



THE REGISTRAR OF VOTERS

Scanning Valid Overtaken Ballots

PROCEDURE DOCUMENT – Version 2.3

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05/14/2024

Scanning Overturned Valid Ballots

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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

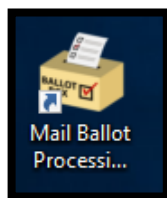
Getting Started

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

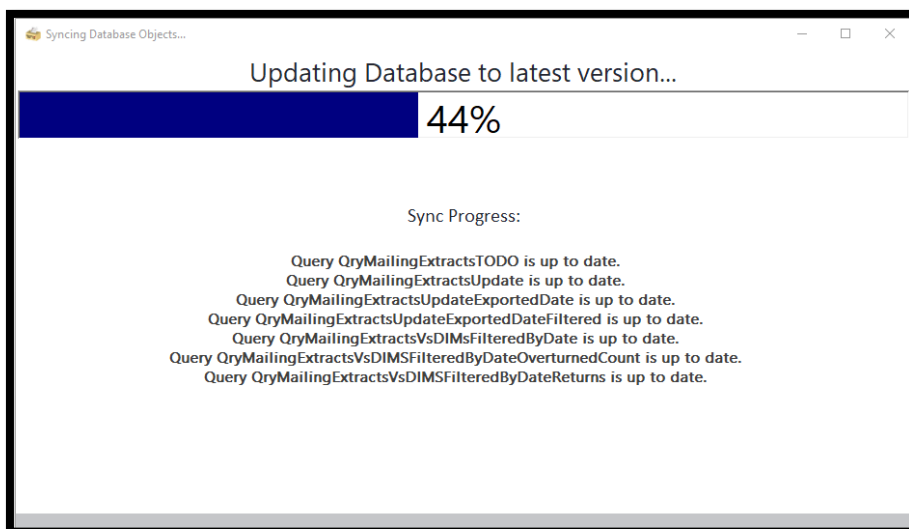
Note: It is very important to work on one challenge code and tray at a time to prevent mix-ups. The example below is of Overturned Ballots that were previously Non-Matching Signature (NMS).



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

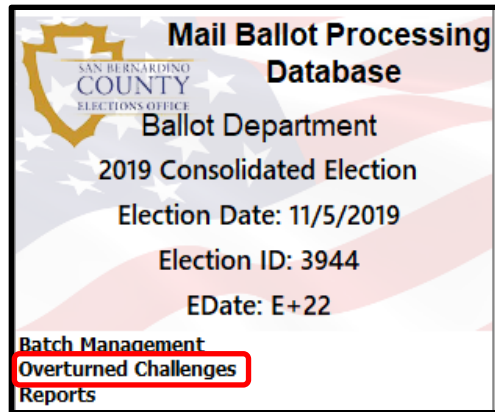


Note: A progress will bar appear. The database must first update, it may take up to two minutes to complete.

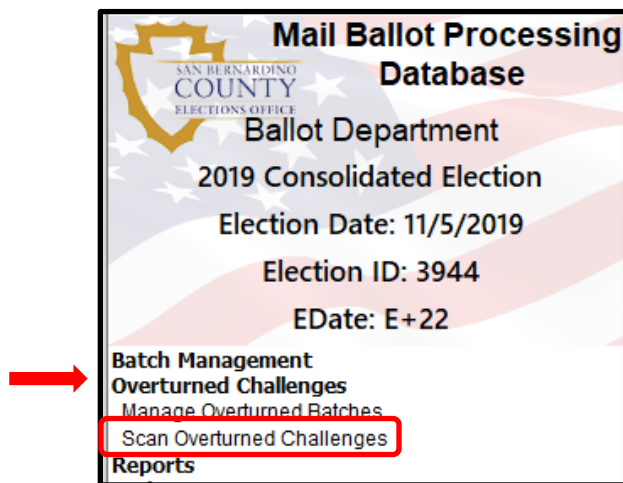


Challenges.

2. Click **Overturned**

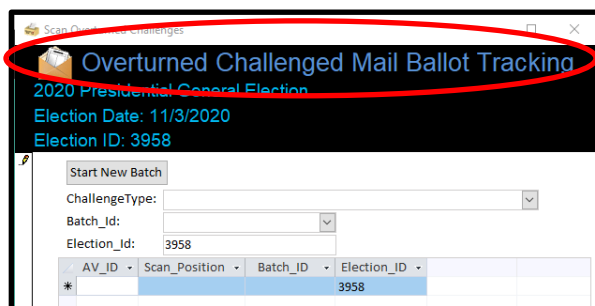


3. Select **Scan Overturned Challenges**.



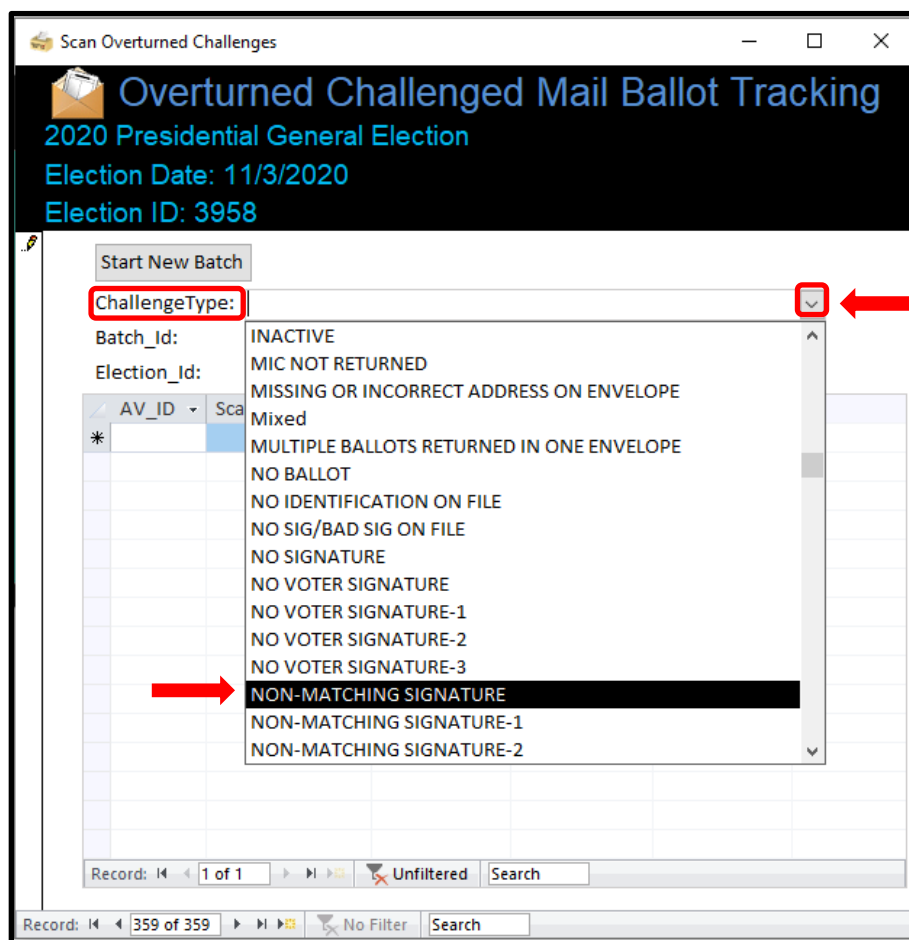
Scanning Challenges

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.

Scan Overturned Challenges

Overturned Challenged Mail Ballot Tracking
2020 Presidential General Election
Election Date: 11/3/2020
Election ID: 3958

Start New Batch

ChallengeType: NON-MATCHING SIGNATURE

Batch_Id: OVRTD375

Election_Id: 3958

AV_ID	Scan_Position	Batch_ID	Election_ID
*		OVRTD375	3958

- 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 **AVID**.

Scan Overturned Challenges

Overturned Challenged Mail Ballot Tracking
2020 Presidential General Election
Election Date: 11/3/2020
Election ID: 3958

Start New Batch

ChallengeType: NON-MATCHING SIGNATURE

Batch_Id: OVRTD375

Election_Id: 3958

AV_ID	Scan_Position	Batch_ID	Election_ID
*		OVRTD375	3958

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

San Bernardino County Registrar of Voters Scanning Overturned Ballots Procedure (Version 2.3)



Declaration of Voter / Declaración del Votante

I declare under the Penalty of Perjury under the laws of the State of California that I am the person whose name appears on the envelope, that I am a resident of the precinct in which I am voting, reside at the address shown, and have neither applied for nor intend to apply for a mail ballot from any other jurisdiction for this election.

Warning:

- Your ballot will not be counted unless you sign in your own handwriting. Your signature must compare to your signature on file at the Registrar of Voters office.
- Using false constitutes a crime.

Advertencia:

- No se contará su boleta a menos que la firma con su propia letra. Su firma debe ser reproducible a su firma registrada en la oficina del Registrador de Votantes.
- Utilizar una firma falsa constituye un delito.

1234 W Some Street Rd, City, State, 99999

Matthew F. Ranger
Voter's Signature / Firma del Votante
MR MATTEW F RANGER

Date / Fecha

Authorized Return Agent / Agente de Devolución Autorizado

A voter who is unable to return the ballot may designate any person to return the ballot to any polling place or drop-off location in California.

First name of the authorized person: [blank]
Relationship to the voter: [blank]
Signature of the authorized person: [blank]

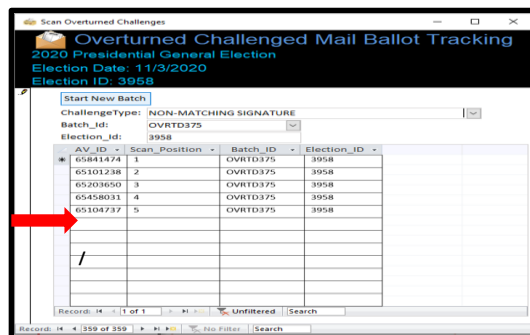
AV ID #
65104737

61875
Voter ID #

1453 3/28/2022

Scan the barcode below the AVID number.

- Make sure the AVID 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. Place the 20th envelope in an upright position as 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.

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*

Scan Overturned Challenges

Overturned Challenged Mail Ballot Tracking
2020 Presidential General Election
Election Date: 11/3/2020
Election ID: 3958

Start New Batch
ChallengeType: NON-MATCHING SIGNATURE
Batch_Id: OVRTD375
Election_Id: 3958

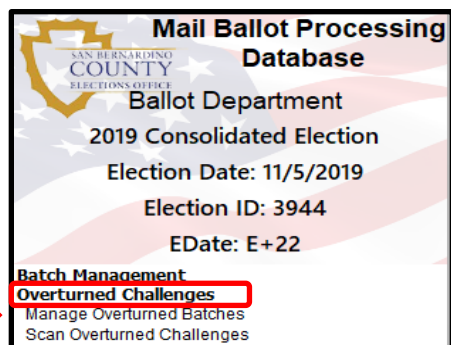
AV_ID	Scan_Position	Batch_ID	Election_ID
65841474	1	OVRTD375	3958
65101238	2	OVRTD375	3958
65203650	3	OVRTD375	3958
65458031	4	OVRTD375	3958
65104737	5	OVRTD375	3958
/			

Record: 1 of 1 | Unfiltered | Search

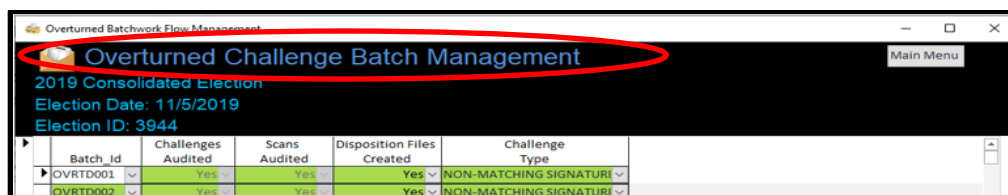
Record: 1 of 359 | No Filter | Search

Managing Overturned Batches

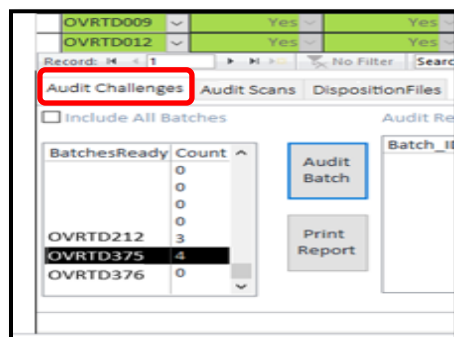
1. Return to the Mail Ballot Processing Database, under **Overturned Challenges**, click on **Manage Overturned Batches**.



2. The Overturned Challenge Batch Management *module* will open.

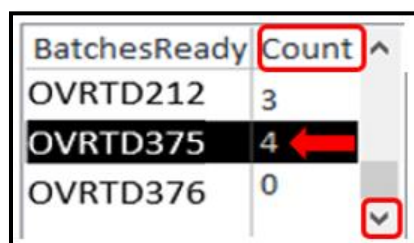


3. All scanned batches will appear under the first tab **Audit Challenges** and **BatchesReady** count column.



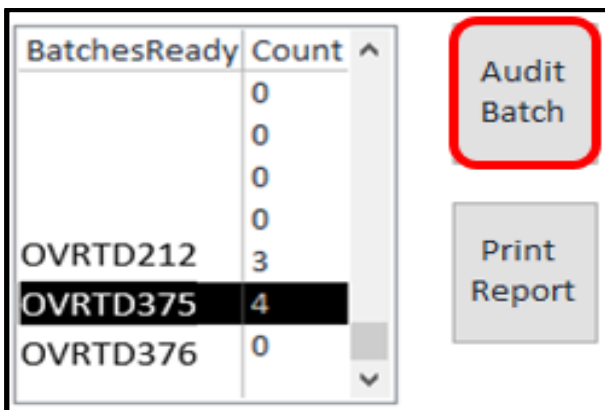
4. Use the scroll bar to locate and click the batch number being worked.

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

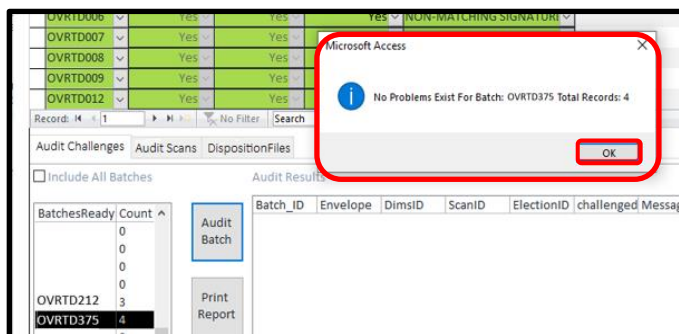


5. With the batch number highlighted, click on **Audit Batch**.

Note: MBPD will send the AVID's to DIMS.net to verify the challenge codes on those VBM envelopes have been changed.

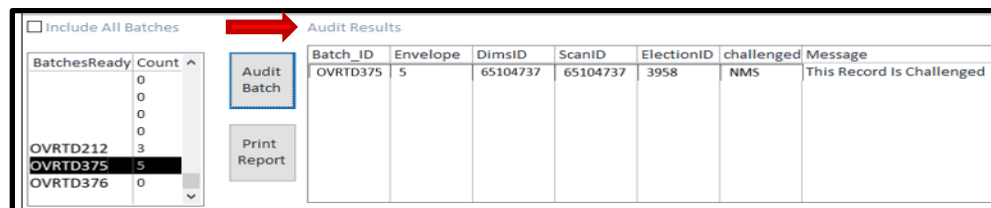


6. A pop window indicating there are no issues will appear. Click OK



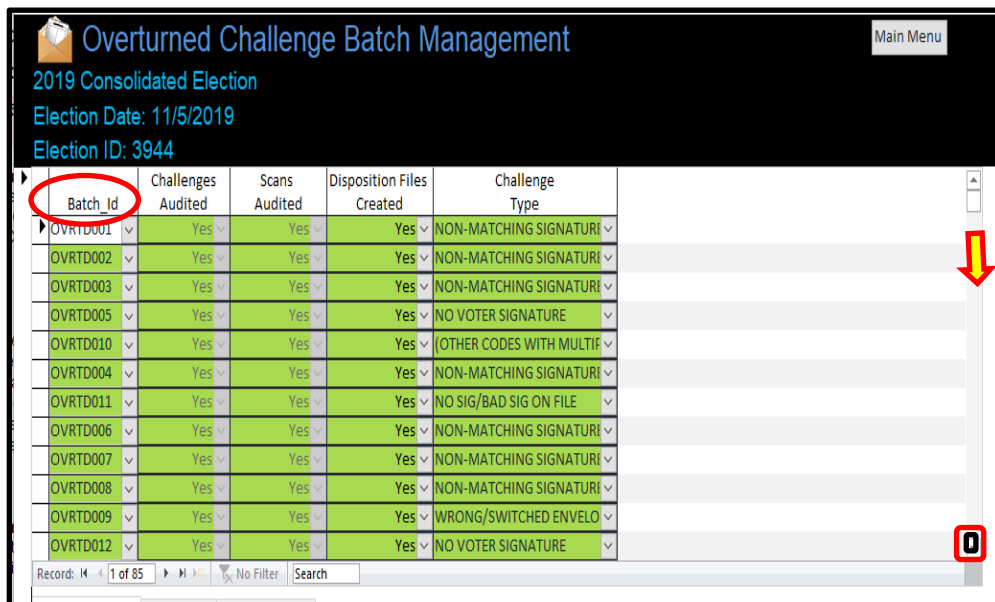
7. If there are issues with any of the VBM envelopes a message will appear under **Audit Results** and further research is needed using DIMS.net and the VBM envelope.

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.



Overturned Challenge Batch Management

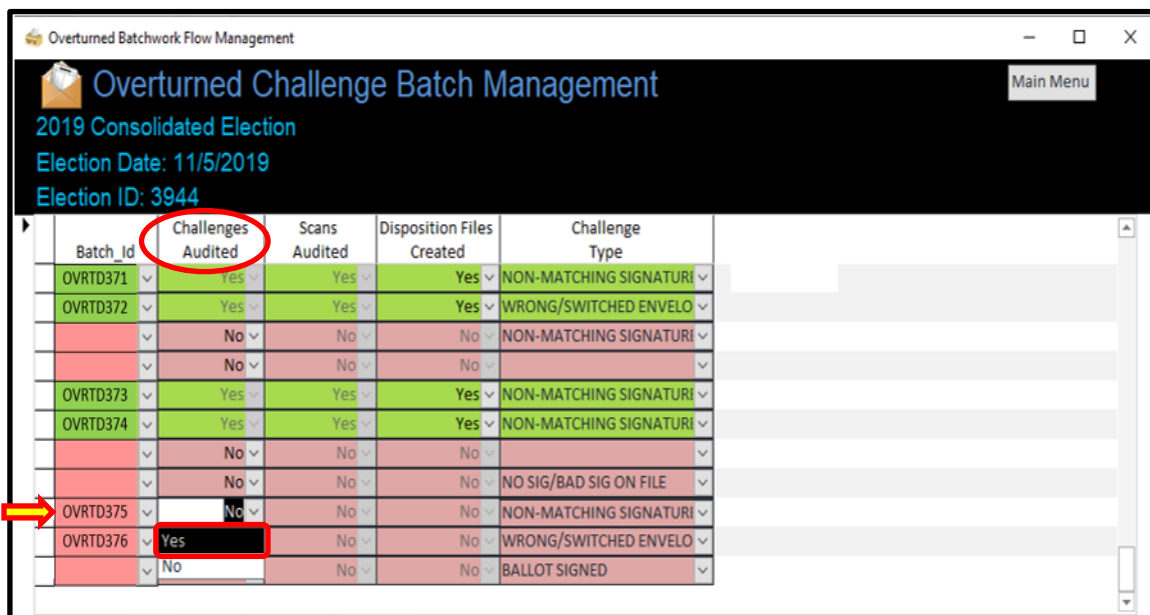
2019 Consolidated Election
Election Date: 11/5/2019
Election ID: 3944

Batch_Id	Challenges Audited	Scans Audited	Disposition Files Created	Challenge Type
OVRTD001	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD002	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD003	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD005	Yes	Yes	Yes	NO VOTER SIGNATURE
OVRTD010	Yes	Yes	Yes	OTHER CODES WITH MULTIF
OVRTD004	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD011	Yes	Yes	Yes	NO SIG/BAD SIG ON FILE
OVRTD006	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD007	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD008	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD009	Yes	Yes	Yes	WRONG/SWITCHED ENVELO
OVRTD012	Yes	Yes	Yes	NO VOTER SIGNATURE

Record: 1 of 85 No Filter Search

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.



Overturned Batchwork Flow Management

Overturned Challenge Batch Management

2019 Consolidated Election
Election Date: 11/5/2019
Election ID: 3944

Batch_Id	Challenges Audited	Scans Audited	Disposition Files Created	Challenge Type
OVRTD371	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD372	Yes	Yes	Yes	WRONG/SWITCHED ENVELO
	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	No	No	No	NON-MATCHING SIGNATURE
OVRTD376	Yes	No	No	WRONG/SWITCHED ENVELO
	No	No	No	BALLOT SIGNED

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.

Batch_Id	Challenges Audited	Scans Audited	Disposition Files Created	Challenge Type
OVRTD369	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD370	Yes	Yes	Yes	SIGNATURE MISMATCH
OVRTD371	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD372	Yes	Yes	Yes	WRONG/SWITCHED ENVELOPE
OVRTD373	No	No	No	NON-MATCHING SIGNATURE
OVRTD374	Yes	Yes	Yes	NON-MATCHING SIGNATURE
OVRTD375	No	No	No	NO SIG/BAD SIG ON FILE
OVRTD376	No	No	No	WRONG/SWITCHED ENVELOPE

Record: 1 of 85

Audit Challenges | **Audit Scans** | DispositionFiles

☐ Include All Batches
☐ Select All

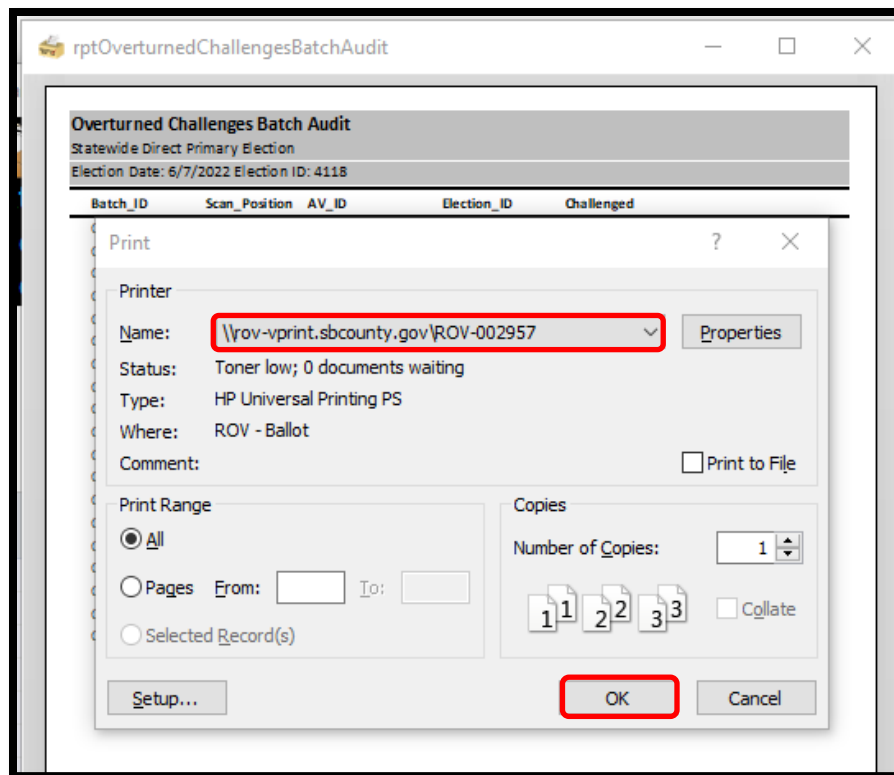
BatchesReady Count
OVRTD375: 4

Run Audit Report

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

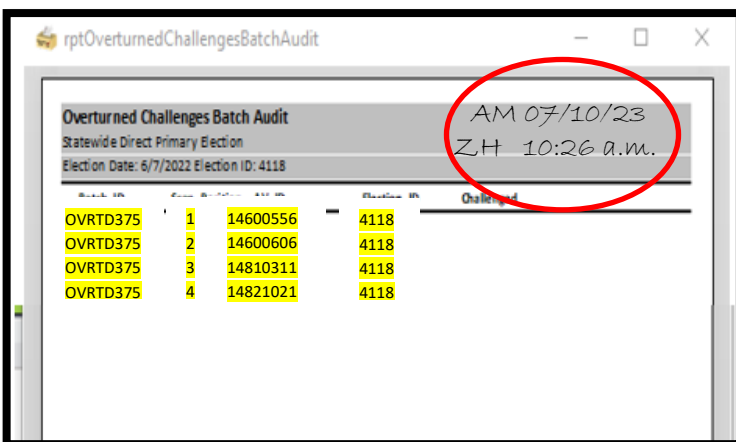
Batch_ID	Scan_Position	AV_ID	Election_ID	Challenged
OVRTD034	1	14600556	4118	
OVRTD034	2	14600606	4118	
OVRTD034	3	14081031	4118	
OVRTD034	4	14861883	4118	

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.

 Overturned Challenge Batch Management 2019 Consolidated Election Election Date: 11/5/2019 Election ID: 3944					
Batch Id	Challenges Audited	Scans Audited	Disposition Files Created	Challenge Type	
OVRTD372	Yes	Yes	Yes	WRONG/SWITCHED ENVELO	
	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 ENVELO	
	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.

Audit Challenges

Audit Scans

DispositionFiles

BatchesReady

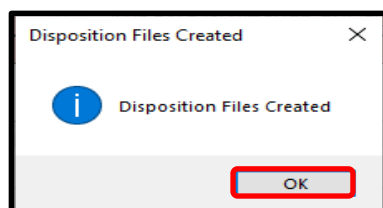
Count

OVRTD375

5

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**.

Batch_ID	Envelope	DimsID	ScanID	ElectionID	challenged	Message
OVRTD375	5	65104737	65104737	3958	NMS	This Record Is Challenged

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).



RUNBECK
ELECTION SERVICES™

DIMS.net Election Management System
v 2021.01.28.30227

Login Using: My Windows Account

User Name:

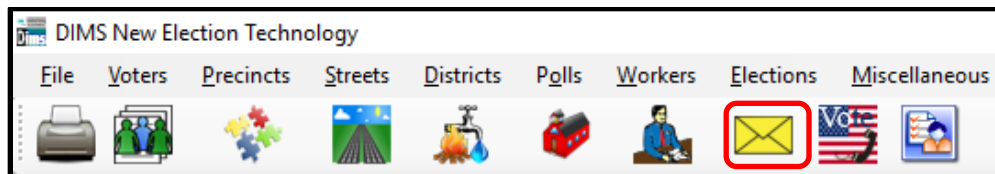
Password:

Login

Login To: Prod EMS

Close

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



5. Select **By ID**.

The screenshot shows the 'Find Voter' application window. The 'By ID' tab is selected and highlighted with a red box. The search criteria fields are empty. The 'Locate' button is visible. Below the search fields is a table with columns: #, STATUS, P., LAST NAME, FIRST NAME, I..., DOB, POB, HOUSE, FRAC, PRE, STREET.

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

The screenshot shows the 'Find Voter' application window. The 'By ID' tab is selected. A dropdown menu is open, showing search methods: AV ID, Voter ID, Affidavit, Drvrs. Lic., SSN, State ID, Email, Fax/Phone 2, and Stub Number. 'AV ID' is selected and highlighted with a red box. The 'Locate' button is visible. Below the search fields is a table with columns: #, STATUS, P., AFFIDAVIT, LAST NAME, FIRST NAME, INT, DOB, POB, HOU..., FR..., PRE, STREET.

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).

The screenshot shows the 'Find Voter' application window. The 'By ID' tab is selected. The search method is 'AV ID' and the search criteria is '65104737'. The 'Locate' button is visible. Below the search fields is a table with columns: #, STATUS, P., AFFIDAVIT, LAST NAME, FIRST NAME, INT, DOB, POB. The first row is highlighted in blue.

#	STATUS	P.	AFFIDAVIT	LAST NAME	FIRST NAME	INT	DOB	POB
1	A	Y	81F485642	RANGER	MATTHEW	F	02/29/1976	TX

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

Find Voter

All A I C P F

By Name | By Address | By Name/Address | By ID

Check desired search method then enter criteria

AV ID 65104737 **Update**

☐ Incl. Confidentials ☐ Needs Evaluation

#	STATUS	P.	AFFIDAVIT	LAST NAME	FIRST NAME	INT	DOB	POB
1	A	Y	81F485642	RANGER	MATTHEW	F	02/29/1976	TX

Select Cancel

If no Voter Row is found then Double-Click to Enter AV/VRM Rejection System.

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.

Select Default Election

Use the default election currently set to:

11/05/2019 (3944) 2019 CONSOLIDATED ELECTION

Yes No

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

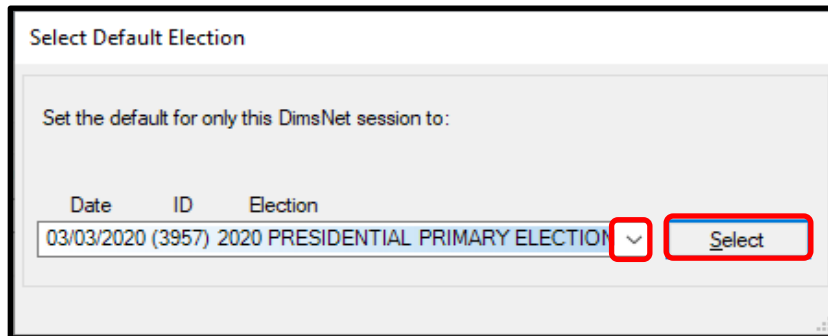
Select Default Election

Use the default election currently set to:

11/05/2019 (3944) 2019 CONSOLIDATED ELECTION

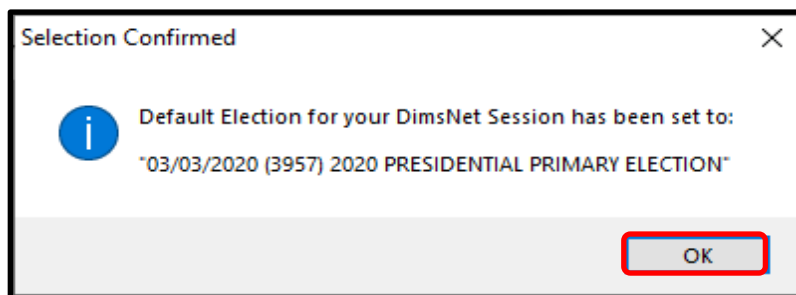
Yes **No**

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



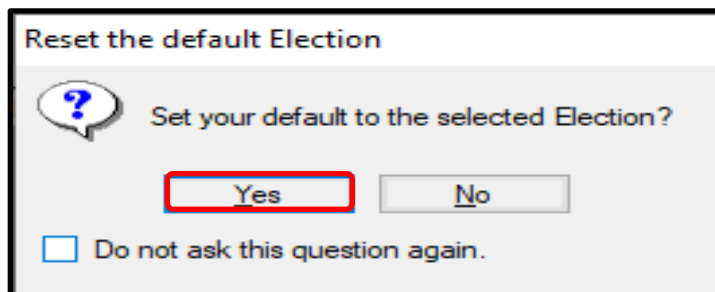
The dialog box is titled "Select Default Election". It contains the instruction "Set the default for only this DimsNet session to:". Below this is a table with three columns: "Date", "ID", and "Election". The first row of the table contains the text "03/03/2020 (3957) 2020 PRESIDENTIAL PRIMARY ELECTION". To the right of the text in the "Election" column is a small downward-pointing arrow (drop-down menu). To the right of the table is a button labeled "Select". Both the drop-down arrow and the "Select" button are highlighted with red rectangles.

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



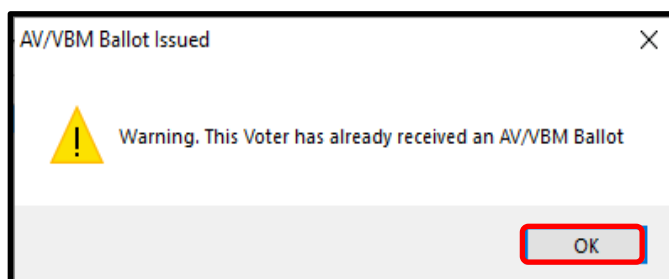
The dialog box is titled "Selection Confirmed" and has a close button (X) in the top right corner. It features an information icon (i) on the left. The text inside reads: "Default Election for your DimsNet Session has been set to:" followed by "03/03/2020 (3957) 2020 PRESIDENTIAL PRIMARY ELECTION". At the bottom right, there is a button labeled "OK", which is highlighted with a red rectangle.

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



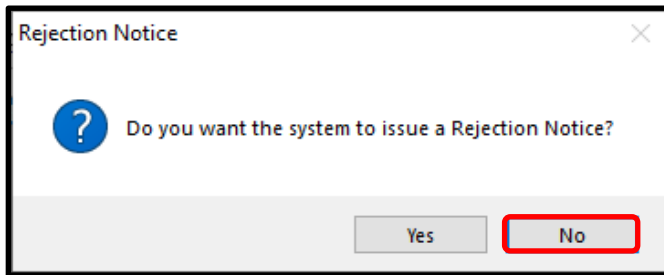
The dialog box is titled "Reset the default Election". It contains a question mark icon in a speech bubble on the left. The text reads: "Set your default to the selected Election?". Below this text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangle. At the bottom left, there is a checkbox labeled "Do not ask this question again.", which is currently unchecked.

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

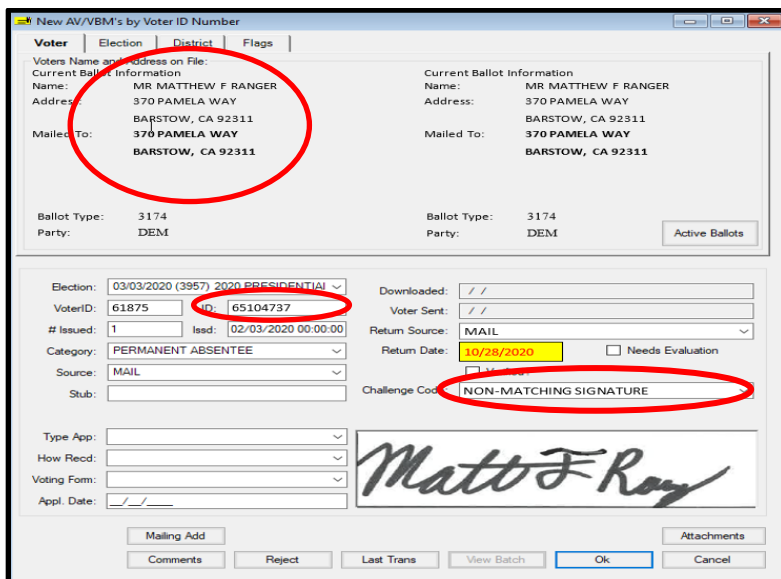


The dialog box is titled "AV/VBM Ballot Issued" and has a close button (X) in the top right corner. It features a yellow warning triangle icon on the left. The text inside reads: "Warning. This Voter has already received an AV/VBM Ballot". At the bottom right, there is a button labeled "OK", which is highlighted with a red rectangle.

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.

A screenshot of a software window titled 'New AV/VBM's by Voter ID Number'. The window contains several fields and sections. A red circle highlights the 'Voter' tab and the 'Voters Name and Address on File' section, which includes fields for Name, Address, and Mailed To. Another red circle highlights the 'Challenge Code' field, which contains the text 'NON-MATCHING SIGNATURE'. A third red circle highlights the 'ID' field, which contains the value '65104737'. The form also includes sections for 'Current Ballot Information', 'Election', 'VoterID', 'Issued', 'Category', 'Source', 'Stub', 'Type App', 'How Recd', 'Voting Form', and 'Appl. Date'. At the bottom, there are buttons for 'Mailing Add', 'Comments', 'Reject', 'Last Trans', 'View Batch', 'Ok', 'Attachments', and 'Cancel'. A signature 'Matt F Roy' is visible in the bottom right area.

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.

Overturned from NMS-1 to NMS-2
Initial: KS Date: 1/2/20

Overturned from NMS-2 to NMS-3
Initial: FI Date: 1/2/20

Overturned from NMS-3 to NMS-4
Initial: DE Date: 1/2/2020

Overturned from NMS-4 to Valid
Initial: JP Date: 1/27/20

Overturned from _____ to _____
Initial: _____ Date: _____

OFFICIAL ELECTION MAIL
NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

REPLY MAIL
PERMIT NO. 907 SAN BERNARDINO, CA
ALL TO BE PAID BY ADDRESSEE

**SAN BERNARDINO
COUNTY
REGISTRAR OF VOTERS**
92408-9912
SAN BERNARDINO CA 92408-9912

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.

#	TRANS	FIELD	BEFORE	AFTER	TRANS DATE	LOGIN	TRANS ACTION
1	22684810	CHALLENGED	NMS-3	NMS-2	6/21/2022 1:30:53 PM	SBCOUNTY\Kymen Carballo	UPD
2	22672325	CHALLENGED	NMS-2	NMS-3	6/15/2022 2:48:33 PM	SBCOUNTY\Jacqueline V.	UPD
3	22662950	CHALLENGED	NMS-1	NMS-2	6/14/2022 2:54:36 PM	SBCOUNTY\Juanita Valdivia	UPD
4	22662950	COMMENT ID	0		6/14/2022 2:54:36 PM	SBCOUNTY\Juanita Valdivia	UPD
5	22582325	CHALLENGED	RNR	NMS-1	6/8/2022 2:27:02 PM	SBCOUNTY\Alicia Torres	UPD
6	22539536	BATCH	0	12142	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
7	22539536	BATCH CURRENT		12142	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
8	22539536	CHALLENGED		RNR	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
9	22539536	DATE RETURNED		Jun 7 2022 12:00AM	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
10	22539536	ENVELOPE	0	15	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
11	22539536	ENVELOPE CURRENT		15	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
12	22539536	RETURN SOURCE		P	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
13	22539536	VERIFIED	N	Y	6/8/2022 12:23:22 AM	SBCOUNTY\Shabnam Jan	UPD
14	20953350	NEW RECORD			4/12/2022 6:12:55 PM	SBCOUNTY\es107	INS

State: _____ Challenge Code: NON-MATCHING SOURCE

Type App: _____ How Recd: _____ Voting Form: _____ Appl Date: _____

Buttons: **Mailing Add**, **Suspend**, **Resend**, **Attachments**, **Delete**, **Comments**, **Reject**, **Last Trans**, **View Batch**, **Ok**, **Cancel**

Signature: Matt F Roy

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

The screenshot shows a software window titled "New AV/VBM's by Voter ID Number". It contains two main sections: "Voters Name and Address on File" and "Current Ballot Information". Both sections list the same information for MR MATTHEW F RANGER: 370 PAMELA WAY, BARSTOW, CA 92311. The ballot type is 3174 and the party is DEM. Below this, there are various input fields for election details, including "Election" (03/03/2020 (3957) 2020 PRESIDENTIAL), "VoterID" (61875), "ID" (65104737), "# Issued" (1), "Issd" (02/03/2020 00:00:00), "Category" (PERMANENT ABSENTEE), "Source" (MAIL), "Stub", "Downloaded", "Voter Sent", "Return Source" (MAIL), "Return Date" (10/28/2020), "Needs Evaluation" (checkbox), and "Challenge Code" (a dropdown menu that is currently blank and circled in red). At the bottom, there are buttons for "Mailing Add", "Comments", "Reject", "Last Trans", "View Batch", "Ok", and "Cancel". A signature of "Matt F Ranger" is visible on the right side of the form.

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.

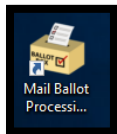
- The ballot is not VALID and was placed in the wrong tray, or
- VBM envelope is VALID and DIMS.net needs to be updated

Steps to correct the issue:

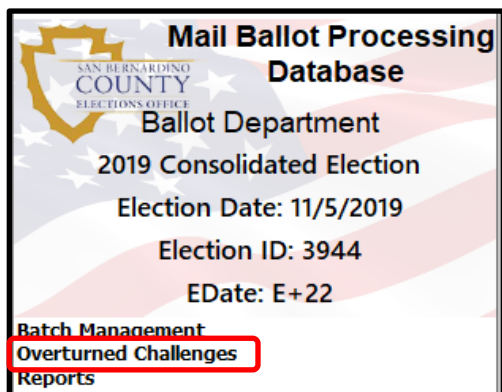
The VBM envelope must be taken back to the person who needs to correct it. Once it has been corrected either on DIMS.net or by the team member:

- Place the VBM envelopes that should remain 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

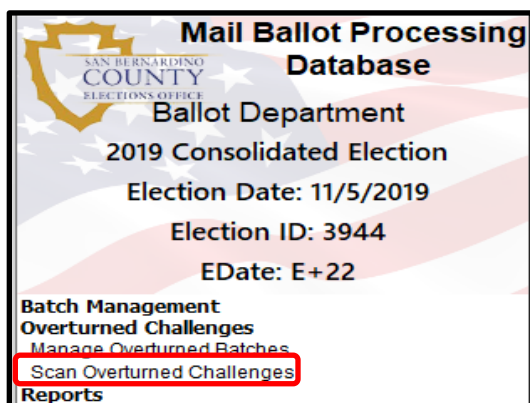
1. *Return to and* open Mail Ballot Processing Database.



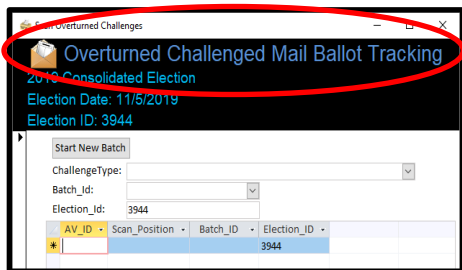
2. Click **Overturned Challenges**.



3. Click **Scan Overturned Challenge**.

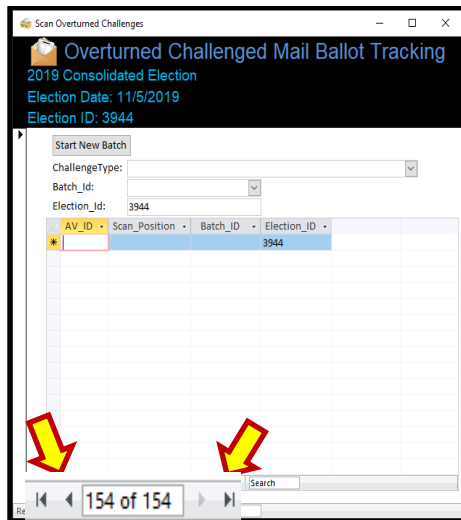


4. The *Overturned Challenged Mail Ballot Tracking* screen will appear.

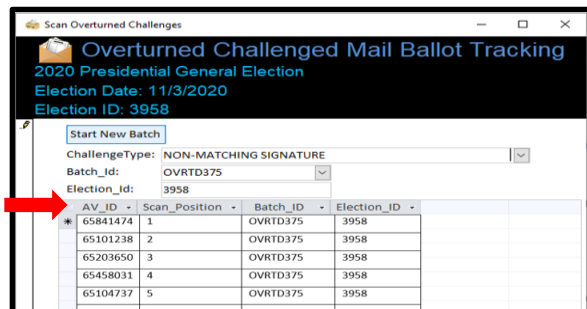


Note: The *Overturned Challenge Mail Ballot Tracking* database saves all previous records that have been scanned.

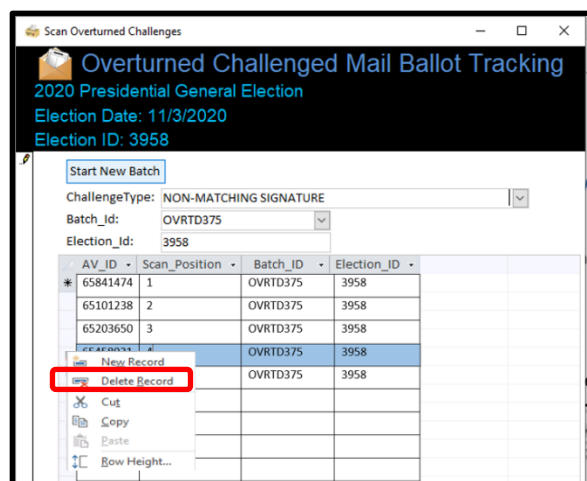
5. Use the arrows, on the bottom left corner, to search the database for the batch number being worked.



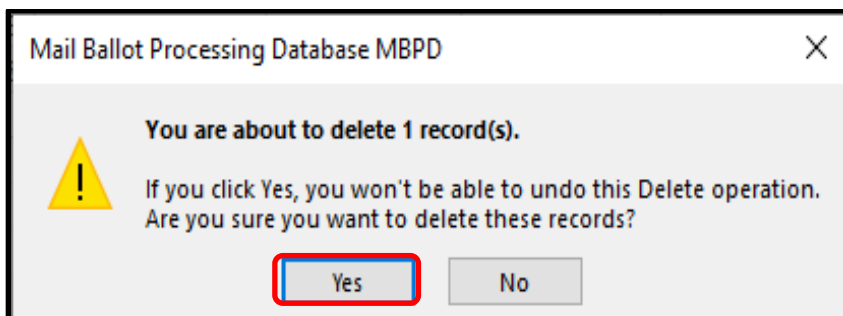
6. Find the AVID to the VBM envelope(s) and delete the VBM envelope that remained challenged.
7. Right click the gray box before the AVID.



8. Select delete record.

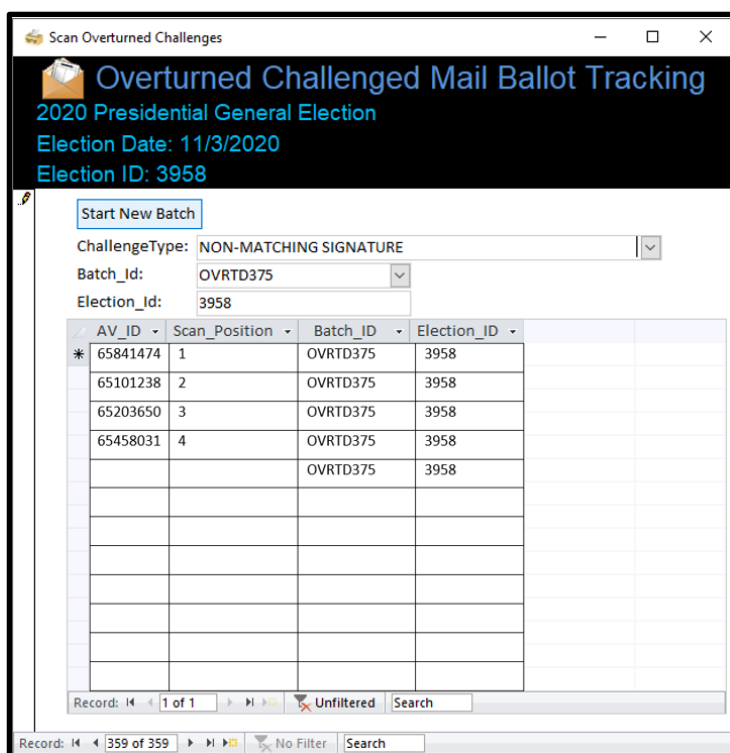


9. A confirmation pop up will appear. Select **Yes**.



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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