Reject	Last <u>T</u> rans View	Batch Qk	Cancel

Where to find Misplaced VBM Envelopes during a Challenge Audit

Where to find Misplaced VBM Envelopes during a Challenge Audit				
Location	Reason/Action			
Check the mail tray where the ballot is supposed to be in, twice.	The VBM Envelope(s) may have been stuck to another envelope or slid under other envelopes. This happens a lot.			
Check with other team members working on the challenge audits, even if they are working on other challenge types.	 It may have been misfiled, OR The challenge type may have changed right after the report was printed 			
Check the Team Lead's desk, where mixed challenge VBM envelope(s) are placed when coming from the Sorter Team after Batch Audits are completed.	 The lead may not have worked the ballots in their bin yet. Highlight it on the report Take it and place it in the relevant mail tray 			
Check the "Overturned to Valid" mail trays.	Resolution Team or Signature Verification Team may have changed the challenge type and not place in the right mail trays.			
Check all the Supervisors' mail trays located directly in front of Data Workflow and ask Supervisor if they have any VBM envelope(s) on their desk.	Supervisor may need to review VBM envelope(s). • Highlight it on the report • Leave it the Supervisors mail tray			
Have the Resolution Team Leads and Signature Verification Team Leads perform desk sweeps with their team members.	 May have been overlooked or missed, OR Tray sweep may have been done too quickly or not at all. 			
If we are still unable to find VBM envelope(s), a completed, place all challenge processing ON F	and the entire Challenge Audit has been IOLD until the VBM envelope(s) is/are found.			

If the Ballot is Challenged

Check the AV ID history through MBPD to check if it has been sent to extraction.

1. Open the Mail Ballot Processing Database.



- 2. Click BlueCrest, then BlueCrest Management Console.
- 3. Under Relia-Vote, Click Application in review.



4. Type in the AVID # and click **Lookup.**

© BLUECREST					
-	Application ID Review				
Relia-Vote	Application ID	56016482 Lookup			
Reports					
User					
Utilities					
Logout					

5. The voter information will appear. Click on **History.**

Application ID Review Application ID 56016482	Lookup Re-Print App ID	View Images Move T
General Information History		
MR NO BODY Voter Name:	Tray Number: SB_4118_3968	□ Out Sort
Customer: SB	Tray Seq No: 24	□ Invalidated
គ្ន_{ឲ្យថ្មី}ion: 4118	VBM Type: 2	
Precinct:	User Defined	
Ballot: 602	User Defined 3:	
Routing Barcode: N/A	User Defined	
Tracking Barcode: N/A	User Defined	
Receipt Date: 05/25/2022	Return Method:	
Challenge Code: Good Orphaned? No		

6. In the history file you will be able to see the location of the ballot in question.

a-Vote	Application ID Review Application ID 560	16482 Lookup Re-Print App ID View Images	Mov
ies	General Information	istory	
	Log Date	Event	
Jul	08/30/21 12:58:29	Challenge code NMS-1 received in File D:\Pitney Bowes\DATA\PBSigVarImport\10890.txt.	
	05/25/22 07:43:42	Sorted to tray 10890 having status 2 during Incoming Scan	
	05/25/22 15:49:25	The challenge code for this mail piece was set to NMS-1 by UNKNOWN.	
	05/25/22 16:33:58	Sorted to tray 20321 having status NMS-1 during Audit	
	06/24/22 11:56:20	Challenge code GOOD received in File D:\Pitney Bowes\DATA\PBSigVarImport\OVRTD097_NON- MATCHINGSIGNATURE 20220624 115317AM.txt.	
	06/24/22 11:56:20	The challenge code for this mail piece was set to Good by UNKNOWN.	
	06/24/22 12:18:29	Sorted to tray 40360 having status Non-Queued Tray during Audit	
	06/24/22 12:26:38	Sorted to tray 3968 having status 20602 during Audit	
	07/05/22 06:53:28	Mail piece was updated as part of file: D:\Pitney Bowes\DATA\SIF\20220705_065249.sif	
	100.00		

Note: Ask your lead or supervisor for assistance if you do not understand.

Completion of Challenge Audit

The Challenge Audit is complete once all AVID numbers listed on each page of the Report are matched and highlighted against all the Challenged Ballots.

- 1. Each team member must initial and date the Challenge Audit reports.
- 2. Place the tray back on the "*Challenges*" rack and make sure all the challenge trays are back in their proper location/area.

2010 Com	olidated Election Challenge Au			
2019 Cons	olidated Election Challenge Auc	ait		
Election ID 38				
Challenge I	ype NMS		_	
AV ID	Voter	Date Si	g Y	voter_id
		Returned Veri	fied	
4545				
45451111	MR NO BODY	11/5/2020	Y	464565
45451122	MRS HOME V BOYTON	11/2/2020	Y	5456212
45451222	MR DON J DONUTTINBERG	10/22/2020	Y	34022
45451233	MR POKE BARRING	11/1/2020	Y	47940
45451344	MRS GIA DIANE GINATONG	10/18/2020	Y	91347
45451454	MR DAVID TAKANAKA	10/31/2020	Y	864317
45452626	MRS GRAPE R TUCKER	10/25/2020	Y	31314
4546				
45463112	MS WENDY CHITATONE	11/4/2020	Y	564566
45464124	MR DONALD JOHN BUGGER	11/1/2020	Y	6456213
45464224	MISS TRISH O RICHARDSON	10/12/2020	Y	44023
45465236	MR MICK TIGERSON	11/3/2020	Y	37941
45467348	MRS JANE DURANG	10/28/2020	Y	81348
45467450	MR JACK A DURANG	10/8/2020	Y	964318
45468623	MRS ARANMA MADALONA VITIKA	10/19/2020	Y	21313
45468889	MR VILIAN T TERRON	11/01/2020	Y	6456213
45469100	MISS NIVERA GIVINTON	10/19/2020	Ŷ	86471
4547	They fill and a second		<u> </u>	
45471114	MS DENNY MINDER	11/3/2020	Y	164561
45472128	MR FINAL GOLLY CATHER	11/2/2020	Y	3456216
45472426	MISS JANICE NICERTON	10/30/2020	Y	94020
45473239	MR JONDA R WALTERS	11/6/2020	Y	67947
45474344	MRS LOFFA TONDU	10/21/2020	Y	41342
45474990	MR POKER POPPIMPLE	10/8/2020	Y	564315
45475656	MR QUINCEY T VITIKA	10/19/2020	Ŷ	91312
45476584	MRS DONNA RICHARDSON	10/31/2020	Y	1212
45479998	MISS NIVERA GIVINTON	10/26/2020	Y	3456218
Wednesday, Nove	mber 27. 2019	ML 10/2	3/19 3/19	Page 1 of 7
,,				

3. Staple the Challenge Audit Report pages together and put them in the "**Challenge Audits Completed**" bin located on the shelf near other completed reports.

4. Notify your supervisor once the Daily Challenge Audit has been completed.



Authorization

Document Owner: Ballot Department	Initiation Date: 03/19/2013
Version Number: 3.2	Date: 09/13/2024
Version Written By: Zonia Harrell	