This is the step by step guide to help you review a country and stamp combination with the best results and in a short amount of time. For the most part we are making sure each stamp is categorized properly, but we will find stamps and covers that don’t belong either because they are the wrong catalog number or country.

For each Country, catalog number combination you will go through this process.

* Using MySan.Search by Country and Catalog number, enter the country and catalog number [Submit]. Then make sure to select (All Years)
* Open up Country **(For Country List click here)** so you have a copy of the valid countries. You will need this if you find a stamp is not the correct country. It is important to use the exact spelling of the country as listed on this page.
* Find Missing Records Matching, and link any up. Use your browser find to look for #CatNumber or (Catnumber). Example search for #22 or (22. That will let you look through all the random hits. [Return to Previous Search after finding and updating any]
* Using MySan.Search by Country and Catalog number. Set the top settings to…
* **All**, Not Reviewed, All, Sorted By Price Sold, Descending [Submit]

Work through the data for each setting below making sure that the stamps match the setting (ie Blocks, Pairs, Covers, \*\* Mint Never Hinged MNH, \*\* Mint Hinged OG, (\*) unused, and Used.

* When you find wrong countries and catalog numbers - fix any you find (note that Essays will look entirely different from the Stamp, don’t change the catalog number on those, but if you find what is clearly a wrong catalog number change it to “?”.
* When you find a wrong country, set it to the correct country making sure you use one of valid countries in the Country list.
* Then Pressing [Reviewed] if changes are made and everything on that page is correct. This is the order that results in the fastest processing of the changes. Blocks, Pairs, Undetermined, Covers, then \*\*, \*, (\*) and finally used.

The following are the guiding instructions as you work through each step. These instructions are written for data entry specialists that do not know about stamps – so forgive me for the explanations of the obvious.

1. Blocks -- Set BL (in the top section) – submit. **You are looking for lots that are NOT blocks and correcting those.**

Make sure that everything you see is a connected multiple of 3 or more (of that stamp—if there is a block of another stamp-it does not apply. Make any updates. If you have checked and fixed all the items on the page, use the [Reviewed] button. If you only have made some changes, then use the [Update] button. Once a page of items is clean, use the [Reviewed] button to check the next page.

When doing blocks, check the cover, \*\*, \*, and used settings as well. But mainly you are just taking the [Block 3+] check box off for the items that were incorrectly marked as blocks.

For lots without pictures. Read and watch for key words like “strip of 99”, “block”, “plate block”, “plt No.”, “margin block”. If you see “Pane” that also gets marked as a block. If you see “reconstructed pane”, that gets the catalog number changed to “## reconstruction” to distinguish it from a block. But do check the [Block (3+)] – but only for reconstructions. If you have a lot with 365 copies of a single used stamp (for example), change the catalog number to “## (365)”

1. Pairs -- Set the selection to look at Pairs – [submit] **You are looking for lots that are not pairs and fixing the ones you find.**

Make sure everything is a pair (connected two stamps only). If it is not a pair, take the [ ] check off of the Pair. You will see covers, make sure they are marked as covers also. You are going to see blocks that are marked incorrectly as pairs, so check the [Block (3+)] and take off the [Pair] checkbox.

1. Undetermined – Submit

These have not been categorized. For each one, mark as block, pair, cover, and the gum condition as best as you can using the pictures and the lot description. If you can not determine it at all mark as [used]

Essays stay undetermined. They are not \*\*, \*, (\*) or used. Just leave as is. For the determination of \*\*, \*, (\*) and used see the sections below. Some essays will have a “-“ after the catalog number and some proofs will have “P” after the catalog number. This is fine.

1. Covers – Submit – make sure they are all covers, if they are also a block or pair, you can check that box also. If they are not on cover. Take the [cover] check box off and check the [used] box. If it is not a cover, you will have to check the [Stamp] radio button. You cannot uncheck the [cover] button.
2. \*\* - Mint NH – The key here is to look for the words “never hinged”, it may be abbreviated as NH or MNH or XNH. For the most part, you are just visually looking for ones that are NOT \*\* Mint NH. You are looking for multiples that are not marked, covers, and Used. “post office fresh” is \*\*.

Watch for Hunting Permit Stamps and other stamps using the same number, but which are not correct. For the Hunting Permit Stamps put the State abbreviation in front of the number. For example, 13 becomes VA13

* 1. If multiple – add [Block 3+]
	2. If Used – take off the \*\* and change to Used
	3. If Cover – set to Cover, take off the \*\*
1. \* - mint hinged – same as \*\*. The key words here are “hinged”, “lightly hinged”, HR means hinge remnant, therefore hinged. Look for abbreviations like LH, H, HR, OG, means Original Gum, and you usually only see OG if the stamp has gum but also a hinge. **If you see “unused” it is NOT \*\* or \*, but (\*)** so change those. But mostly you are scanning for the Blocks, Pairs, and covers that need to be adjusted.
	1. If multiple – add [Block 3+]
	2. If Used – take off the \* and change to Used
	3. If Cover – set to Cover, take off the \*
2. (\*) unused – same. Keywords to watch for are “unused”, “no gum”
	1. If multiple – add [Block 3+]
	2. If Used – take off the (\*) and change to Used
	3. If Cover – set to Cover, take off the (\*)
3. Used – should all be used not on cover. The stamp will have a cancel, even if very light. If there is no picture, look for words like ‘cancel’, ‘CDS’ = Circle Date Stamp, used, SON (Socked on the nose cancel)
	1. If on cover, change to cover and take off the used.
	2. Watch for Blocks, Pairs etc… If you find blocks or pairs, just check the Block or Pair box (not both), but leave the used button checked.
	3. If mint, take off the used, if you can see Mint NH in the description set to \*\*
	4. If you can see Mint Hinged set to \*
4. Not a Multiple – look for pairs and multiples and set them. At this point there probably won’t be any left.

Final Review

Set to All, and there should not be any more left. If there are, go through the same process from the top (starting at step 1 – do not [ResetAllReviewed] – you will lose all your work.