# Amazon Mechanical Turk

## Requester UI Guide

## API Version 2008-08-02

# Amazon Mechanical Turk: Requester UI Guide

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# Welcome

This is the *Amazon Mechanical Turk Requester User Interface Guide*. This guide provides a conceptual overview of Amazon Mechanical Turk and describes how to access Amazon Mechanical Turk functionality using a graphical user interface.

*Amazon Mechanical Turk* is a web service that provides an on-demand, scalable, human workforce to complete jobs that humans can do better than computers, for example, recognizing objects in photos. For more information about this product go to Amazon Mechanical Turk.

# How Do I...?

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# Introduction to Mechanical Turk

**Topics**

The Amazon Mechanical Turk Requester User Interface (RUI) provides access to Mechanical Turk functionality using a graphical user interface. After reading this introduction to the Amazon Mechanical Turk RUI, you should have a good idea what the Mechanical Turk RUI offers and how it can fit in with your business.

# Overview of Mechanical Turk

Amazon Mechanical Turk is a web service that provides an on-demand, scalable, human workforce to complete jobs that humans can do better than computers, for example, recognizing objects in photos. Mechanical Turk provides a marketplace for work and gives you access to Workers around the world and around the clock. Mechanical Turk enables you to complete a variety of tasks, including data categorization, moderation, verification, and tagging. For more information about this product go to Amazon Mechanical Turk.

## Advantages

The major advantages of Mechanical Turk are:

- **On demand workforce—**Workers are available whenever you need them
- **Scalable workforce—**You can use one or thousands of Workers to complete your assignments
- **Qualified workforce—** You can qualify Workers to work on your assignments to get the best results
- **Pay only for satisfactory work—** You do not pay Workers or Mechanical Turk fees until you accept their assignments;

# Mechanical Turk Concepts

This section describes the concepts and terminology you need to understand to use Amazon Mechanical Turk effectively.

# Requesters

A Requester creates tasks on Mechanical Turk for Workers to work on. As a Requester, you use the Requester User Interface (RUI) to create tasks, check the status of your tasks, and accept or reject work performed on tasks. Workers see your account name (specified by your Amazon.com account) when they view and accept your tasks.

# Human Intelligence Tasks (HITs)

A Human Intelligence Task (HIT) is a single, self-contained task a Requester creates on Mechanical Turk, for example, "Identify the color of the car in the photo."

# Assignment

You can assign many Workers to work on the same HIT, which is useful way of getting consensus on a subject by many workers giving the same answer. A Worker can only accept a HIT once and can only submit one assignment per HIT. This guarantees that multiple Workers must complete a HIT that has multiple assignments.

If a Worker fails to complete an assignment before the time frame specified (i.e., the Worker abandons the HIT), or if the Worker chooses not to complete it after accepting it (i.e., the Worker returns the HIT), the assignment becomes available for other Workers to work on.

# Workers

A Worker is a person who completes assignments. Workers use the Mechanical Turk website (http://mturk.amazon.com/) to find assignments to work on, submit responses, and manage their account. A Requester sees the Worker's account ID for every assignment submitted.

# Approval and Payment

Workers submit responses for assignments. If you approve their work, Mechanical Turk transfers the HIT reward from your Mechanical Turk account to their Amazon Payments accounts. Workers don't get paid if you reject their work.

When you post a batch of HITs, you agree to approve or reject work by a specified deadline. If that deadline passes, Mechanical Turk automatically approves the assignments and pays the Workers who submitted work.

Amazon Mechanical Turk automatically processes payment of the reward to the Worker once you approve the assignment. Amazon Mechanical Turk transfers the reward from your Amazon.com account to the Worker's Amazon.com account. Before you can post your batch of HITs, you must have enough money in your account to pay for all of the work. You can deposit or withdraw funds from your Mechanical Turk account at any time using the Requester website (http://requester.mturk.amazon.com/).

# Qualification Type

Mechanical Turk provides System Qualification Types that automatically keep track of a Worker's account statistics and attributes. For example, one System Qualification Type is the Worker's approval rating for all approved and rejected assignments. You can use System Qualification types to control who can and cannot work on your HITs. For example, you can require that Workers have a 95% or greater approval rating to work on your HITs.

You can also create your own Qualification Types and assign them to Workers. You can stipulate that only Workers assigned your Qualification Type can work on your HITs. Each Qualification Type you create includes a name, description, and a score, which is an integer from 0 to 100. You use the score to differentiate Workers that have the same Qualification Type.

# Getting Started with the Requester UI

To get started using the Requester User Interface (RUI), you must create an Amazon Mechanical Turk account, or sign in if you already have an account.

**To create an Amazon Mechanical Turk account, or sign in**

*   Go to the Amazon Mechanical Turk Requester website and do one of the following.

| To... | Do this... |
| --- | --- |
| Create a Mechanical Turk account | Click **Create an Account** and follow the on-screen instructions. |
| Sign in using your Mechanical Turk account | Click **Sign In: Requester** and follow the on-screen instructions. |

## Using the Requester User Interface

Once you have signed in using your Mechanical Turk account, you are ready to use the Requester User Interface (RUI). The RUI makes it easy to create a HIT template, publish HITs, manage batch results, and manage Workers. The following graphic and process show the basic work flow.
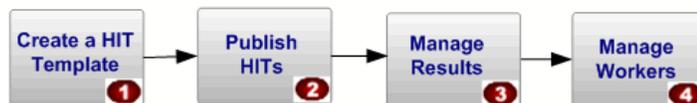


| Step | Relevant Topic |
| --- | --- |
| Step 1 - Define the properties and design the layout of the Human Intelligence Task (HIT) template. | Creating Your Batch of HITs (p. 7) |

| Step | Relevant Topic |
|---|---|
| Step 2 - Publish your batch of HITs. | Publishing Your Batch of HITs (p. 14) |
| Step 3 - Approve or reject the work done on your HITs. You can download the results, review them offline, and republish rejected HITs. | Managing Batches (p. 17) |
| Step 4 - View a Worker's approval rating, award bonuses, assign qualifications, or block Workers from working on your HITs. | Managing Workers (p. 24) |

# Creating Your Batch of HITs

**Topics**

This section shows you how to create a batch of HITs.

## The Design Tab

You need to create a HIT template to create a batch of HITs. You can create a HIT template by customizing an existing template. The **Design** tab lists available templates in two tables. The **Your HIT Templates** table lists templates you created. The **Sample HIT Templates** table lists templates supplied by Mechanical Turk.

# Designing Your HIT Template

A HIT template is an HTML page that presents HITs to Workers. There are two kinds HIT templates:

- Templates that do not contain variables.

  In this case, all Workers see the same HTML page. You might use this to create a survey.
- Templates that contain variables, so that every HIT has the same format, but each HIT varies.

  For example, you might ask Workers to provide key words for photos and each HIT would have a different photo.

If your HIT template contains variables, you must provide a data file that contains the values for the variables. The column headings in the data file must match the variable names in the HIT template. One row of data in the data file creates one HIT. The values can be text, or the URLs of images or videos.

The HIT template and the values in the data file are merged to create a batch of HITs.
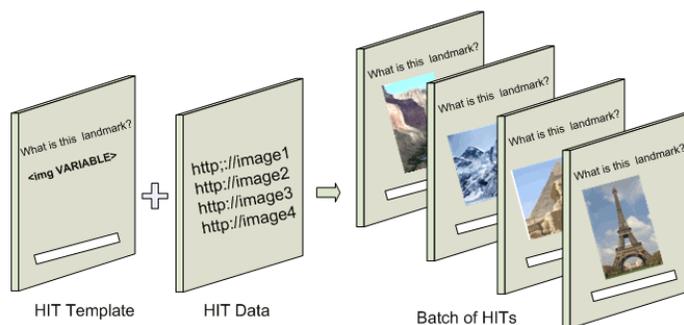


# Creating a HIT Template

The Human Intelligence Task (HIT) template contains the HTML of your HIT page as well as metadata about the HIT, called HIT properties, such as the expiration date of the HIT. In the process of creating your HIT template, you can choose to start with one of the templates provided or you can start from nothing using your favorite HTML editor. When creating a HIT template, if you can, it's best to start with one of the provided templates and customize it.

The following are the overall steps you need to take when creating a HIT template.

- Define the HIT template properties.
- Design the HTML HIT template layout.
- Preview the HIT template.

The following procedure describes in detail how to create a HIT template using the **Image Tagging** template.

**To create a HIT template**

1. On the Design page in the **Sample HIT Templates** table, click the **Start with this template** button for the **Image Tagging** template.

| Sample HIT Templates | | |
|---|---|---|
| **HIT Template Name** | **HIT Title** | |
| Basic Open-ended Question | Answer a Simple Question See an example | Start with this template |
| Blank Template | Default Title See an example | Start with this template |
| Categorization | Pick the best category See an example | Start with this template |
| Categorization using Masters | Pick the best category See an example | Start with this template |
| Data Collection | Find the Website Address for Restaurants See an example | Start with this template |
| Data Correction | Provide the correct spelling of search terms See an example | Start with this template |
| Data Extraction | Get Product Name from Image See an example | Start with this template |
| Image Filtering | Flag offensive content images (WARNING: This HIT may contain offensive content. Worker discretion is advised.) See an example | Start with this template |
| Image Tagging | Tag an image See an example | Start with this template |

The following image shows the **Image Tagging** HIT template. The tabs **Enter Properties**, **Design Layout**, and **Preview and Finish**, guide you through the process of preparing a HIT Template.

2. Fill in the property fields according to the specifics of your HIT. The following table describes the property entry fields.

| Field | Description |
|---|---|
| Template Name | Enter a template name. The template name is not displayed to Workers. If you use a supplied template, the field is automatically filled in. |
| Title | Enter the name of the HIT. Make sure to be specific, such as "Tag landmark images" instead of "Tag photos." The title is displayed to Workers. |
| Description | Describe the HIT. The search mechanism searches using this description so use words you think will help Workers find your HITs. |
| Keywords | Enter a comma-separated list of words that Workers can use to find your HIT. Include your Requester name. |
| Time Allowed Per Assignment | Specify how long the Worker can reserve the batch of HITs to work on them. Once this time has passed, the HITs are withdrawn from the Worker so others can work on them. |
| HIT Expires in | Specify how long Workers can accept HITs in the batch. Workers can't accept HITs in the batch once this time expires. Workers can finish working on assignments they previously accepted even though the batch is no longer available for others to work on. |
| Mechanical Turk Masters | Use the drop-down menu to specify the Mechanical Turk Masters Qualification Type the Worker must have to qualify for working on the batch. |
| Additional Qualifications | Use the drop-down menu to specify Qualification Types the Worker must have to qualify for working on the batch. You can use System Qualification Types provided by Mechanical Turk or custom Qualification Types you create. |
| Add another criteria | Click this button to specify additional qualifications. |
| Required for preview | Select this check box to require that a Worker have the specified qualifications to preview these HITs. |
| Reward per assignment | Specify how much you'll pay the Worker if you approve an assignment. |
| Number of assignments per HIT | Specify the number of unique Workers you want to work on each HIT. One assignment per HIT means that only one Worker works on a HIT. You might want multiple Workers to work on a HIT to see if there is agreement, which can increase your trust in the results. <br><br> A Worker can only accept a HIT once and can only submit one assignment per HIT. This guarantees that multiple Workers must complete a HIT that has multiple assignments. |
| Results are automatically approved in | Specify when the Mechanical Turk will automatically approve HITs you haven't reviewed. This limit ensures that Workers get paid in timely manner. |

3. Click the **Design Layout** button.
   The **Design Layout** tab appears.
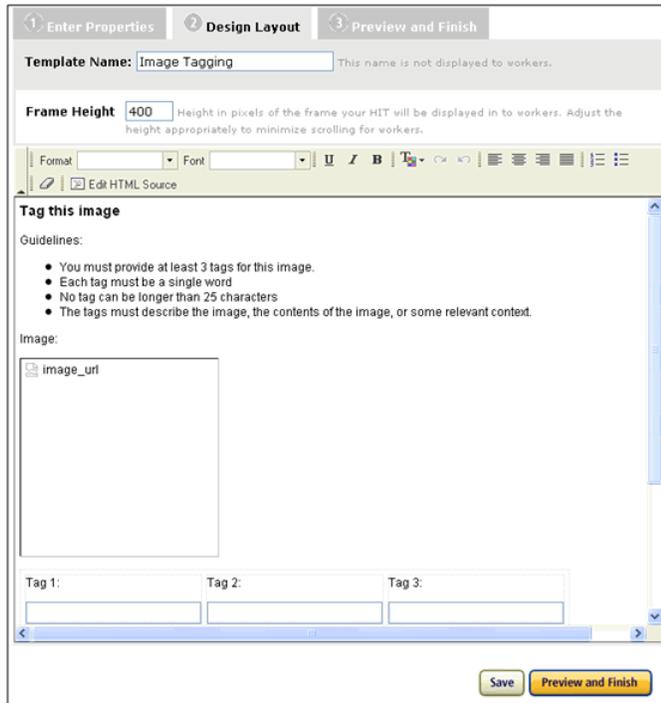
4. Use the controls in the formatting toolbar to edit the text on the page.

   The icons are similar to those used in most word processors. You can move your mouse over an icon to view the icon's description.

5. Click the **Edit HTML Source** button to add HIT template variables to the HTML source for the template. The HIT template variables are replaced by data from a HIT data file. You use a dollar sign ($) and curly brackets to create a variable. The following table shows how to represent the variables.

| Variable | Format |
|----------|--------|
| text | Dollar sign ($) and curly brackets, for example, `${`*`imageNumber`*`}` |
| image | HTML image tag, `<img>`, where the `alt` attribute defines the name of the variable, for example:<br>`<img width="200" height="200" alt="imagevariableName"`<br>`style="margin-right: 10px;" src="${`*`image_url`*`}" />` |
| video | HTML object tag, `<object>` where the `name` attribute defines the name of the variable, for example:<br>`<object width="425" height="344"><param name="movie"`<br>`value="${`*`video_url`*`}"></param><param name="allowFullScreen"`<br>`value="true"></param><embed src="${`**`video_url`**`}"`<br>`type="application/x-shockwave-flash" allowfullscreen="true"`<br>`width="425" height="344"></embed></object>` |

6. Add the following HTML code containing the `${continent}` variable to your template.

```
<p>This landmark is in ${continent}.</p>
```

7. Create your HIT data file.

   The HIT data file is a comma-separated-value file with the extension, `.csv` that contains the data values used for HIT template variables. Many spreadsheet applications, including Microsoft Excel, can save files in the `.csv` file format.

   The data values in the HIT data file must be separated by commas, with each new line in the file representing a new HIT. The number of data values in one row should exactly match the number of values needed in each HIT. The first row in the `.csv` HIT data file contains the column headings for the data value columns. The order in which you use the variables in the HIT template does not need to match the order of columns in the `.csv` file.

   The names of the template variables must match the column headings for the values in your HIT data file. For example, since we used the `${continent}` variable, our HIT data file must have a column with the **continent** heading.
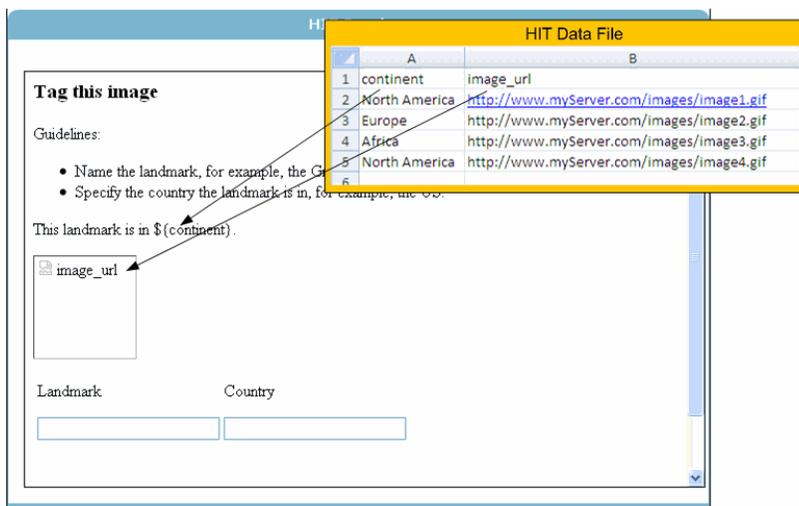


   Your HIT data file cannot have line breaks between data cells and "\r" is not supported as a line break character. Apple Macintosh computers insert this character when they convert a Microsoft Excel table into a `.csv` file.

   If your HITs contain images or videos, you must include links to them in the HIT data file, and the images and videos must be publicly accessible. The user interface does not provide a tool for uploading images or videos. Consider using one of the publicly-available tools to upload your images into Amazon S3.

8. Create two input fields in your template, named Landmark and Country, where Workers can enter the answers for a HIT.

   You must include the HTML *name* attribute in the input field definition. Make your *name* attributes descriptive because they become the column headings in the **Results** table.

   The following example shows an HTML table that has two input fields, Landmark and Country, which both have a size of 25.

```
<table cellspacing="4" cellpadding="0" border="0">
  <tbody>
    <tr>
      <td valign="center">
        <p>Field 1:</p>
        <input type="text" name="Landmark" id="Field1" size="25" /></td>
      <td valign="center">
        <p>Field 2:</p>
      <input type="text" name="State" id="Field2" size="25" /></td>
    </tr>
```

```
    </tbody>
</table>
```

The RUI returns results in a table and that table is stored in a comma-separated-value file with the extension, `.csv`. The number of input and answer fields in one HIT determines the number of columns in the **Results** table. One row in the **Results** table represents a complete set of answers for one HIT.

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Input.continent | Input.image_url | Answer.Landmark | Answer.Country |
| 2 | North America | http://www.myServer.com/images/image1.gif | Grant Canyon | US |
| 3 | North America | http://www.myServer.com/images/image2.gif | Eifel Tower | France |
| 4 | Africa | http://www.myServer.com/images/image3.gif | Cape Town | South Africa |
| 5 | North America | http://www.myServer.com/images/image4.gif | Yellowstone | US |
| 6 | | | | |

9. Delete any code from the template that you don't need and then click the **Save** button to save the HTML of your HIT template.

   Mechanical Turk deletes the HIT templates if you don't use them for 120 consecutive days. If you need to access your template for a longer period of time, we recommend that you copy the HTML and save it on your own system.

10. Click the **Preview and Finish** button.

    The **HIT Preview** page appears.
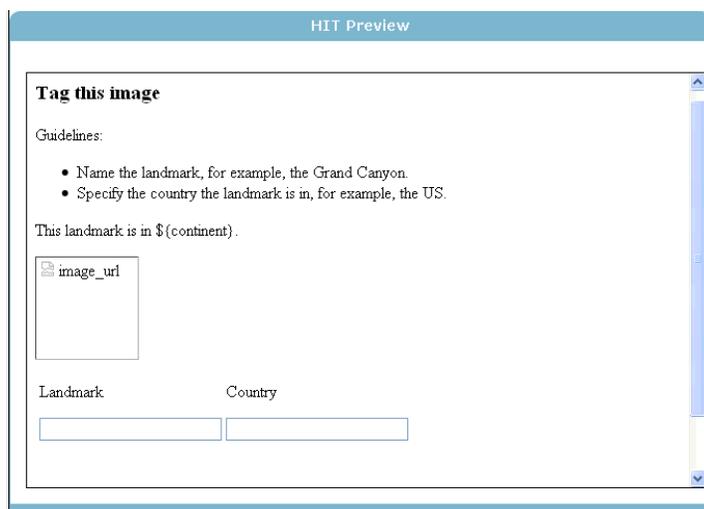


11. Click the **Finish** button.

You have set the HIT properties for all of the HITs in your batch and designed the HTML HIT page that Workers working on your HITs will see. Now you need to publish the batch to make it available to Workers. For information about publishing a batch, see .

# Publishing Your Batch of HITs

Publishing your HITs on the Mechanical Turk web page gives Workers the opportunity to work on them. If your HIT template contains variables, you must upload the `.csv` HIT data file that supplies the values for the variables in each HIT before you can publish your batch of HITs.

## Publishing Batches

Use the following procedure to publish your batch of HITs.

**To publish a batch of HITs**

1. Click the **Publish** tab.
   The **Select HIT Template** page appears.

   

2. Click the **Select** button beside the HIT template you want to publish.
   If your HIT template contains variables, the **Upload Input Data** page is displayed. If your HIT template does not contain variables, the **HIT Preview** page displays as in step 4.

3. Click the **Browse** button to locate the .csv data file that you want to upload and then click the **Upload** button.

4. Click the **Next** button to preview how your HITs will appear to Workers.
   The **HIT Preview** page appears.



5. Carefully review your HITs so that you catch mistakes before publishing.

6. To see the next HIT, click the **Next HIT** button.

   You can preview up to 200 HITs in your data file.
   To use a different, previously-loaded .csv file, click the **Select a Different Input File** button.

7. Click the **Next** button when you finish previewing your HITs.
   The **Batch Summary** page appears.

This page shows the total amount of money you will pay Workers and Mechanical Turk, if you approve all of the assignments. The following table explains the sections of the Batch Summary page.

| Section | Description |
|---|---|
| Batch Properties | Contains the values you set on the **Design** tab for the batch properties, including the number of days the batch can exist before expiring, and the number of days you have to approve assignments before the assignments are automatically approved. |
| HITs | Calculates the number of assignments per batch. |
| Cost | Calculates the cost of the batch assuming you approve all assignments. The total cost is the number of assignments multiplied by the price per assignment plus the Mechanical Turk fee. You must have enough money in your account to cover the total cost before you can publish the HIT. If you don't, you'll be asked to add money to your account. |

8. Click the **Publish HITs** button to publish the batch of HITs.

# Managing Batches

**Topics**

On the **Manage** tab, you can manage your batch results, the Workers who work on your batches, and your Qualification Types. On the **Batches** page on the **Manage** tab you can view:

- The progress of your batch
- The batch details
- The batch results

# Displaying Batch Progress, Details, and Results

The following procedure describes how to display information related to your batches.

**To display the batch progress, details, and results**

1. Click **Batches** on the **Manage** tab.
   The Requester User Interface (RUI) displays headings for batches in different states.
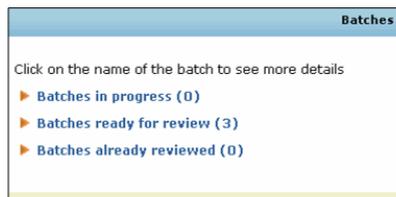


2. Click the arrow next to the batch state you want to view.
   The RUI displays the batches in that state.

The progress bar shows two quantities:

- **% submitted—**Percentage of completed HITs
- **% published—**Percentage of published HITs in your batch
  Most batches publish quickly, but extremely large batches can take several minutes to publish.

3. Click the name of the batch you want to view.

   The **Batch Details** page appears.
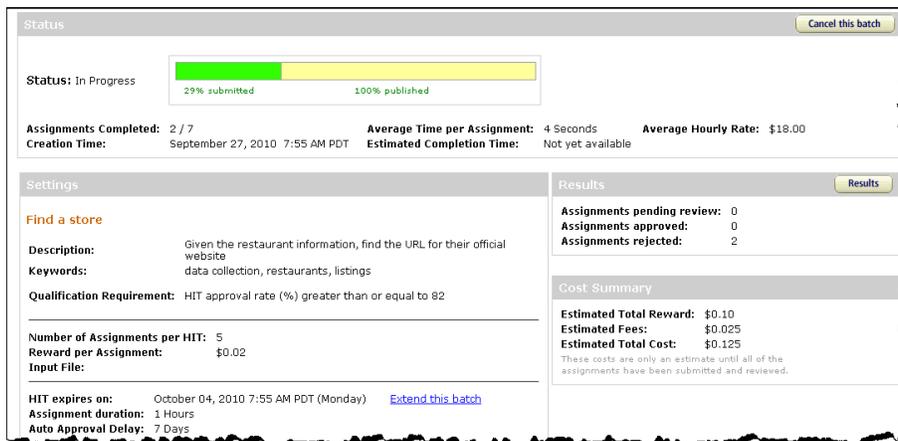


   This page contains all of the batch properties you entered when creating this batch.

4. Click the **Results** button to see the submissions for the assignments in the batch.
   The **Review Results** page appears.



   This page shows detailed information about the HIT results, such as the Worker who completed the HIT, the Worker's approval rating, and the Worker's submission for your HITs.

# Configuring the Review Results Page

You can customize the look and contents of the **Review Results** page.

**To configure the Review Results page**

1.  Click the **Customize View** button on the **Batches** page.
    The **Configure Data Results** page appears.
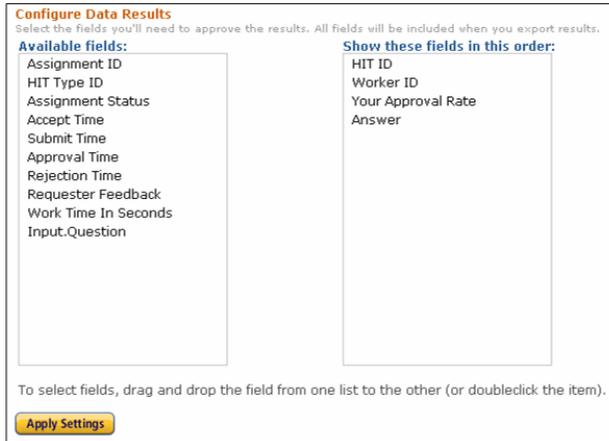


2.  Do one or more of the following.

| To... | Do This... |
|---|---|
| Add fields listed in the results | Drag field names from the **Available fields** list into the **Show these fields in this order** list. |
| Remove fields listed in the results | Drag field names from the **Show these fields in this order** list into the **Available fields** list. |
| Change the order of the fields in the results | Drag the fields up or down the **Show these fields in this order** list. |

3.  Click **Apply Settings**.

# Filtering Results

You can display a subset of the results by filtering out results based on the amount of time it took to do the assignment, and on the state of the result: submitted, approved, or rejected. By default, the Requester User Interface (RUI) displays only submitted work.

**To filter the results**

1.  Click the **Manage** tab and then click **Batches**.
2.  Click **Results** on the batch you want to filter.
3.  Click the **Filter Results** button on the **Review Results** page.
    The **Filter Results** page appears.

4. To show assignments of a specified status, select the **Status Filter** check box, and select the state that you want to view from the drop-down list.

5. Click the **Apply Filters** button.

# Approving and Rejecting Assignments

**Topics**

- Reviewing Assignments (p. 20)
- Reviewing Assignments Offline (p. 21)

A Requester approves or rejects assignments that Workers submit. When you approve an assignment the Worker gets paid; when you reject an assignment the Worker does not get paid.

You can approve results individually or all at once. Also, you can sort the results based on the Worker ID so you can review the results from a specific Worker all at once.

## Reviewing Assignments

It's convenient to use the Requester User Interface (RUI) to review small batches of results.

**To approve or reject work**

1. On the **Review Results** page, do one of the following.

| To... | Do This... |
|---|---|
| Approve individual results | Click the check box in the row(s) of results you want to approve, and click **Approve**. |
| Reject individual results | Click the check box in the row(s) of results you want to reject, and click **Reject**. |
| Approve all results in the batch | Click **Approve All**, or click the check box in the column heading of check boxes and click **Approve**. |
| Reject all results in the batch | Click the check box in the column heading of check boxes and click **Reject**. |



2. If you want to sort the list by Worker, click the **Worker ID** column heading.

You can easily approve or reject all of a Worker's work. Over time you might find a Worker who consistently submits excellent work and therefore has a very high approval rating. In that case, you could approve all of the Worker's work without reviewing all of it.

Amazon Mechanical Turk processes payments several times a day so there is almost always a small delay between approval and payment. When there is a delay, Workers see HITs as **Approved-pending payment** in their dashboard. The dashboard displays **Paid** for processed payments.

# Reviewing Assignments Offline

If a batch is large, it's often easier to download batch results, review them using another application, such as Microsoft Excel, and then upload the revised file.

Results are available for 120 days after you approve or reject them. If you need to access the results longer than that, you can use the following procedure to download and archive them.

## Downloading and Reviewing Assignments

**To download and review assignments offline**

1. On the **Review Results**, click the **Download CSV** button.

   The following dialog box appears.

   Please click here to download your results file.

   You can review your results offline and approve or reject the assignments.

   1. **APPROVE ASSIGNMENT:** Indicate which assignments to approve by putting an "x" under a column titled "Approve".
   2. **REJECT ASSIGNMENT:** Indicate which assignment to reject by putting your reject feedback under a column titled "Reject".

   The results file was last updated on 11:38 AM PDT.

   If workers are still working on your batch, you can view up to the minute results on the Review Results page for the batch at anytime.
   You can download an updated file on or after 12:38 PM PDT by clicking the **Download CSV** button on the Review Results page for the batch. Clicking on **Download CSV** before 12:38 PM PDT will return the previously processed file.

2. Click the word, **here**.
   The following dialog box appears.
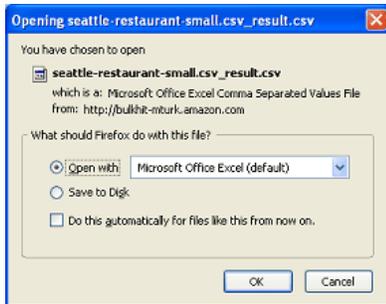
   

3. In this dialog box, do one of the following.

| To... | Do This... |
| --- | --- |
| To open and view the results | Select **Open with** and choose the application from the drop down list that you want to use to view the results. The application you select must be able to display .csv files. |
| To save the results | Select **Save to Disk**. |

4. Click the **OK** button and open the results file with a `.csv` compatible application, such as Microsoft Excel.

| R | V | AB | AC |
|---|---|---|---|
| AssignmentStatus | ApprovalTime | Approve | Reject |
| Approved | 2010/07/28 21:30:04 +0000 | x | |
| Approved | 2010/07/28 21:30:04 +0000 | x | |
| Approved | 2010/07/28 21:30:04 +0000 | | incorrect answer |
| Rejected | 2010/07/28 21:30:04 +0000 | | incorrect answer |
| Approved | 2010/07/28 21:30:04 +0000 | x | |

5. For each result, enter an `x` in the **Approve** column or a reason to reject the result in the **Reject** column.

6. Save the spreadsheet as a `.csv` file.

# Uploading Reviewed Results

Now that you've reviewed the results, you must upload your reviewed file so Mechanical Turk can approve or reject work based on the changes you made to the file.

### To upload a reviewed .csv file

1. On the **Review Results** page, click the **Upload CSV** button.
   The **Review Results Offline** dialog box appears.
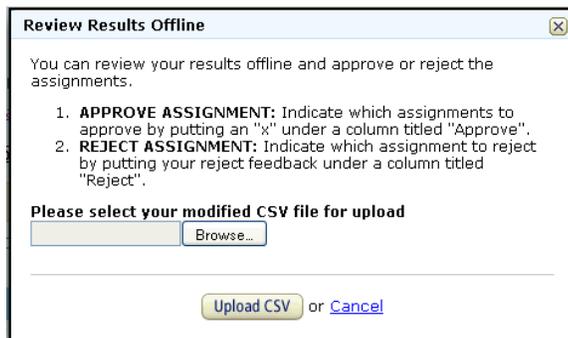


2. Click the **Browse** button, select the `.csv` file you saved, and click **Upload CSV**.

   The number of approvals and rejections are reported.
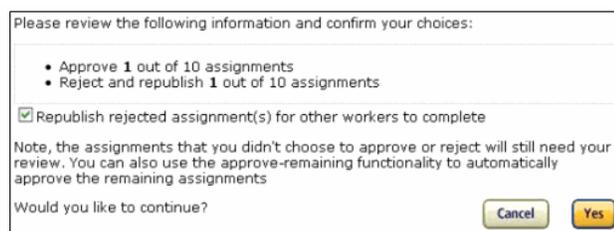


3. To republish the rejected assignments, select the **Republish rejected assignment(s) for other workers to complete** check box.

4. Click the **Yes** button to confirm your choices.
   Some versions of Microsoft Excel do not display international characters by default. If your HIT title, description, or HIT results contain international characters, you must follow the instructions for your version of Microsoft Excel to import or activate international characters.

# Deleting a Batch

If the batch you published isn't working the way you'd like, you can delete it.

**To delete a batch**

1. On the **Batches** page, click the **Delete** button on the batch you want to delete.
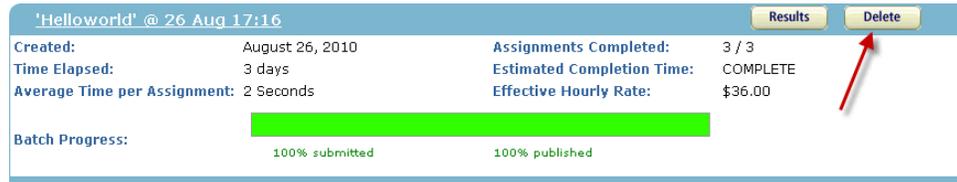
   

   The **Delete Batch** dialog box displays.
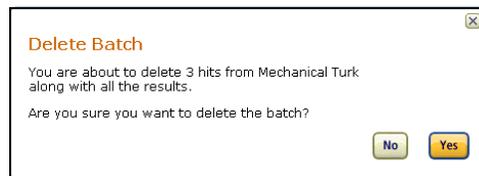
   

2. Click the **Yes** button.
   It can take several minutes to delete a batch. All Workers who accepted assignments before you deleted the batch can continue working on them. The batch will not be completely deleted until all assignments accepted by Workers have either been returned, submitted, or abandoned.

# Managing Workers

**Topics**

The **Manage** tab enables Requesters to track Worker performance and take appropriate actions, including blocking Workers, awarding bonuses, and assigning qualifications. Requesters can view the following details on all of the Workers who have worked for them:

- Worker's approval rating on your Human Intelligence Tasks (HITs)
- Worker's blocked status
- Worker's qualification score for up to five of your Qualification Types

Mechanical Turk automatically keeps track of the number of assignments you've approved and rejected for each Worker. You might choose to block a Worker whose assignments you consistently rejected in the past. You might choose to give a bonus to Workers whose work is consistently excellent. The following procedures begin on the **Manage** tab on the **Workers** page.

## Viewing Worker Statistics

Mechanical Turk enables you to view a Worker's statistics, which characterize what the Worker is good at.

**To view a Worker's statistics**

1.  On the **Manage** tab page, click the **Workers** button.
    The **Manage Worker** page appears.

The **Block Status** column can have the following values:

- **Never Blocked** — Worker has never been blocked you
- **Blocked** — Worker is not allowed to work for you
- **Unblocked** — Worker was blocked by you at one time, but no longer is

2. To take a specific action on an individual Worker, click a Worker ID.
   The **Manage Individual Worker** appears.



On this page you can view the Worker's approval rating, as well as the number of assignments you approved and rejected.

# Blocking a Worker

If Workers aren't performing to your standards, you can block them from working on your Human Intelligence Tasks (HIT).

**To block a Worker**

1. On the **Manage Worker** page, click the Worker ID of the Worker you want to block. The **Manage Individual Worker** page appears.
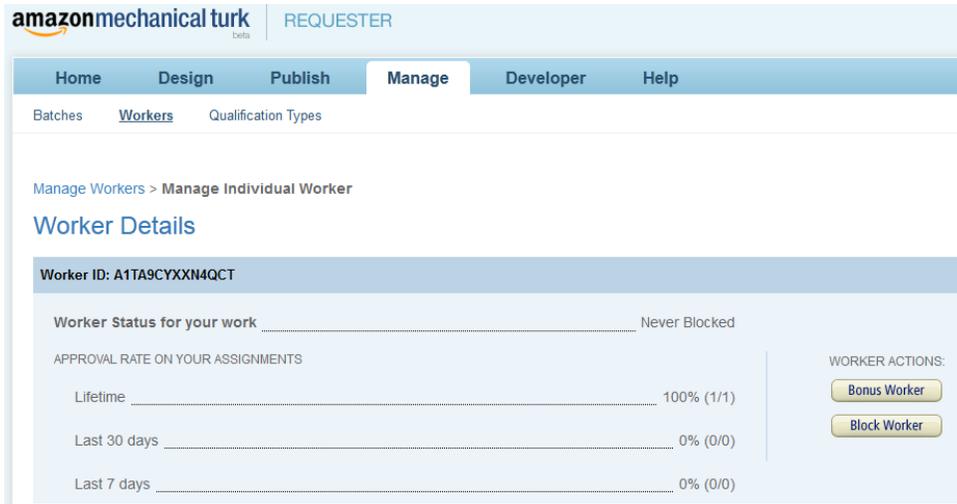


2. Click **Block Worker**.
   The **Block Worker** dialog box appears.
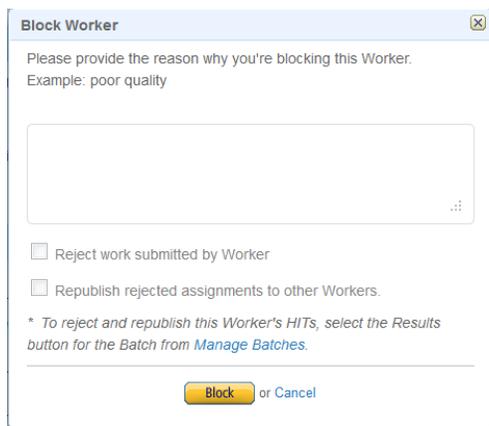


3. Enter a reason for blocking the Worker and click **Block**. A message with the reason you are blocking is sent to the Worker.

# Unblocking a Worker

If you mistakenly blocked a Worker, you can unblock them.

**To unblock a Worker**

1. On the **Worker** page, click the the Worker ID of the Worker you want to unblock. The **Manage Individual Worker** page appears.
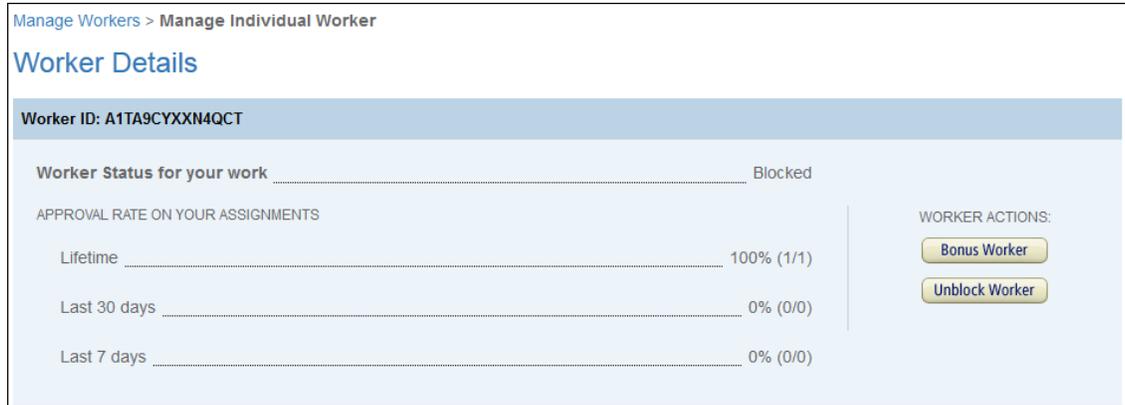
2. Click the **Unblock Worker** button.
   The **Unblock Worker** dialog box appears.
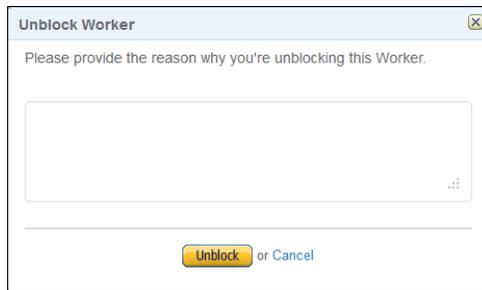


3. Enter a reason for unblocking the Worker and click the **Unblock** button. A message with the reason you are unblocking is sent to the Worker.

# Awarding a Bonus

You can award bonuses to Workers to encourage them to keep working for you.

**To give a Worker a bonus**

1. On the **Worker** page, click the the Worker ID of the Worker you want to give a bonus to.
   The **Manage Individual Worker** page appears.
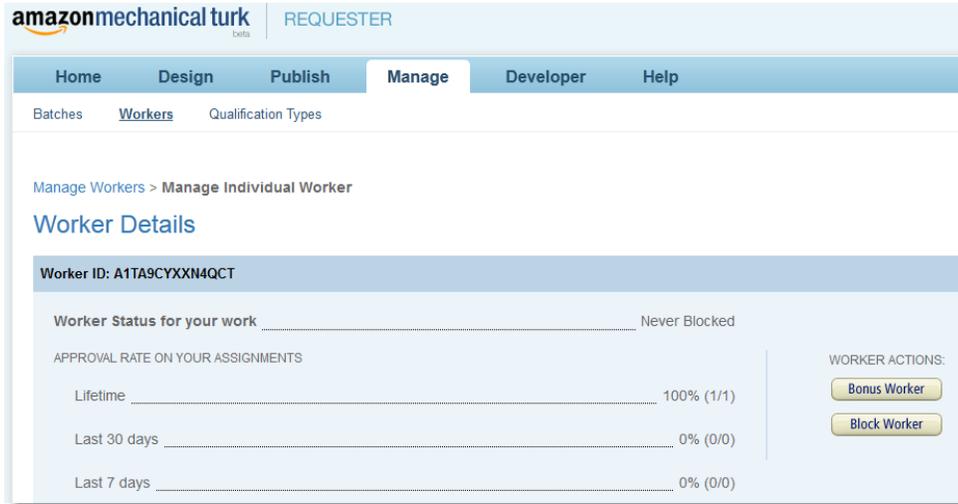
2. Click the **Bonus Worker** button.
   The **Bonus Worker** page appears.
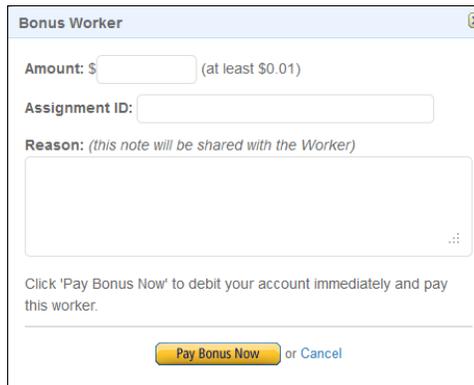


3. Enter the amount of the bonus, the ID of the assignment worked on, and the reason for the bonus, and then click the **Pay Bonus Now** button.

# Assigning a Qualification to a Worker

This section shows how to assign a Qualification Type to a Worker. For information about creating qualification types, see Managing Qualification Types (p. 32).

**To assign a Qualification Type to a Worker**

1. On the **Manage Individual Worker** page, click the the **Assign Qualification Type** button.
   The **Assign Qualification Type** page appears.

2. Select the check boxes next to the qualification types you want to assign to the Worker.
   The **Score** text box appears beneath each selected qualification type.

3. Enter a score (0 to 100) and click the **Assign** button.
   Use scores to differentiate Workers that have the same Qualification Type. The Worker's qualification appears at the bottom of the window.
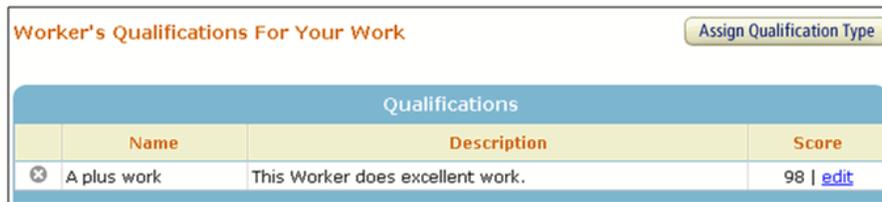


4. Click the **edit** link in the **Score** column to change the qualification score.

# Revoking a Worker's Qualification

### To revoke a Worker's qualification

In the case where a qualified Worker submits inferior work, you might choose to revoke their qualification to do work on your batch.

1. On the **Manage** tab, click the **Workers** sub tab.
   The **Manage Workers** page appears.

2. Click the Worker ID whose qualifications you want to revoke.
   The **Manage Individual Worker** page appears.

3. Click the X next to the qualification type you want to revoke.
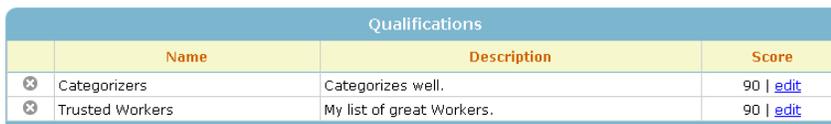


# Managing Worker Details Offline

If you have a large number of Workers, it's easier to manage them offline using another application, such as Microsoft Excel. This section shows how to download Worker information, edit it, and upload it.

### To download and modify Worker details

1. On the **Manage Workers** page, click the **Download CSV** button.
   The **Download Workers Results** page appears.

2. Click the word **here** to download the Worker data file.

   The Worker data downloads and opens in Microsoft Excel. The CURRENT-*QualName* column shows the Worker's current qualification score. If the cell is blank, you haven't assigned the Qualification Type to the Worker. The far, right column, CURRENT-BLOCK STATUS, shows the Worker's block status.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | WorkerId | Link to Inc | Number o | Number o | Your appr | CURRENT | UPDATE-Good | UPDATE-G | CURRENT- | UPDAT-Tr | CURRENT-BLOC | UPDATE-BLOCK STATUS | |
| 2 | A6RZ3QEOV2869 | https://m | 2 | 2 | 100.00% | | 98 | | 79 | Revoke | Unblocked | | |
| 3 | A6RZ3QEOV2869 | https://m | 4 | 4 | 100.00% | 95 | 98 | | 95 | | Unblocked | | |
| 4 | A6RZ3QEOV2869 | https://m | 3 | 2 | 66.67% | | 75 | | | 90 | Blocked | Unblock | |
| 5 | A6RZ3QEOV2869 | https://m | 2 | 2 | 100.00% | 85 | 90 | | 90 | | Never Blocked | | |
| 6 | A6RZ3QEOV2869 | https://m | 3 | 3 | 100.00% | | 88 | | | | Never Blocked | | |

3. To update the values, do one or more of the following:

   - Indicate which Qualification Type to assign a Worker by putting a Qualification score in the UPDATE-*QualName* column, for example, UPDATE-Good Tagger. Qualification scores must be 0 to 100, inclusive.
   - To revoke the Qualification Type, enter Revoke in the UPDATE column for your Qualification Type.
   - Block or unblock a worker by entering Block or Unblock in the UPDATE-BlockStatus column.

4. Save the `.csv` and click the **Workers** button.
   The **Manage Workers** page appears.



5. On the **Manage Workers** page, click the **Upload CSV** button.
   The **Manage Workers Offline** window appears.
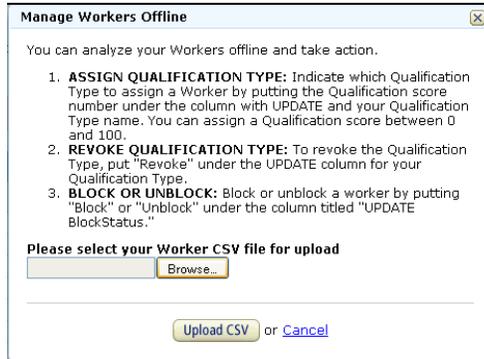
6. Click **Browse** to find the `.csv` file you saved, and then click the **Upload CSV** button.
The **Offline Processing** window appears.
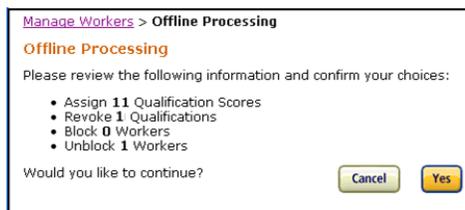


7. Click the **Yes** button to confirm that you would like to save the changes for your **Workers**.

# Managing Qualification Types

**Topics**

You can create your own Qualification Types, or use the ones supplied by Mechanical Turk.

Mechanical Turk provides System Qualification Types that automatically keep track of a Worker's account statistics and attributes. You can use System Qualification types to control who can and cannot work on your Human Intelligence Tasks (HITs). For example, you can require that Workers have a 95% approval rating or greater to work on your HITs.

You can create new Qualification Types to select Workers based on any criteria you want. You can assign a Qualification Type and a score to Workers who work for you. Then when creating a HIT, you can specify the Qualification Type and the minimum score a Worker must have to be eligible to work on your HITs.

The Requester User Interface (RUI) does not support Qualification Tests that a Worker must take to achieve a qualification. Use the Mechanical Turk APIs or the command line tools for testing. For more information, go to http://aws.amazon.com/documentation/mturk/.

The following procedures start on the **Manage** tab on the **Qualification Types** page.

# Creating a Qualification Type

The following procedure shows you how to create your own Qualification Type.

**To create a new Qualification Type**

1. Click the **Create New Qualification Type** button.
   The **Create New Qualification Type** dialog box appears.

2. In the **Friendly Name** text box, enter a name that describes the Qualification Type.

3. In the **Description:** text box, enter a description of the Qualification Type and click the **Create** button. The new qualification type appears in the list of Qualification Types on the **Manage Qualification Types** page.



There is a short delay before the new Qualification Type appears in the list. You can refresh your browser to update the list.

To assign Workers your new Qualification Type, see Assigning a Qualification to a Worker (p. 28) to a Worker.

# Viewing Existing Qualification Types

The following procedure shows you the Qualification Types you created.

**To view Qualification Types**

- Click **Qualification Types** from the **Manage** tab.
  The **Qualification Types** page appears and shows you all of your Qualification Types.

# Deleting Qualification Types

The following procedure shows you how to delete Qualification Types that you created.

**To delete a Qualification Type**

1. Click **Qualification Types** from the **Manage** tab.
   The **Qualification Types** page appears.

2. Click the **X** next to the Qualification Type you want to delete.



3. Click the **Yes** button to confirm the deletion.



There is a short delay before the new Qualification Type disappears from the list. You can refresh your browser to update the list.

When you delete a Qualification Type it is automatically removed from all of your Workers and HIT templates. The deleted Qualification Type is not removed from HITs that Workers are working on.

# Document History

This Document History describes the important changes to the documentation in this release of Amazon Mechanical Turk.

**Relevant dates to this History**

- **Current product version**-2008-08-02
- **Latest product release**-June 2011
- **Latest documentation update**-22 June 2011

The following table describes the important changes since the last major release of this guide.

| Change | Description | Release Date |
|--------|-------------|--------------|
| New Mechanical Turk Masters Qualifications | Amazon Mechanical Turk has added two new Mechanical Turk Masters Qualification types: Categorization Masters and Photo Moderation Masters. The new Mechanical Turk Masters role is established for an elite group of Workers who have demonstrated accuracy on specific types of HITs on the Mechanical Turk marketplace. | In this Release |
| Manage Batches | The **Manage** tab now has a sub tab called **Manage Batches**. On that sub tab, you can approve and reject work, import and export results, view batch details, and delete a batch. For more information, see Creating Your Batch of HITs (p. 7). | 2010-10-04 |
| Manage Workers | The **Manage** tab now has a sub tab called **Manage Workers**. On that sub tab, you can block Workers, give them bonuses, and assign them a qualification type and score. For more information, see Managing Workers (p. 24). | 2010-10-04 |
| Manage Qualification Types | The **Manage** tab now has a sub tab called **Manage Qualification Types**. On that sub tab, you can view the details of qualification types and create new ones. For more information, see Managing Qualification Types (p. 32) | 2010-10-04 |

| Change | Description | Release Date |
|---|---|---|
| Block or Bonus Workers | Now you can block a worker or award a bonus while reviewing their results. For more information, see Managing Your HITs (p. 17). | 2010-02-25 |
| Reject and Republish | Now you can reject work and republish an assignment while you're reviewing a worker's results. For more information, see Managing Your HITs (p. 17). | 2010-02-25 |

# Glossary

| | |
|---|---|
| approval | The Requester reviews results entered by Workers. If the results satisfy the Requester, the Requester approves the work. In this case, Amazon Mechanical Turk pays the Worker for the work. Otherwise, the Requester rejects the work and the Worker does not get paid. |
| assignment | When a Worker finds a HIT to complete, the Worker accepts the HIT. Amazon Mechanical Turk creates an assignment to track the completion of the HIT and stores the answer the Worker submits. There can be one or many assignments associated with a HIT depending on if you want one or many Workers working on the same HIT. |
| batch | Two or more HITs created and published using the Amazon Mechanical Turk Requester User Interface. |
| HIT | Each question in a HIT is a Human Intelligence Task (HIT). A HIT contains all of the information a Worker needs to answer a question, including the kinds of answers you would consider valid. |
| keyword | A keyword is a word that Mechanical Turk Workers use to search for a HIT. |
| qualification | A qualification is an attribute assigned by you to a Worker. It includes a name and a score (a number value between 0 and 100). You can use qualifications in many ways, for example, to include only the Workers you want working on your HITs, or to eliminate Workers who don't have a skill required to accurately answer the questions in the HIT. The RUI provides a number of standard qualifications. You also can create your own qualifications. |

Requester

A Requester is a person (or company or organization) who asks questions on Amazon Mechanical Turk. As a Requester, you use the RUI to post questions, check the status of your questions, review, and accept or reject results.

result

A result is an answer submitted by a Worker to a question asked in a HIT.

Worker

A Worker is a person who answers questions on Amazon Mechanical Turk. A Worker uses the Amazon Mechanical Turk web site (http://mturk.amazon.com/) to find questions, submit answers, request qualifications, and manage his or her account.