THE REGISTRAR OF VOTERS

Scanning Valid Overturned Ballots

PROCEDURE DOCUMENT – Version 2.3

Zonia Harrell
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Scanning Overturned Valid Ballots

Contents

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 scanning and auditing ballots that have had their challenges removed. This process is to be performed any time during the election and must be completed before the end of canvass.

Purpose

Scanning overturned ballots is the process in which previously challenged ballots are scanned, verified/audited, and made ready to go through the BlueCrest machine, so that they can be extracted and be sent to count.

Supplies

- Mail Ballot Processing Database (MBPD)

- DIMS.net

- Access to a printer

- Barcode Scanner

- Black Sharpie

- Mail Trays

- Binder clips

- Overturned ballots in mail tray with Overturned tray tag attached.

- Yellow highlighter

- Black pen

Getting Started

A lead will give you an Overturned: Valid tray from the *Overturned Challenges* rack to work on.
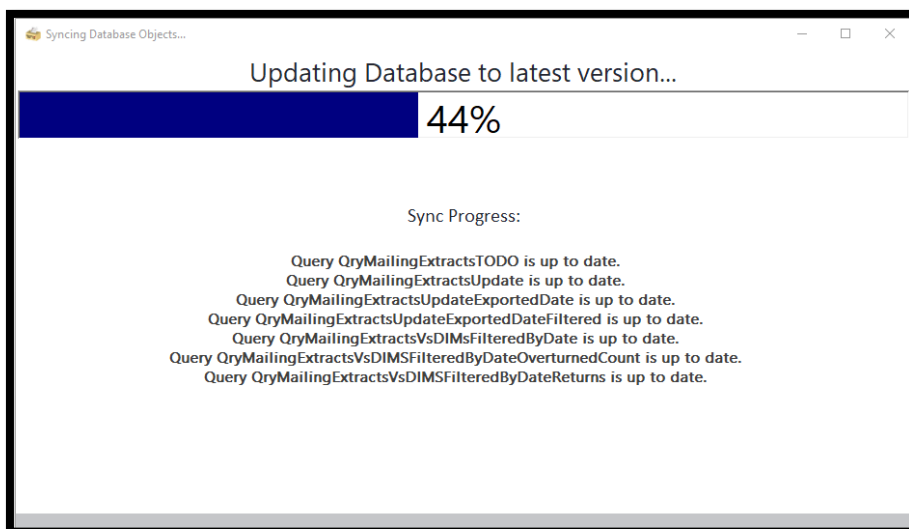
Note: It is very important to work on one challenge code and tray at a time to prevent mix-ups. The example below is of Overturned Ballots that were previously Non-Matching Signature (NMS).

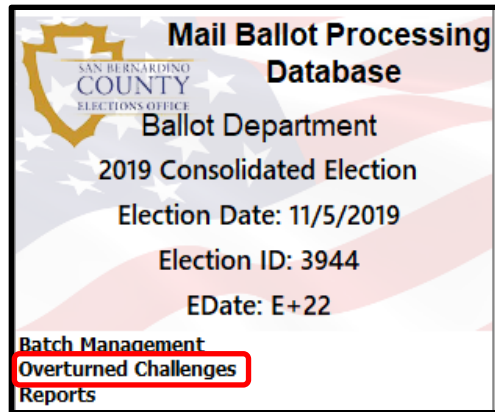1. Open the **Mail Ballot Processing Database.**
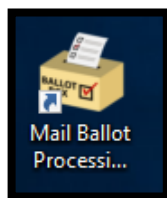
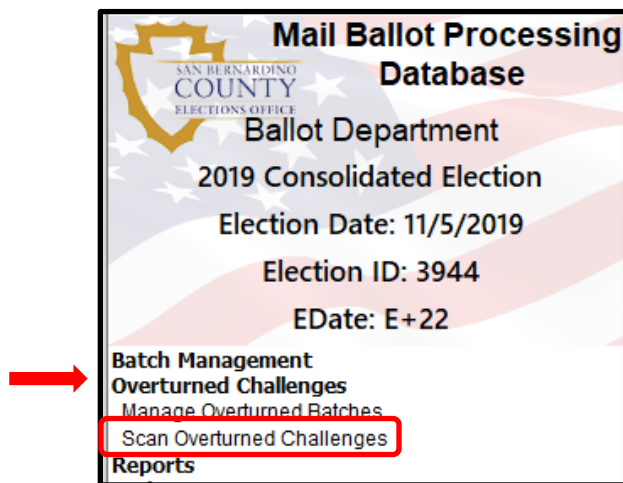**Note:** A progress will bar appear. The database must first update, it may take up to two minutes to complete.

2. Click **Overturned Challenges.**

3. Select **Scan Overturned Challenges.**

Scanning Challenges

1. In MBPD the Overturned Challenged Mail Ballot Tracking screen will appear.
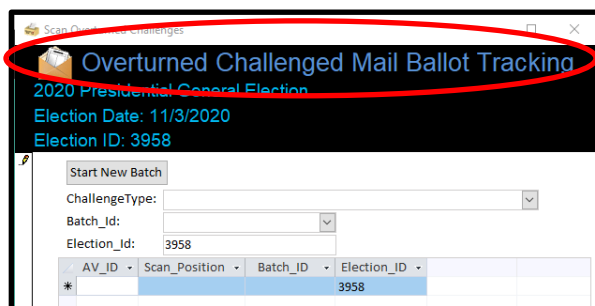
2. Click the Challenge Type drop down arrow and select the challenge type being worked.

   Note: The next step cannot be done without completing this step.
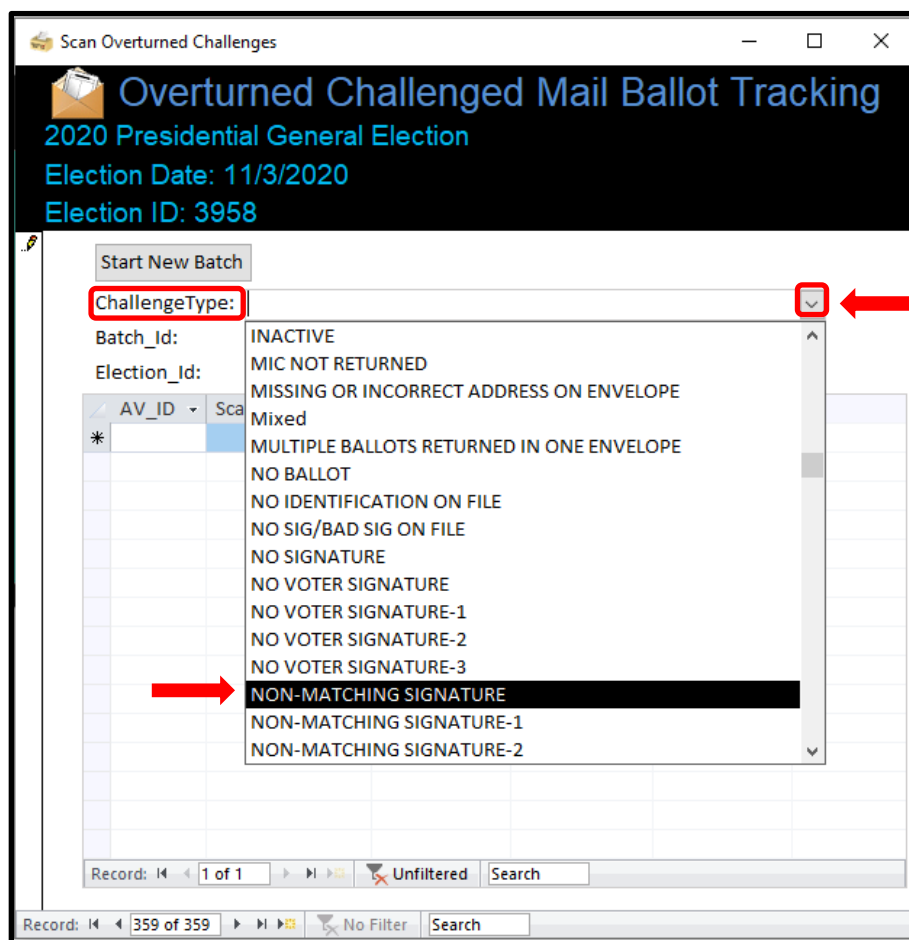
3. Click the Batch Id drop down arrow and select the next available batch.

Note: This is now the batch number assigned to this group of scanned overturned ballots.

4. Write the batch number on the lower right-hand corner of the Overturned Valid tray tag using a **black sharpie** and clip the tray tag back to the Overturned Mail tray that is being worked.

5. Ensure the cursor is in the first available field under **AVID.**

6. Using the barcode scanner, scan the bar code at the bottom of the VBM envelope.

Scan the barcode below the AVID number.

7. Make sure the AVID number from the envelope appears and the cursor jumps to the next available AV_ID field.
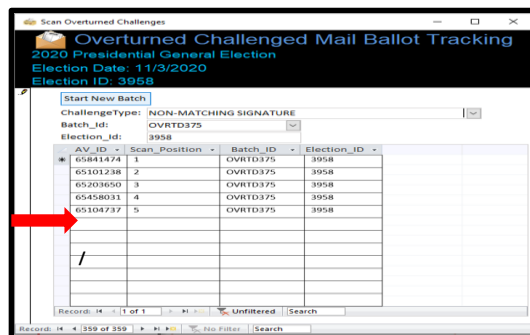
8. Place the ballots back in the mail tray keeping them in the order they were scanned. Place the 20th envelope in an upright position as this will make it easy to pull any discrepancies or corrections that need attention.

9. Verify, the Batch_ID and Election_ID remain the expected number prior to closing the batch and moving on to the next step.

Note: *Scan Position* is the order that the ballots are scanned in.

10. Once all the ballots have been scanned click the 'X' in the upper right-hand corner to close the database.

NOTE: If you have multiple Overturned Valid Mail trays to scan, **always** click on *Start New Batch* followed by *ChallengeType* and selecting the next *Batch_ID and following all the previous steps*

Managing Overturned Batches

1. Return to the Mail Ballot Processing Database, under **Overturned Challenges**, click on **Manage Overturned Batches.**
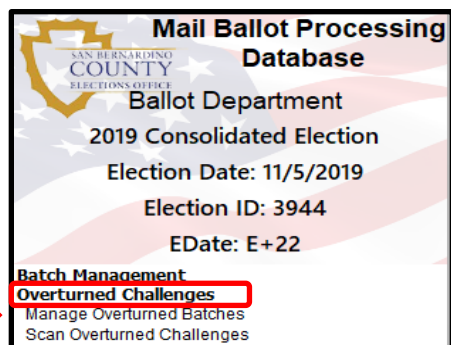
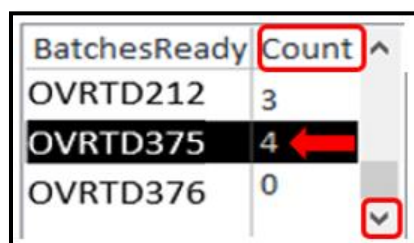2. The Overturned Challenge Batch Management *module* will open.
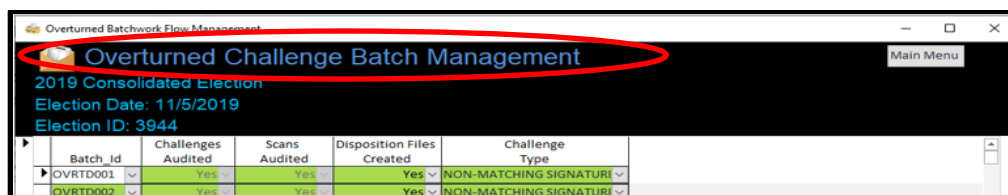
3. All scanned batches will appear under the first tab **Audit Challenges** and **BatchesReady count** column.
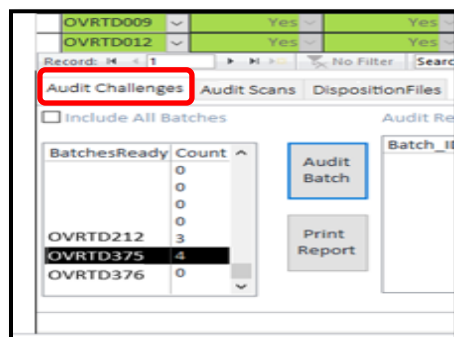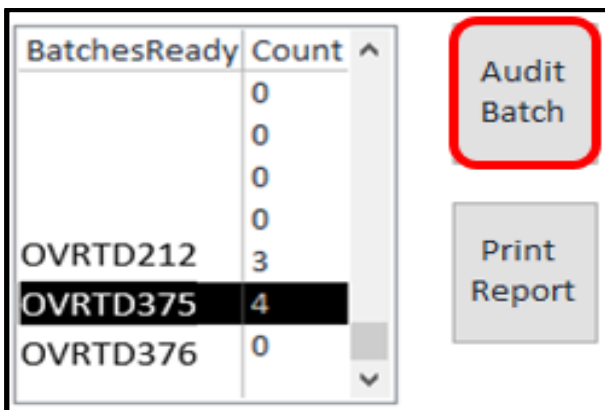

4. Use the scroll bar to locate and click the batch number being worked.

   Note: The second column under *Count* will also list the number of scanned ballots in the batch.

5. With the batch number highlighted, click on **Audit Batch**.
   Note: MBPD will send the AVID's to DIMS.net to verify the challenge codes on those VBM envelopes have been changed.
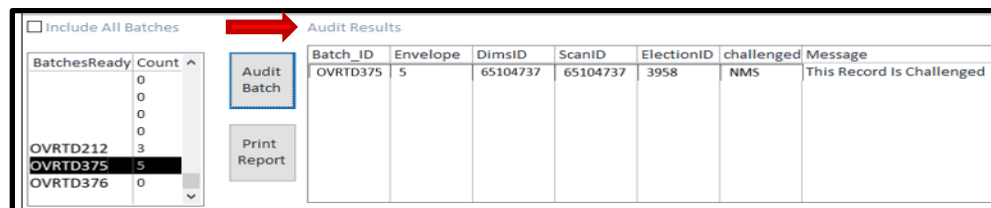

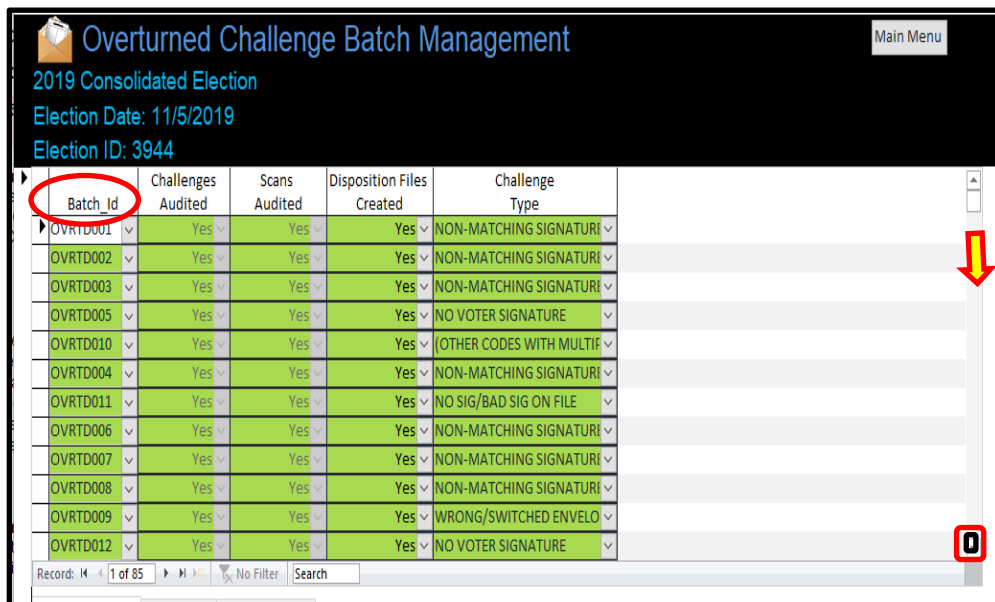6. A pop window indicating there are no issues will appear. Click OK
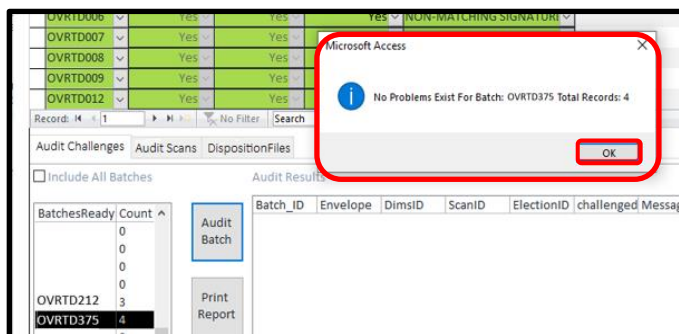
7. If there are issues with any of the VBM envelopes a message will appear under *Audit Results* and further research is needed using DIMS.net and the VBM envelope.
   Note: Refer to page 15 under Identifying Scanned Overturned Ballot Issues for assistance.

8. Scroll down to locate the batch number being worked.

Note: Batch numbers are listed in the *Batch_Id* column.

9. Under **Challenges Audited** column, select **Yes** from the drop-down menu on the batch being worked on
   Note: This will tell the system that a batch audit has been completed and the batch will progress to the next step.

10. Go to the 2nd tab and click **Audit Scans**.
11. The batch being worked on will appear under the **BatchesReady Count** column.

12. Select the batch and click **Run Audit Report**.

Note: These steps must be completed to move forward. If not, the batch being worked will not appear in the BatchesReady Count section.

13. A print screen will appear, **Press Ctrl + P** to print.

14. Select your printer and click **OK** to Print.
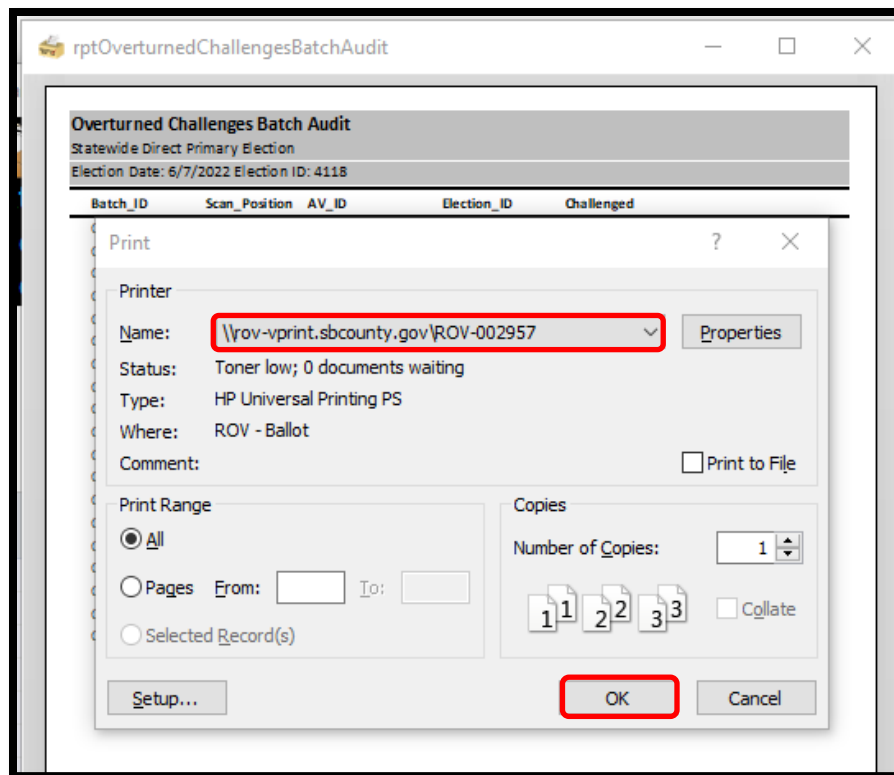
15. Complete the batch audit with a team member. Once finished, both team members will Initial, time and date the top of the report.

Note: One person will read the ballot AVID numbers and the other will use a highlighter to cross them off the list. The list will be in the same order that the ballots were scanned in.
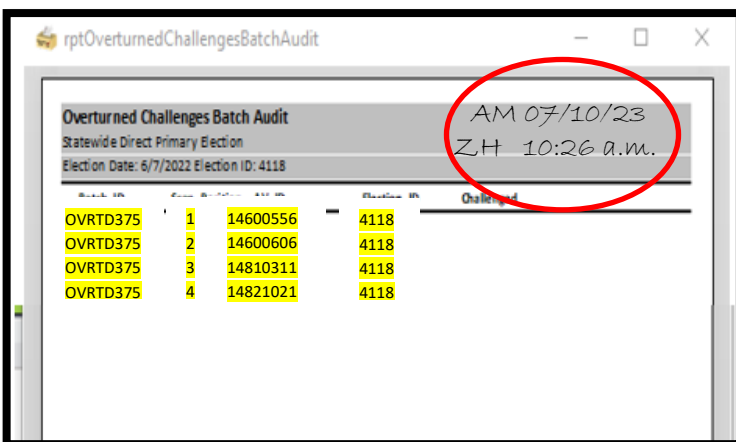
16. Under the Scans Audited column, in the row of the batch being worked, select **Yes** from the drop-down menu.

Note: This will tell the system that the scans have been audited and all have been accounted for. That batch will move forward to the next step.

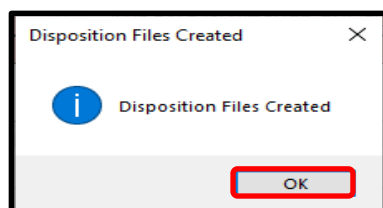17. Go to the 3rd tab **DispositionFiles,** select the batch being worked in the BatchesReady column and click on Create Disposition File.

18. A 'Disposition Files Created' pop up will appear. Click **Ok.**

19. Take the mail tray, with the audited report and place it on the '**Overturned Ready to Sort'** by the BlueCrest sorting machine. Be sure to initial and date the report.

Identifying Scanned Overturned Ballot Issues

1. While completing the initial batch audit, any issues will appear under Audit Results.
   NOTE: The VBM envelopes AVID, with the issue, will be identified **under DimsID.** Along with the location of the VBM envelope, in this example is VBM envelope is #5 the reason for the issue is listed under **Messages.**

2. Pull the VBM envelopes associated with the AVID that has an issue. Keep the VBM envelopes in the order scanned and mark where the VBM envelopes was taken from.
3. Open DIMS.net → Click Login (Make sure My Windows Account is selected).

4. Double click the **Absent Voter Ballots** icon **(yellow envelope)**.
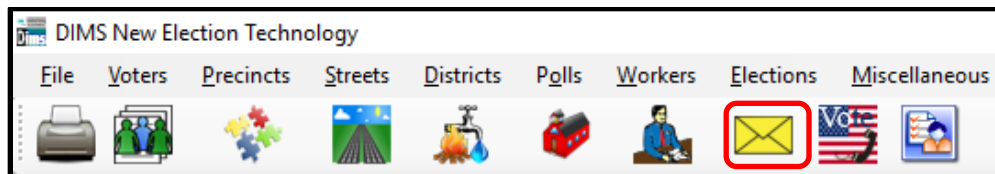
5. Select **By ID.**

6. Click the drop-down arrow next to Voter ID then select **AVID**.

7. Enter the AVID in the open field → Click **Locate.**

Note: The voters' record summary will appear, highlighted in blue. Verify that the voter information matches the information on the ballot (Last and first name).

8. Verify Voter's information is correct Click **Select.**

9. Confirm the default election is correct, select **Yes.**

Note: This question is asked on initial log on to DIMS.net If the program is closed and reopened the question will be asked again.
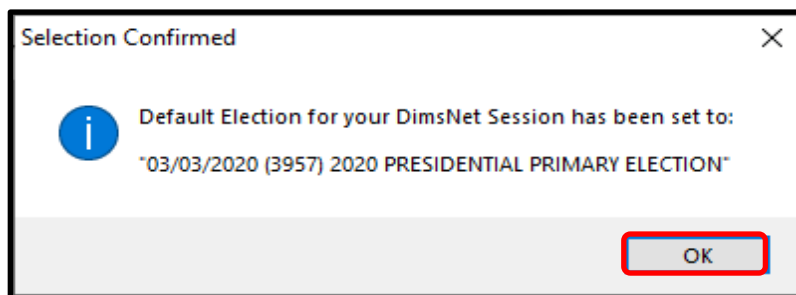

10. If the default election is incorrect, click **No.**

11.   Using the drop-down arrow, select the correct election, then click **Select.**
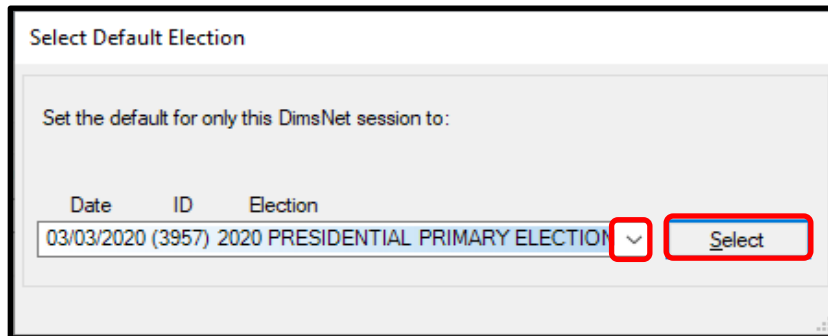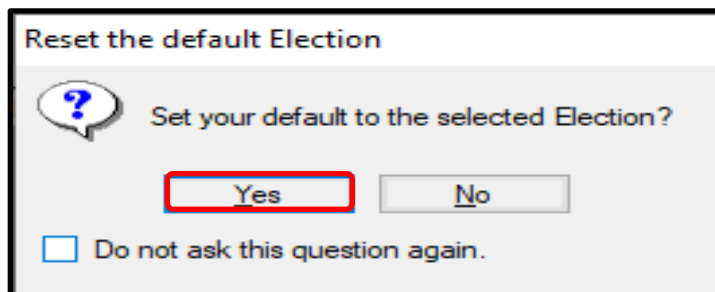
Select Default Election

Set the default for only this DimsNet session to:

Date	ID	Election
03/03/2020	(3957)	2020 PRESIDENTIAL PRIMARY ELECTION

Select

12.   A confirmation will pop up. Click **OK.**
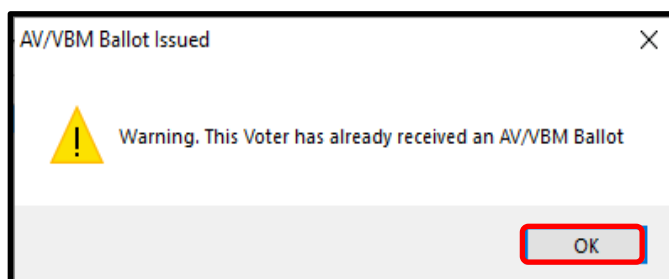
Selection Confirmed   ✕

ℹ️   Default Election for your DimsNet Session has been set to:

"03/03/2020 (3957) 2020 PRESIDENTIAL PRIMARY ELECTION"

OK

13.   Reset the default Election pop up will appear as a secondary confirmation, click **Yes.**

Reset the default Election

❓   Set your default to the selected Election?

Yes   No

☐ Do not ask this question again.

14.   A warning pop up will appear, click **ok.**
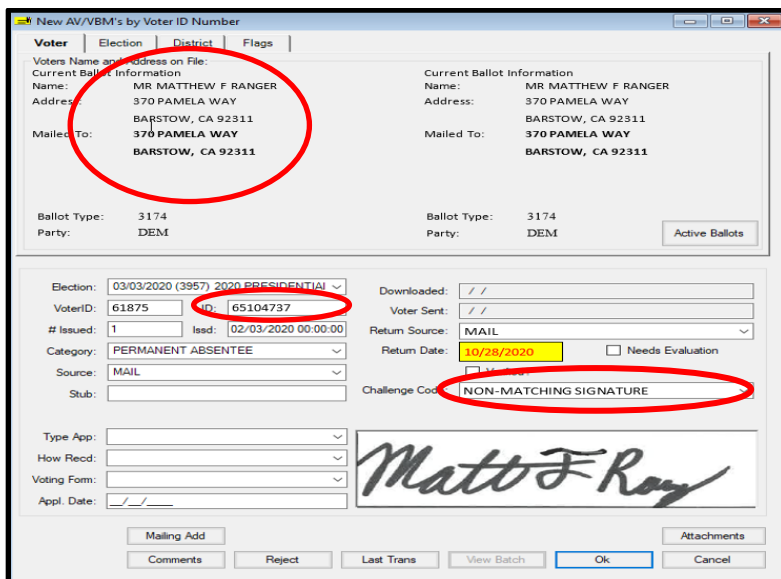
AV/VBM Ballot Issued   ✕

⚠️   Warning. This Voter has already received an AV/VBM Ballot

OK

15.   A Rejection Notice pop up will appear. **ALWAYS** click **NO**.
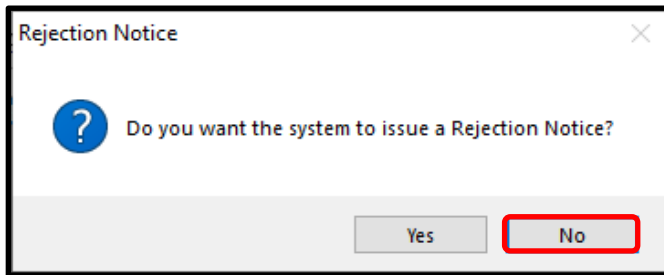
16.   The voters' record will appear. Verify the voter information matches the VBM envelope.

17.   Under The Challenge code, you will be able to verify that the MBPD Database and DIMS.net actually coincide with each other and the ballot is actually challenged.

18. If the Challenge Code box is blank, use the VBM Envelope to identify who overturned the challenge to VALID. Take the ballot to their lead, their lead will either fix the error or take it to the operator who made the error to research if the overturned was intentional and justified and ask them to fix the error.

19. To review history of the VBM envelope, click on Last Trans. A window will pop and there you can see who has worked the VBM envelope.

Note: When the VBM envelope has been Overturned to VALID, the *Challenge Code* box <u>should</u> be blank.

Fixing Scanned Overturned Ballot Issues

To determine if the VBM envelope is valid, the last person who worked it must research, validate, and justify it. If a VBM envelope is still challenged in DIMS.net but placed in an Overturned: Valid rack; one of two things have happened.

    a. The ballot is not VALID and was placed in the wrong tray, or
    b. VBM envelope is VALID and DIMS.net needs to be updated

Steps to correct the issue:

The VBM envelope must be taken back to the person who needs to correct it. Once it has been corrected either on DIMS.net or by the team member:

    a. Place the VBM envelopes that should remain challenged back in the unsorted challenged Baker's rack
    b. Place VBM envelopes that are Valid back in the Overturned: Valid tray that the VBM envelope was taken from
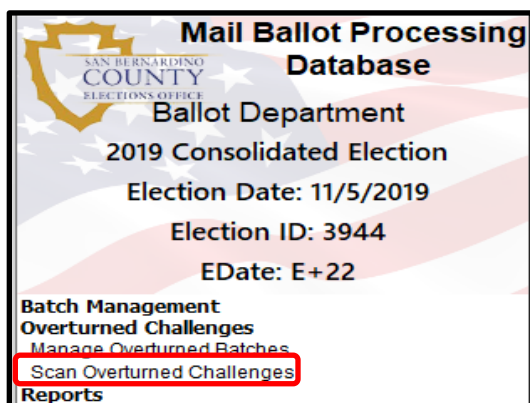
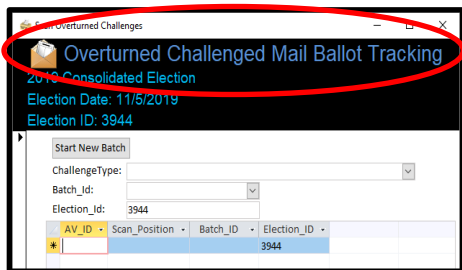1. *Return to and* open Mail Ballot Processing Database.
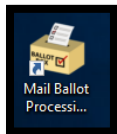
2. Click **Overturned Challenges.**
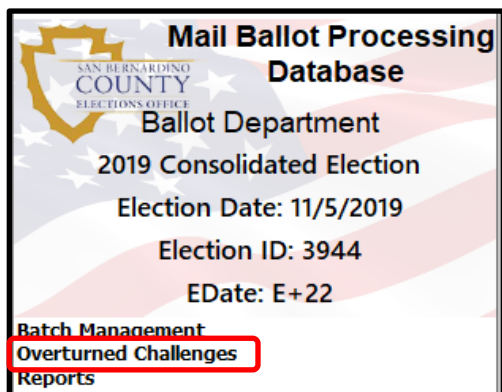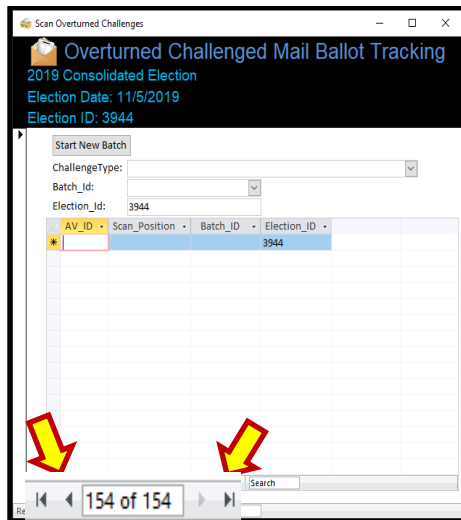

3. Click **Scan Overturned Challenge.**

4. The *Overturned Challenged Mail Ballot Tracking* screen will appear.

Note: The *Overturned Challenge Mail Ballot Tracking* database saves all previous records that have been scanned.
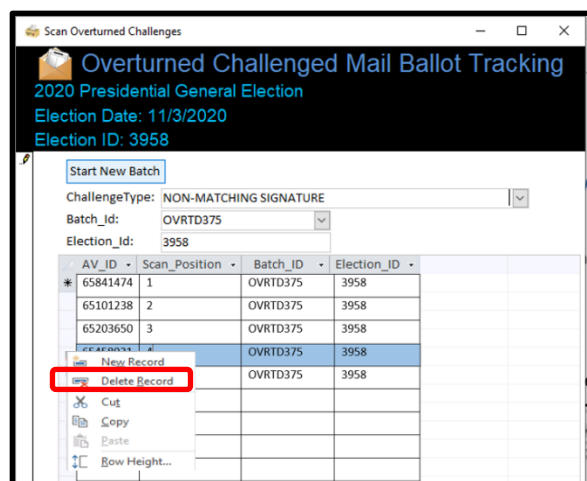
5. Use the arrows, on the bottom left corner, to search the database for the batch number being worked.
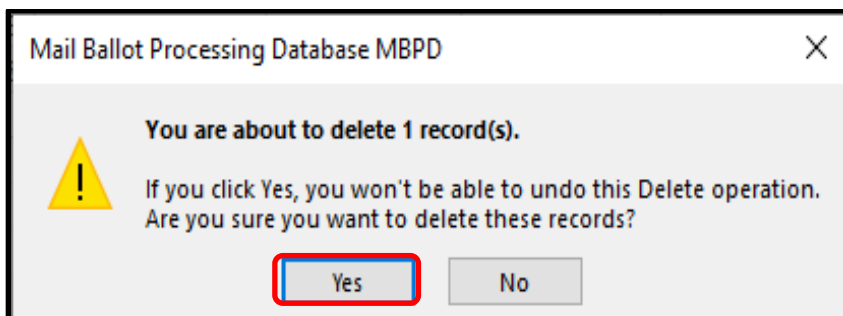

6. Find the AVID to the VBM envelope(s) and delete the VBM envelope that remained challenged.
7. Right click the gray box before the AVID.
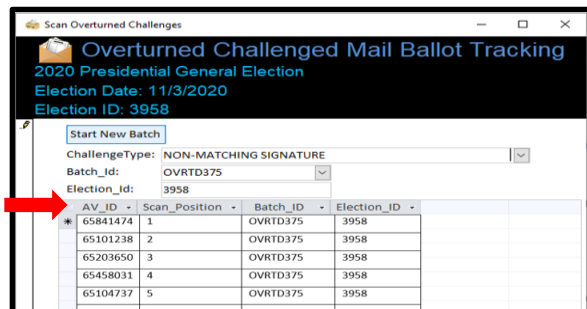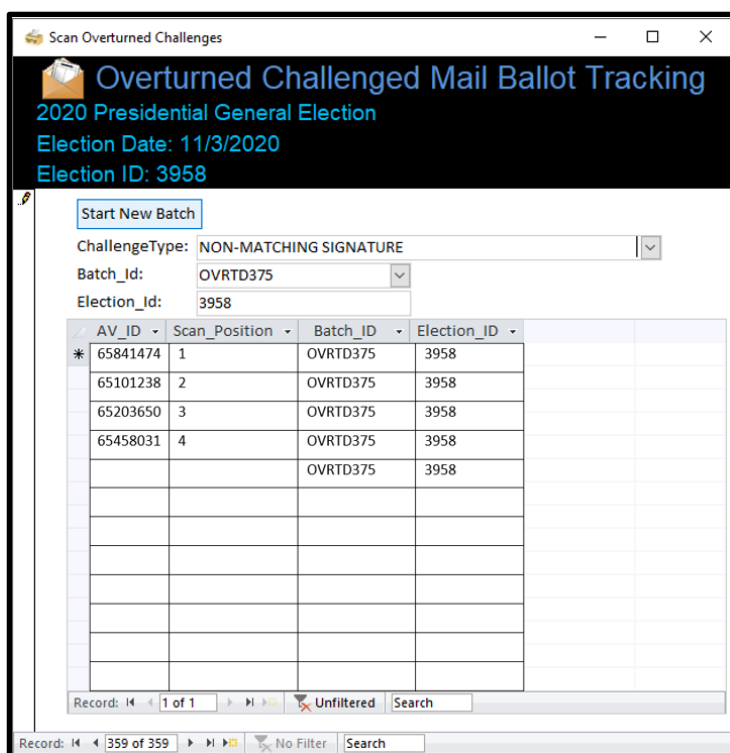

8. Select **delete record.**

9. A confirmation pop up will appear. Select **Yes.**

10. Click **X** to close the database.

Note: The record is now deleted from the database. Follow the directions in the Managing Overturned Ballots section to complete the Scanning Overturned Ballots procedure.

Authorization

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