REGISTRAR OF VOTERS

Auditing Conditional Voter Registrations and Provisional Ballots

PROCEDURE DOCUMENT – Version 2.0

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Contents

Scope

This procedures details how to create excel sheets for CVR and provisional control numbers for the purpose of tracking ballots. It also explains where to find, and how to use our internal reports to audit various issues.

Definitions

DIMS: San Bernardino County's election management system. It is where we store records for voters, and where we handle many processes related to elections.

Provisional Module: A module within DIMS where provisional and CVR ballots are processed and adjudicated.

Control Number: A number unique to each provisional envelope that has a barcode associated with. It is located on the top right of either side of the envelope.

Challenge Code: A code applied to a ballot to a ballot that gives the reason as to why the ballot was not counted.

PPID: Also known as a **Polling Place ID**. A unique 4-digit number associated with each polling place and early vote site.

Provisional Scanning Module: A module in the intranet used to track CVR's by their control number and Polling Place.

Provisional Ballot: A ballot given to a person who is registered, but went to vote at the incorrect polling place

CVR: Also known as a **Conditional Voter Registration**. A type of ballot given to a person who would like to or needs to re-register at the polling place or early vote location.

Notes

- By the time you go to make these sheets you should already have the PPIDs consolidated into ranges of generally 50 or 100 in order to reduce the number of trays/boxes needed while processing CVR and provisional ballots.
- Below is a list of the reports we use to audit the CVR and provisional ballots and links to those reports.

1) Dimsnet Control Number Duplicates
   a) ███████
   b) Lists any records that have duplicate control numbers in the Dims Provisional Module.

2) Dimsnet Control Numbers Not In Provisional Scanning Module:
   a) ███████
   b) Displays records in the Dims Provisional Module that that have control numbers that are not in the Intranet Provisional Scanning Module.

3) Provisional Scanning Module Control Numbers
   a) ███████
   b) Lists all of the control numbers in the provisional module, their PPIDs, who scanned them, and the date they were filled out by voters and sorts them by the date they were scanned.

4) Provisional Voter By Challenge
   a) ███████
   b) Shows all of the control numbers in the Dims provisional module that have a specific challenge.

5) Potential Duplicate Voters Entered
   a) ███████
   b) Allows one to search for potentially duplicate records in the Dims Provisional Module using various criteria.

6) Provisional Scanning Module Not In Dimsnet
   a) ███████
   b) Shows any control numbers in the provisional scanning module that are not present in the Dims Provisional Module.

Creating an Excel Sheet to Track CVR and Provisional Ballots

This section focuses on preparing an excel sheet to track specific sets of CVRs.

1) Open File Explorer.
2) Go to Ops ████████████████████████████████████
   a) You may also use this link - ███████████████████████
3) Find the folder related to the current election.
   a) The format for the folder name is generally the date of the election (yyyy-mm-dd), an underscore, and then the name of the election with no spaces.
      i) Ex: **2022-11-08_StatewideGeneralElection.**
4) In this folder create an excel sheet and name it based on the category of CVRs you are trying to log.
   a) **List_ValidControlNumbers** – For all provisional and CVR ballots that will be counted.
   b) **List_ChallengeControlNumbers** – For all Provisional and CVR ballots that have challenges.
   c) **List_CVRControlNumbers** – For all CVR control numbers regardless of whether or not the ballot counts.
   d) **List_ProvisionalControlNumbers** – For all provisional control numbers regardless of whether the ballot counts.
   e) **List_MiscProblemControlNumbers** – When there are unique issues that need additional resources or assistance to resolve, this is where those ballots can be tracked.
5) Open the excel sheet.
6) If you made a sheet based on **Challenges** go to **section A** in this step. If you made a sheet based on **Valids**, **CVRs**, or **Provisionals**, go to **section B** in this step. If you made a sheet based on **Miscellaneous** problems go to section c in this step.
   a) **Challenge Control Numbers**
      i) Make a page for each challenge tray/box you have by clicking the "+" symbol next to the tab near the bottom labelled **Sheet 1** and name each page accordingly.
         (1) If one challenge has more than one box make an additional page for this box and name it using the following format [**Challenge Name**] [**Box Number**].
         (2) Ex: **Out of County 2.**
      ii) Move onto step 7.
   b) **Valid/Provisional/CVR Control Numbers**
      i) Make pages for each PPID range used and name them based on the ranges.
      ii) Move onto step 7.
   c) **Miscellaneous Problem Control numbers**
      i) Make a page for various unique issues and name it **unique issues.**
      ii) If there are a large enough number of ballots with the same issue make a new page and name it based on this issue.
      iii) Move onto step 7
7) Have staff scan each tray/box of Provisional/CVR ballots into the correct page on the excel sheet you made.

Running the Reports

Find the relevant report for the task you are trying to complete. The reports are all briefly described in the **Notes** section.

1) Dimsnet Control Number Duplicates
   a) **Elections** Field:
      i) Select the relevant election.
   b) **Date Received** Field:
      i) Select **All**.
   c) **Entered By** Field:
      i) Select **All**.
   d) Press **View Report**.
      i) Once it loads you can use the arrows beneath the Elections field to move between each page.
   e) If you would like to save this report for editing, proceed to the **Exporting Files** section later on in this procedure.
2) Dimsnet Control Numbers Not In Provisional Scanning Module
   a) **Elections** Field:
      i) Select the relevant election.
   b) **Date Received** Field:
      i) Select **All.**
   c) Press **View Report.**
      i) Once it loads you can use the arrows beneath the Elections field to move between each page.
      ii) You can also click the button that looks like a floppy disk or save icon to export the list in whichever format is convenient.
   d) If you do this save the file in the folder for the relevant election in the **Elections** folder under **Canvass Coordination.**
3) Provisional Scanning Module Control Numbers
   a) **Elections** Field:
      i) Select the relevant election.
   b) **Polling Place** Field:
      i) Select **All**.
   c) **Date Received** Field:
      i) Select **All.**
   d) Press **View Report.**
      i) Once it loads you can use the arrows beneath the **Elections** field to move between each page.
   e) If you would like to save this report for editing, proceed to the **Exporting Files** section later on in this procedure.
4) Provisional Voter By Challenge
   a) **Elections** Field:
      i) Select the election.
   b) **Challenges** Field:
      i) Select whichever challenge you want to audit.
   c) Press **View Report.**

             i)   Once it loads you can use the arrows beneath the Elections field to move between each page.

    d)   If you would like to save this report for editing, proceed to the **Exporting Files** section later on in this procedure.

5) Potential Duplicate Voters Entered
   a) **Elections** Field:
      i)   Select the relevant election.
   b) **Select option** field:
      i)   Select whichever criteria you would like to use to search for potentially duplicate records.
   c) Press **View Report.**
      i)   Once it loads you can use the arrows beneath the Elections field to move between each page.
   d) If you would like to save this report for editing, proceed to the **Exporting Files** section later on in this procedure.

6) Provisional Scanning Module Not In Dimsnet
   a) **Elections** Field:
      i)   Select the relevant election.
   b) **Polling Place** Field:
      i)   Select **All.**
   c) **Date Received** Field:
      i)   Select **All.**
   d) Press **View Report.**
      i)   Once it loads you can use the arrows beneath the Elections field to move between each page.
   e) If you would like to save this report for editing, proceed to the **Exporting Files** section later on in this procedure.

Exporting Files

This section will detail specifically how to save and move folders to the relevant places in our file structure.

1) Click on the save icon/ floppy disk icon next to the arrows to open the export menu.
2) Select the type of file you would like to save this document as.
   a) Usually for these reports it is convenient to export them as excel sheets.
3) When you select the file the menu will automatically close and the file will begin to save itself in your **downloads** folder.
   a) A notification will appear in the top right of your internet browser window notifying you that the download is complete, and offering the option to open the file.
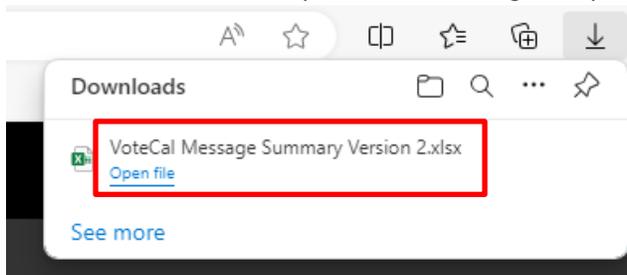
4) Note the name of the file.
5) Open **File Explorer**.
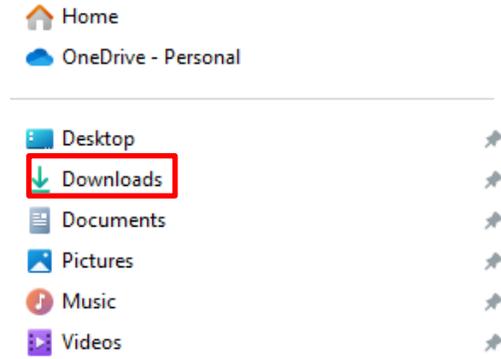
6) Select **Downloads** from the menu on the left.
7) Change the name of the file to match our structures format.
   a) The format is [**Document Type**]_[**Short but specific file name**]_[**Edit Date**] with no spaces.
   b) Check the list of acceptable file types or refer to the department manager.
   c) Ex: **List_ProvisionalControlNumbers_2022-11-10.**
   d) Log or List is usually the most relevant file type for these kinds of files.
8) Move the file to a fitting location in the relevant elections folder.
   a) File path: ███
      ████████████████
      i) In choosing a relevant location think about what this file is, and what its purpose is.

Authorization

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