



REGISTRAR OF VOTERS

Data Workflow Processing: Incoming Scan

PROCEDURE DOCUMENT – Version 3.2

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09/13/2024

Data Workflow Processing: Incoming Scan

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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.

Prior to Running the Incoming Scan (1st Pass; Sorting)

Before the machine operator can begin their first pass for the day, the Vantage Ballot Sorter must be updated with the latest voter information. This is done by a SIF file that is generated from the county's Intranet and BlueCrest applications.

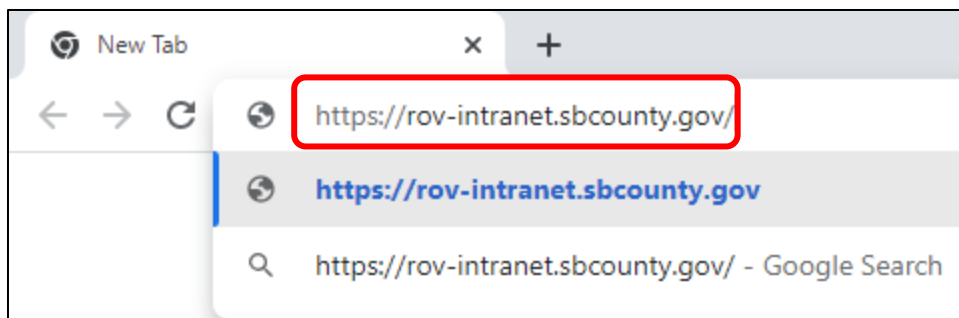
Generating a Sorter Information File (SIF)

The SIF file is generated using the county's Intranet and BlueCrest applications and must be sent to the RDS computer (Remote Diagnostic System) that the BlueCrest Vantage Sorters can update from.

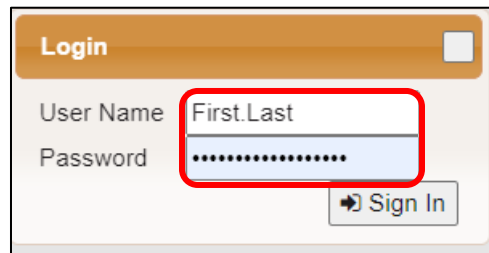
1. Open Microsoft Edge.



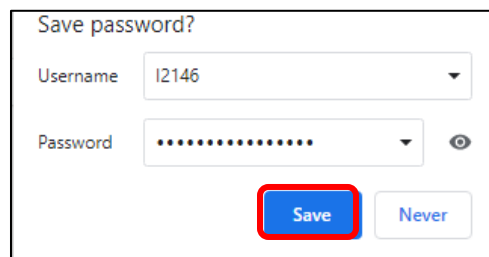
2. Enter the following address into the URL bar: <https://rov-intranet.sbcounty.gov/>



3. Log into the Intranet page using your Windows username and password.
4. Click Sign In.

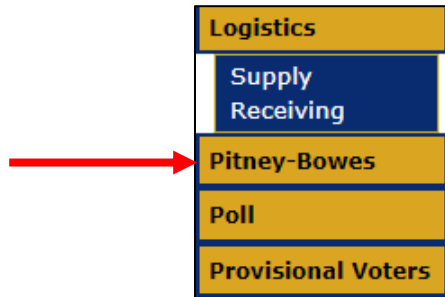


Note: If a pop-up asks you to save your password, you may save your password for ease next time.



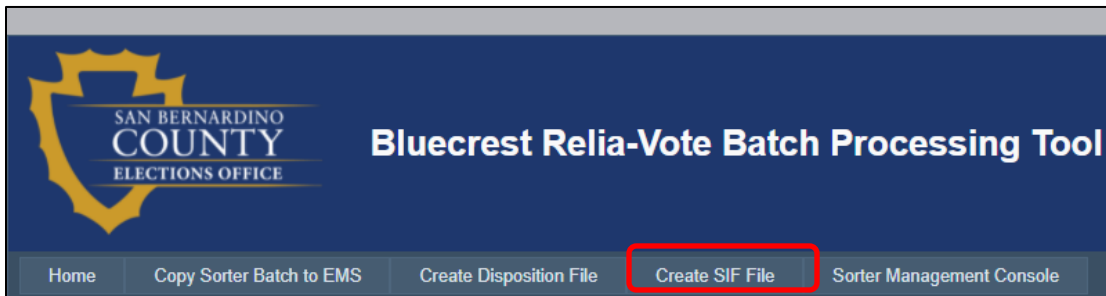
- From the menu on the left, select the Pitney-Bowes button.

Note: Pitney-Bowes is the original name for BlueCrest. This menu item will be renamed in the future.

A login form titled 'Sign in to access this site'. It includes a URL 'Authorization required by https://rov-vpsql.sbcounty.gov', a 'Username' field with 'Anel.Martinez@rov.sbcounty.gov', and a 'Password' field with masked characters. There are 'Sign in' and 'Cancel' buttons. The 'Sign in' button is circled in red.

Note: You will have to log in with your assigned username and password.

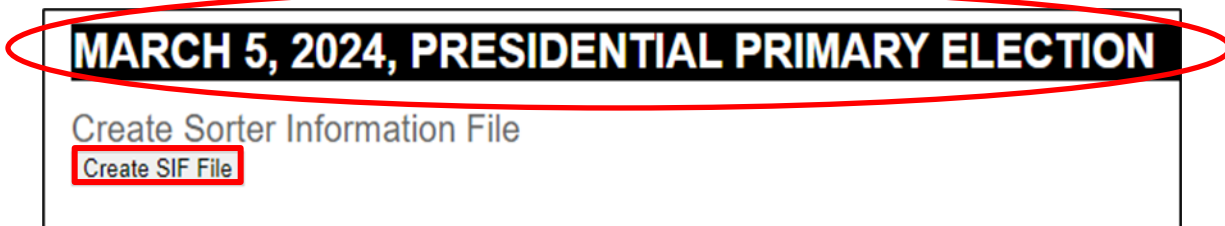
- On the BlueCrest Relia-Vote Batch Processing Tool page, click the **Create SIF File** menu button.



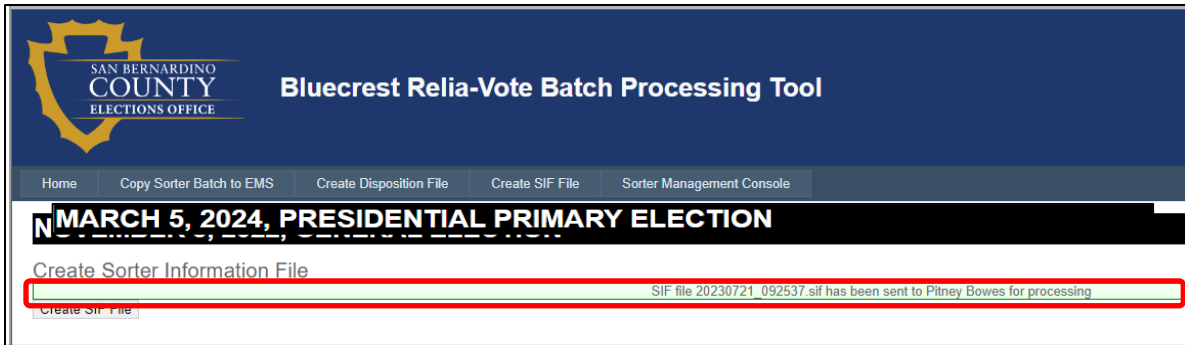
- On the new screen, click the **Create SIF File** button.

Note: Make sure that the election date and title are correct for the current election.

This process can take up to three minutes to complete and will show no signs of progress but will update when it has been completed. Wait patiently while it generates and sends the file.



- Once the screen updates to indicate that the SIF file was generated successfully, notify the Machine Operator.



Note: Keep your browser open. It will be used multiple times throughout this procedure.

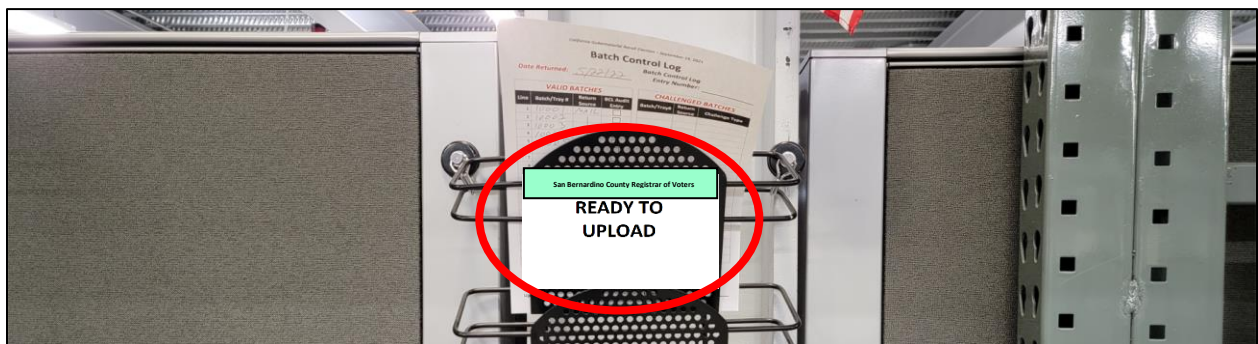
After the Incoming Scan is Complete

Once the Incoming Pass has finished and all issues on the Vantage Sorter machine are accounted for, the Data Workflow Lead will receive a Batch Control Log, a sheet that lists what the return date and the return source of each of the envelopes are, as well as any potential challenge codes, such as No Voter Signature, Ballot Missing from Envelope, Multiple Ballots Returned, and so on. Since the data from these envelopes is not directly sent to the DIMS.net database, they must be uploaded into DIMS.net by the Data Workflow Lead as batches.

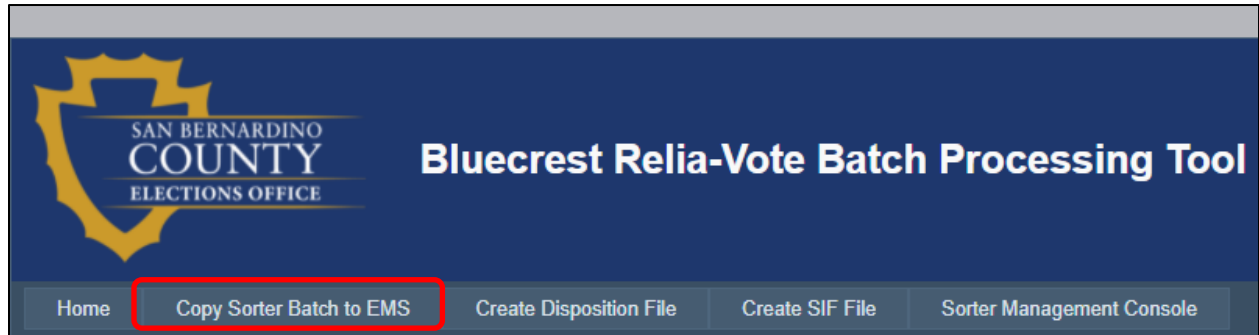
Transferring the Batches from BlueCrest to PB Out to DIMS Folder

The Receiving and Sorting team will place the Batch Control Logs in the nearby hanging wall file for the Data Workflow Lead. These must be processed immediately and carefully to ensure that the Signature Verification team continues their work.

- Retrieve the Batch Control Log from the **READY TO UPLOAD** hanging file.



- On the BlueCrest Relia-Vote Batch Processing Tool page, click the **Copy Sorter Batch to EMS** menu button.



- On the new screen, find and individually click the **Select** button for all batch numbers that correspond with the written numbers on the Batch Control Log. Perform this task with a second Lead to verify you are selecting the right batches.

Note: If there are no batch numbers available, click the Refresh File List button. If the batch numbers still do not appear, confirm with the Machine Operator or Receiving and Sorting Team Lead that all batches have been exported.



Send files from Sorter to EMS a *Gubernatorial Recall Election - September 14, 2021*

Batch Control Log

Refresh File List

Date Returned: 5/22/22 **Batch Control Log Entry Number:** _____

VALID BATCHES				CHALLENGED BATCHES		
Line	Batch/Tray #	Return Source	BCL Audit Entry	Batch/Tray#	Return Source	Challenge Type
1	10001	MAIL	<input type="checkbox"/>			
2	10002		<input type="checkbox"/>			
3	10003		<input type="checkbox"/>			
4	10004		<input type="checkbox"/>			
5	10005		<input type="checkbox"/>			

When the file has been properly transferred, there will be a message indicating “File [Batch].txt has been archived and staged for processing.” This indicates that the file transferred over successfully.

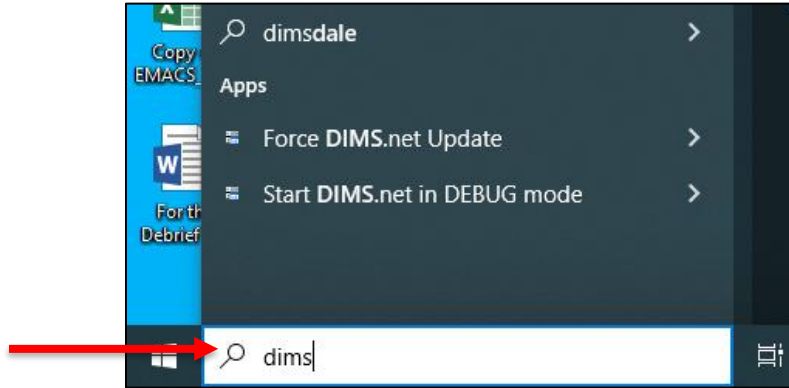
- Repeat as needed until all batch numbers from the Batch Control Log have been transferred.

Note: Work only one sheet at a time.

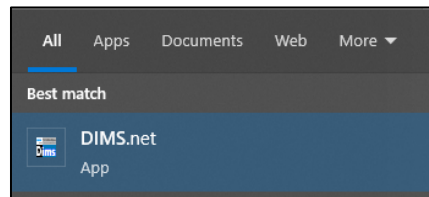
Importing the Batches into DIMS.net

Once the batches have been transferred from the BlueCrest servers to the PB Out to DIMS folder, they need to be uploaded into DIMS.net. Work only one Batch Control Log at a time.

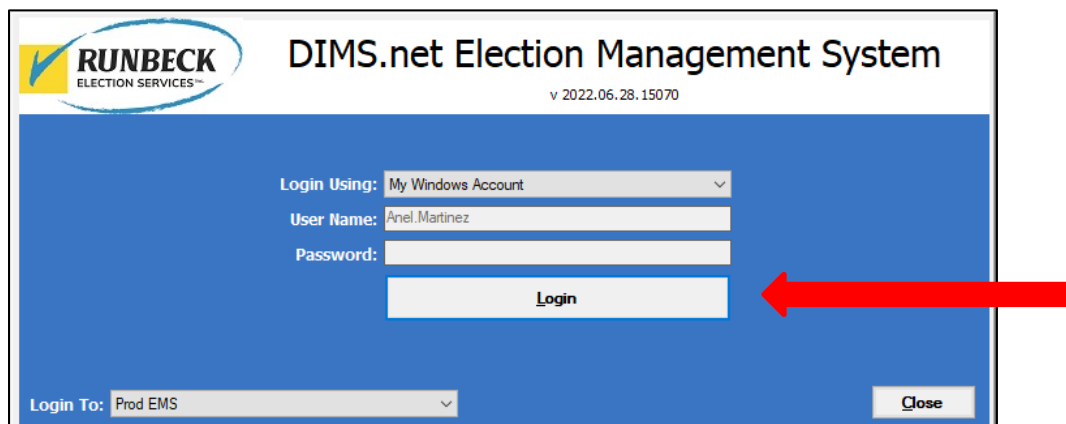
1. Go to window Search bar on the left hand corner of the Computer and type in “DIMS.”



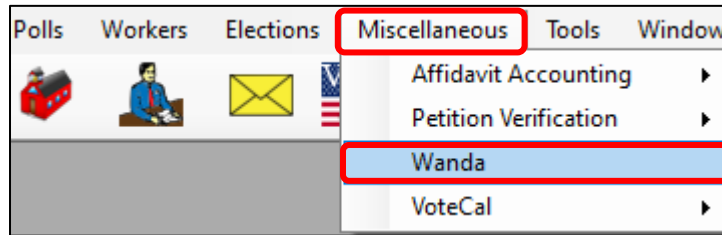
- a. You should see DIMS.net appear in the menu.



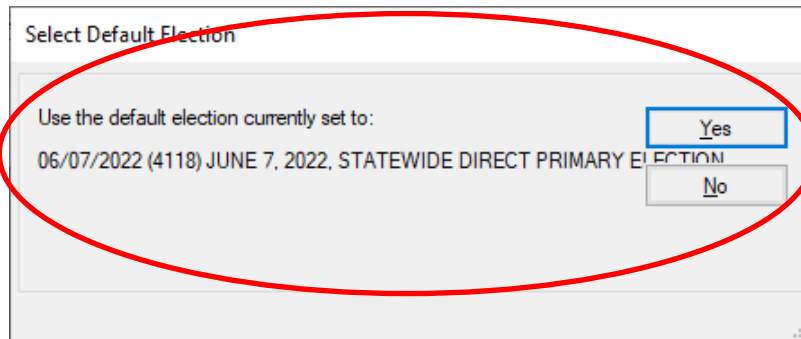
2. Make sure the Login Using field says “My Windows Account”, then click the login button



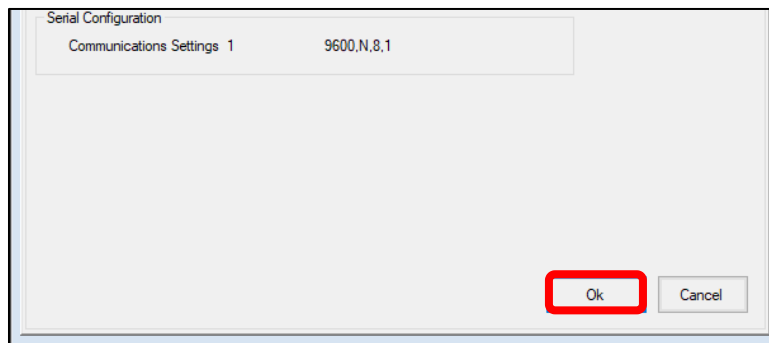
3. In DIMS.net, open the **Miscellaneous** menu and select the **Wanda** menu option.



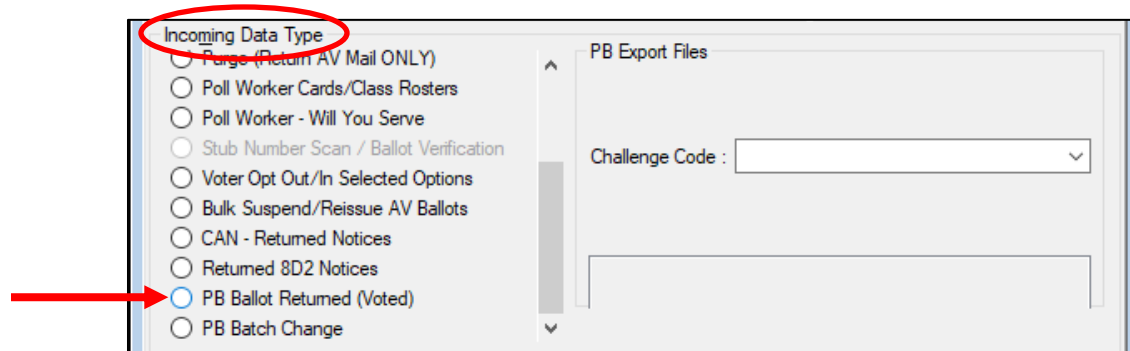
4. If asked for the Default election, make sure that it is the correct current election before clicking **Yes**.



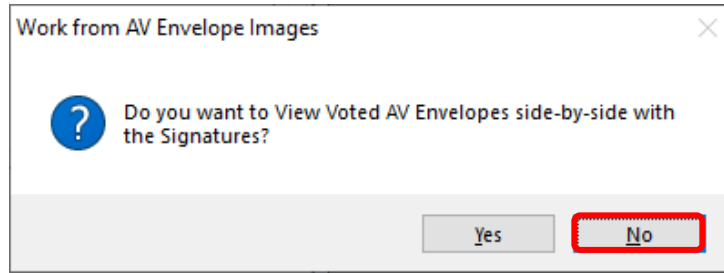
5. The program may tell you to perform a configuration and place you on the *Configuration* tab. Click the **Ok** button to go to the *Wanda Upload* tab.



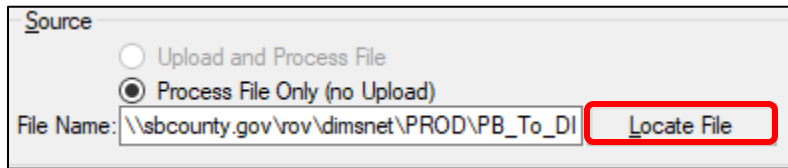
6. Under the Incoming Data Type field, scroll to and select PB Ballot Returned (Voted).



- When the Work from AV Envelope Images popup appears, click No.

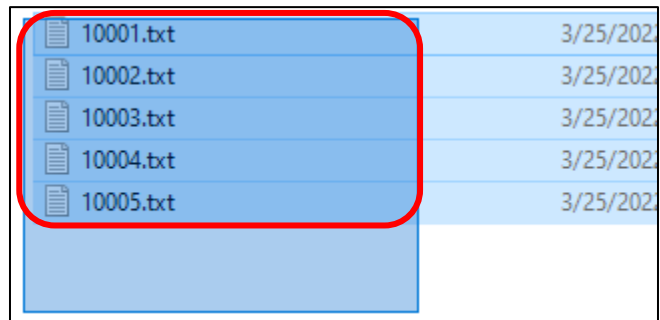


- Under Source, click the Locate File button.

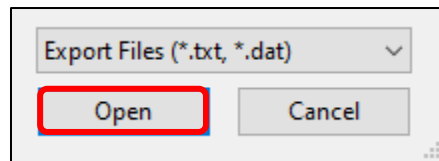


- In the *Select File or Files to Import* window, using your left mouse button, drag to select all the batches listed on the Batch Control Log. If you have missing batch numbers from the sequence (the number sequence jumps), you can instead hold the Ctrl key on your keyboard and select a single file at a time until they are all selected.

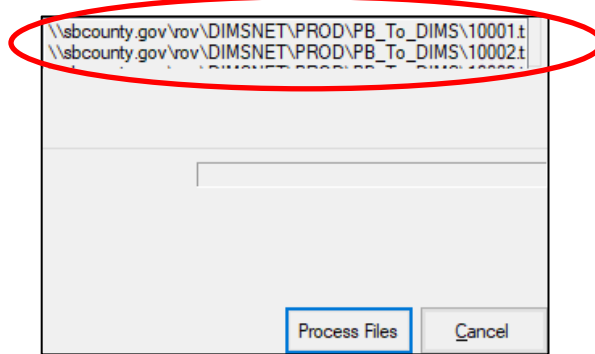
VALID BATCHES			
Line	Batch/Tray #	Return Source	BCL Audit Entry
1	10001	MAIL	<input type="checkbox"/>
2	10002		<input type="checkbox"/>
3	10003		<input type="checkbox"/>
4	10004		<input type="checkbox"/>
5	10005		<input type="checkbox"/>



- Click the Open button.

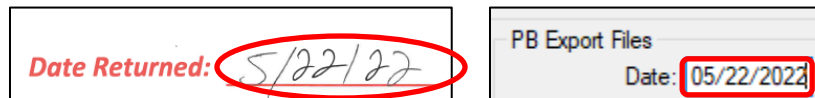


11. You should see the field on the right update with a list of file paths with batch numbers.



12. Under PB Export Files, change the following:

a. In the Date field, change it to the *Date Returned* value from the Batch Control Log.



b. In the *Return Source* drop-down, change the value to the *Return Source* from the Batch Control Log. Double check with the Sorting team member to see that all this information is correct.

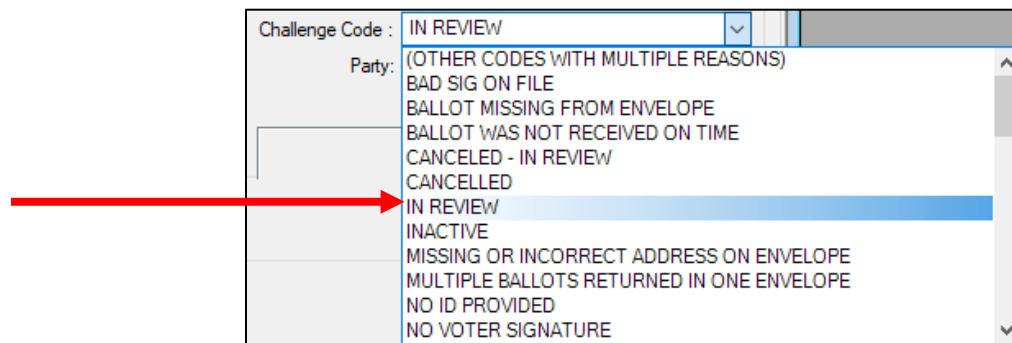
IN REVIEW BATCHES			
Line	Batch/Tray #	Return Source	BCL Audit Entry
1	10001	MAIL	<input type="checkbox"/>
2	10002		<input type="checkbox"/>
3	10003		<input type="checkbox"/>
4	10004		<input type="checkbox"/>
5	10005		<input type="checkbox"/>

Return Source: MAIL

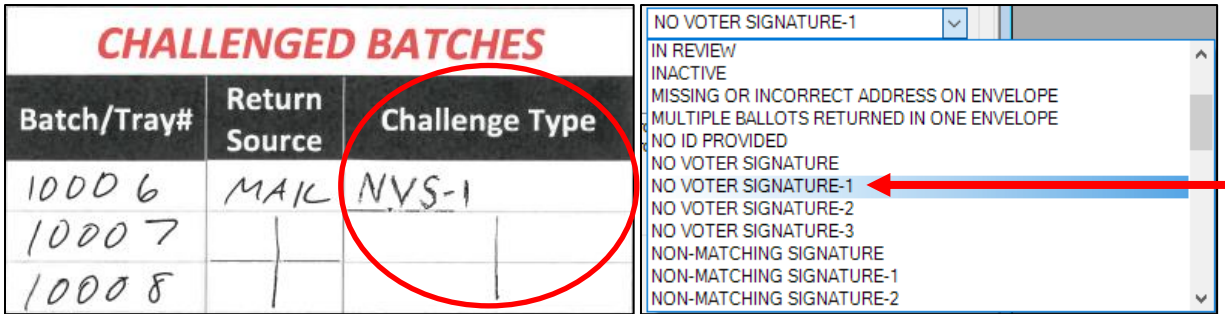
Challenge Code : POLLS
OFFICE
Party: FAX
EARLY VOTING SITE
DROP BOX
DROP OFF LOCATION
VOTE CENTER DROP OFF
MAIL ←

NON-DELIVERABLE
OTHER
TEST

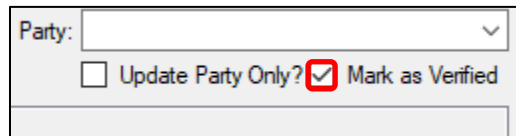
c. In the Challenge Code field, change the value to **In Review**.



Note: If the Batch Control Log has its batches listed under the header “Challenged Batches”, instead put the Challenge Type listed (ex: No Voter Signature-1 [NVS-1]).

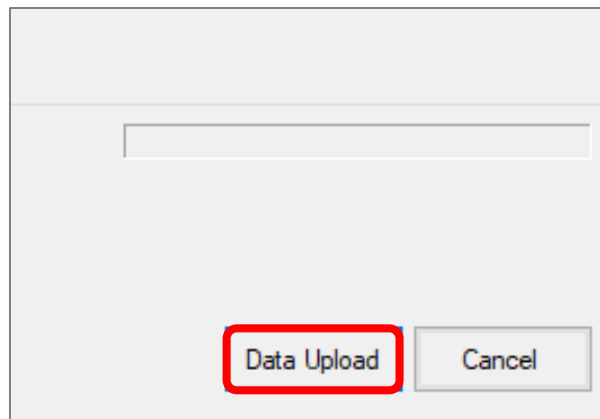


d. Check the checkbox that says **Mark as Verified**.

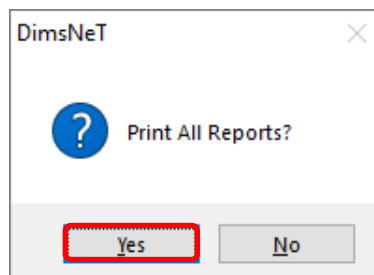


13. Verify with other lead that all information from the above steps matches with the Batch Control Log. Then click the **Data Upload** button.

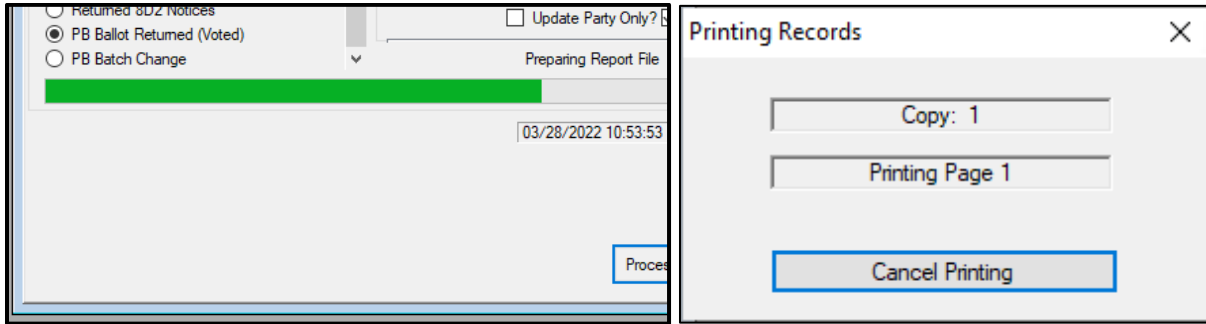
Note: It is important that you verify the information prior to clicking Process Files. Altering the data once it has been uploaded must be done on an envelope-by-envelope basis.



14. In the popup window, click the **Yes** button.



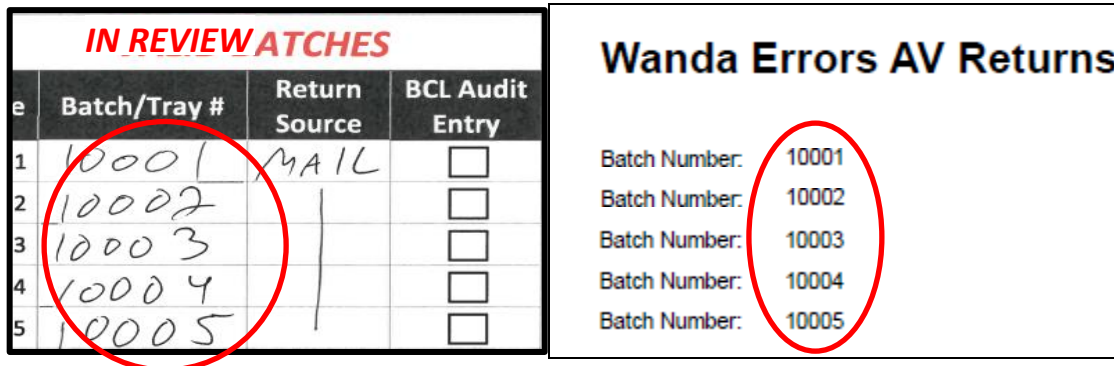
a. This process may take a few minutes.



15. Collect the printed Wanda Errors AV Return reports (known as Wanda reports) from the nearby printer (ROV 002955).



16. Verify that all Wanda reports have printed for each of the batches on the Batch Control Log.



17. Print your name and today's date on the Batch Control Log.

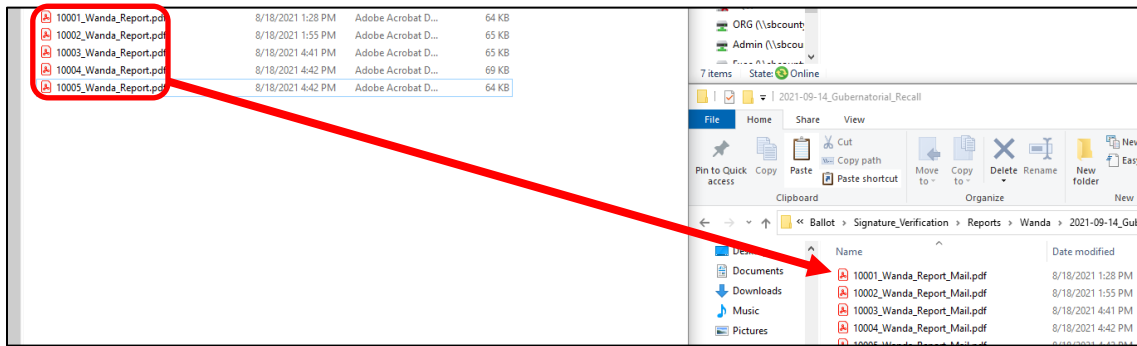
19	<input type="checkbox"/>		
20	<input type="checkbox"/>		
Sorter Staff Name:	<u>Reggie McDonald</u>	Date Recorded:	<u>5/22/22</u>
Data Workflow Uploader:	<u>Caleb Talmas</u>	Date Uploaded:	<u>5/22/2022</u>

18. In the C:\Temp folder, left click and drag the newly generated AVID files to the PB_to_DIMS folder (you may select and move multiple files at a time).



Note: This should move the files to the other folder, not just copy them. If they remain in the C:\Temp folder, delete the remaining copies. You can use the keyboard shortcut of Ctrl + X to select the files for cutting and Ctrl + V to paste into the respective folder.

19. In the C:\Temp folder, left click and drag the newly generated Wanda Report PDFs to the Wanda folder (you may select and move multiple files at a time).



Note: This should move the files to the other folder, not just copy them. If they remain in the C:\Temp folder, delete the remaining copies. You can use the keyboard shortcut of Ctrl + X to select the files for cutting and Ctrl + V to paste into the respective folder.

Updating the Mail Ballot Processing Database

Once DIMS.net has been updated and the files moved to their proper locations, the MBPD must be updated with the information about the batches that were uploaded. Because of certain limitations in DIMS.net, we must run certain reports to change the challenge codes automatically applied to certain Wanda batches.

1. In the MBPD/Batch Management window under the Batch tab, click the **Add Dims Batches** button.

1) Add Dims Batches

2) Fix Previously Challenged

Red Light Checks

You should see one or several batches appear in the list, along with the return source, return date, and challenge code it was uploaded as (VALID, if uploaded as In Review).

2. 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	

Batches Uploaded as In Review

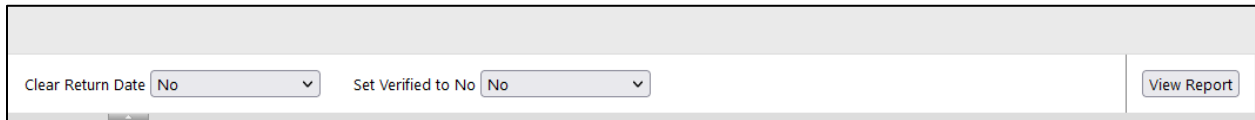
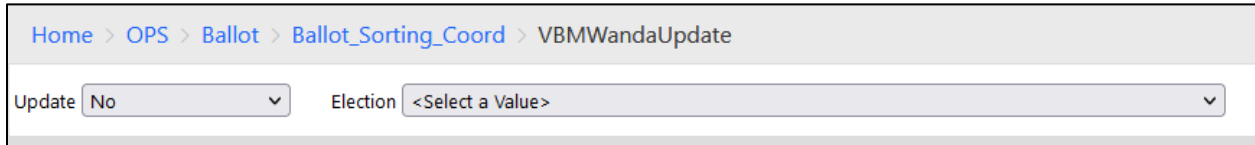
Once batches have been uploaded to DIMS.net, voters with a voter status of Cancelled, Inactive, or Fatal Pending must be segregated from the remaining voters by challenging their absentee ballots as Cancelled-In Review, Inactive, or Wanda Found a Problem, respectively. They will show up on Wanda Reports being challenged as In Review (INR). Please have both Leads initial the Wanda to make sure it was updated.

cat	source	date issued	error_type
P	MAIL		INR
VBM	MAIL		INR
P	MAIL		INR

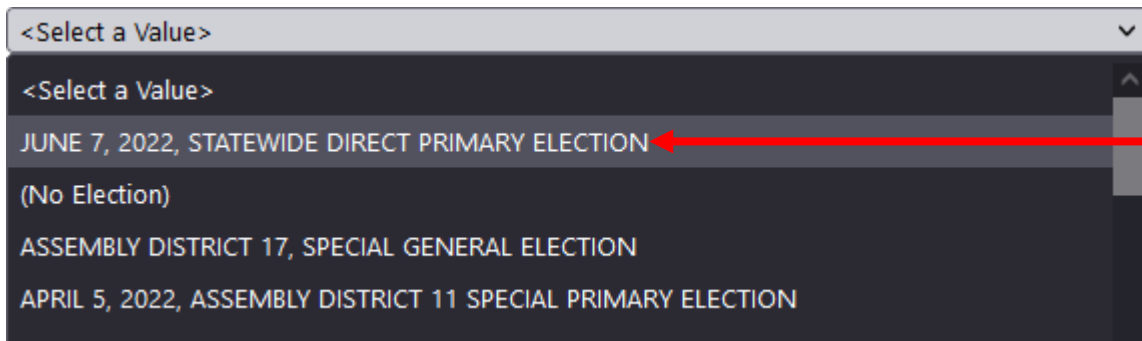
1. Click on the **Fix Previously Challenged** button.



- a. A new page should appear in your browser window.



2. In the Election drop-down, select the current election.



3. Click the **View Report** button.

Note: Do not adjust any of the other drop-down options.



4. Verify that the AV IDs listed on the page match the AV IDs listed (labeled as *raw data*) on the Wanda Reports.

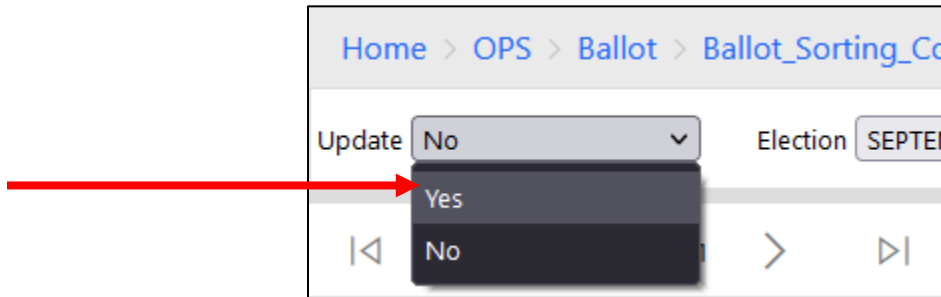
5. Verify that the challenge codes being applied match the status of the voter:
 - a. Status "I" = Inactive ("AV ID ##### will be changed to INACT")
 - b. Status "C" = Cancelled ("AV ID ##### will be changed to CNCLD")
 - c. Status "F" = Fatal Pend ("AV ID ##### will be changed to WANDA")

AV ID 25137934 will be changed to INACT
AV ID 25153009 will be changed to INACT
AV ID 24976514 will be changed to CNCLD

sequence	wanda_type	raw data	affidavit	status	name
138	AV Returns	25137934	96QB320674	I	FOREMAN, GEORGE
181	AV Returns	25153009	96TY966392	I	MAXIMOFF, WANDA
183	AV Returns	24976514	96UH100358	C	BONAPARTE, NAPOLEON

6. Once all AV IDs and challenge codes have been verified, change the *Update* drop down to **Yes**.

Note: If you can't match the AV ID's that you printed with Wanda report in computer, check with supervisor.



7. Click the **View Report** button.



The results page should reload and appear empty. Don't forget to put the initials on the top right-hand corner your initials both leads, to the Wanda report with challenge code.

Update VBMs for Non-Active Voter Statuses	
Results	
	4/12/2022 9:06:15 AM

8. Place the Wanda Reports in the *Wanda Reports Ready for SigVer* hanging basket.
9. Shout out "Wanda Reports ready for Sig Ver," for the SigVer team. It is very important for them to know the Wanda's are ready to be worked on right away.



Batches Uploaded as Other Challenge Codes

Certain envelopes may be out sorted by the ballot sorting machine for not having a signature, having no ballot inside, not arriving on time, or a written notification appearing on the envelope (this list is not everything). The Wanda reports for these envelopes are technically complete and should be processed accordingly.

1. If you get challenged batches on the Batch Control Log, Write the challenge code onto the Wanda report for those batches, along with your initials and today's date.

CHALLENGED BATCHES		
Batch/Tray#	Return Source	Challenge Type
10006	MAIL	NVS-1
10007		
10008		

Wanda Errors AV Returns PBD1.03

Run Date: [REDACTED] Batch Number: 10142

Change Date: [REDACTED] E

Login: [REDACTED]

sequence	wanda_type	raw_data	affix	status	name	cat	source	date issued	error_type
115	AV Returns	[REDACTED]	[REDACTED]	C	[REDACTED]	P	MAIL	[REDACTED] 12:00:00AM	NR

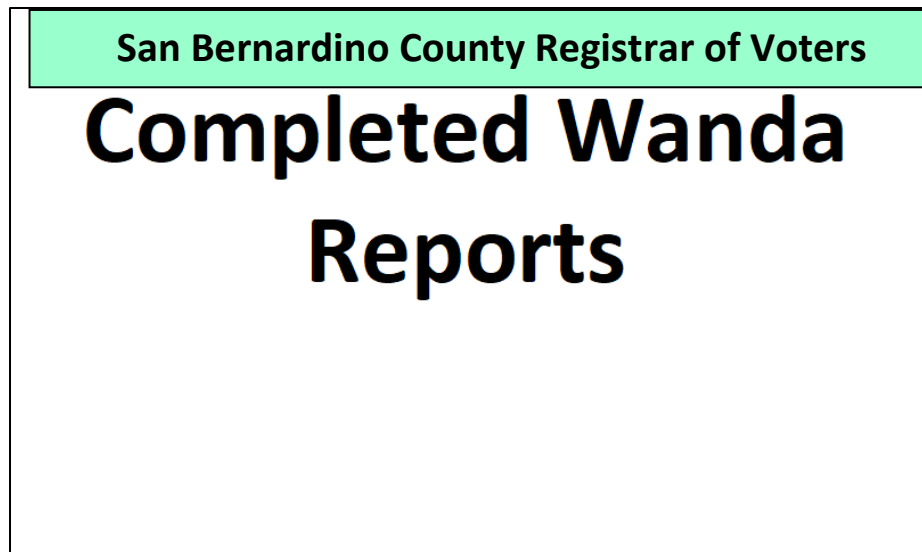
NVS-1

CT

5/18/22

2. Place the completed Wanda report in the gray bin labeled *Completed Wanda Reports*.

Note: Do NOT staple WANDA Reports together!



Authorization

Document Owner: Ballot Department	Initiation Date: 03/25/2022
Version Number: 3.2, Updated Document	Date: 09/13/2024
Version Written By: Caleb Talmas	