



REGISTRAR OF VOTERS

Data Workflow Processing: Setting Up Database

PROCEDURE DOCUMENT – Version 3.1

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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

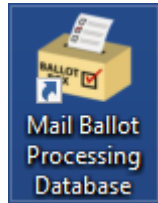
Whenever steps require the Data Workflow Lead to verify that data was printed, uploaded, or otherwise modified, you must work with the other Data Workflow Lead, or another person assigned to the task.

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.

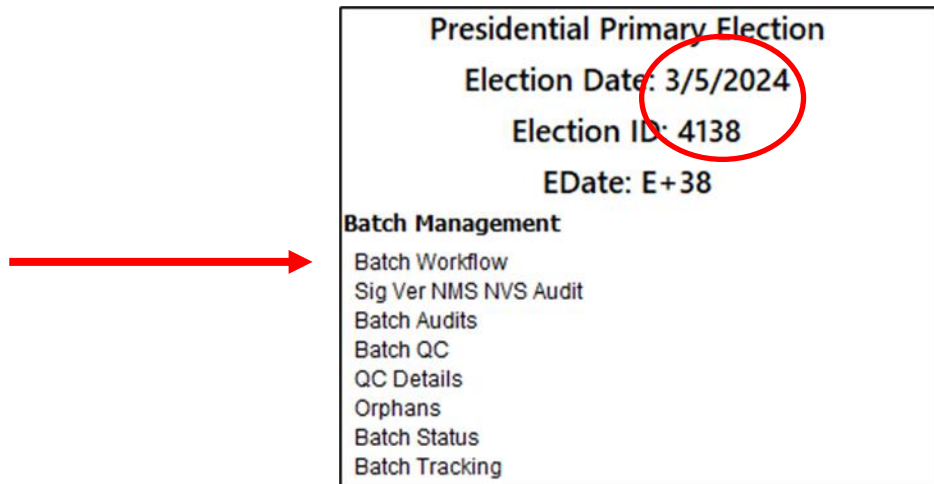
Setting up the Database and File Explorer Windows

Before starting the day's work, the Mail Ballot Processing Database (MBPD) needs to be opened, and windows set up.



1. Double-click the MBPD icon.
2. When the database finishes loading, open the menu option for Batch Management then click Batch Workflow.

Note: Make sure the Election date and Election ID corresponds with the current Election.



You should see a window like the following appear.

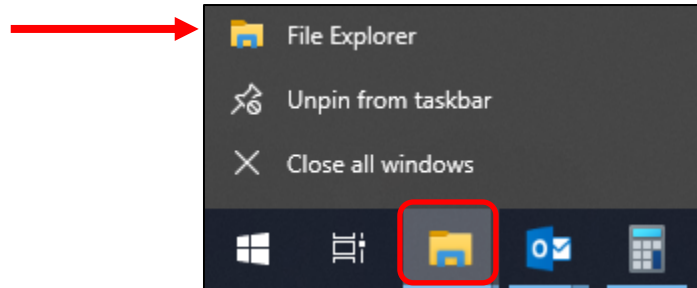
A screenshot of the "Batch Management" window in the MBPD application. The window title bar shows "Batch Management" and "n Date: September 14, 2021 California Governorial Recall Election Election ID: 4138". The main area contains a table with the following columns: "Batch Number", "Date", "Batch Type", "Return Source", "Uploaded to Dims", and "Election ID". The table contains 13 rows of data, all with "VALID" status and "MAL" return source. The "Batch Number" column ranges from 0 to 10012. The "Election ID" column is consistently 4122.

Batch Number	Date	Batch Type	Return Source	Uploaded to Dims	Election ID
0	8/16/2021	VALID	MAL	Yes	4122
10001	8/16/2021	VALID	MAL	Yes	4122
10002	8/17/2021	VALID	MAL	Yes	4122
10003	8/18/2021	VALID	MAL	Yes	4122
10004	8/18/2021	VALID	MAL	Yes	4122
10005	8/18/2021	VALID	MAL	Yes	4122
10006	8/18/2021	VALID	MAL	Yes	4122
10007	8/18/2021	VALID	MAL	Yes	4122
10008	8/18/2021	VALID	MAL	Yes	4122
10009	8/19/2021	VALID	MAL	Yes	4122
10010	8/19/2021	VALID	MAL	Yes	4122
10011	8/19/2021	VALID	MAL	Yes	4122
10012	8/19/2021	VALID	MAL	Yes	4122

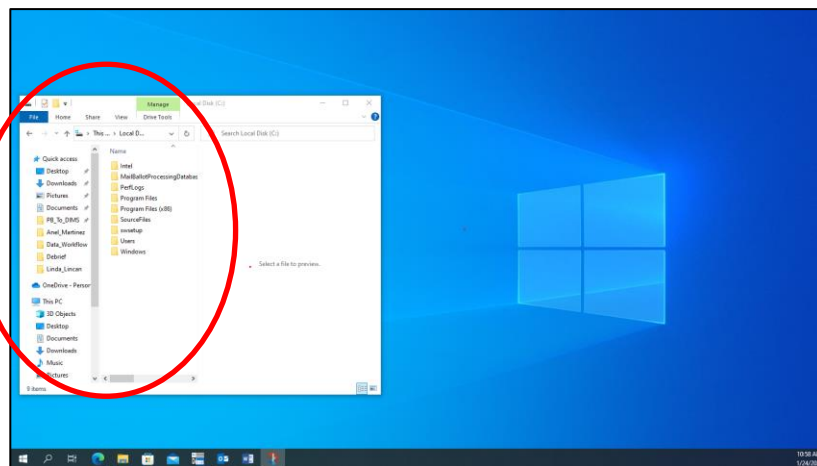
3. By clicking on the title bars of the windows, drag them to your left monitor and fill the screen.

Note: As a personal preference, you may switch the monitor that you place the database in, but for the purpose of introducing the database, follow the monitor choices presented.

4. Open the file explorer by right-clicking on the file explorer icon on the taskbar and selecting File Explorer. Perform this action two times so that two windows appear.



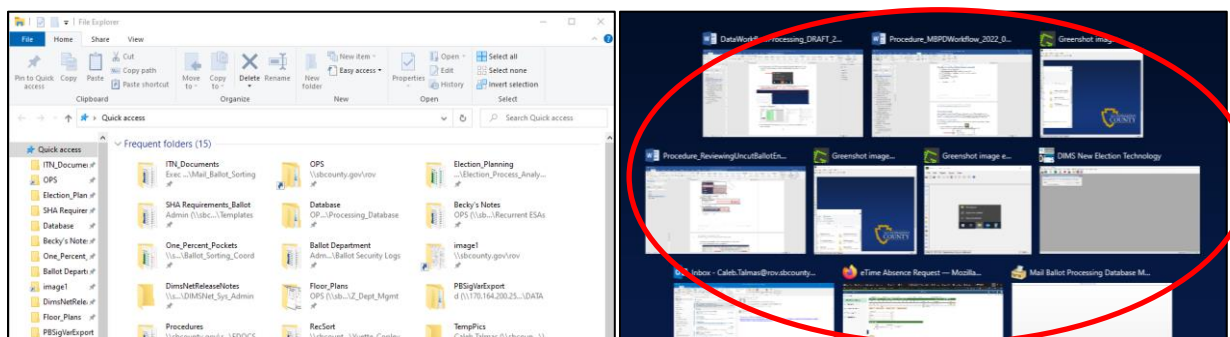
5. In the MBPD, click the BlueCrest menu, followed by the PB Out to DIMS menu option. This will create a third folder.
6. Using the left mouse button, drag the first window near the left, middle side of the right monitor until an auto-size shadow appears.



7. Release the left mouse button.

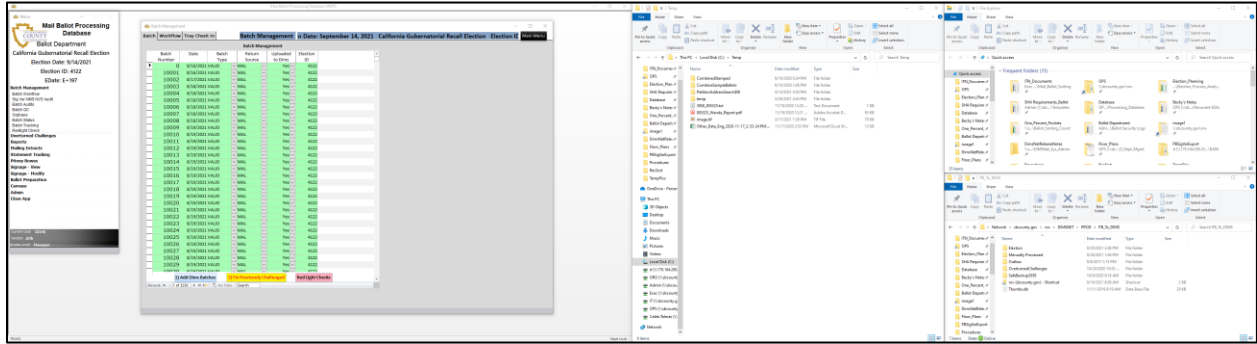
Note: The explorer window should now be taking up half the screen on the left side.

8. When the multi-window option shows up, press the Esc key on your keyboard.



9. Repeat this process with the second window, dragging it to the lower-right corner.
10. With the PB Out to DIMS folder, drag it to the upper-right corner.

Note: Your monitors should both look as follows.

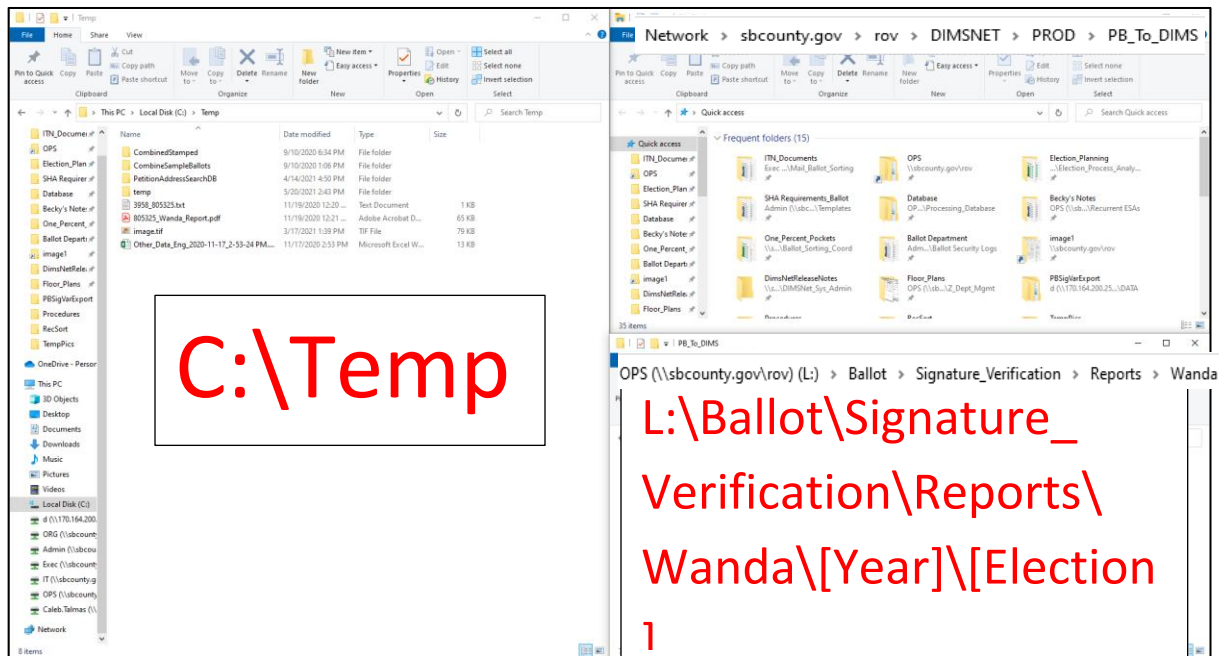


11. In the two other file explorer windows, navigate to the following locations:

- a. Left window: Local Disk C:\Temp

Note: If the Temp folder does not exist, create a folder in the C: drive named "Temp"

- b. Lower-right window: L:\Ballot\Signature_Verification\Reports\Wanda\[Year]\[Election]



Authorization

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