

REGISTRAR OF VOTERS

Processing Overturned SUSPD Envelopes Using Bluecrest

PROCEDURE DOCUMENT – Version 3.1

Zonia Harrell 1/29/2024

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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 the task by the Machine Operator or a Supervisor. This procedure covers most known scenarios.

Purpose

The purpose of this procedure is to process overturned suspended (SUSPD) envelopes. Voters can request a replacement Vote-By-Mail (VBM) for various reasons. When they do so, we will have to suspend the original ballot and issue a new one to be mailed to the voter. Once a new VBM is received, we will determine which ballot will count and we un-suspend that ballot and send it to count. Suspends are ran differently than normal overturns.

This is the process where a 'Suspend' challenge code has been overturned, and now it must be re-run through the Bluecrest machine.

Supplies

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

Importing Overturned SUSPD Envelopes

Typically, VBM Envelopes must run through the (1st) Sort Pass to reach the Signature Verification area. However, the un-suspended VBM envelopes have already been run through the Bluecrest machine and assigned to a tray. Therefore, they must be run through the Rescan process to get them to the Signature Verification Team.

There is an assigned space for Overturned SUSPD when they are ready to be processed.



1. At the Bluecrest sorting machine, double tap the Firefox icon from the computer monitor on the left.



2. Log into the Bluecrest Management Console using your username and password.

🜷 Please Login:		
User Name:		
Password:		
Language:	English V	
	Login	

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

- 3. Select Relia-Vote.
- 4. Select Import.
- 5. Select Signature Verification.

C BLUECREST			
Argos			
Relia-Vote	Tools	BlueCrest Manad	gement Console
Reports	Import >	Import SIF	
User	Reports	Signature Verification	
Utilities	Application ID Review		
Logout	Application ID Search		
	Tray Check-In		
	Tray Review		
	Configuration		

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

🤕 Signature Import	× +	
← → ♂ ŵ		
Release: 3.10.25094.0 Mod	ules	Current Login: ct
(С ві	LUECREST	
	Signature Verification File Import	
Argos	Filename	Creation Date Size
///903	OVRTD002_SUSPEND_20230906_090028AM.txt	09/06/23 09:00 0.0 KB
Relia-Vote	10 🗸 rows per page	Page 1 of 1
Reports		
User	Import	
Utilities		
Logout		

8. Place the Overturned: Valid tray tag in the <u>Recycled BC Pocket Tray Tags</u> mail tray.



9. Tap on the Transport Control icon twice, from the computer on the right.



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



10. Press and hold the Machine Enabled Green button for 1 second (you should hear two clicks).



11. Tap the New Pass button.



- 12. Under *New Pass Type*, verify **Relia-Vote Incoming** is highlighted.
- 13. Under "Sort Scheme," select the **Incoming_Pass** related to the election date.
- 14. Press Ok.

New Pass	×
Standard Presets	
Pass Type Argos Relia-Vote Incoming Relia-Vote Sort Test Hardware	
Pass Options □ Print Endorsement ✓ Print Return Method And Receipt Date □ Save Binary Images □ Save Gray Images ✓ Set Receipt Date ✓ Set Return Method by Separator Card	~
Sort Scheme Incoming_Pass_2023-08-29 Incoming_Pass-50pc_2023-08-29	
Incoming Pass 2023-08-29_ConsolidateMB_Election	Cancel
Ready	09:13:38

- 15. Select the Return Date.
- 16. Press OK.



17. On the top left-hand corner of the monitor, verify with a second person that the information entered is correct.

@ BLC Vantage	UECREST Mail System
- Current Pass	
Job Name: Inc	oming_Pass_2023-08-29
Pass Name:	AND ALL
Pass Type: Re	lia-Vote Incoming
Postage:	
Account	
Receipt Date: 09	/29/2023
Return Method:	
Throughput	
Adjusted	pph
Current	pph

18. Select **OK** to start the Incoming Pass.

19. Tap on ReScan



Note: The screen will appear turquoise. This means that the machine is in **ReScan mode.**



- 20. Press the letter **O** on the keyboard to open the dialog box and adjust the necessary Pass Options.
- 21. Check the following options...
 - a. Disable Double Detector
 - b. Disable No Signature Detection
 - c. Disable Over Under Measurements
 - d. Disable Stacker Skew Detection

ptions Select	×
Standard	
Pass Type	
Argos	
Relia-Vote Incoming	
Relia-Vote Sort	
l est Hardware	
Pass Options	~
Close All Open Dynamic Pockets	
Disable Date Time Printing	
Disable Double Detector	
Disable No Signature Detection	and the second sec
 Disable No Signature Detection Disable Over Under Measurements 	
 Disable No Signature Detection Disable Over Under Measurements Disable Stacker Skew Detection 	

22. Press OK.

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



Note: The Hold Feeder and Hold Magazine buttons should now be lit up, indicating that they are not active.

24. Press or tap the Start button.



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



- 26. Feed VBM envelopes from the overturn tray through the machine.
- 27. Once the tray of VBM envelopes is empty, press STOP.



Closing Pockets

- 1. Check with the sweepers to see if every VBM envelope has reached a valid pocket.
- 2. Once confirmed, Press the letter **O** on the keyboard.
- 3. Select Close All Open Dynamic Pockets.



- 4. Press OK.
- 5. Wait for the sweepers reset the light on each pocket.
- 6. Sweepers must shout "Lights Out"
- 7. Tap or press End Pass.



Authorization

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