REGISTRAR OF VOTERS

# Reviewing BC Unseen Challenges

PROCEDURE DOCUMENT – Version 2.0

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# Reviewing BC Unseen Challenges

## Scope

This procedure is only to be used in the Ballot Department and is not applicable to any other departments. It has been designed for the Ballot Preparation Extraction Challenge Team Lead, the Ballot Preparation Lead, and any other personnel appointed to review and process extraction envelopes challenged as Unseen by Bluecrest. This procedure does not cover all possible scenarios but will outline the most common occurrences.
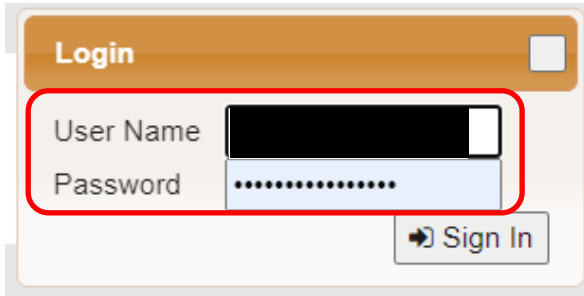
## Purpose

During the extraction process, occasionally VBM envelopes will be missing an inkjet indicating that they were properly run and captured by the Bluecrest Vantage sorting machine. This can mean the sorting machine did not see the envelope. When this occurs, the envelopes must be verified in the Relia-Vote database system. Depending on the scenario, you will need to give these VBM envelopes to a lead in a specific function, such as Ballot Sorting or Signature Verification. This procedure will instruct you on how to verify the VBM envelopes and which team leads will be receiving them.

## Supplies Needed

- Three 1-ft. mail trays
- Mail tray label
- BC Unseen: Ready for Extraction
- BC Unseen: Ready for Challenged Ballot Resolution
- BC Unseen: Ready for Receiving and Sorting
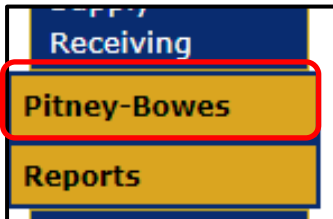- Binder clips
- Ruler
- Computer and Intranet access

## Reviewing BC Unseen Envelopes

1. On your computer navigate to ███████████████████

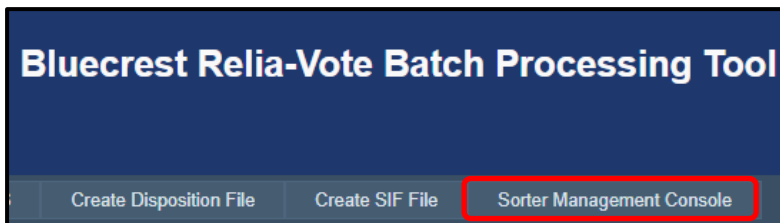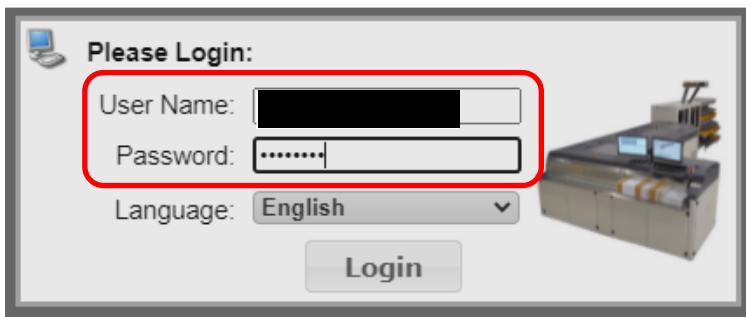2. Log into the **Intranet** using your Windows username and password.



3. Click **Pitney-Bowes.**



4. Click **Sorter Management Console.**



5. Log into Bluecrest using your assigned login.



6. Hover the mouse cursor over **Relia-Vote.**
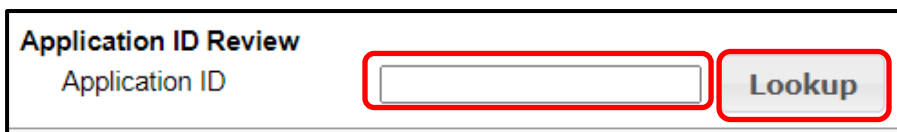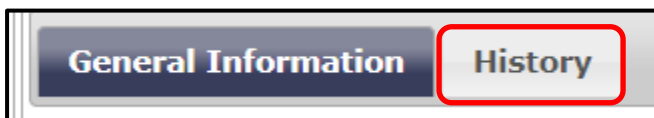
7. Click on **Application ID Review.**
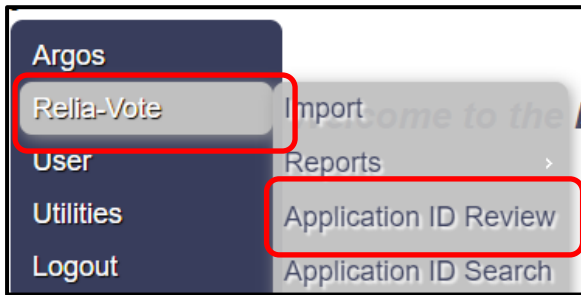


8. Enter the **envelope's AVID number** into the Application ID field.

9. Click on **Lookup.**



10. Click on **History**



11. Change the drop-down to show 100 rows per page.

12. In the history list, look for the *last* "Sorted to Tray" value on the list.

   **Note:** If there are multiple pages, navigate to the latest page as needed to located the last "Sorted to Tray" value.



   **Note:** If "Sorted to Tray" text is NOT anywhere in the envelope's history, and the only line in the history says "Mail Piece was updated as part of file…", stop and notify your supervisor.

13. After the "having status" statement of the line, look at the remainder of the statement to determine what last happened to the ballot:

    a. #_____####_____ during Audit

| Log Date ▲ | Event |
|---|---|
| 08/21/21 08:30:12 | Sorted to tray 10190 having status 2_____ during Incoming Scan |
| 08/24/21 13:12:00 | Challenge code GOOD received in File D:\Pitney Bowes\DATA\PBSigVarImport\10190.txt. |
| 08/24/21 13:12:00 | The challenge code for this mail piece was set to Good by UNKNOWN |
| 08/25/21 13:20:09 | Sorted to tray 236 having status 2_____1517_____ during Audit |
| 01/12/22 13:58:50 | Mail piece was updated as part of file: D:\Pitney Bowes\DATA\SIF\20210915_115419.sif |
| 100 ⌄ rows per page | Page 1 of 1 |

       i. This indicates that the ballot was properly overturned to Valid, was seen by the machine, and was assigned to a tray that may be extracted (a tray with a number between 1 and 9999).

      ii. Follow the normal extraction process for the envelope (review the envelope and ballot for issues, and place it into the green tray, as applicable; this will go to a mixed-pocket extraction box).

    b. [Challenge Code] during Audit

| Log Date ▲ | Event |
|---|---|
| 09/14/21 22:26:00 | Sorted to tray 12528 having status 2_____ during Incoming Scan |
| 09/17/21 13:36:36 | Challenge code NMS-1 received in File D:\Pitney Bowes\DATA\PBSigVarImport\12528.txt. |
| 09/17/21 13:36:36 | The challenge code for this mail piece was set to NMS-1 by UNKNOWN. |
| 09/17/21 13:47:07 | Sorted to tray 21224 having status NMS-1 during Audit |

       i. This indicates that the ballot was challenged and not properly located during the batch audit.

      ii. Bring this envelope to the Challenged Ballot Audit Team Lead.

    c. #_____ during Incoming Scan

Sorted to tray 12528 having status 2_____ during Incoming Scan

       i. This indicates that the ballot was never seen during the second sort.

      ii. Bring this envelope to a Ballot Sorting Lead.

## Authorization

| Document Owner: Ballot Department | Initiation Date: 03/10/2022 |
|---|---|
| Version Number: 2.0, Updated Document | Date: 09/08/2023 |
| Version Written By: Caleb Talmas | |