



REGISTRAR OF VOTERS

Data Workflow Processing: Batch Audit

PROCEDURE DOCUMENT – Version 3.1

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Data Workflow Processing: Batch Audit

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Purpose

The purpose of this procedure is to guide users through updating the Mail Ballot Processing Database and maintain a consistent workflow of all mail ballot envelopes from their arrival to sorting, signature verification, auditing, slicing, and eventually, extraction. The procedure is designed to allow multiple steps from multiple sections to be performed simultaneously.

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 Data Workflow Leads and any other personnel assigned to updating the Mail Ballot Processing Database. This procedure covers all currently known scenarios.

Supplies Needed

- Computer with OPS (L:\) drive access
- C:\Temp folder
- BlueCrest Relia-Vote Batch Processing Tool access
- DIMS.net Access w/ Miscellaneous Menu > Wanda access
- PB Out to DIMS folder access
- Disposition File Created Stamp
- Batch Audit List
- 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.

After the Sort Pass is Complete

Once the envelope batches have been sorted into valid and challenged pockets and the Receiving and Sorting team have brought back the completed Sort Pass Report, the challenged ballots must be audited to determine if all of them have been separated from the valid envelopes. Once this audit is completed successfully, the Sorted Ballot Audit Team may move the valid envelopes to the Extraction area and the challenged ballots to the challenge racks.

Creating the Batch Audit

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

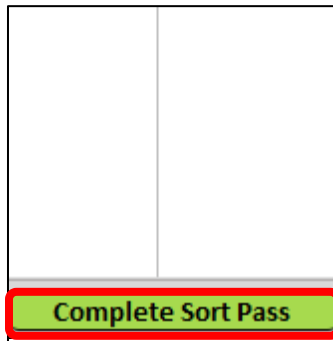
1. In the MBPD Batch Management Window from the in-*Sort Pass Queue* drop down, select the letter that corresponds with the completed Sort Pass Report.

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

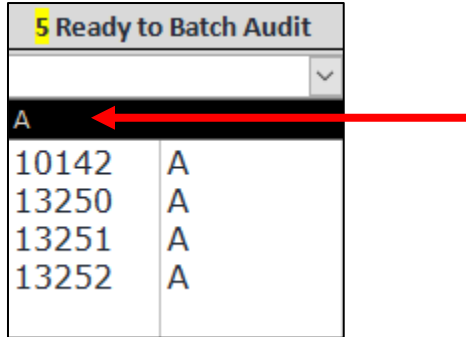
Check Done	Disposition Created	Sort Pass Done	Batch Audit Done
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

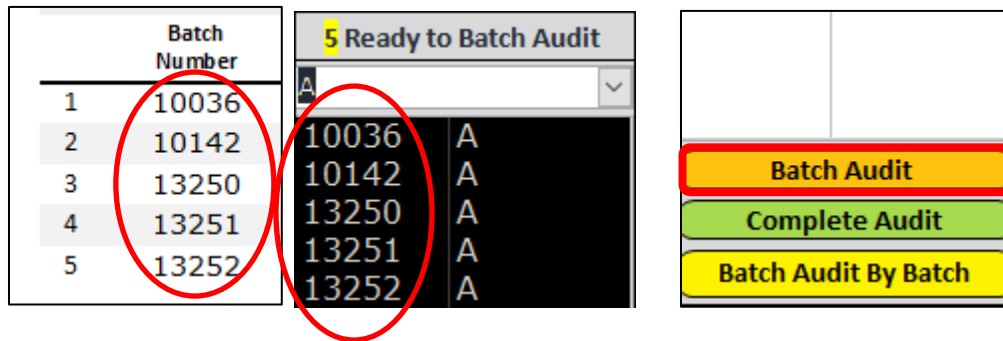


- In the drop down for Ready to Batch Audit, select the letter that corresponds with the completed Sort Pass Report.

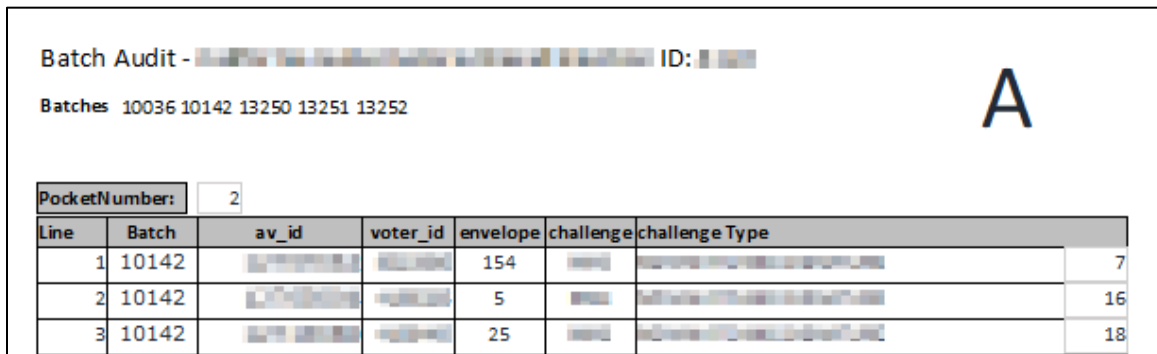


- Click the **Batch Audit** button.

Note: All the batches of the letter should be highlighted; verify them against the Sort Pass Report.



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

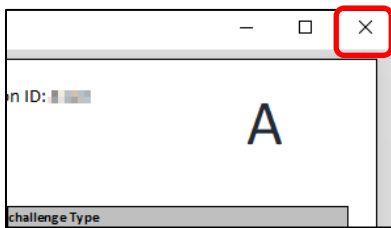


- Press **Ctrl + P** to print the *Batch Audit* report and collect it from the printer.

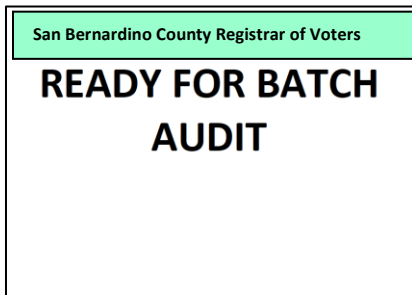
7. Pair with the other Data Workflow Lead to audit the tray tag slips binder clipped on the Sort Pass Report to the batch numbers listed on the Batch Audit report.
 - a. Data Workflow A - Take the first tray tag slip from the Sort Pass Report and read it out loud.
 - b. Data Workflow B - Highlight the 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, reach out to your supervisor to come up with a plan to audit the ballots. Also please make sure the racks are there for the Audit team to review.

8. Close the *Batch Audit* window.



9. 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, the database must be updated, and the paperwork filed away.

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 A

AG

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. 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

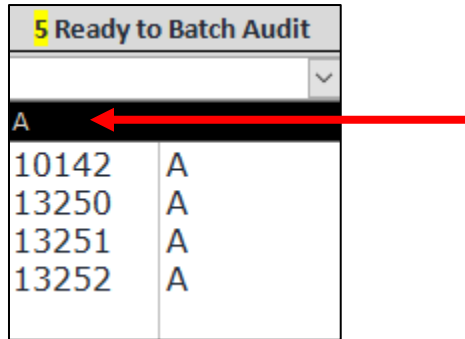
PocketNumber:

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

Election Date: [redacted] A

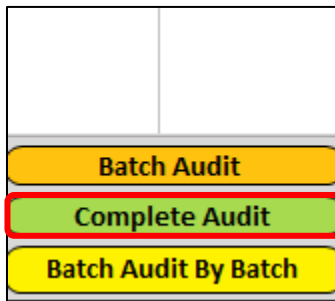
Check Done	Disposition Created	Sort Pass Done	Batch Audit Done
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

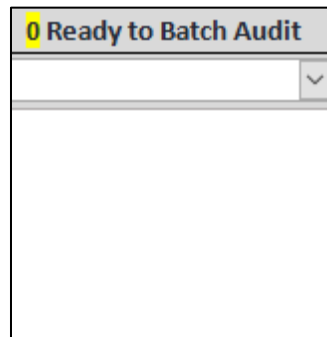


- Click the **Complete Audit** button.

Note: All the batches of the letter should be highlighted; verify them against the batch audit sheets.



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

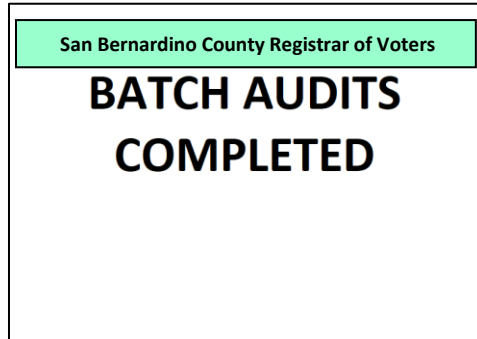


- Place the *Sort Pass Report* into the gray bin labeled ***Sort Pass Reports Completed***.



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

Note: There is a gray bin labeled **Batch Audits Completed** and a hanging wall file labeled **Batch Audits Completed**. Place these in the gray bin and not the hanging wall file.



Authorization

Document Owner: Ballot Department	Initiation Date: 03/25/2022
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