



REGISTRAR OF VOTERS

Data Workflow Processing: Tracking Batches Using the MBPD.

PROCEDURE DOCUMENT – Version 3.1

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Data Workflow Processing: Tracking Batches Using the MBPD

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Scope

This procedure will show you how to track batches using the MBPD to keep track of what stage the batches are during processing.

This procedure is for the Data Workflow leads under the Ballot Sorting function, and is performed from E-29 to E+30. ~ EC-15101

Supplies Needed

- BlueCrest Relia-Vote Batch Processing Tool access
- Disposition File Created Stamp
- Pen
- Highlighter
- Stapler

Verifying Data

Whenever steps require the Data Workflow Lead to verify that data was printed, uploaded, or otherwise modified, you must work with the other Data Workflow Lead, or another person assigned to the task.

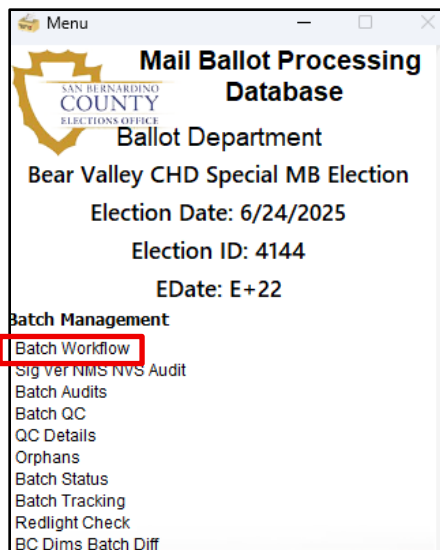
1. Data Workflow Lead A: Read the data aloud.
2. Data Workflow Lead B: Highlight the corresponding data on the paperwork.

When finished verifying data, both Leads will initial and date the paperwork.

Updating the Mail Ballot Processing Database (MBPD)

Once the batches have been transferred over to DIMS the MPBD must be updated to track the batches.

1. Open the MBPD and navigate to **Batch Workflow** under the **Batch Management** tab.



2. A new tab will open. Click **Add Dims Batches** on the bottom of the page.

Batch	Workflow	Tray Check In	Batch Management				Election Date: June 2
Batch Management							
Batch Number	Date	Batch Type	Return Source	Uploaded to Dims	Election ID		
0	5/27/2025	VALID	MAL	Yes	4144		
10001	5/29/2025	Valid	DBX	Yes	4144		
10002	5/29/2025	Valid	DBX	Yes	4144		
10003	5/30/2025	Valid	MAL	Yes	4144		
10004	5/30/2025	Valid	MAL	Yes	4144		
10005	6/2/2025	Valid	DBX	Yes	4144		
10006	6/2/2025	Valid	DBX	Yes	4144		
10007	6/2/2025	Valid	MAL	Yes	4144		
10008	6/2/2025	Valid	MAL	Yes	4144		
10009	6/2/2025	Valid	MAL	Yes	4144		
10010	6/2/2025	Valid	MAL	Yes	4144		
10011	6/3/2025	Valid	MAL	Yes	4144		
10012	6/3/2025	Valid	MAL	Yes	4144		
10013	6/3/2025	Valid	MAL	Yes	4144		
10014	6/4/2025	Valid	MAL	Yes	4144		
10015	6/4/2025	Valid	MAL	Yes	4144		
10016	6/4/2025	Valid	MAL	Yes	4144		
10017	6/4/2025	Valid	MAL	Yes	4144		
10018	6/4/2025	Valid	MAL	Yes	4144		
10019	6/5/2025	Valid	MAL	Yes	4144		
10020	6/5/2025	Valid	MAL	Yes	4144		
10021	6/5/2025	Valid	MAL	Yes	4144		
10022	6/5/2025	Valid	MAL	Yes	4144		
10023	6/4/2025	Valid	DBX	Yes	4144		
10024	6/4/2025	Valid	DBX	Yes	4144		
10025	6/6/2025	Valid	MAL	Yes	4144		
10026	6/6/2025	Valid	MAL	Yes	4144		
10027	6/6/2025	Valid	MAL	Yes	4144		
10028	6/6/2025	Valid	MAL	Yes	4144		
10029	6/6/2025	Valid	DBX	Yes	4144		
10030	6/6/2025	Valid	DBX	Yes	4144		
1) Add Dims Batches 2) Fix Previously Challenged Red Light Checks							

3. You should see one or several batches appear in the list, along with the return source, return date, and the challenge code.

- Verify that the return source, return date, and challenge codes are correct by comparing the batch numbers in the database to the Batch Control Logs.

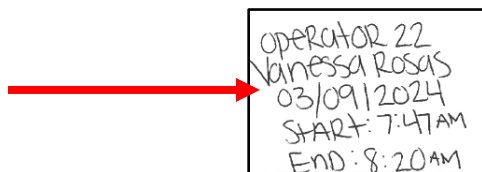
Date Returned: 5/22/22

10001	5/22/2022	VALID	▼	MAL	▼	1	10001	MAIL
10002	5/22/2022	VALID	▼	MAL	▼	2	10002	
10003	5/22/2022	VALID	▼	MAL	▼	3	10003	
10004	5/22/2022	VALID	▼	MAL	▼	4	10004	
10005	5/22/2022	VALID	▼	MAL	▼	5	10005	

After Signature Verification

Once the Signature Verification team has completed the signature verification process, the batches must be moved to the next column in the MBPD to create a sort pass report. Batches must be grouped under letters for easier auditing, and a Sort Pass report must be generated so that the Sorting team knows what batches are ready for a Sort Pass.

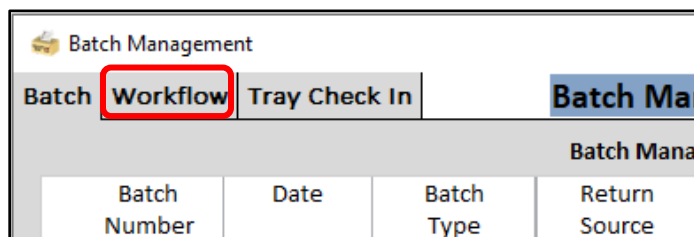
- Collect the Wanda reports from the hanging wall file labeled **Signature Verification Complete**.
- Verify that the Wanda reports have been worked on before you create the Sort Pass. The SigVer clerks name, date, start, and end time must be written on the Wanda report.



- Locate the Batch Numbers at the top of each of the Wanda Report pages.

turns			
E			
Batch Number: 10142			
raw data	affidavit	status	name
		C	

4. In the database, switch to the **Workflow** tab.

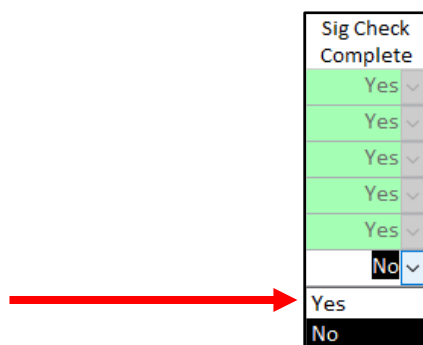


The screenshot shows a web application titled "Batch Management". It has four tabs: "Batch", "Workflow", "Tray Check In", and "Batch Mana". The "Workflow" tab is highlighted with a red rectangle. Below the tabs is a table with the following headers: "Batch Number", "Date", "Batch Type", and "Return Source".

5. Scroll and locate the batch file in the list. If the file is quarantined (in QC), please ask a Lead or Supervisor from Signature Verification to release the file if it has been completed.

10137	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10138	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10139	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10140	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10141	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10142	5/22/2022	VALID	MAL	No	No	No	No	No
10143	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10144	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes
10145	5/22/2022	VALID	MAL	Yes	Yes	Yes	Yes	Yes

6. In the **Sig Check Complete** column, change the drop down from **No** to **Yes**.



The screenshot shows a dropdown menu titled "Sig Check Complete". The menu is open, showing a list of options: "Yes", "Yes", "Yes", "Yes", "Yes", "No", "Yes", and "No". A red arrow points to the "Yes" option that is currently selected, which is highlighted in blue.

7. In the list boxes below, the batch number should have moved from the **Ready to Sig Ver** list box to the **Ready for Disposition** list box.

0 Ready to Sig Ver	1 Ready For Disposition
	10142

8. In the **Sig Check Complete** column, change the drop down from **No** to **Yes**.

Disposition Created

Yes ✓

Yes ✓

Yes ✓

Yes ✓

No ✓

Yes

No

9. In the list boxes down below, the batch numbers should have moved from the **Ready for Disposition** list box to the **Ready for Sort Pass** list box.

Note: If batches are not moving over, close and re-open the database.

0 Ready For Disposition	5 Ready for Sort Pass
	10036
	10142
	13250
	13251
	13252

10. Repeat this process for all completed Wanda reports.

- On the Wanda report, stamp them with the Disposition File Created stamp and initial them.

Note: If there is a date setting on the Disposition Created stamp, make sure it is set to today's date. They are to be put in a Gray Bin with the other completed Wanda reports.

status	name	cat	source	date issued	error_type
C	10142	P	MAIL	12:00:00AM	INR

Total
199
1
200

DISP FILE
May 22 2022
Created By CT

Grouping Batches and Building a Sort Pass

Once the batches have had their disposition files transferred (this number will vary), the envelopes must be sent through a 2nd (Sort) Pass. To do so, a **Sort Pass Report** must be generated.

- In the database, select the batches in the **Ready for Sort Pass** list box. Ask the machine operator how many batches to group.

5 Ready for Sort Pass

5

10036
10142
13250
13251
13252

- In the drop down under **Ready for Sort Pass**, select the next available letter that has not been used today. Check the Batch Audit Letter Daily Checklist to see what letters have been used.

5 Ready for Sort Pass

5

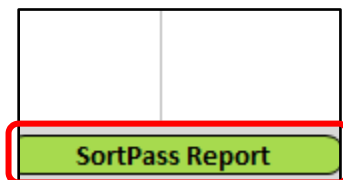
A
B
C
D
E
F

EXAMPLE of Batch Audit list
Batch Audit Letter Daily Checklist

Date: _____
Initial next to the letter used.

☒ A A.N. ☐ N _____
☐ B _____ ☐ O _____
☐ C _____ ☐ P _____
☐ D _____ ☐ Q _____

- Click the **Sort Pass Report** button.



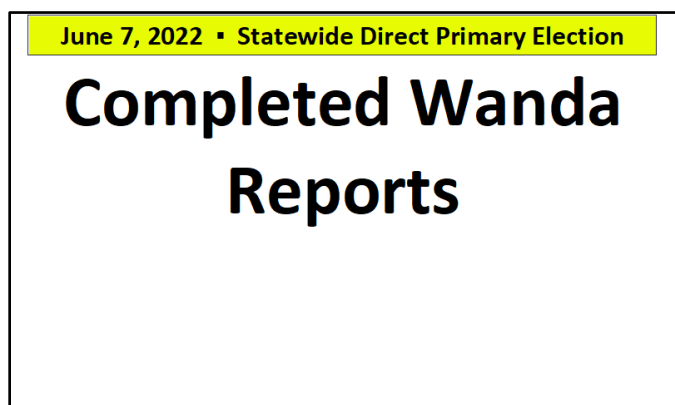
- After a few moments, a **Ready for Sort Pass Report** will appear.

Ready for Sort Pass Report							
Election ID: [REDACTED]		Election Date: [REDACTED]		A			
	Batch Number	Batch Type	Uploaded to Dims	Sig Check Done	Disposition Created	Sort Pass Done	Batch Audit Done
1	10036	VALID	☒	☒	☒	☐	☐
2	10142	VALID	☒	☒	☒	☐	☐
3	13250	Valid	☒	☒	☒	☐	☐
4	13251	Valid	☒	☒	☒	☐	☐
5	13252	VALID	☒	☒	☒	☐	☐

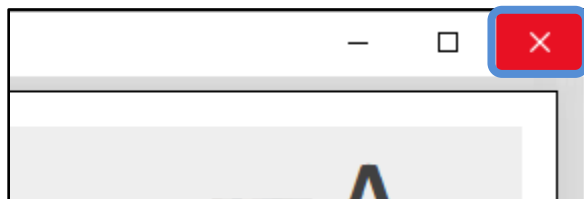
- If the MBPD glitches while generating the Sort Pass Report log out of the system, log back on and verify you have all the batch numbers on your report.
- Press Ctrl + P to print the Sort Pass Report and collect it from the printer.

Note: Make sure that you have printed the Sort Pass Report before closing it. The batches will need to be backed out individually if the window is closed without printing the report. Speak to your Supervisor if this happens.

- Compare the batch numbers on the Sort Pass Report to the Wanda reports to verify that the batches were tracked, then place the completed Wanda reports in the gray bin labeled **Wanda Reports Completed**.

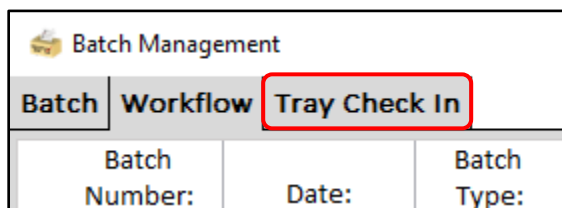


- Close the Sort Pass Report window.

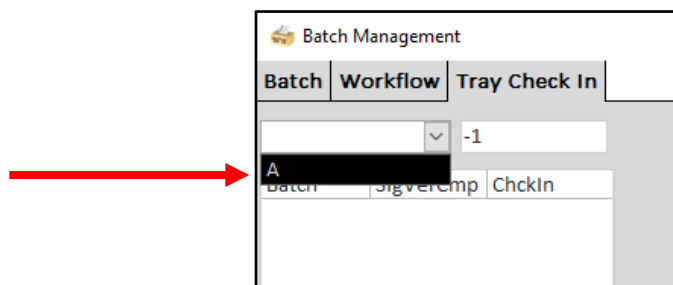


Checking In Trays in Relia Vote 360 Using the MBPD

- In the MBPD Batch Management Window, click on the **Tray Check In** tab.



- In the drop down, select the letter of the batches to be sorted.

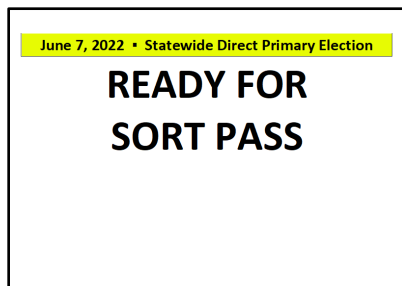


- Double-click each batch number.
- The Check-in column should switch from No to Yes; the SigVerCmp column should already say Yes for all batches. If either of these do not happen, speak to your supervisor.

Note: You may see the screen on the right flash as it updates the trays. This is normal.

Batch	SigVerCmp	ChckIn
10036	Yes	Yes
10142	Yes	Yes
13250	Yes	No
13251	Yes	No
13252	Yes	No

- Place the **Sort Pass Report** in the hanging file situated between the two Vantage ballot sorters labeled **Ready for Sort Pass**.



After the 2nd Pass is Complete

Once the envelope batches have been sorted into valid and challenged pockets and the Sorting team have brought back the completed Sort Pass Report, a Batch Audit Report must be created to make sure the correct envelopes have been challenged. Once this audit is completed, the Sorted Ballot Audit Team may move the valid envelopes to the Extraction area and the challenged ballots to the Unsorted Challenges area.

Creating the Batch Audit

The Batch Audit will need to be printed and distributed to the Sorted Ballot Audit team.

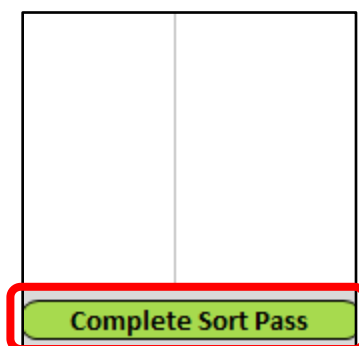
- In the MBPD Batch Management Window from the in-*Sort Pass Queue* drop down, select the letter that corresponds with the completed Sort Pass Report.

Note: The Sort Pass Done column should be fully checked off by the Sorting Team prior to performing the audit.

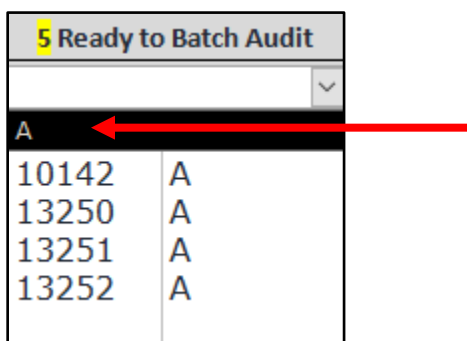
Election Date: A				
Check Done	Disposition Created	Sort Pass Done	Batch Audit Done	
☒	☒	☒	☐	☐
☒	☒	☒	☐	☐
☒	☒	☒	☐	☐
☒	☒	☒	☐	☐

5 In Sort Pass Queue	
A	
10142	A
13250	A
13251	A
13252	A

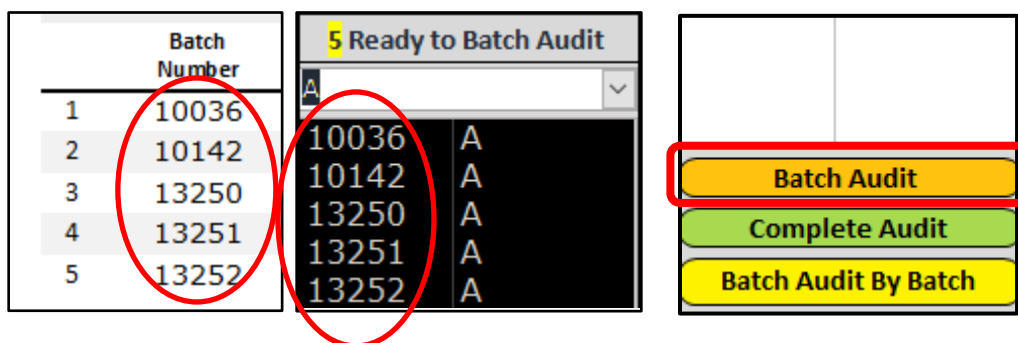
- Click the **Complete Sort Pass** button.



- The batches will move to the Ready to Batch Audit section.
- In the drop down for Ready to Batch Audit, select the letter that corresponds with the completed Sort Pass Report.



- Click the **Batch Audit** button. All the batches of the letter should be highlighted; verify them against the Sort Pass Report.



6. After a few moments, a **Batch Audit** report will appear.

Batch Audit - [redacted] ID: [redacted]

Batches 10036 10142 13250 13251 13252

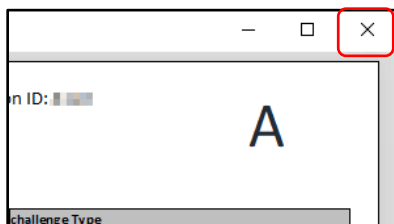
PocketNumber:

Line	Batch	av_id	voter_id	envelope	challenge	challenge Type	
1	10142	[redacted]	[redacted]	154	[redacted]	[redacted]	7
2	10142	[redacted]	[redacted]	5	[redacted]	[redacted]	16
3	10142	[redacted]	[redacted]	25	[redacted]	[redacted]	18

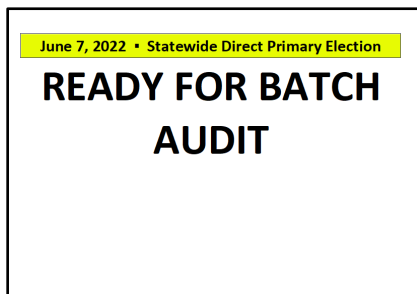
7. Press **Ctrl + P** to print the *Batch Audit* report and collect it from the printer.
8. Pair with the other Data Workflow Lead to audit the tray tag slips binder clipped on the Sort Pass Report to the batch numbers listed on the Batch Audit report.
- a. Data Workflow A - Take the first tray tag slip from the Sort Pass Report and read it out loud.
 - b. Data Workflow B - Highlight the corresponding batch number on the Batch Audit sheet.

Note: If a batch number on a tray tag slip does not exist on the Batch Audit report, or if a number exists on the Batch Audit report but not on the tray tag slips, notify your supervisor.

9. Close the **Batch Audit** window.



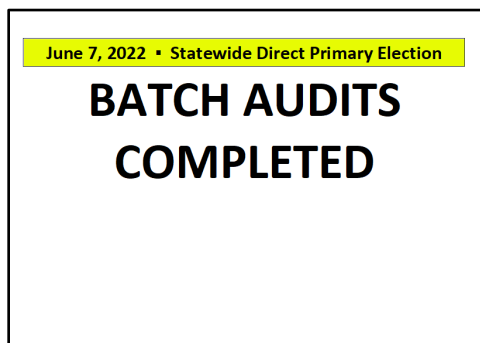
10. Place the report into the hanging file marked **Ready for Batch Audit**. Staple multiple pages together as needed.



Processing the Completed Batch Audit

Once the batch audit has been completed by the audit team, update the database and file the paperwork.

1. Retrieve the completed batch audit report from the hanging wall file labeled **Batch Audits Completed**.



2. Verify that there are at least 2 initials and a date on the batch audit sheets.

Batch Audit - [REDACTED] ID: [REDACTED]

Batches 10036 10142 13250 13251 13252

CT 5/22/2022

AG

PocketNumber: 2

Line	Batch	av_id	voter_id	envelope	challenge	challenge Type
1	10142	[REDACTED]	[REDACTED]	154	[REDACTED]	7
2	10142	[REDACTED]	[REDACTED]	5	[REDACTED]	16

3. For each batch number on the batch audit sheets, check off the corresponding **Batch Audit Done** checkbox on the **Sort Pass Report**.

Batch Audit - [REDACTED]

Batches 10036 10142 13250 13251 13252

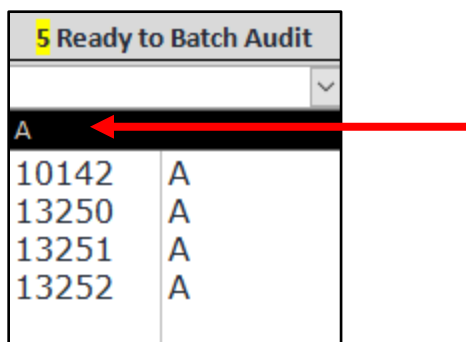
PocketNumber: 2

Line	Batch	av_id	voter_id
1	10142	[REDACTED]	[REDACTED]
2	10142	[REDACTED]	[REDACTED]

Election Date: [REDACTED] A

Check Done	Disposition Created	Sort Pass Done	Batch Audit Done
☒	☒	☒	☒
☒	☒	☒	☒
☒	☒	☒	☒
☒	☒	☒	☒
☒	☒	☒	☒

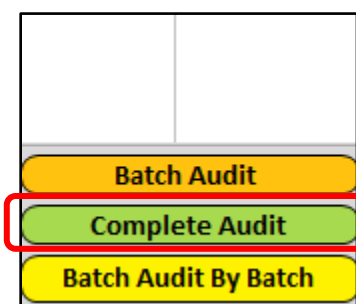
4. In the database, in the drop down for **Ready to Batch Audit**, select the letter that corresponds with the completed **Sort Pass Report**.



The screenshot shows a dropdown menu titled "5 Ready to Batch Audit". The dropdown is open, showing a list of options. The first option, "A", is highlighted in black, and a red arrow points to it from the right. Below "A", there are four rows of data, each with a batch number and the letter "A":

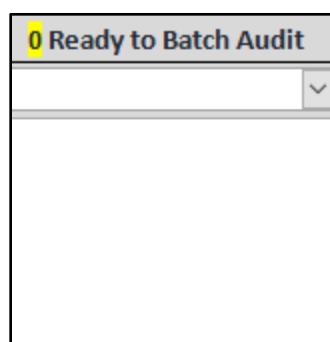
Batch Number	Letter
10142	A
13250	A
13251	A
13252	A

5. Click the **Complete Audit** button. All the batches of the letter should be highlighted; verify them against the batch audit sheets.



The screenshot shows three buttons stacked vertically. The top button is yellow and labeled "Batch Audit". The middle button is green and labeled "Complete Audit"; it is highlighted with a red rectangle. The bottom button is yellow and labeled "Batch Audit By Batch".

6. All the batch numbers for that letter should now be cleared from the list box.

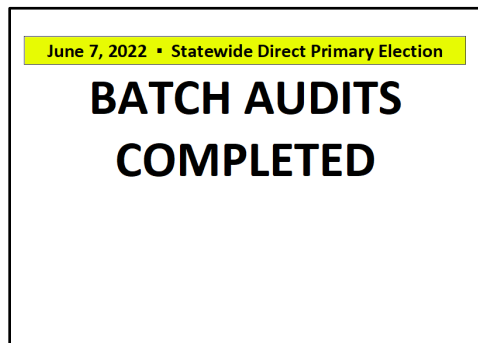


The screenshot shows the same dropdown menu as before, but it is now empty. The title bar still says "0 Ready to Batch Audit". The dropdown arrow is visible, but no options are listed.

7. Place the **Sort Pass Report** into the gray bin labeled **Sort Pass Reports Completed**.



8. Place the batch audit sheets into the gray bin labeled **Batch Audits Completed**.



Authorization

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Version Written By: Mario Tovar Juarez	