

REGISTRAR OF VOTERS

Signature Verification-Working Wanda Reports (Batch Mode)

PROCEDURE DOCUMENT – Version 2.1

Blanca Cazares 9/9/2024

Working Wanda Reports (Batch Mode)

Table of Contents

| urpose | 3 |
|-----------------------------|---|
| cope | 3 |
| upplies | 3 |
| rocedures to Reference | 3 |
| ogging-In to DIMs.net | 4 |
| etting the Default Election | 4 |
| ncorrect Default Election | 5 |
| /anda Reports | 6 |
| et Up | 6 |
| atch Mode1 | 1 |
| re-Challenged Voters1 | 7 |
| uthorization1 | B |

Purpose

The purpose of this procedure is to assist in the process of comparing a voter's signature on their scanned Vote-by-Mail (VBM) envelope to their signatures on file. This procedure will outline how to compare signatures and determine which need to be challenged.

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 Signature Verification Team and any other personnel appointed to comparing, validating, and challenging VBM envelopes. This procedure does not cover all possible scenarios but will outline the most common occurrences.

Supplies

- Access to DIMS.net
- Assigned Wanda Reports
- Yellow Highlighter
- Pen

Procedures to Reference

- Batch Mode Reference Guide
- Reviewing and Overturning Non-Matching Signature Challenges
- Reviewing and Overturning No Voter Signature Challenges
- Reviewing and Overturning Bad Signatures on File
- Light Scenarios

Logging-In to DIMs.net

1. Double-click the **DIMS.net** icon.



2. In the **Login Using** field click the drop-down arrow and select <u>My Windows Account</u>.

NOTE: Your username will auto-populate in the **Username** field. The **Password** text box will remain blank.

3. Click Login.

| RUNBECK ELECTION SERVICES | DIMS.net Election Management System | |
|------------------------------|-------------------------------------|---|
| | Login Using. My Windows Accourt | |
| | Login | |
| Login To: Prod EMS | Close | ð |

Setting the Default Election

1. Click **Elections** in the top menu.



2. Click Change Default Election.



3. A Select Default Election window will appear. If the election displayed is **Correct**, click **Yes**.



Note: *Default election will be the current election.*

Incorrect Default Election

1. If the displayed election in the Select Default Election window is **Incorrect**, click **No**.

| Use the default ele | ction currently set to: | Ye |
|---------------------|-------------------------|-------------------------|
| 06/07/2022 (4118) | JUNE 7, 2022, STATEWIDE | DIRECT PRIMARY ELECTION |
| | | No |

2. The *Select Default Election* window will change to display a drop-down list. Click the arrow of the drop-down list to expand it.

| Select Default Election | |
|---|--------|
| Set the default for only this DimsNet session to: | |
| Date ID Election 06/07/2022 (4118) JUNE 7, 2022, STATEWIDE DIRECT PRIM | Select |

3. Click on the correct election and then click the **Select** button.



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



Wanda Reports

The Blue Crest Machine creates Wanda Error AV Returns, better known as; Wanda Reports after it scans all incoming Vote by Mail envelopes (VBMs) for the first time. It is one of the first steps in the Signature Verification process. Wanda Reports are assigned to each Signature Verification team member by their lead.

Set Up

As the Signature Verification process is conducted, it is important to track/document any challenged signatures (by AVID numbers) on the Wanda Report.

1. On the Wanda report, Circle the **Batch Number** located on the top-right.

| Wanda | Errors AV Re | eturns | | | |
|-----------------------------------|---|----------|---------------------------------|--------------|------|
| Run Date: Dump Date: Login: | 11/28/2022 11/28/2022 11:08:18AM BLANCA.CAZ | | NOVEMBER 8 O Batch Number | 3, 2022, GEN | |
| sequence | wanda_type | raw data | affidavit | status | name |

2. Write the word "<u>Challenges</u>" and underline it on the left-hand side, under the word total.

| Run Date: Dump Date: Login: | 11/28/2022 11/28/2022 11:08:18AM BLANCA.CAZ | | NOVEMBER 8 O Batch Number | 2022, GENERAL ELECTION |
|-----------------------------------|---|----------|---------------------------------|------------------------|
| sequence | wanda_type | raw data | affidavit | status name |
| ADD Total <u>Challer</u> | nges | | | Total 5 5 |

- 3. On the lower-right hand corner write the following information:
 - **Operator Number**: Number located in front of you, above your computer
 - **Operator Name**: Your name
 - Date: The date of the day you are working the report
 - **Start Time**: Write the time before you begin, once you have opened batch mode
 - End Time: Write the time once you have completed the batch



NOTE: Remember the operator number will change if you move seats.

NOTE: If you forget to write in your start/end time, let your lead know.

4. Within DIMS.net click **Elections** on the top menu.



5. Click **Absent Voter/VBM Ballots**, and then **Pick AV/VBM Batch**.

| Elections Miscellaneous Tools V | Vindo | w Help |
|---|-------|---------------------------------------|
| Find Election Shift+F8 Change Default Election | | |
| Election Reports Ctrl+F8 | | |
| Election Calendaring | • | |
| Contests and Candidates | ъЩ | |
| Ballot Ordering | ъЩ | |
| Absent Voter/VBM Ballots | • | Regular AV's/VBM's |
| Election Batch Management | | Pick AV/VBM Batch |
| Delivery | | AV's/VBM's by Voter ID |
| Provisional Voters | • | Change AV/s/VBM/s by AV/VBM ID Number |
| Reconciliation/Canvass | | Ballot Type X-over |

6. A *Pick AV Batch* window will appear. Check the box next to **Include Verified Batches**.

| Pick AV Ba | tch | | - • 💌 |
|------------|--|----------------|--------------|
| Election: | 06/07/2022 (4118) JUNE 7, 2022, STATEWID | E DIRECT PRIMA | RY ELECTIC 🗸 |
| Batch: | × | View Batch | Cancel |
| | Include Ventied Batches? | | |

NOTE: If they <u>Include Verified Batches</u> box is not checked you will not be able to find your batch.

- 7. Click the drop-down arrow.
- 8. Select the batch number that corresponds with the circled batch number on Wanda report.
- 9. Click View Batch.

| ick AV Ba | tch | | | |
|-----------|------------------------|-----------------------|------------|--------|
| Election: | 11/08/2022 (4136) NOVE | EMBER 8, 2022, GENERA | L ELECTION | ~ |
| Batch: | 10046 | | ew Batch | Cancel |
| | 10046 | | | |
| | 10045 | | | |
| | 10044 | | | |
| | 10043 | | | |
| | 10042 | | | |
| | 10041 | | | |
| | 10040 | | | |
| | 10039 | | | |
| | 10038 | | | |
| | 10037 | | | |
| | 10036 | | | |
| | 10035 | ~ | | |

10. Click on the TIFF File that matches the Wanda report batch number.

| Find AV Envelope Image File for this | Batch. | | × |
|---|-------------------------|-------------------------------|----------------|
| $\leftarrow \rightarrow \checkmark \uparrow$ \checkmark rov \Rightarrow DIMSN | IET > PROD > PB_To_DIMS | ע פֿ גע Sea | rch PB_To_DIMS |
| Organize 🔻 New folder | | | ::: • 🔟 ? |
| b Music 🖌 | Name | Date modified | Туре |
| Pictures | 10012 | 8/9/2023 11:08 AM | TIFF File |
| 🔫 Videos | 10013 | 8/9/2023 11:08 AM | TIFF File |
| Local Disk (C:) | 10014 | 8/9/2023 11:08 AM | TIFF File |
| ORG (\\sbcounty.gov\ROV) (F | m 10015 | 8/9/2023 11:08 AM | TIFF File |
| | 📧 10016b | 8/9/2023 11:08 AM | TIFF File |
| | m 10017 | 8/9/2023 11:08 AM | TIFF File |
| EXEC (J:) | 10018 | 8/9/2023 11:08 AM | TIFF File |
| 👳 IT (\\sbcounty.gov\rov) (K:) | 10019 | 8/9/2023 11:08 AM | TIFF File |
| 👳 OPS (\\sbcounty.gov\rov) (L:) | 10020 | 8/9/2023 11:08 AM | TIFF File |
| 👳 J4278 (\\sbcounty.gov\rov\ho | 10021 | 8/9/2023 2:51 PM | TIFF File |
| A | a 10046 | 8/9/2023 2:51 PM | TIFF File |
| Vetwork | 10023 | 8/10/2023 3:17 PM | TIFF File |
| | · < | | > |
| File name: | | All Files | ~ |
| | | Оре | n Cancel |

NOTE: If the wrong batch is clicked, do not continue working the batch, <u>notify a lead immediately</u>.

11. A Work from AV Envelope Images window will appear, always click YES.



NOTE: If you click No, you will not see any signatures.

12. A Skip verified signatures window will appear, always click NO.

| Skip verified signatures | \times |
|---|----------|
| ? Do you want to skip verified signatures? | |
| <u>Y</u> es <u>N</u> o |] |

Batch Mode

Batch mode refers to the signature verification conducted within the *View AV Sigs* window, where the **Scanned Images** of the VBM envelopes are compared to the **On File Signatures**.

1. A *View AV Sigs* window will appear for you to start the signature verification process.

| 🖳 View AV Sigs | | |
|---|--|--|
| 10040 – 165 (Voter ID =) (AV ID = 65104737) MATTHEW F. RANGER | 10040 – 166 (Voter ID = 5) (AV ID = 65474737) LINUS C. HART | 10040 – 167 (Voter ID = 936475) (AV ID = 61762657) CLAUDIA M. ALMEIDA |
| 370 PAMELA WAY Voter BARSTOW, CA 92311 | 2470 JEFFERSON DR. Voter BARSTOW, CA 92311 | 2163 LENA RD. BARSTOW, CA 92311 |
| Update Sig? | ↓ Update Sig? | Update Sig? |
| IN REVIEW | IN REVIEW | IN REVIEW |
| | | |
| | | On File Signatures |
| Matthew Roger | Linus Hast | Claudia Almeida |
| X Hatthew Rager | X Linus Hart Voter's Signature / Firma del Votante | Claudia Almeida |
| Skip Verfied Signatures? First Page Prev Page Next Page | Close Batch | Scanned Images (VBM) |

NOTE: If you have opened an incorrect batch none of the scanned images will match the on-file signatures. If this happens *immediately notify your lead!!!*

2. Once the correct batch window appears and batch mode is open, write the **Start Time** on WANDA report.

| Operator Number: 27 |
|---------------------|
| Name: Jane Smith |
| Date: 01/10/2023 |
| Start Time: 3:25 pm |
| End Time: |
| |

3. Begin the process by comparing the **Signature in Voter's Record** (top image) with the **scanned signature** from the VBM envelope (bottom image).

| | View AV Sigs 13252 - 1 (Voter ID = 12345)(AV ID= 87654321) USA REVES 222 MARVEBULA ST. BLOOMINGTON CA 92316 In Review Update Sig? Active Balots |
|-------------------------------------|--|
| Signature in Voter's Record | lom M. |
| Scanned Signature (VBM Envelope) | Skip Verled Signatures? First Page Prev Page Next Page |

- 4. Look for at least two comparable characteristics between both signatures.
- 5. Do the signatures match based on two comparable characteristics?
 - *Yes*? Continue comparing the next signature.
 - **No?** Double-click on the on-file signature. A *Signature* window will appear. If there are multiple signatures available, click the arrows to compare the signatures to the scanned VBM image.
 - Once complete click **Close**



NOTE: Use the **Batch Mode Reference Guide** during the signature verification process. This guide will outline what challenge codes to use during this process.

NOTE: During the verification process you may have a pop-up message with a yellow, red or green light, when this happens use the **Batch Mode DIMS NET Lights Scenario** handout.

6. If the signature does not match after comparing all the voter's available signatures, click the dropdown menu and select the applicable code (in this case it will be NMS-1 for Non-Matching Signature-1).

| 13252 - 1 (Voter ID = 12345)(AV ID = 87 | 654321) |
|--|-------------|
| LISA REYES 222 MARYBELLA ST. BLOOMINGTON CA 92316 | Fir Vo |
| | Update Sig? |
| NON-MATCHING SIGNATURE | ^ |
| NON-MATCHING SIGNATURE-1 | |
| NON-MATCHING SIGNATURE-2 | |
| NON-MATCHING SIGNATURE-3 | |
| NON-MATCHING SIGNATURE 5 | |
| NON-MATCHING SIGNATURES | |
| PLEASE CONTACT YOUR COUNTY FOR EURTHER I | NEORMATION |
| PROVISIONAL CHALLENGE | |
| SUPERVISOR REVIEW | |
| VBM BALLOT WAS UNDELIVERABLE | |
| the second s | |

- 7. Write the abbreviated challenge code below the word "<u>Challenges</u>", in columns like the example below.
 - a. Write the challenged AVID number under the correct challenge code, in order from left to right.

| Wanda Errors AV Returns Rai Dae: 1102/022 Daepte: 1102/022 Daepte: 102/022 BLANCA.CZZ 0 Bush humber 10045 | Rect cos |
|---|---|
| versees vands_type ver dats atfidenit same ACD Total 5 5 Challenges NVS-1 BSF NVS-1 12355678 13354629 14569874 16540181 17621394 17840185 12345582 15346582 15660285 1 | ot were date haved over_jype Operator Number: 27 Name: Tane Smith |
| | Date: 3/20/2023 Start Time: 9:41 am End Time: |

b. Abbreviate Non-Matching Signature-1 as NMS-1, Bad Signature on File as BSF following the chart below.

| Common Challenge Codes | |
|------------------------|------------------------|
| NMS 1-3 | Non-Matching 1-3 |
| NVS 1-3 | No Voter Signature 1-3 |
| BSF | Bad Signature on File |
| UNPRD | Unpaired |
| PAIRD | Paired |
| CNCLD | Canceled in-Review |
| CLD | Cold Canceled |
| VDD | Voter Deceased |
| NOTIF | Voter Notification |

NOTE: If you are unsure what challenge code to use, refer to the *Signature Verification Challenge Code Reference Guide*.



NOTE: Leave enough room to write down all AVID numbers for each challenge code.

| 8. | Once all the signatures | on the page have been | n compared, click | Next Page. |
|----|-------------------------|-----------------------|-------------------|------------|
|----|-------------------------|-----------------------|-------------------|------------|

| a View AV Sigs | | |
|--|--|---|
| 10040 - 165 (Voter ID = 8965) (AV ID = 65104737) MATTHEW F. RANGER 370 PAMELA WAY BARSTOW, CA 92311 IN REVIEW Update Sig? Active Balots | 10040 – 166 (Voter ID = 8977) (AV ID = 65474737) LINUS C. HART 2470 JEFFERSON DR. BARSTOW, CA 92311 IN REVIEW 		 Update Sig? Active Ballots | 10040 - 167 (Voter ID = 936475) (AV ID = 61762657) CLAUDIA M. ALMEIDA 2163 LENA RD. BARSTOW, CA 92311 IN REVIEW ✓ □ Update Sig? Active Ballots |
| Matthew Roger | -Linus Hast | Matthew Ronger |
| × Hatthew Rager | X Linus Hast Voter's Signature / Firma del Votante | X <u>Claudia Alaneida</u> Voler's Signature / Firma dei Votante |
| Skip Verfied Signatures? First Page Prev Page Next Page | e Close Batch | |

NOTE: When clicking Next Page, **Only Click ONCE**, if you click next page multiple times this will cause you to skip pages. It is very important to keep track of the <u>sequence number</u> (located in the left column with the voter's information) you are on and ensure the next page follows the correct number. The next page may take several seconds to load; **DO NOT click the NEXT button repeatedly.**

| Sequence Number | (166) / oter ID = 8965) (AV ID = 65474737) | |
|--------------------|--|-------------------|
| | LINUS C. HART 2470 JEFFERSON DR. BARSTOW. CA 92311 | Find Voter |
| | In Review V Dydate Sig? | Active Ballots |
| | | |

9. When you reach the last page of the batch, this window will appear. Click **OK**.



10. Finish Signature Verification for that page, then click **Close Batch**.

| Skip Verified Signatures? | First Page | Prev Page | Next Page | Last Page | Close Batch |
|---------------------------|------------|-----------|-----------|-----------|-------------|
| | | | | | |

NOTE: Do not click the "X" button on the upper right. This will not complete the batch.



11. An *End of batch* window will display, click **Yes**.

| End of batch | × |
|---|---|
| You have completed a pass through the batch. Do you wish to mark all records as verified and remove 'IN REVIEW' challenges? | |
| Yes No | |

- 12.
- 12. An *End of Batch Statistics* window will appear compare the total number of challenges to the total challenges on your Wanda Errors AV Returns sheet. Write and circle the number on the report and then click **OK** in the *End of Batch Statistics* window.

Note: If the challenge number in DIMS does not match what is on the Wanda report, *notify your Lead*.

| Wanda Errors AV Returns | End of Batch Statistics | Х |
|---|---|---|
| Dump Date: 08/19/2021 2:41:11PM E Login: Batch Number: 10046 | | |
| sequence wanda_type raw data affidavit status name | Congratulations! You are at the end of this batch. | |
| ADD Total | Election ID: 4118 Batch: 10046 | |
| Total 20 | Batch Count : 20 Verified : 20 Challenged : c | |
| <u>NMS-1</u> <u>BSF</u> 5 | Accepted : 15 | |
| 5948563 3541684 6529741 | ОК | כ |

13. When the batch closes, write the End Time on the Wanda Report.

| Operator Number: 27 |
|---------------------|
| Name: Jane Smith |
| Date: 01/10/2023 |
| Start Time: 3:25 pm |
| End Time: 3:55 pm |
| |

14. When you have completed the Wanda report hand it back to a lead.

Pre-Challenged Voters

Some Wanda Reports will contain voters that have been pre-challenged. **<u>DO NOT</u>** remove or change these challenges. Only write them down on the Wanda Report, under the correct challenge code.

| Wanda Errors AV Returns | | | | | | | | | | R801.03 |
|-------------------------|-------------------------------------|----------------------------------|--------------------------|----------|-------------------------------------|--------|--------|--|------------|---------|
| Run Date: Dump Date: | 11/28/2022 11/28/2022 11:00:20AM | | NOVEMBER 8, 2 O | 022, GEN | NERAL ELECTION | | | | | |
| Login: | ANEL.MARTIN | | Batch Number: | 13411 | | | | | | |
| | | | | | | | | 4 | | |
| sequence | wanda_type | raw data | anidavit | status | name | cat | source | date issued | error_type | |
| sequence 1 | AV Returns | 15702214 | 65CQ908730 | F | SMITH, JOHN | P | MAIL | 10/11/2022 12:00:00AM | INR | |
| 1 2 | AV Returns AV Returns | raw data 15702214 15754629 | 65CQ908730 65CQ178440 | F | name SMITH, JOHN SMITH, MARIE | P P | MAIL | 10/11/2022 12:00:00AM 10/11/2022 12:00:00AM | INR INR | |

NOTE: Signature Verification Leads and Ballot Supervisors may hold Wanda Reports in the "Ready for Signature Verification" tray, by changing the orientation of the reports in the hanging file. When there are stacks placed in a portrait direction, we are not to move forward with processing Wanda Reports. This is subjective to the number of returns received each day during an election. Signature Verification Leads and Ballot Supervisors will reference the Daily Projection sheet for the election comparing to the actual number of mail trays received each day from morning incoming to any mail delivered to be before or after a lunch break. This includes Ballot Security Drop-off and Dropbox returns.



Authorization

| Document Owner: Ballot Department | Initiation Date: 12/06/2018 | | |
|---------------------------------------|-----------------------------|--|--|
| Version Number: 2.1, Revised Document | Date: 11/02/2021 | | |
| Version Written By: Blanca Cazares | Revision Date: 9/09/2024 | | |