REGISTRAR OF VOTERS

Signature Verification- Working Wanda Reports (Batch Mode)

PROCEDURE DOCUMENT – Version 2.1

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Working Wanda Reports (Batch Mode)

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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
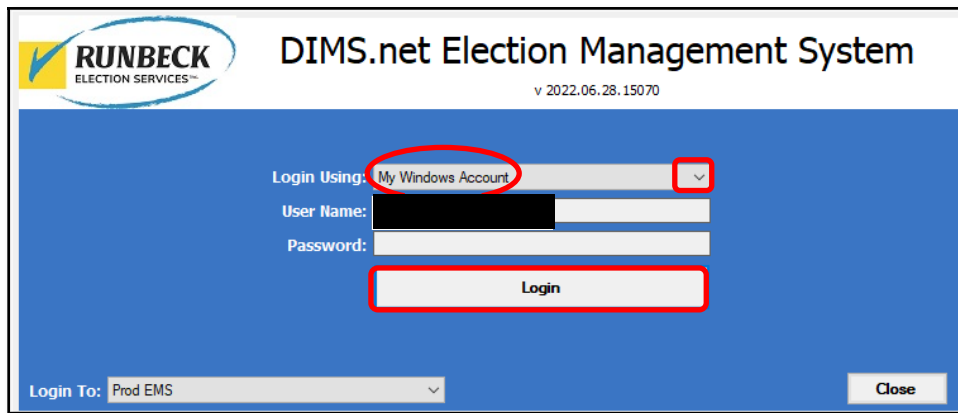- Light Scenarios

Logging-In to DIMs.net

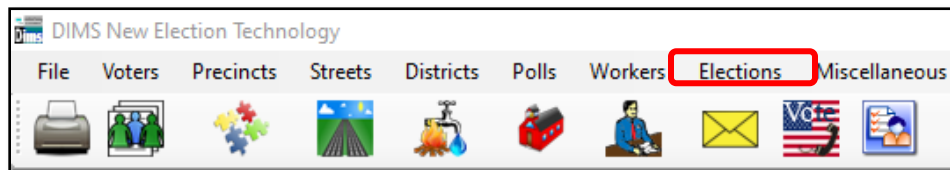1. Double-click the **DIMS.net** icon.

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.*
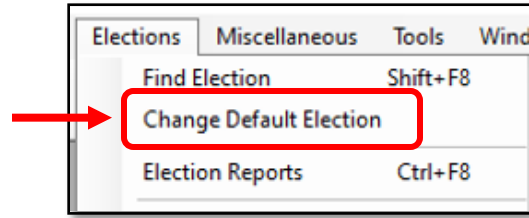
3. Click **Login**

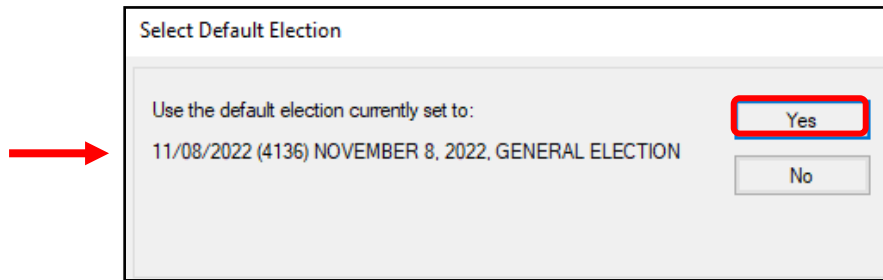## Setting the Default Election

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**.
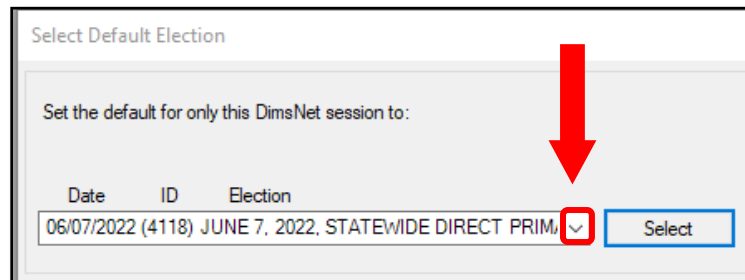

Note: *Default election will be the current election.*
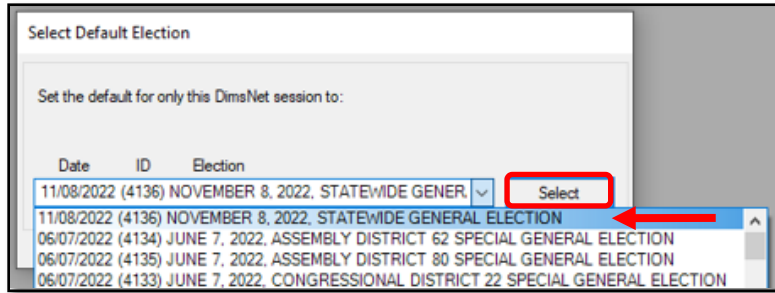
Incorrect Default Election

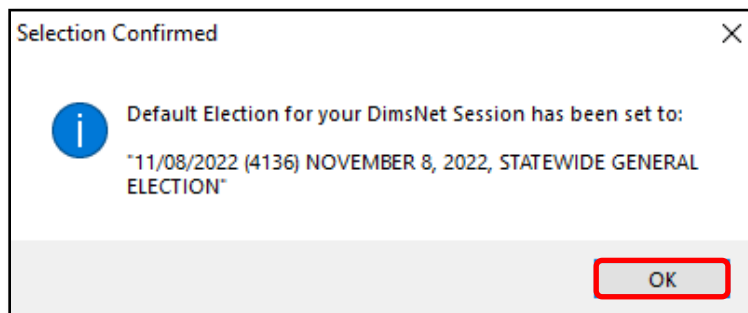1. If the displayed election in the *Select Default Election* window is **Incorrect**, click **No**.

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.

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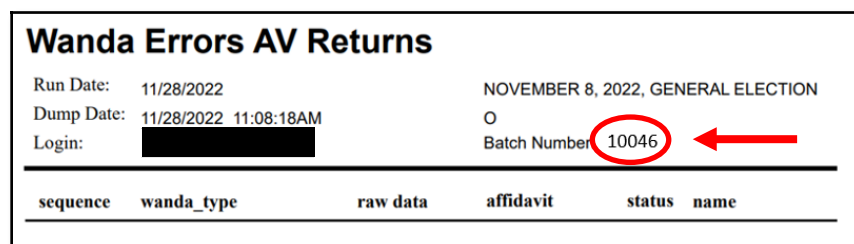
2. Write the word "Challenges" and underline it on the left-hand side, under the word total.

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.

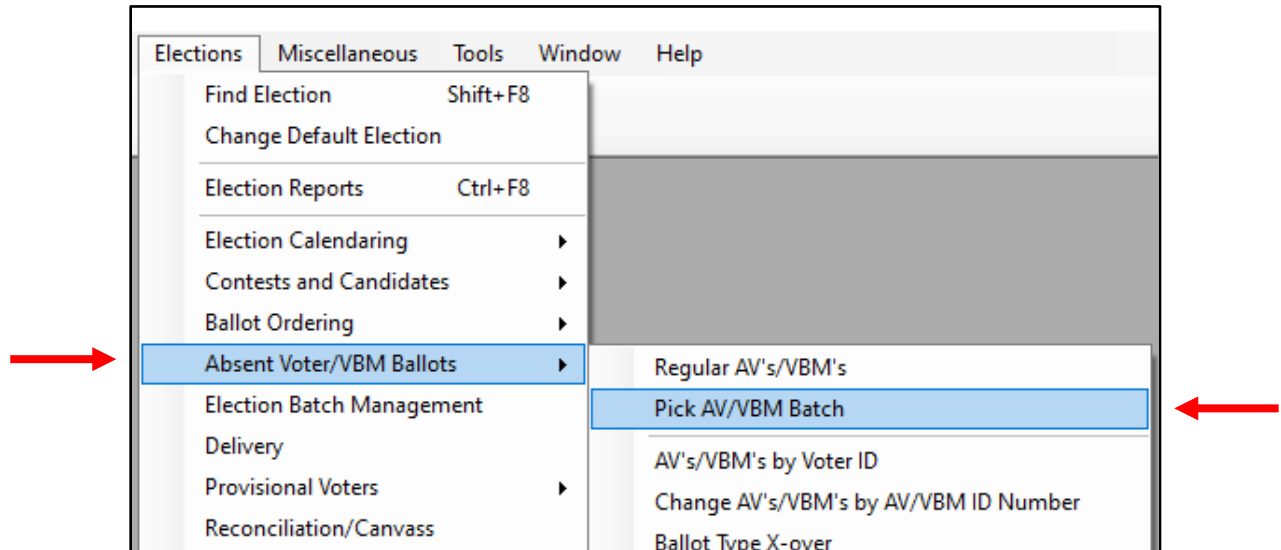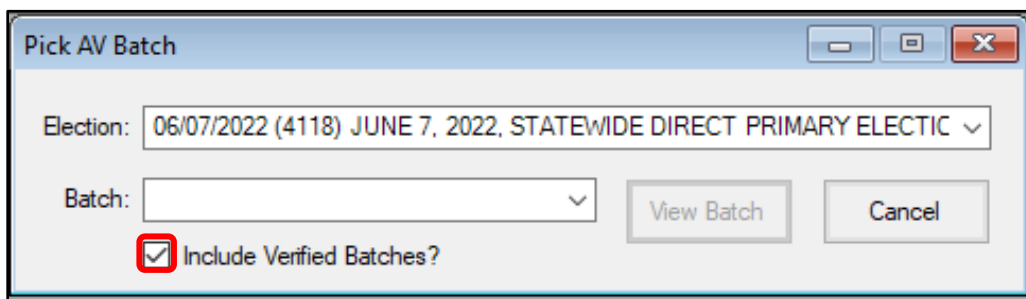4. Within DIMS.net click **Elections** on the top menu.
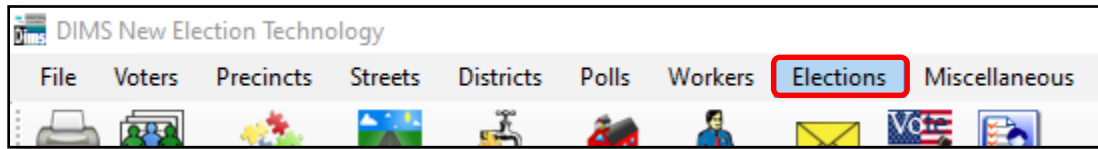
5. Click **Absent Voter/VBM Ballots**, and then **Pick AV/VBM Batch**.

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

NOTE: If they Include Verified Batches 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**
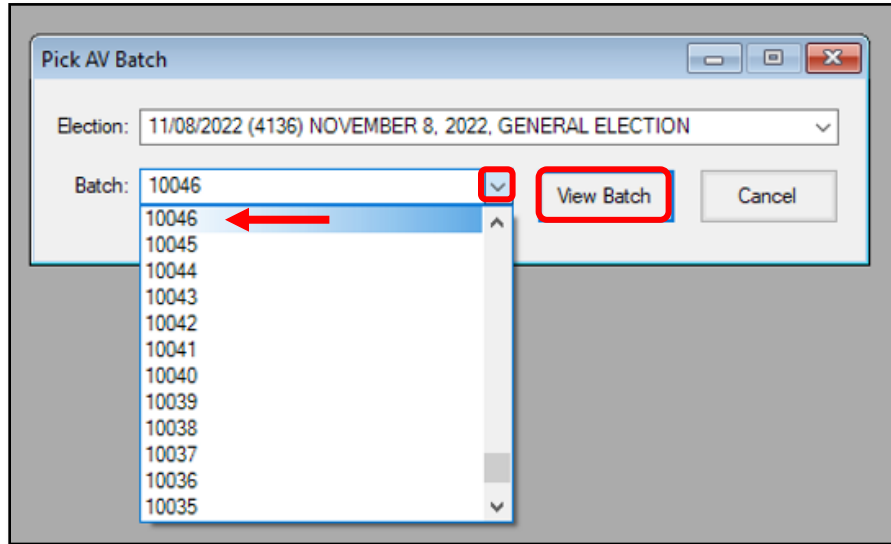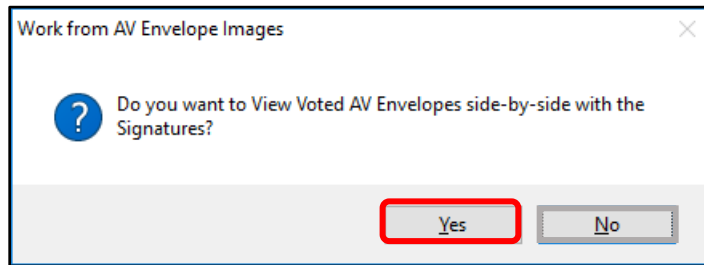

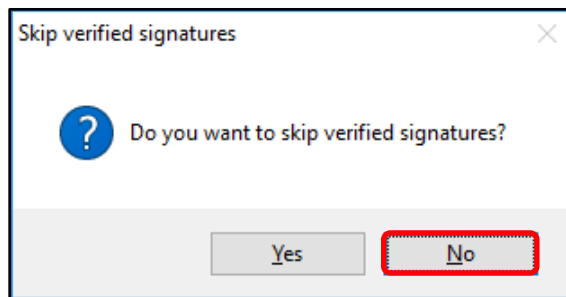10. Click on the TIFF File that matches the Wanda report batch number
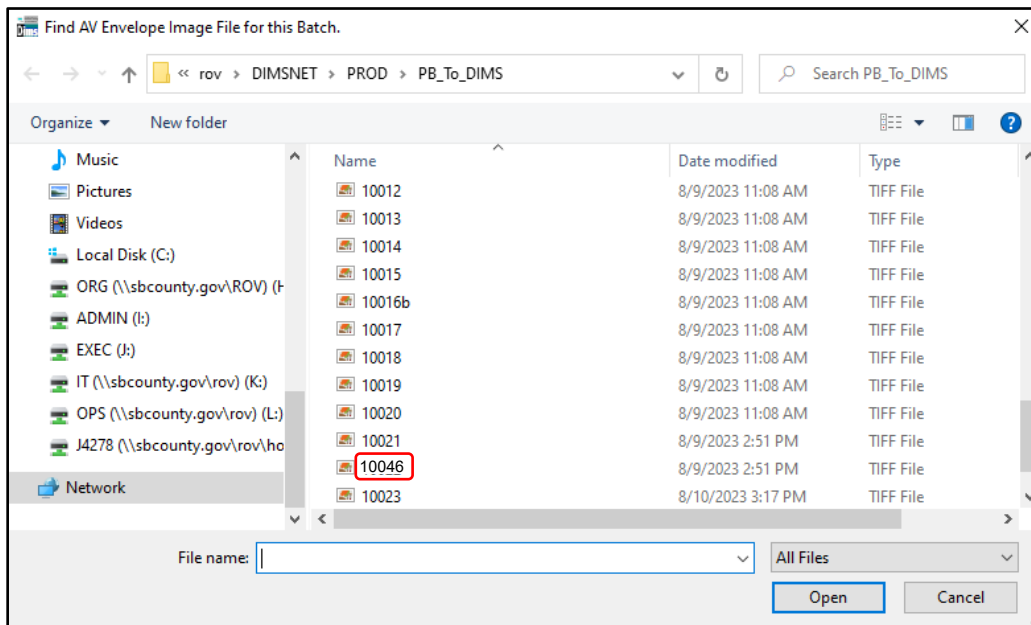
NOTE: *If the wrong batch is clicked, do not continue working the batch, <u>notify a lead immediately</u>.*

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**.

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.

*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.

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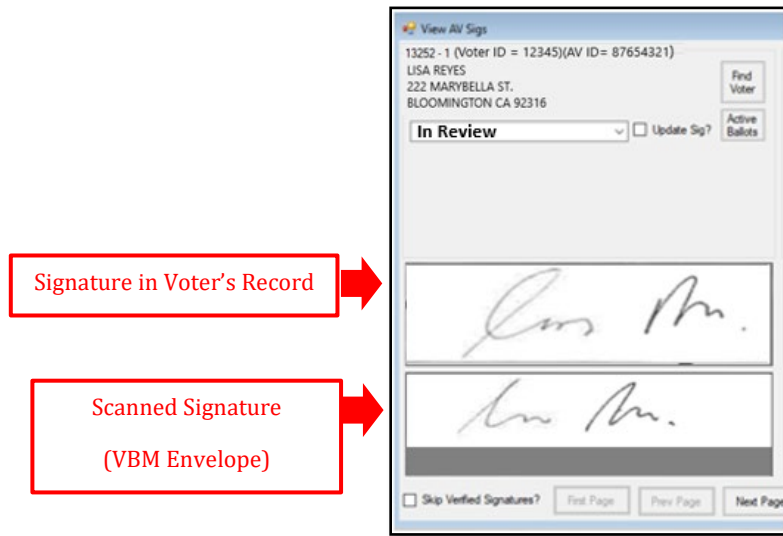

4. Look for at least two comparable characteristics between both signatures.

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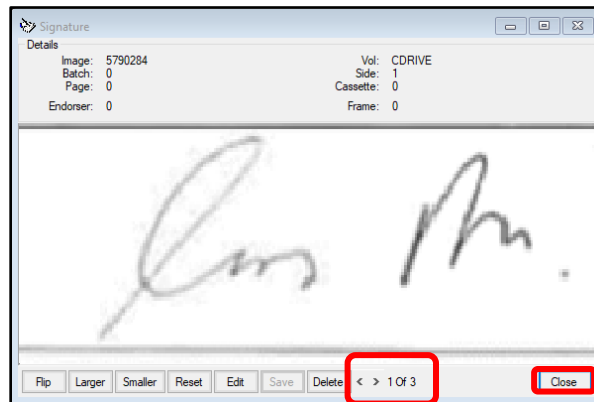
NOTE: Use the Batch Mode Reference Guide during the signature verification process. This guide will outline what challenge codes to use during this process.

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).
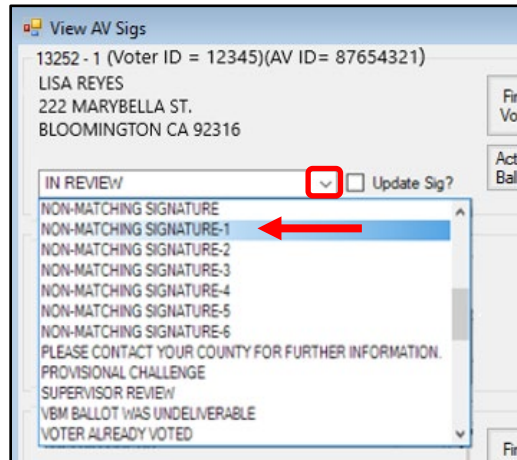
7. Write the abbreviated challenge code below the word "Challenges", in columns like the example below.

   a. Write the challenged AVID number under the correct challenge code, in order from left to right.

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*.

DO NOT write different challenge code types over or under one another

Challenges

NMS-1

12355678

16540181

12345582

15660285

BSF

13354629

17621394
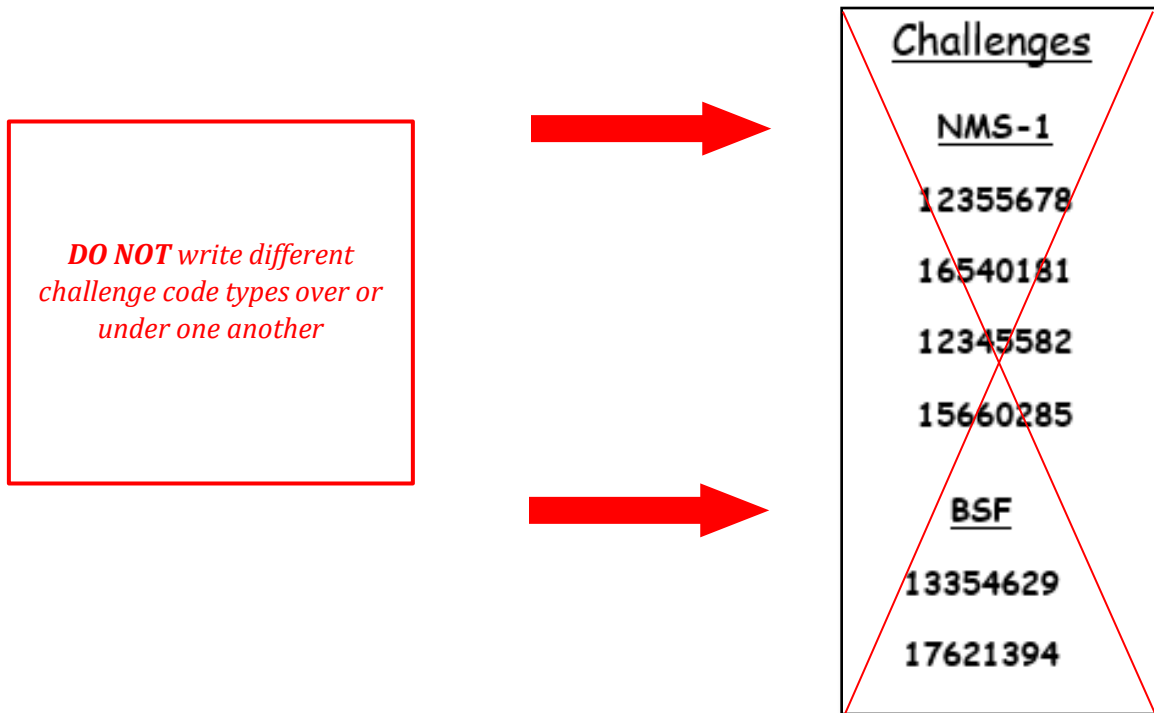
**NOTE:** *Leave enough room to write down all AVID numbers for each challenge code.*

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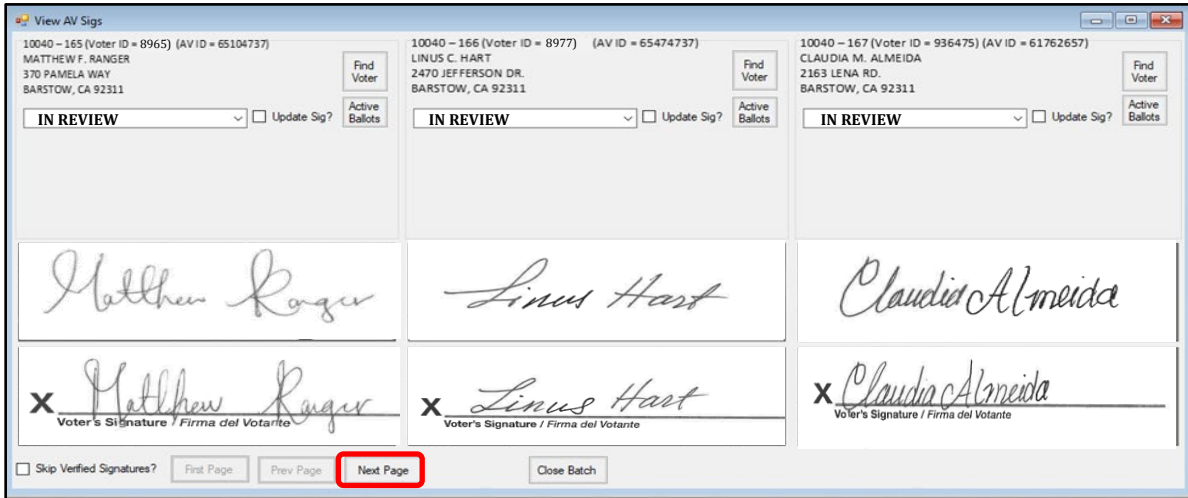
*NOTE: When clicking Next Page, **Only Click ONCE**, if you click next page multiple times this will cause you to skip pages. It is very important to keep track of the <u>sequence number</u> (located in the left column with the voter's information) you are on and ensure the next page follows the correct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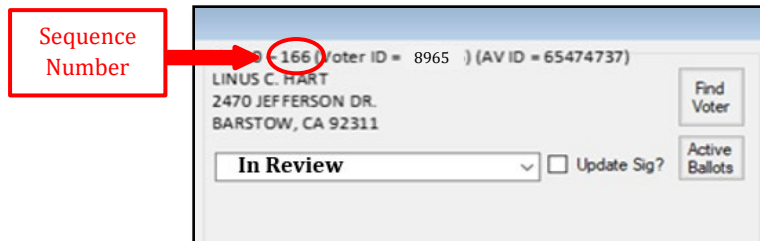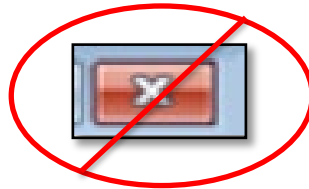

9. When you reach the last page of the batch, this window will appear. Click **OK**.
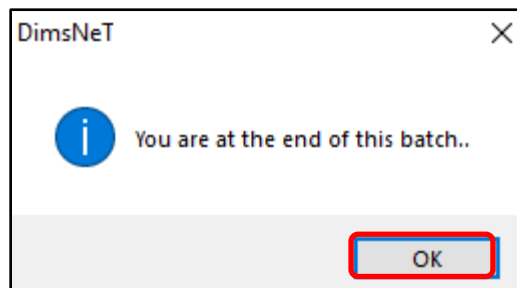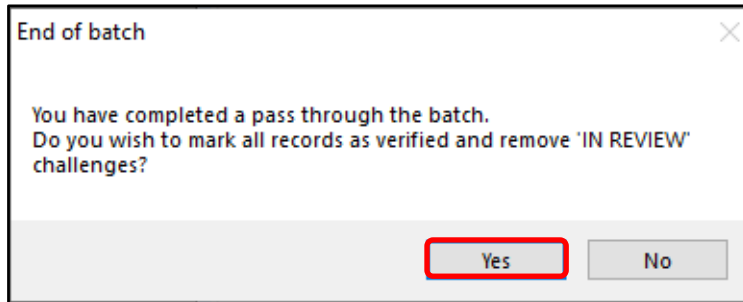
10. Finish Signature Verification for that page, then click **Close Batch**.
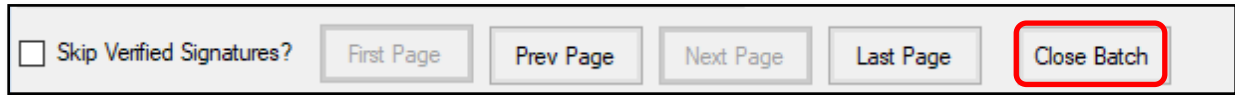
*NOTE: **Do not** click the "X" button on the upper right. This will **not** complete the batch.*
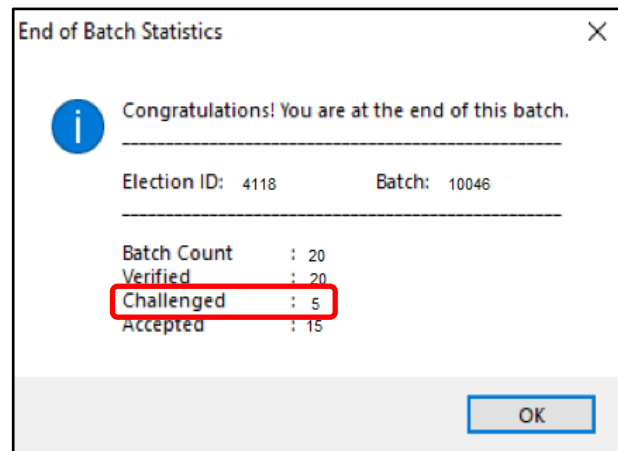

11. An *End of batch* window will display, click **Yes**.

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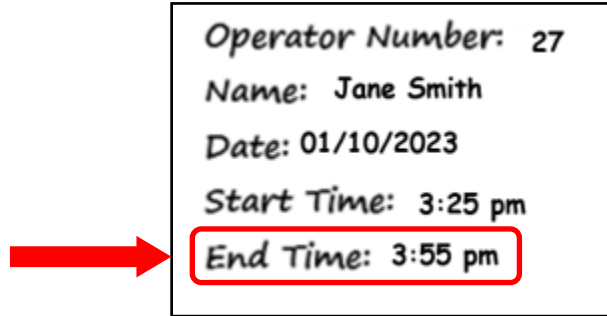
*Note: If the challenge number in DIMS does not match what is on the Wanda report, **notify your Lead**.*

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

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.

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

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