



REGISTRAR OF VOTERS

Processing Overturned Challenges Using BlueCrest

PROCEDURE DOCUMENT - Version 4.0

Zonia Harrell
1/29/2024

Processing Overturned Challenges Using BlueCrest Vantage Sorter

Contents

Processing Overturned Challenges Using BlueCrest Vantage Sorter.....	1
Scope.....	2
Purpose	2
Supplies	2
Importing Overturned Challenges	3
Sweeping Overturned Challenges.....	9
Checking In and Feeding Overturned Challenges	10
Authorization	11

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It was designed for the Machine Operator and Ballot Receiving and Sorting Lead and any other team members assigned to running ballot envelopes through the BlueCrest Vantage Mail Sorting Machine. This procedure covers most known scenarios.

Purpose

The purpose of this procedure is to process overturned VBM envelopes that have been previously challenged. VBM envelopes are scanned, verified, and made ready to go through the BlueCrest machine, so that they can be extracted and sent to count.

Supplies

- Barcode Scanner
- Black Sharpie
- Mail Tray
- Binder clips
- Overturned VBM Envelopes in mail tray with marked tray tag

Importing Overturned Challenges

Challenged VBM Envelopes must run through the Sort (2nd) Pass to reach the extraction area. Since the machine needs a tray number to run them through, we must use a special process to create the tray tag for the envelopes to run through.

1. Verify that the Batch Audit report has been completed, highlighted, dated, and initialed by the Challenge Ballot Review Team.

Batch_ID	Scan_Position	AV_ID	Election_ID	Challenged
OVRTD001	1	16081449 ✓	4137	
OVRTD001	2	16080495 ✓	4137	
OVRTD001	3	16081367 ✓	4137	

2. At the BlueCrest sorting machine, tap the Firefox icon from the monitor on the left.



3. Log into the BlueCrest Management Console using your username and password.

Please Login:

User Name:

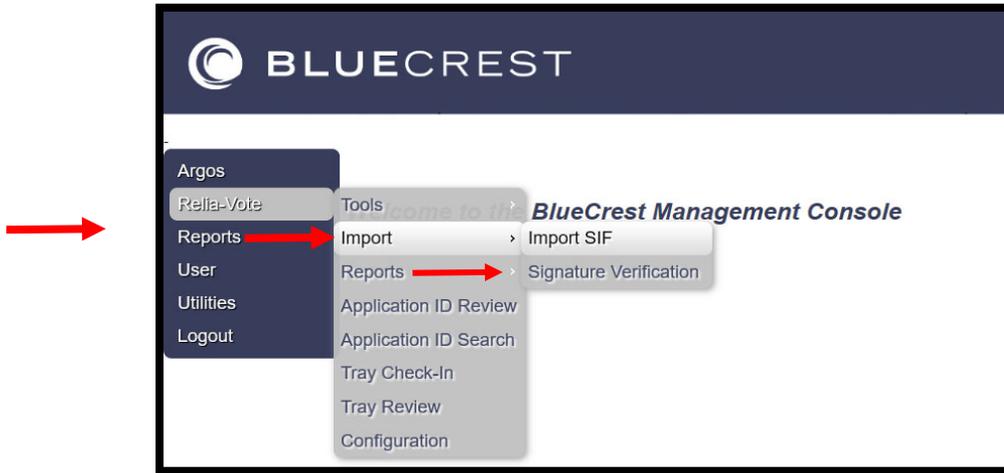
Password:

Language:

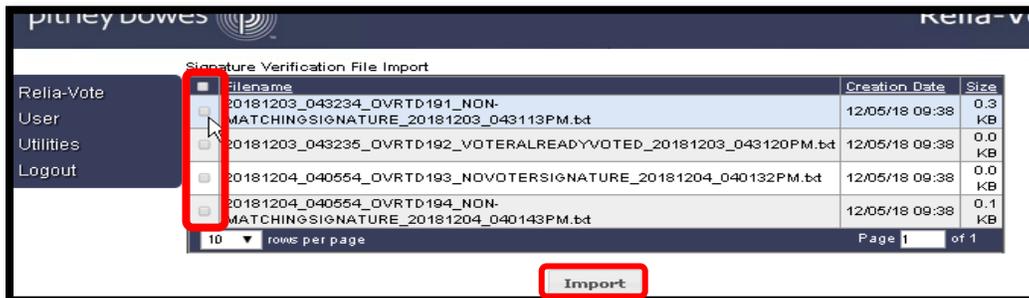
Login

Note: See your area supervisor or department manager if you have not been issued this information.

4. Select **Relia-Vote**.
5. Select **Import**.
6. Select **Signature Verification**.



7. Select all files pertaining to the Overturned tray tags on the mail tray of envelopes.
8. Click **Import**.



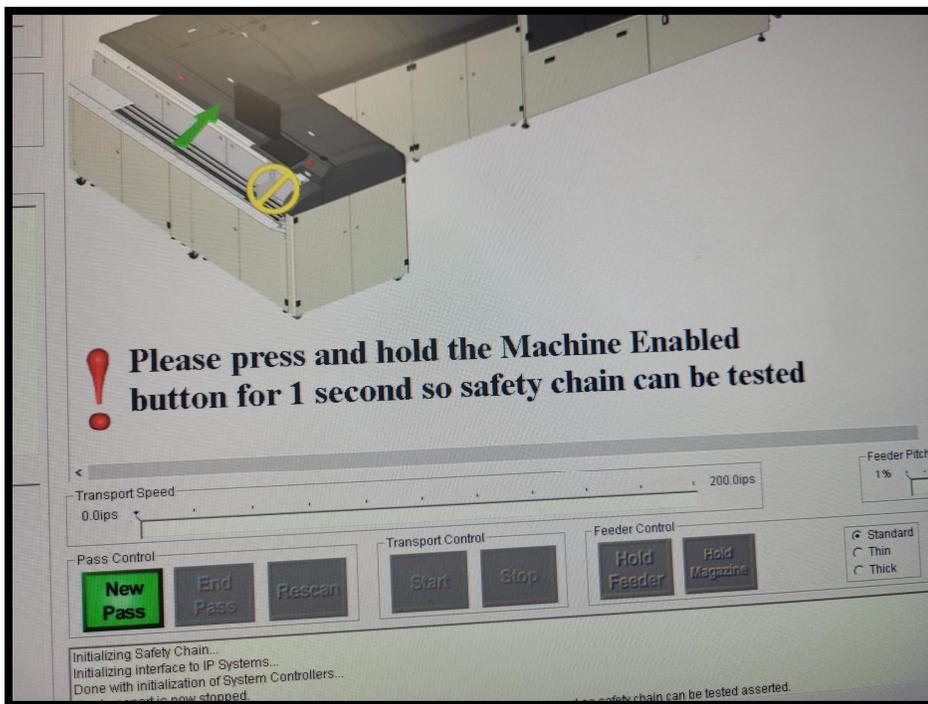
9. Place Overturned: Valid Tray tag in the Recycle BC Pocket tray tags mail tray.



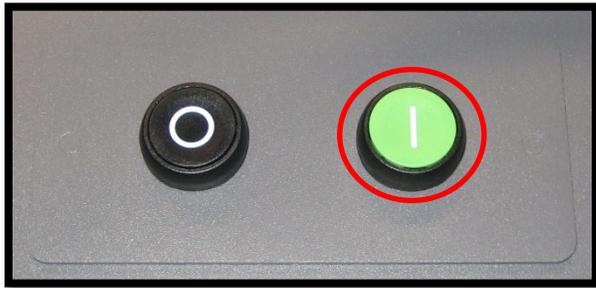
10. Tap or double-click the Transport Control icon from the computer monitor on the right.



11. Wait a few seconds for the system to load. and to display the message in the image below.



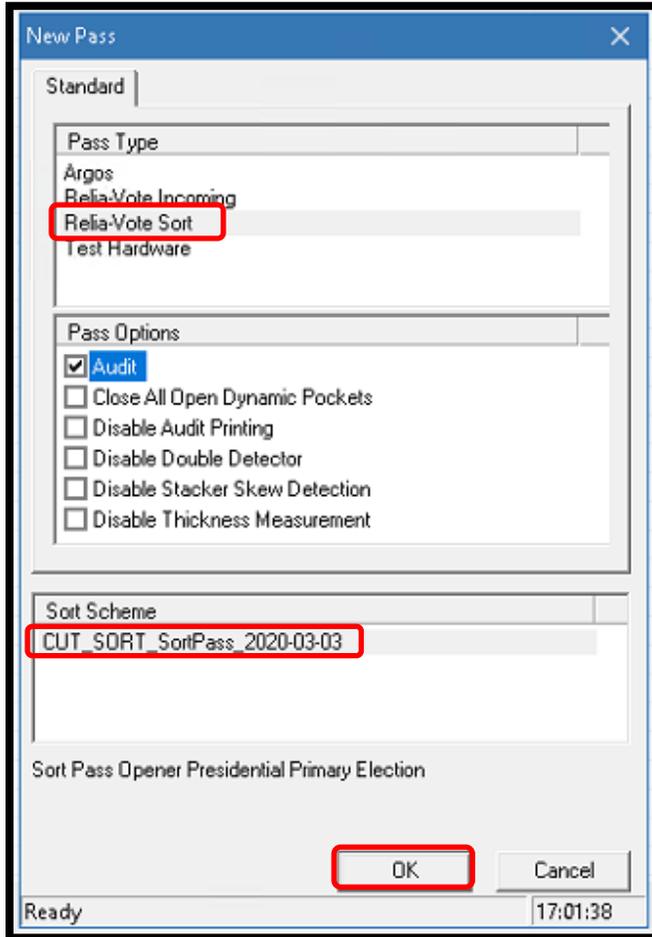
12. Press and hold the Green button for a few seconds (you should hear two sets of clicks).



13. Tap or press the New Pass button.



14. Under *Pass Type*, select **Relia-Vote Sort** if necessary.
15. Under “Sort Scheme” select the most recent **SortPass** scheme related to the election.
16. Press Ok.



17. Press or tap the Hold Feeder and Hold Magazine buttons to prevent envelopes from running.



Note: The Hold Feeder and Hold Magazine buttons should now be lit up, indicating that they are not active. The Feeder “feeds” the VBM envelopes into the machine and is the red belt at the end of the “Magazine” belt that moves the VBM envelopes forward.

18. Press or tap the Start button.



19. Press or tap the Hold Feeder and Hold Magazine buttons.



20. Run a blue separator card through the machine.



21. Feed VBM envelopes from the overturn tray through the machine.



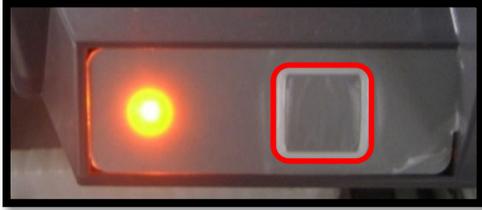
22. Once all the VBM Envelopes have been ran through, press **STOP**.

23. Begin the process of collecting the VBM Envelopes that went to pocket 19 from the Sweepers.

Sweeping Overturned Challenges

During this Pass, all VBM envelopes will be sorted to Pocked 19, “Didn’t Scan Tray Tag.”. These overturned VBM Envelopes are not attached to a batch within BlueCrest. This process allows us to batch the envelopes, scan the pocket tray tag, and run the envelopes to their correct precinct range pockets.

1. GENTLY press the button on the bottom right of the “Didn’t Scan Tray Tag” pocket (Pocket 19) to print out a tray tag.



2. Tear the pocket tray tag from the pocket tray tag printer.

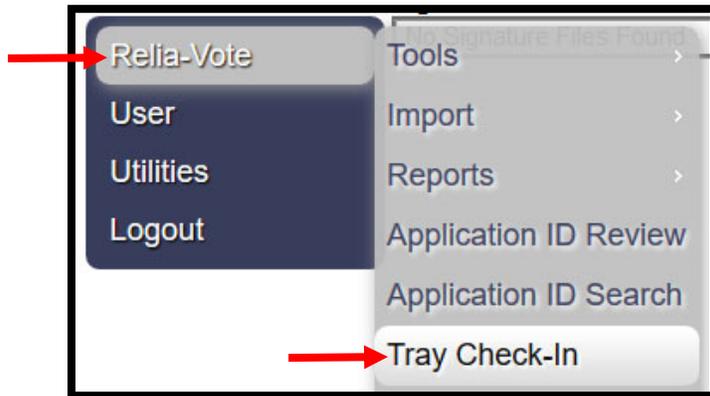


3. Hand the pocket tray tag and the mail tray of VBM Envelopes to the machine operator.

Checking In and Feeding Overturned Challenges

Once the Machine Operator has possession of the pocket tray tag and VBM envelopes, the pocket tray tag must be scanned in for the VBM Envelopes to run through the Sort (2nd) Pass properly.

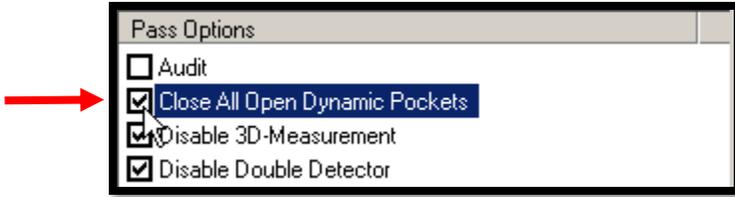
1. Press **Relia-Vote**.
2. Press **Tray Check-In**.
3. Scan the tray tag generated from the “Didn’t Scan Tray Tag” pocket 19.



4. Press or tap the Start button.



5. Run a blue separator card through the machine.
6. Run the VBM envelopes through the machine.
7. Once the mail tray of VBM envelopes is empty, press **STOP**.
8. Check with the sweepers to see if every VBM envelope has reached a valid pocket.
9. Once confirmed, Press **O** on the keyboard.
10. Select Close All Open Dynamic Pockets.
11. Press **OK**.



12. Wait for the sweepers reset the light on each pocket and to shout, "Lights Out!"

13. Tap or press End Pass.



Authorization

Document Owner: Ballot Department	Initiation Date: 12/01/2018
Version Number: 4.0, Revised Document	Date: 09/19/2023
Version Written By: Zonia Harrell	