



THE REGISTRAR OF VOTERS

Scanning Valid Overtaken Ballots Procedure

PROCEDURE DOCUMENT – Version 2.3

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01/29/2024

Scanning Overturned Valid Ballots Procedures

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Scope

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, Programs, and Permissions Needed

- 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

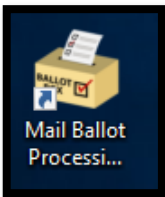
Getting Started

A lead will give you an Overturned: Valid tray from the *Overturned Challenges* rack to work on.

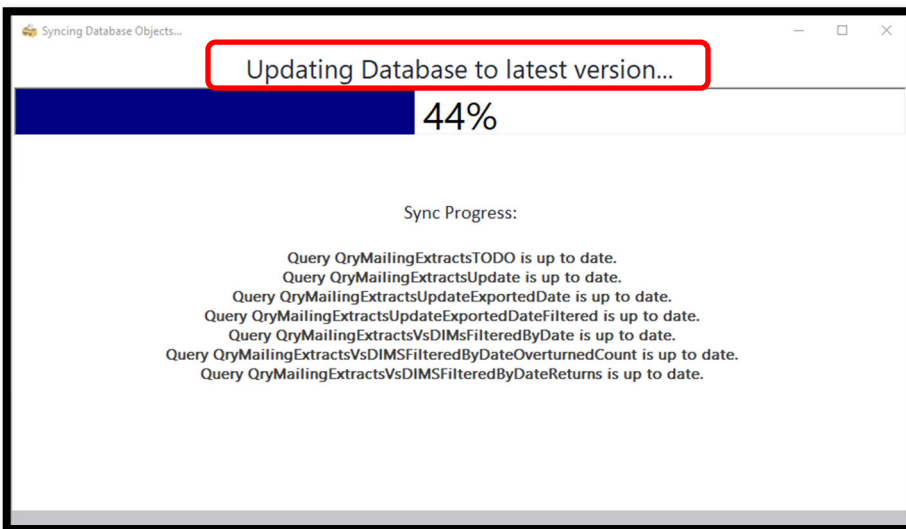
Note: It is very important to work on one challenge code and tray at a time to prevent mix-ups. The example below is of Overturned Ballots that were previously Non-Matching Signature (NMS).



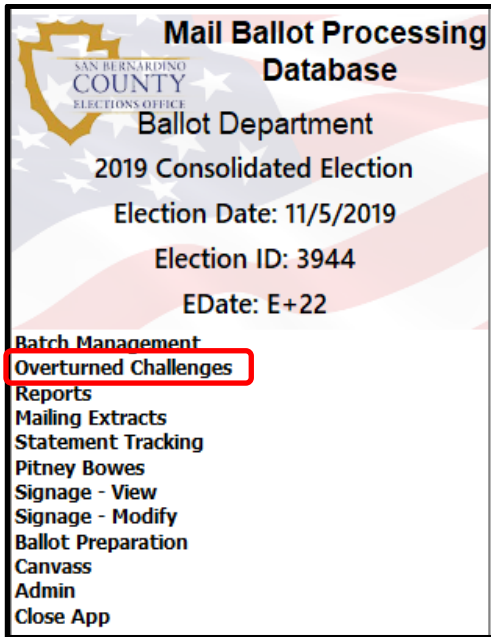
1. Open the **Mail Ballot Processing Database**.



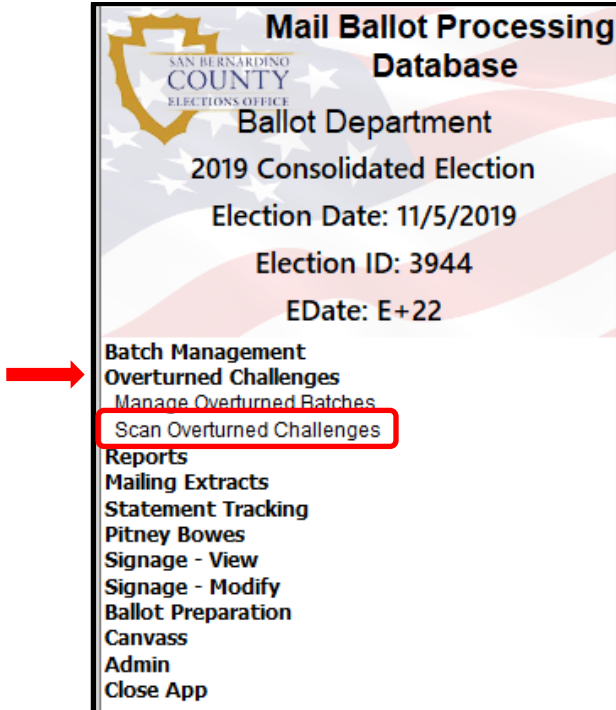
Note: A progress will bar appear. The database must first update, may take up to two minutes to complete.



2. Click **Overturned Challenges**.

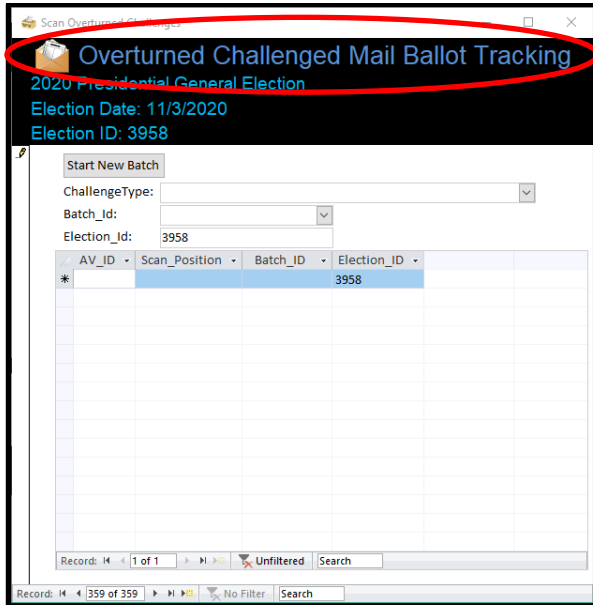


3. Select **Scan Overturned Challenges**.



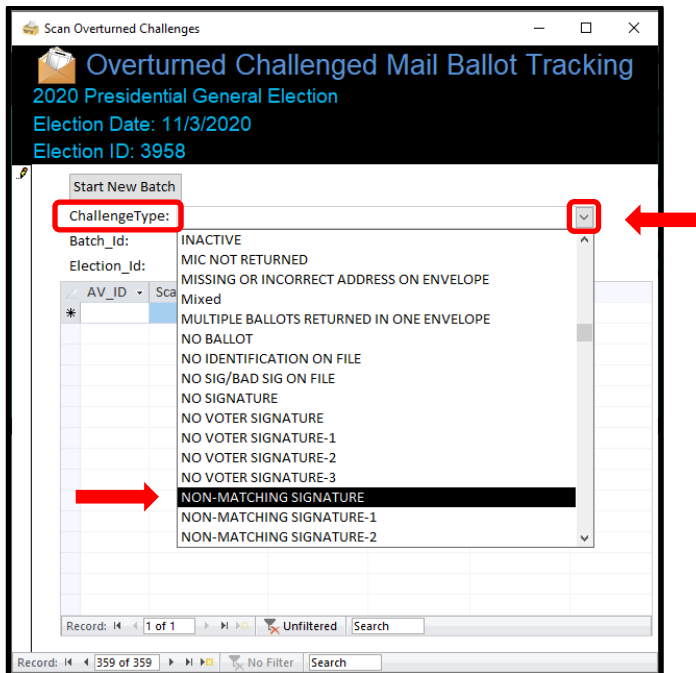
Scanning Challenges

1. In MBPD the *Overturned Challenged Mail Ballot Tracking* screen will appear.



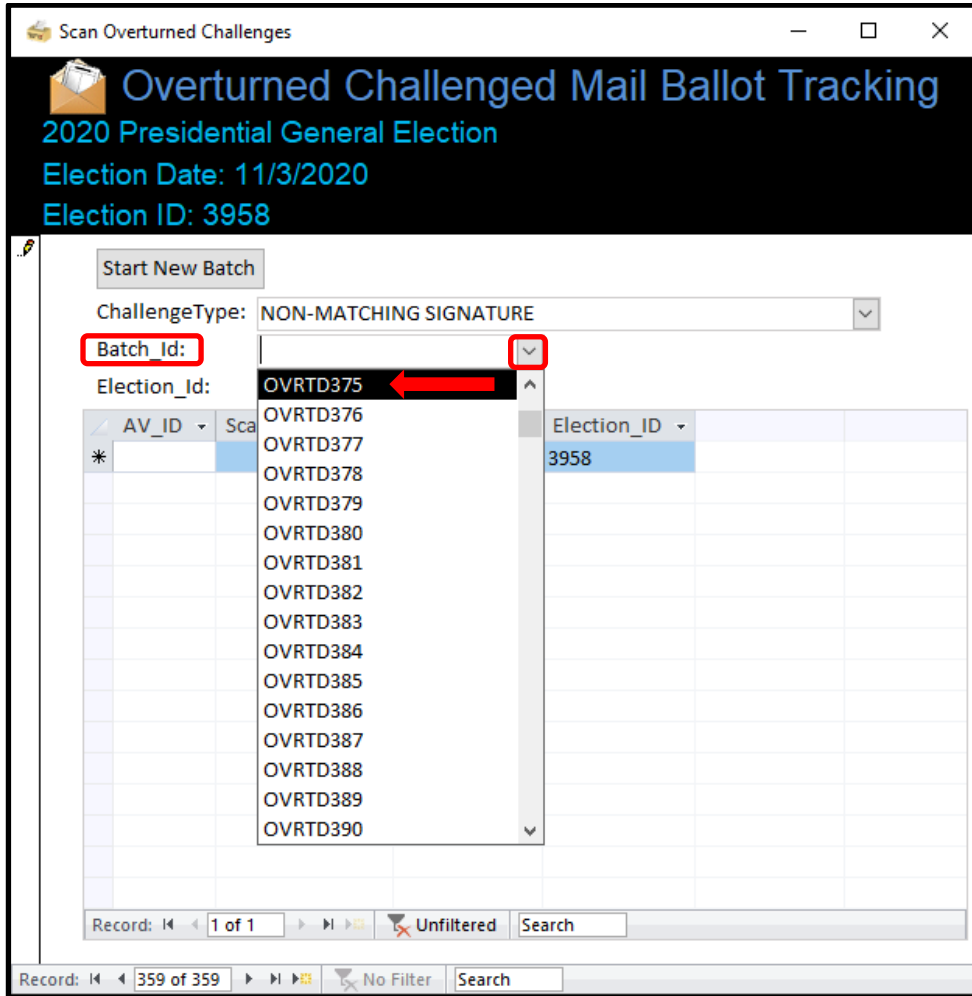
2. Click the *Challenge Type* drop down arrow and select the challenge type being worked.

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.

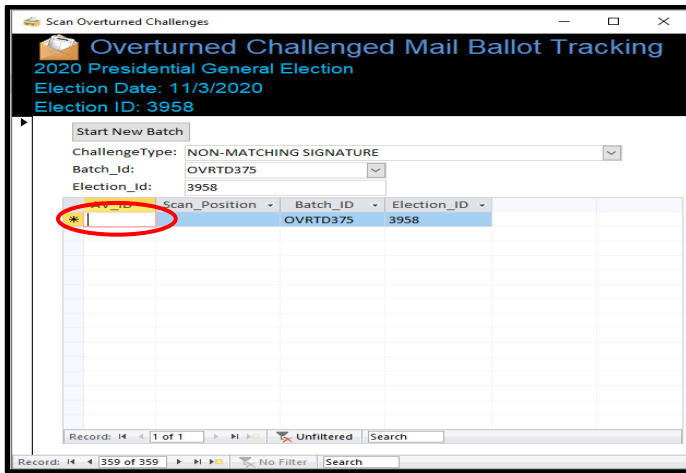
Note: This is now the batch number assigned to this group of scanned overturned ballots.



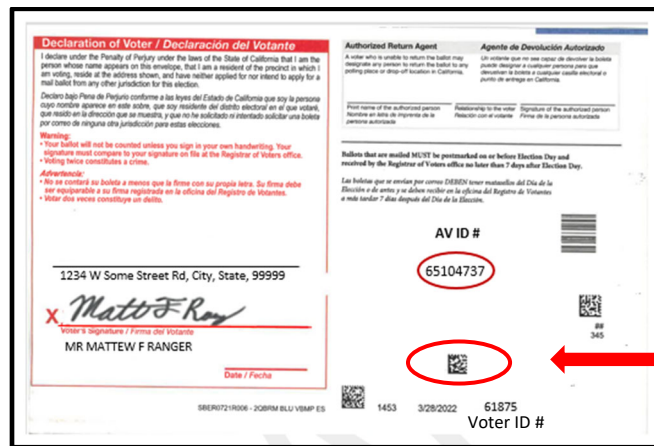
4. Write the batch number on the lower right hand corner of the Overturned Valid tray tag using a **black sharpie** and clip the tray tag back to the Overturned Mail tray that is being worked.



- Ensure the cursor is in the first available field under **AV_ID**.

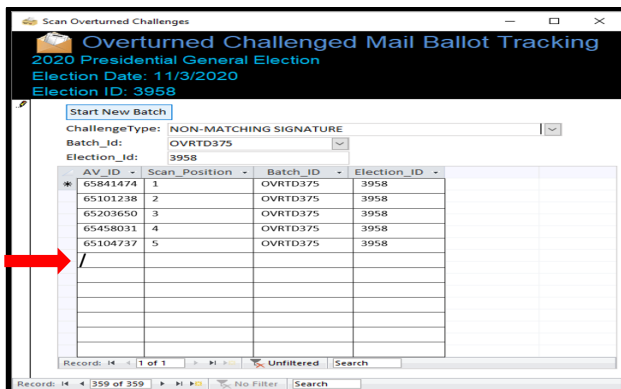


- Using the *barcode scanner*, scan the bar code at the bottom of the VBM envelope.

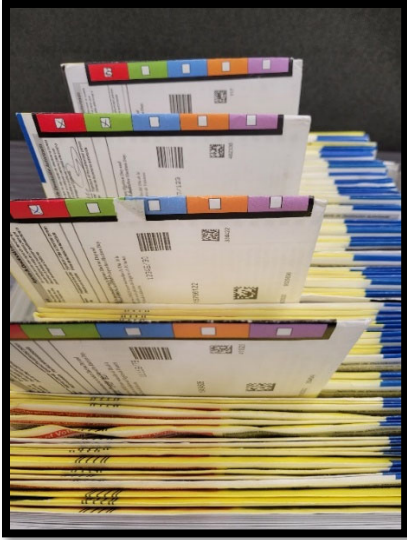


Scan the barcode below the AV ID number

- Make sure the AV ID number from the envelope appears and the cursor jumps to the next available AV_ID field.

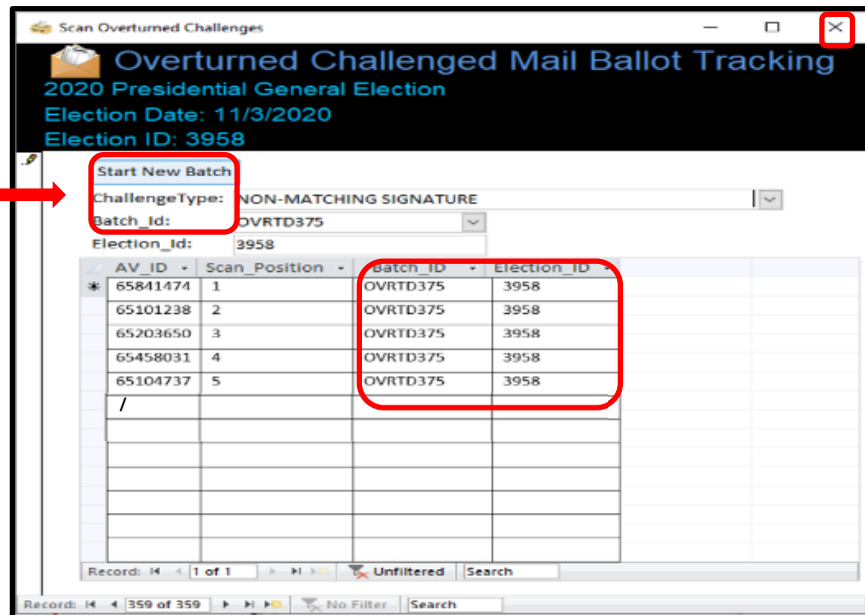


- Place the ballots back in the mail tray keeping them in the order they were scanned, stand every 20th Envelope, this will make it easy to pull any discrepancies or corrections that need attention.



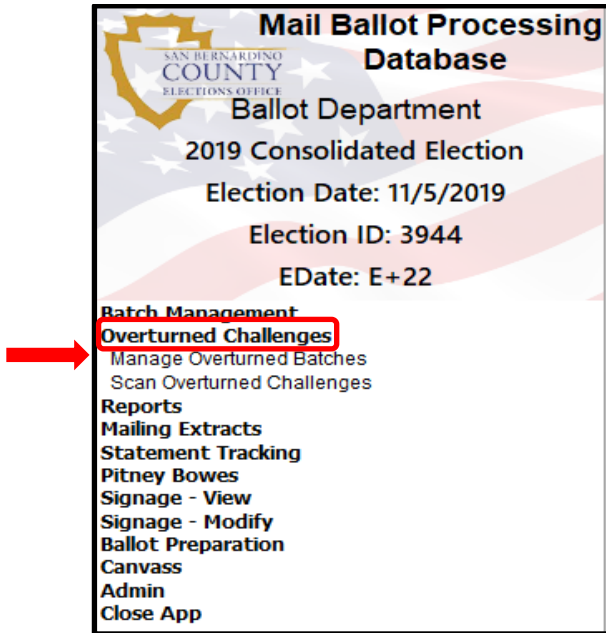
- Verify, the Batch_ID and Election_ID remain the expected number prior to closing the batch and moving on to the next step. *Scan_Position* is the order that the ballots are scanned in.
- Once all of the ballots have been scanned click the 'X' in the upper right hand corner to close the database.

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

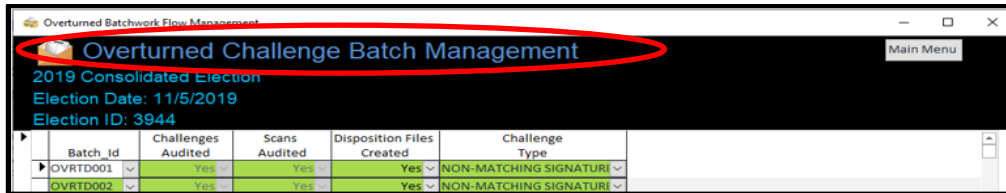


Managing Overturned Batches

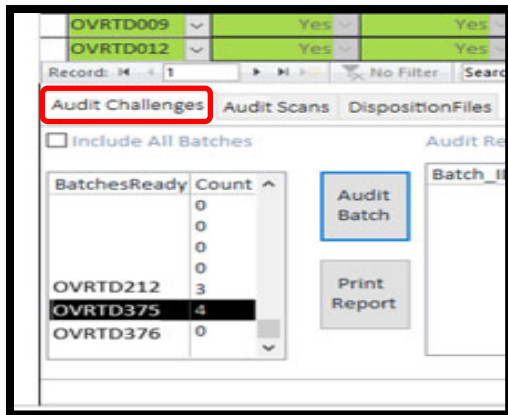
1. Return to the Mail Ballot Processing Database, under **Overturned Challenges**, click on **Manage Overturned Batches**.



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.

BatchesReady	Count
	0
	0
	0
	0
OVRTD212	3
OVRTD375	4
OVRTD376	0

5. With the batch number highlighted, click on **Audit Batch**.

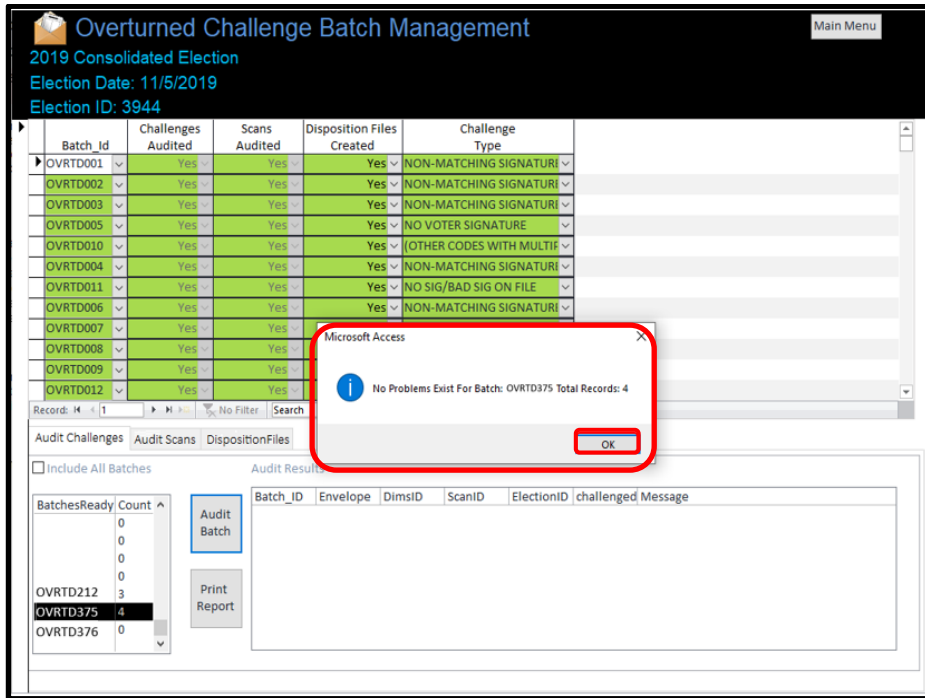
Note: MBPD will send the AV ID's to DIMS to verify the challenge codes on those VBM envelopes

BatchesReady	Count
	0
	0
	0
	0
OVRTD212	3
OVRTD375	4
OVRTD376	0

Audit Batch

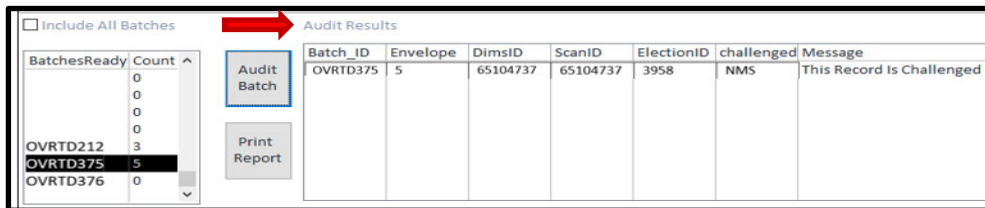
Print Report

6. A pop window indicating there are no issues will appear. Click OK



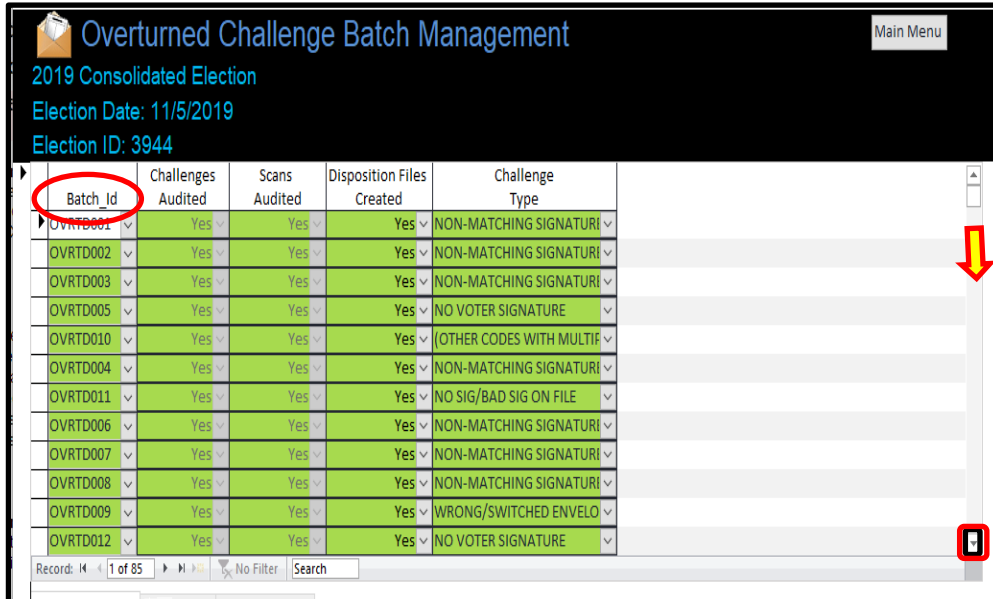
7. If there are issues with any of the VBM envelopes a message will appear under **Audit Results** and further research is needed using DIMS and the VBM envelope.

Note: Refer to page 16 under [Identifying Scanned Overturned Ballot Issues](#) for assistance.



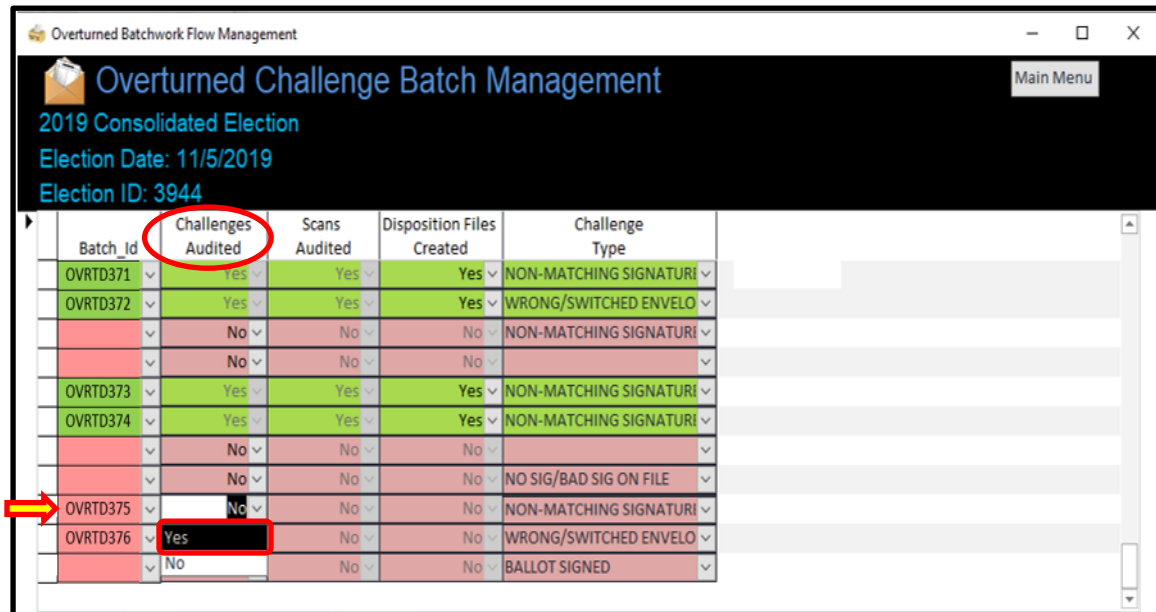
8. Scroll down to locate the batch number being worked.

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



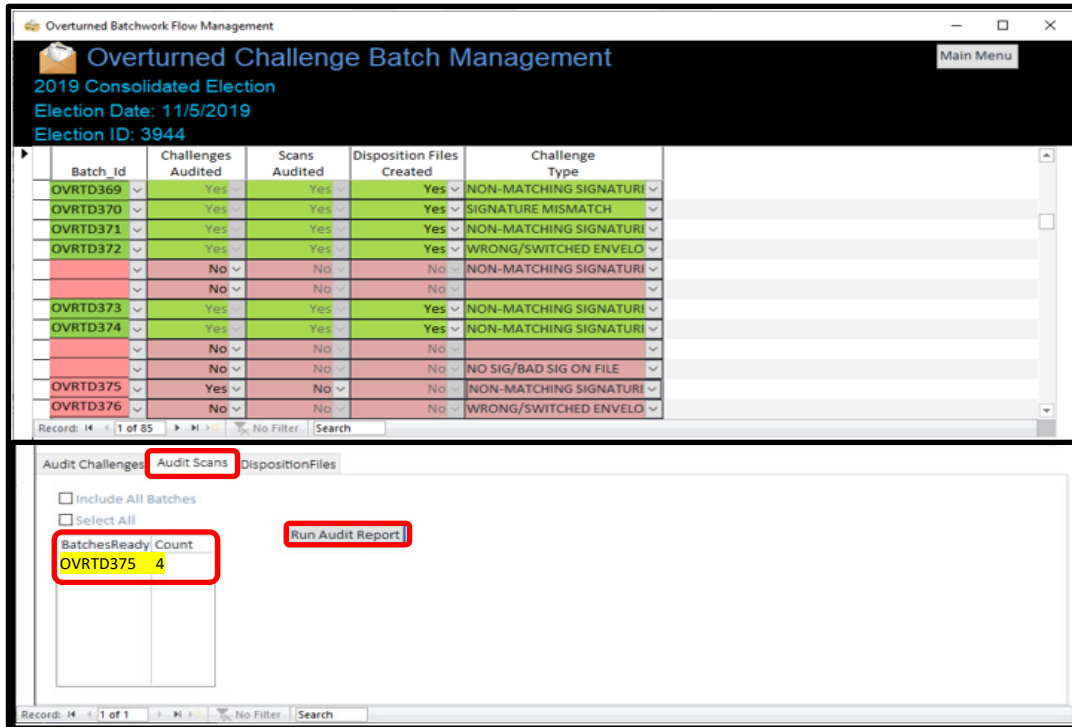
9. Under **Challenges Audited** column, select **Yes** from the drop down menu on the batch being worked on

Note: This will tell the system that a batch audit has been completed and the batch will progress to the next step.

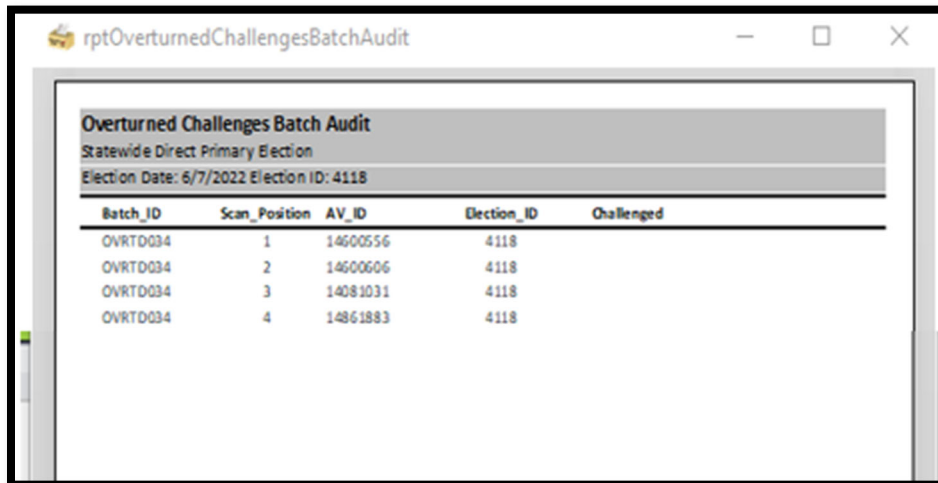


10. Go to the 2nd tab and click **Audit Scans**.
11. The batch being worked will appear under the **BatchesReady Count** column.
12. Select the batch and click **Run Audit Report**.

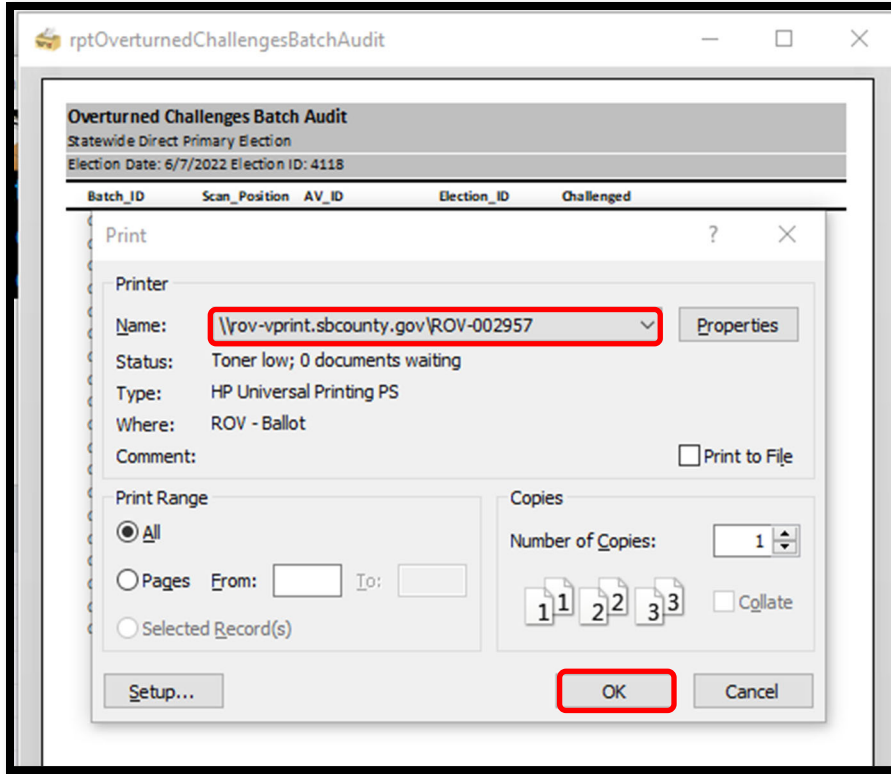
Note: These steps must be completed in order to move forward. If not, the batch being worked will not appear in the **BatchesReady Count** section.



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

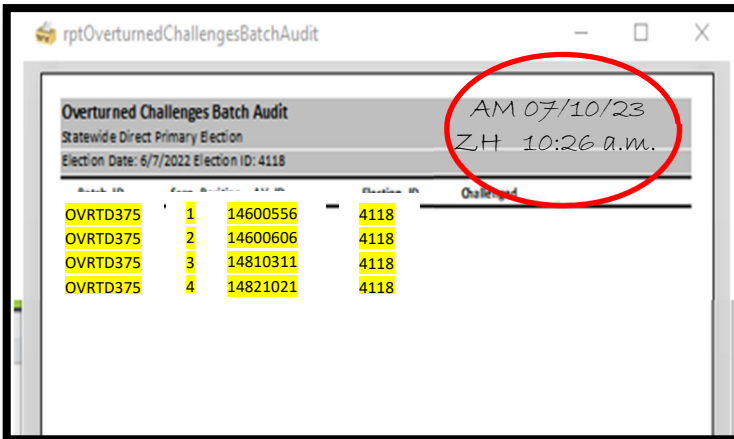


14. Select your printer and click **OK** to Print.



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 AV ID 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.

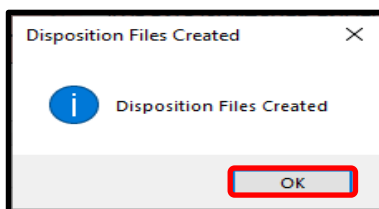
Note: This will tell the system that the scans have been audited and all have been accounted for. That batch will move forward to the next step.

Batch Id	Challenges Audited	Scans Audited	Disposition Files Created	Challenge Type
OVRTD372	Yes	Yes	Yes	WRONG/SWITCHED ENVELOPE
	No	No	No	NON-MATCHING SIGNATURE
	No	No	No	
OVRTD373	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD374	Yes	Yes	Yes	NON-MATCHING SIGNATURE
	No	No	No	
	No	No	No	NO SIG/BAD SIG ON FILE
OVRTD375	Yes	No	No	NON-MATCHING SIGNATURE
OVRTD376	Yes	Yes	No	WRONG/SWITCHED ENVELOPE
	No	No	No	BALLOT SIGNED

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

BatchesReady	Count
OVRTD375	5

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

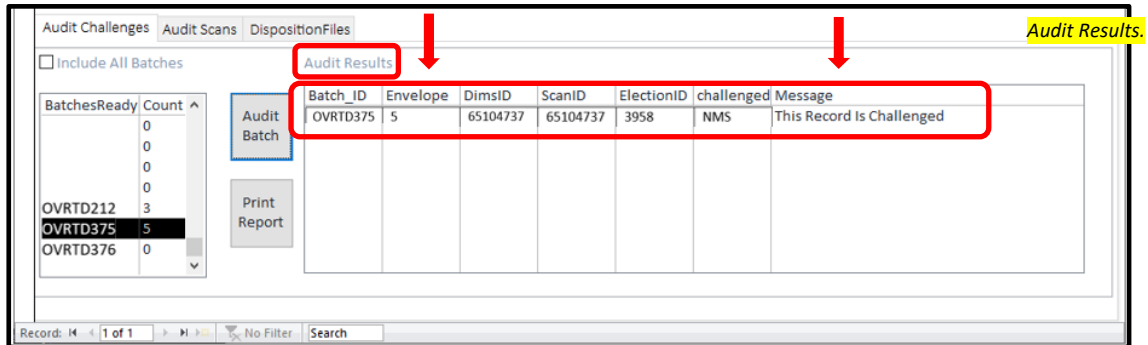


19. Take the mail tray, with the audited report and place it on the 'Overturned Ready to Sort' by the *Bluecrest sorting machine*. Be sure to initial and date the report.

Identifying Scanned Overturned Ballot Issues

1. While completing the initial batch audit, any issues will appear under *Audit Results*.

NOTE: The VBM envelopes AV ID, with the issue, will be identified *under Dims_ID*. 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*.

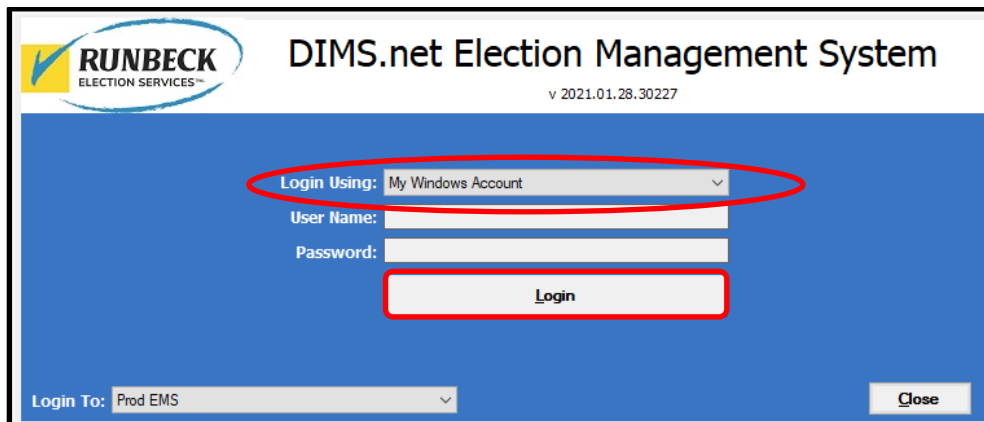


2. Pull the VBM envelopes associated with the AV ID that has an issue.

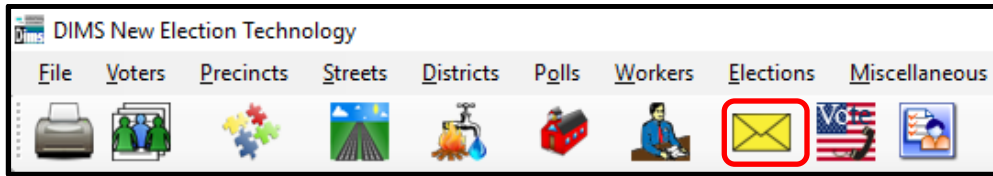
Note: Keep the VBM envelopes in the order scanned and mark where the VBM envelopes was taken from

3. Open DIMS.net. Click Login.

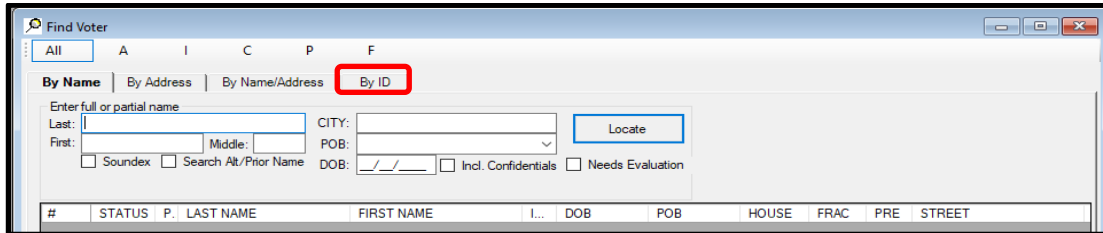
Note: Make sure *My Windows account* is selected.



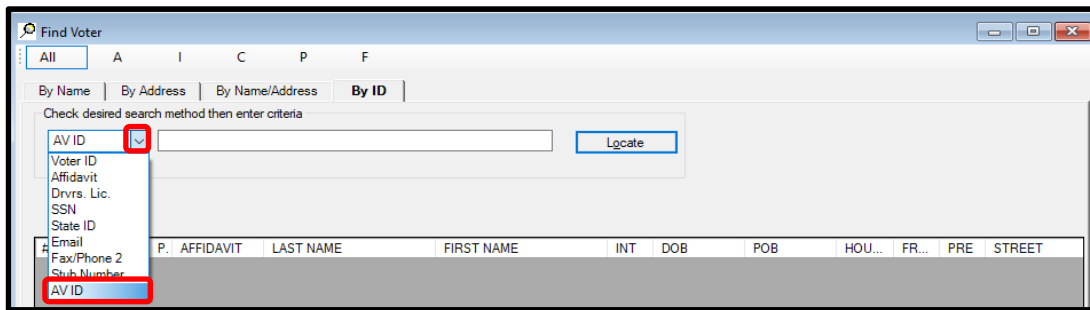
4. Double click the **Absent Voter Ballots** icon (yellow envelope).



5. Select **By ID**

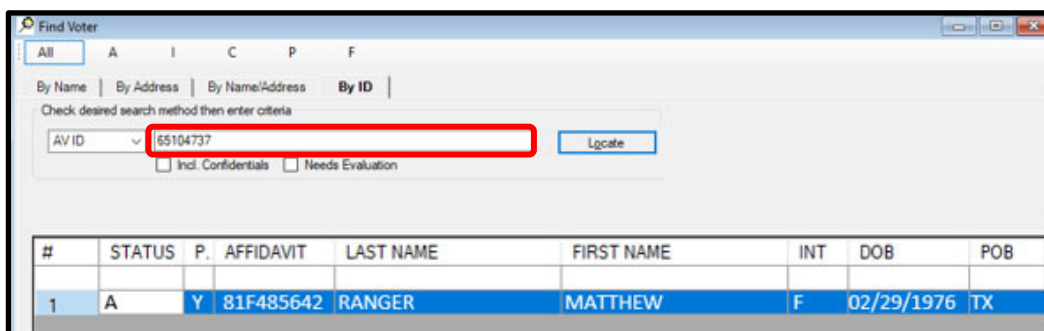


6. Click the drop down arrow next to Voter ID then select **AV ID**.

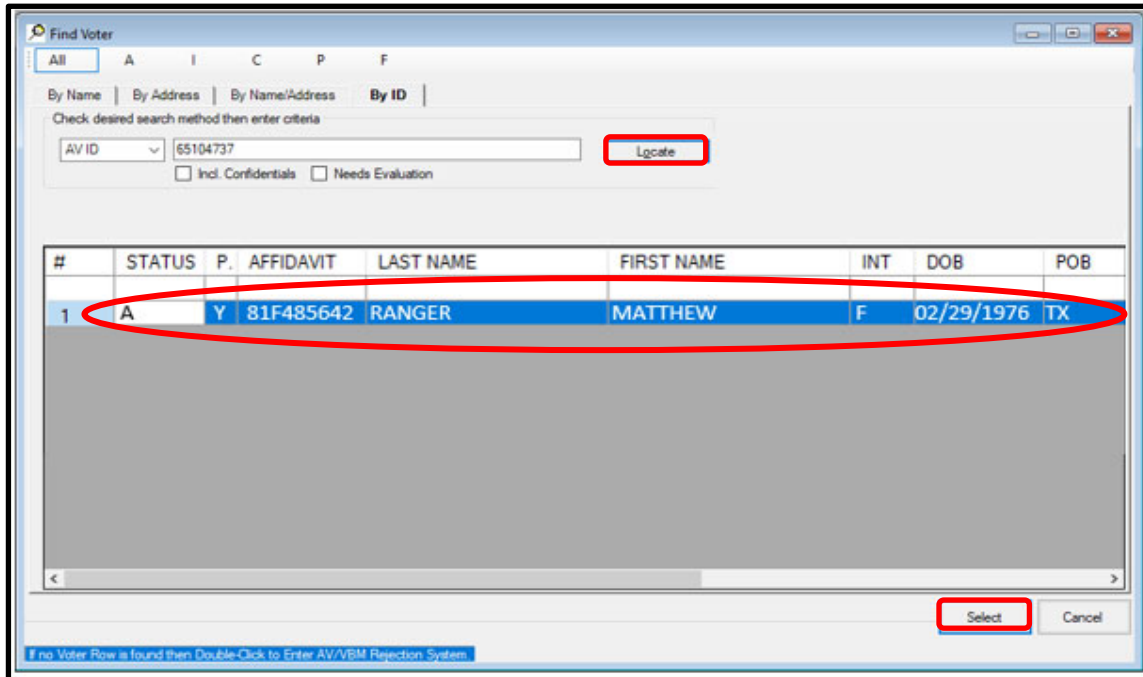


7. Enter the AV ID in the open field. Click **Locate**

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).

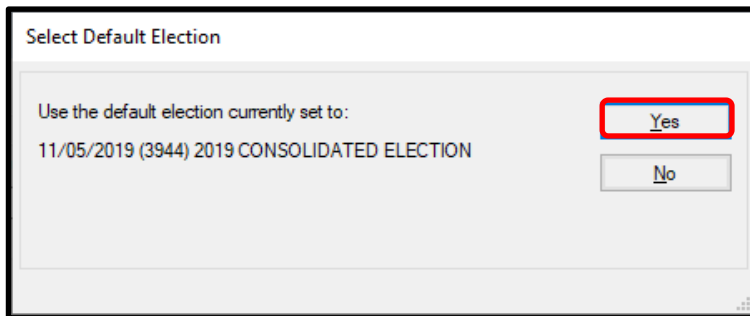


8. Verify Voter's information is correct Click **Select**.

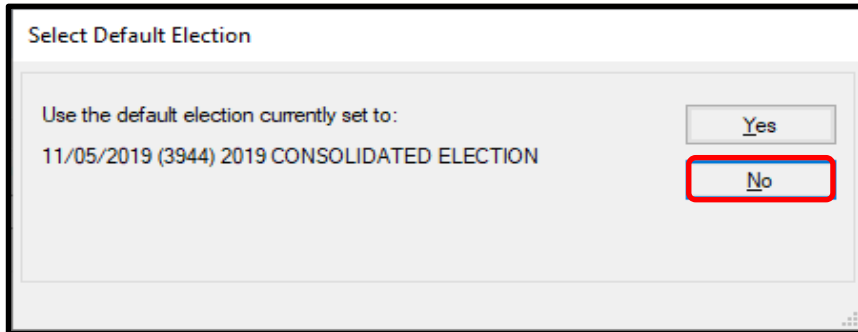


10. Confirm the default election is correct, select **Yes**.

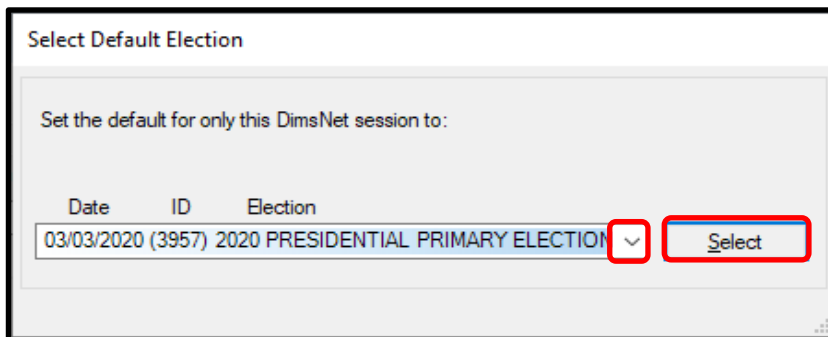
Note: This question is asked on initial log on to DIMSnet. If the program is closed and reopened the question will be asked again.



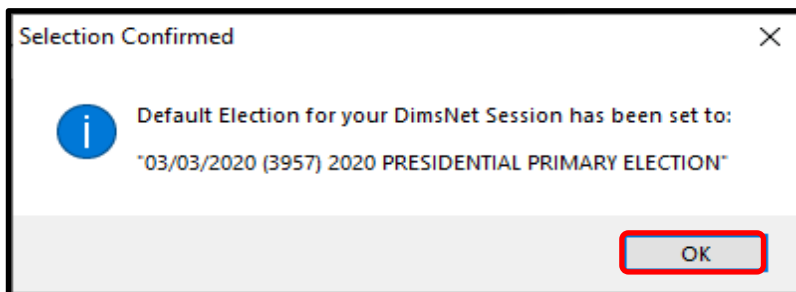
11. If the default election is incorrect, click **No**.



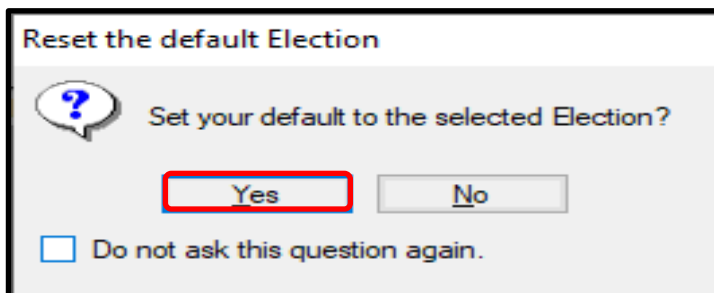
12. Using the drop down arrow, select the correct election, then click **Select**.



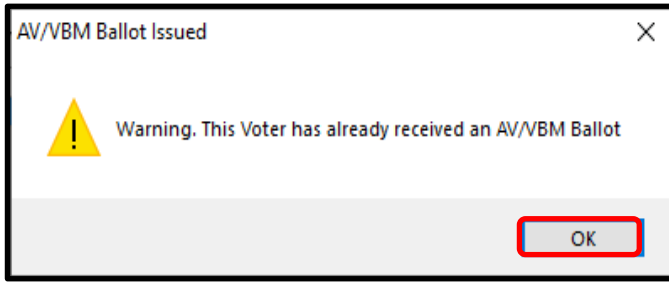
13. A confirmation will pop up. Click **OK**.



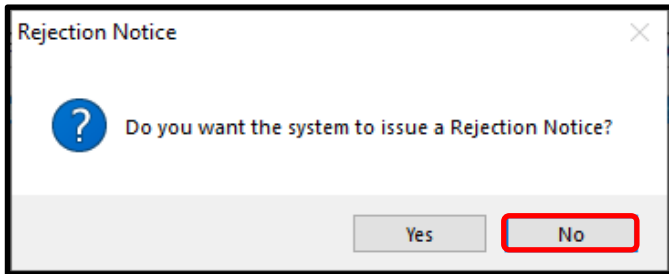
14. Reset the default Election pop up will appear as a secondary confirmation, click **Yes**.



15. A warning pop up will appear, click **ok**.



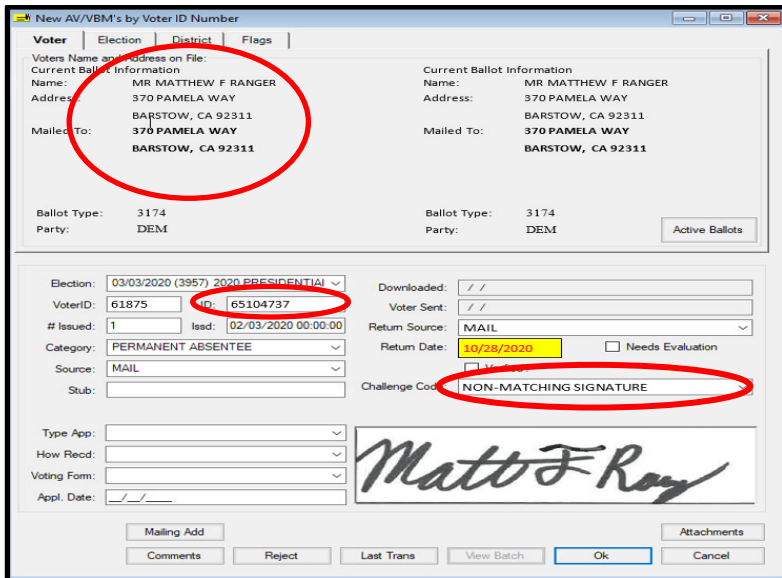
16. A Rejection Notice pop up will appear, **ALWAYS CLICK NO**.



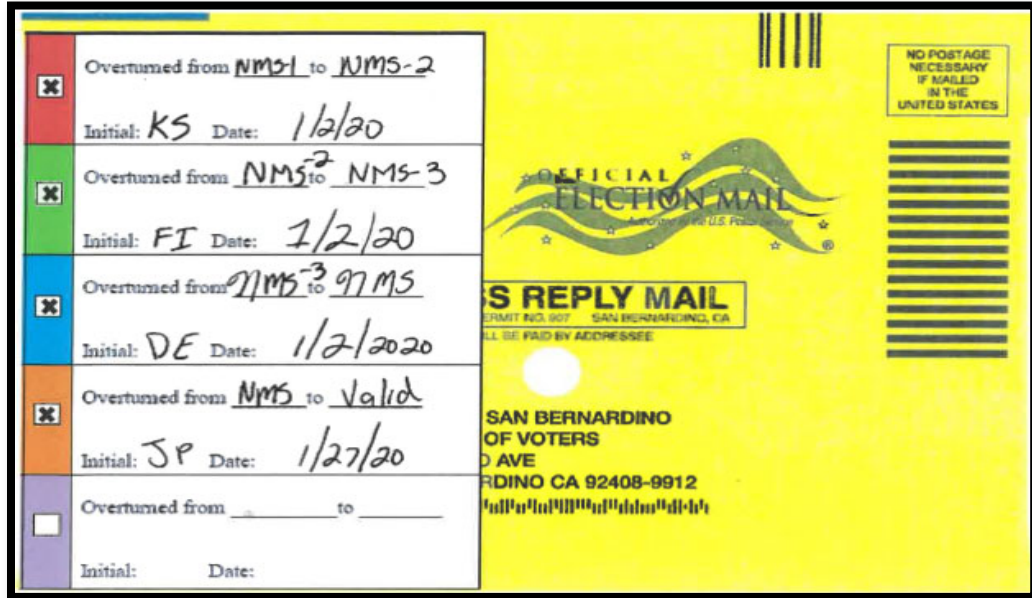
17. The voters' record will appear.

Note: Verify the voter information matches the VBM envelope.

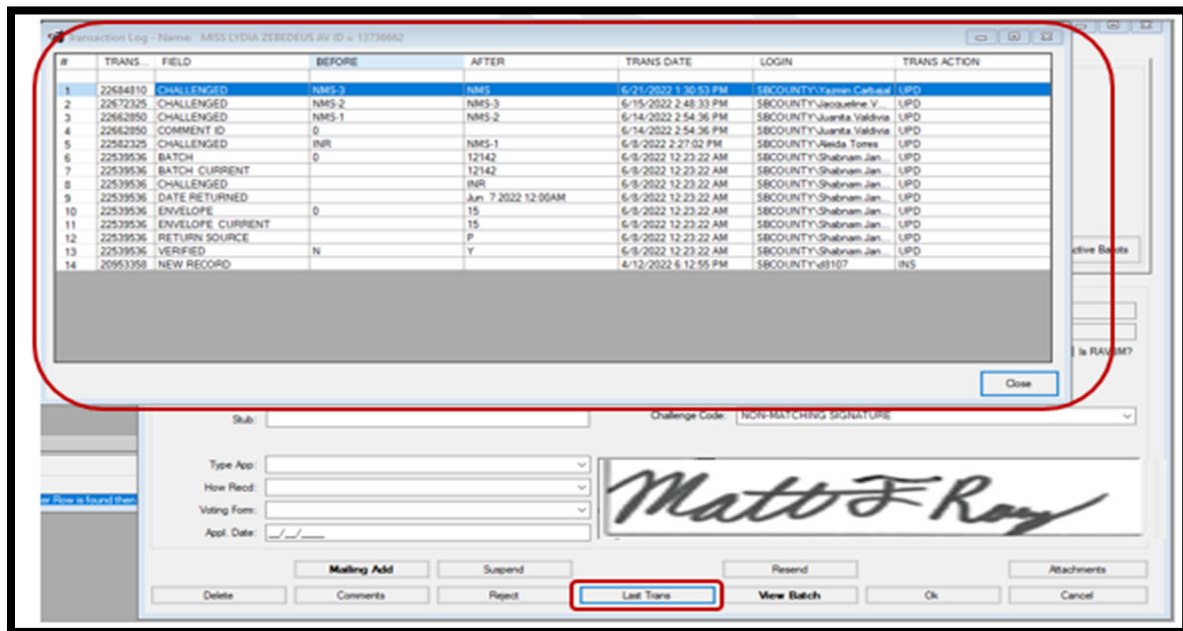
18. Under The Challenge code you will be able to verify that the MBPD database and Dims.net actually coincide with each other and the ballot is actually challenged.



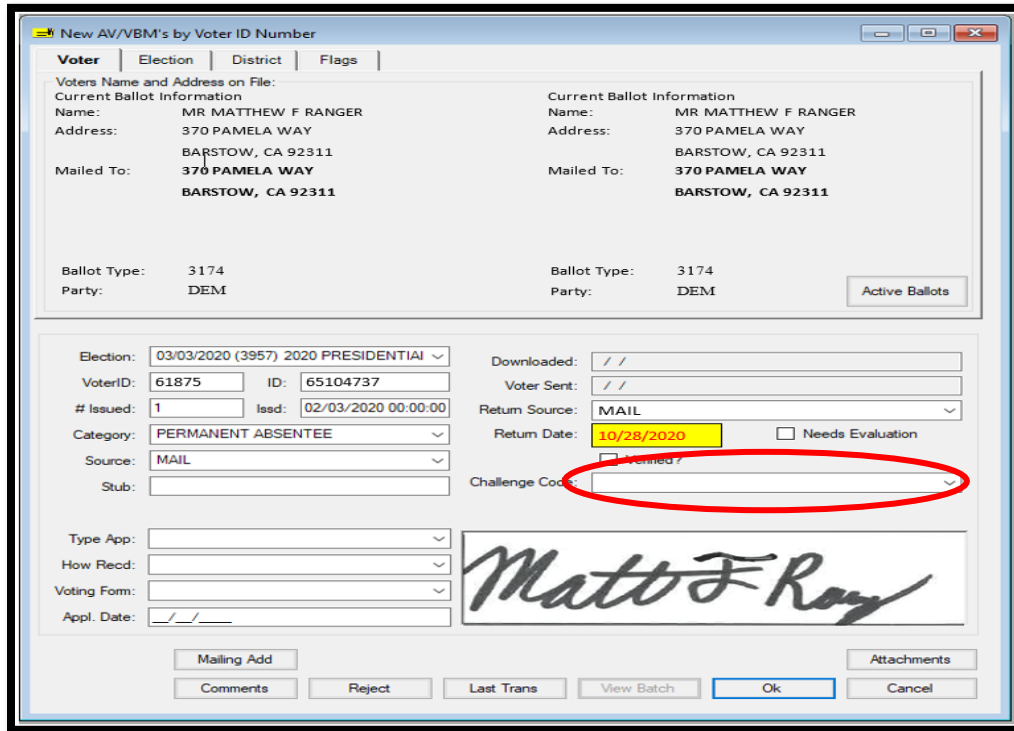
- If the *Challenge Code* box is blank, use the VBM Envelope to identify who overturned the challenge to *VALID*. Take the ballot to their lead, their lead will either fix the error or take it to the operator who made the error to research if the overturned was intentional and justified and ask them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



- 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 should be blank.

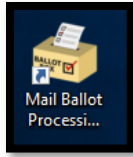


Fixing Scanned Overturned Ballot Issues

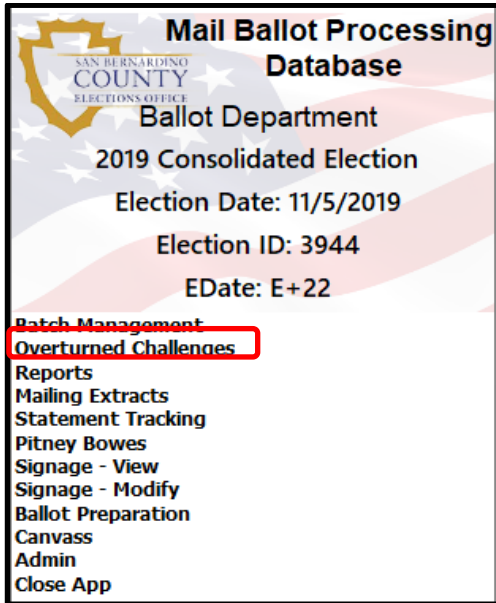
To determine if the VBM envelope is valid, the last person who worked it has to research, validate, and justify it. If a VBM envelope is still challenge on Dims but placed in an Overturned:Valid rack; one of two things have happened. Either, the ballot is not VALID and was placed in the wrong tray or the VBM envelope is VALID and DIMS.net needs to be updated.

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

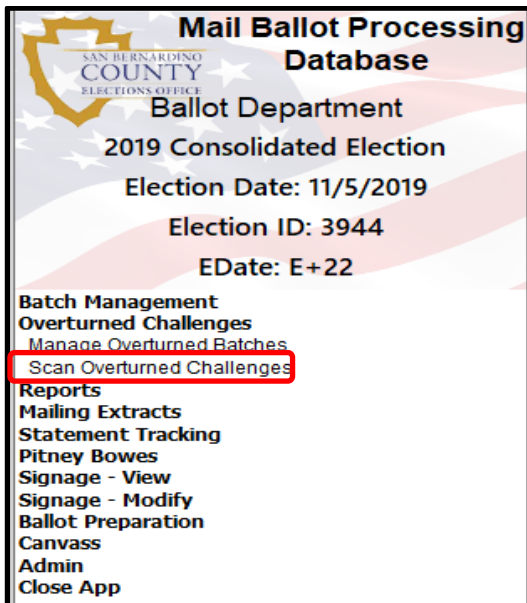
- Place the VBM envelopes that should remained challenged back in the unsorted challenged Baker's rack.
 - Place VBM envelopes that are Valid back in the Overturned: Valid tray that the VBM envelope was taken from.
1. *Return to and* open Mail Ballot Processing Database.



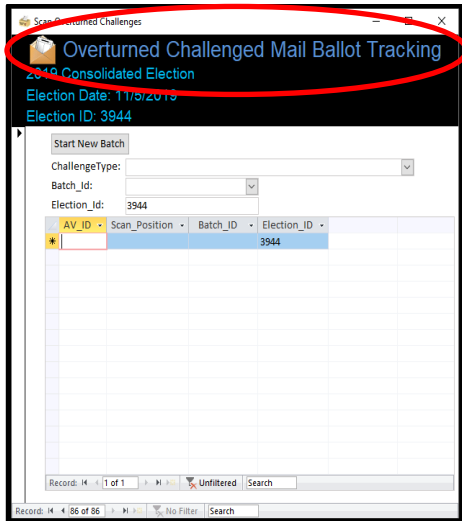
2. Click **Overturned Challenges**.



3. 3. Click **Scan Overturned Challenge**.

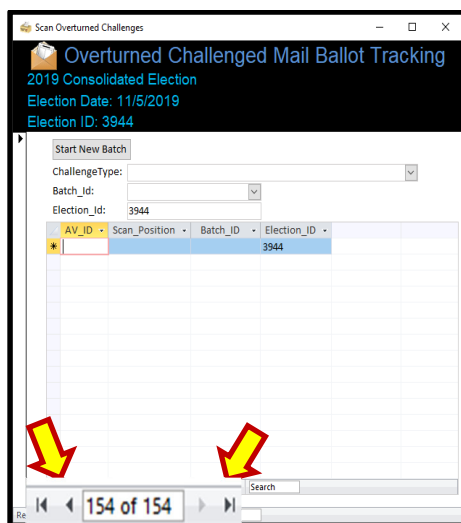


4. The *Overturned Challenged Mail Ballot Tracking* screen will appear.

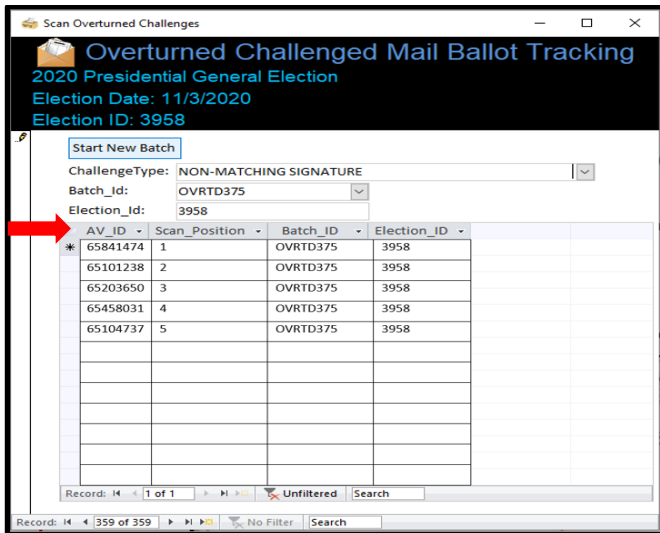


Note: The *Overturned Challenge Mail Ballot Tracking* database saves all previous records that have been scanned.

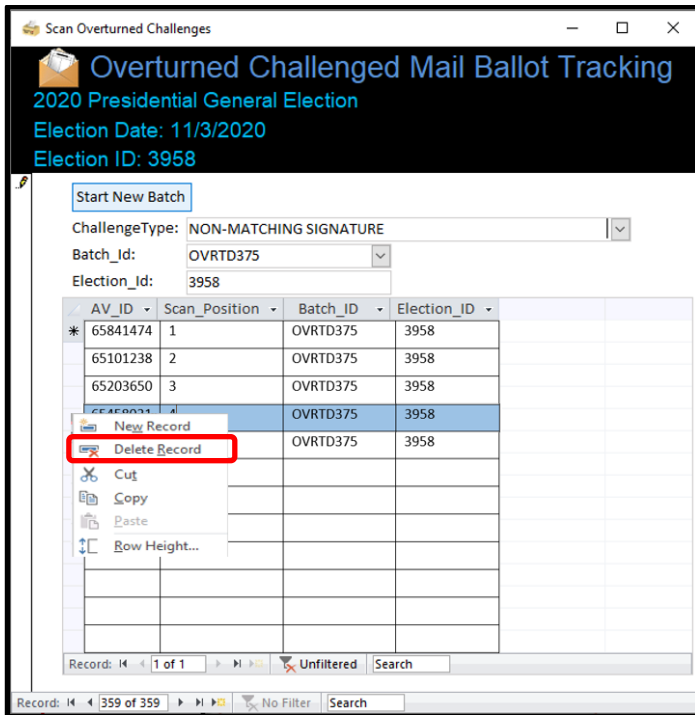
5. Use the arrows, on the bottom left corner, to search the database for the batch number being worked.



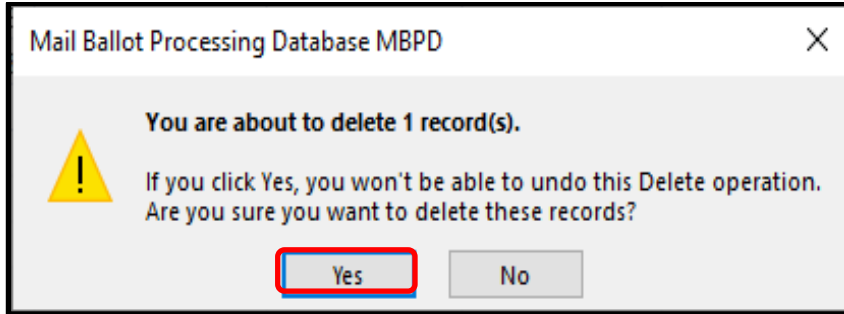
- Find, the AV ID to the VBM envelope(s) and delete the VBM envelope that remained challenged.
- Right click the gray box before the AV ID.



- Select delete record.

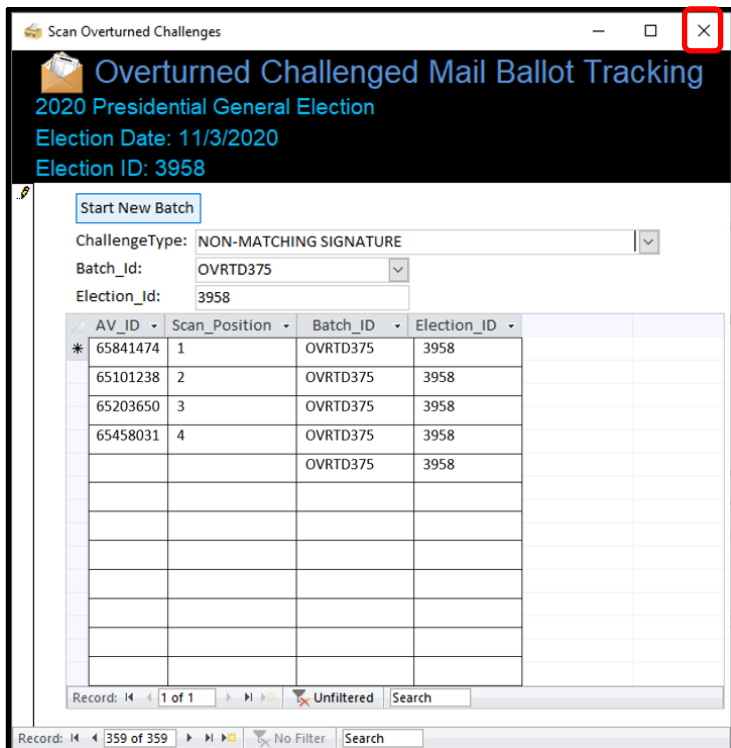


- A confirmation pop up will appear. Select Yes.



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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Version Written By: Zonia Harrell	