
Amazon Mechanical Turk

Requester UI Guide



Amazon Web Services

Amazon Mechanical Turk: Requester UI Guide

Amazon Web Services

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Welcome	1
Introduction to Mechanical Turk	2
Overview of Mechanical Turk	2
Mechanical Turk Concepts	3
Getting Started with the Requester UI	5
Creating a Project	7
How to Create a Project	7
How to Create a Categorization Project	15
How to Create a Sentiment Project	18
Publishing a Batch	23
Managing Batches	27
Displaying Batch Progress, Details, and Results	27
Configuring the Review Results Page	29
Filtering Results	30
Approving and Rejecting Assignments	31
Reviewing Assignments	31
Reviewing Assignments Offline	32
Approving Previously Rejected Assignments	35
Deleting a Batch	36
Managing Workers	38
Viewing Worker Statistics	39
Blocking a Worker	40
Unblocking a Worker	41
Awarding a Bonus	43
Assigning a Qualification to a Worker	44
Revoking a Worker's Qualification	46
Managing Worker Details Offline	47
Managing Qualification Types	50
Creating a Qualification Type	51
Viewing Existing Qualification Types	52
Deleting Qualification Types	52
Document History	54

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 tasks.

How Do I...?

How do I...?	Relevant Topics
Get a general product overview of Mechanical Turk	Mechanical Turk Concepts (p. 3)
Create a Mechanical Turk Project	Creating a Project (p. 7)
Publish a batch of HITs	Publishing a Batch (p. 23)
Manage a batch of HITs	Managing Batches (p. 27)
Manage Mechanical Turk Workers	Managing Workers (p. 38)
Manage Mechanical Turk Worker qualification types	Managing Qualification Types (p. 50)

Introduction to Mechanical Turk

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 tasks. 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 Mechanical Turk, go to <https://www.mturk.com>.

Good workers and clear instructions are the key to obtaining successful results for any kind of project. Mechanical Turk provides tools to help you select good Workers and create clear instructions for the selected Workers. You can make your instructions as detailed as necessary to help Workers understand the tasks you want them to perform.

You can choose to identify good Workers from the over 500,000 Workers in the Mechanical Turk Marketplace, or you can use Master Workers. Master Workers are Workers who have demonstrated the ability to provide successful results for specific types of tasks across multiple Requesters on the Mechanical Turk Marketplace. Mechanical Turk offers Master Workers in Photo Moderation and Categorization, but you can ask them to do any type of Human Intelligence Task (HIT).

Advantages

The major advantages of Mechanical Turk are:

- **On demand workforce**—With 500,000 Workers in 190 countries around the world, Mechanical Turk Workers are available whenever you need them.
- **Scalable workforce**—With no minimum project size, you can scale your Mechanical Turk volume up and down with your business. You may have 100 tasks one day and 10,000 the next.
- **Speed**—Workers can complete tasks in parallel so work is done faster with a limited workforce.
- **Accuracy**—Master Workers have been pre-qualified for their demonstrated ability to follow instructions when completing tasks such as Photo Moderation and Categorization.

- **Pay only for satisfactory work**— You do not pay a Worker or Mechanical Turk fees until you accept the Worker's work.

Mechanical Turk Concepts

This section describes the concepts and terminology that you must 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 a 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.

Master Workers are Workers who have demonstrated the ability to provide successful results for specific types of tasks across multiple Requesters on the Mechanical Turk Marketplace. Mechanical Turk offers Master Workers in Photo Moderation and Categorization, but you can ask them to do any type of HIT.

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 approves the assignments and pays the Workers who submitted work.

Amazon Mechanical Turk processes payment of the reward to the Worker after 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

It is important to note that **anyone** can register to work in the Mechanical Turk Marketplace. To control who can work on **your HITs**, you can require that Workers have specific “Qualifications” before they can work on your HITs. You can create your own custom Qualification Types and assign them to Workers. Or, you can use the Qualification Types provided by Mechanical Turk.

Mechanical Turk provides several Qualification Types including Approval Rate, which is the percentage of assignments submitted that have been approved, and Assignments Approved, which is the number of Assignments that were approved for the Worker. The Approval Rate and Assignments Approve Qualification Types are automatically calculated based on a Worker's account statistics and history. If you don't want to use Workers who just registered this morning and have no work history, we recommend that you require Workers to have a 95% Approval Rate and 1,000 Approved Assignments to work on your project.

The **Master** Qualification Types give you easy access to Master Workers who have demonstrated the ability to provide successful results for specific types of tasks across multiple Requesters on the Mechanical Turk Marketplace. Mechanical Turk offers Master Workers in Photo Moderation and Categorization, but you can ask them to do any type of HIT.

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 steps for using the RUI are shown in the following table.

Step	Relevant Topic
Step 1 - Define the properties and design the layout of your Project.	Creating a Project (p. 7)
Step 2 - Publish your batch of HITs.	Publishing a Batch (p. 23)
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. 27)

Amazon Mechanical Turk Requester UI Guide
Using the Requester User Interface

Step	Relevant Topic
Step 4 - View a Worker's approval rating, award bonuses, assign qualifications, or block Workers from working on your HITs.	Managing Workers (p. 38)

Creating a Project

This section describes how to create an Amazon Mechanical Turk project on the Mechanical Turk Requester website <https://requester.mturk.com/>.

How to Create a Project

You must create a Mechanical Turk project before you can create a batch of HITs. This section shows you how to create a Mechanical Turk project.

The Mechanical Turk project contains the HTML of your HIT page as well as meta-data about the HIT, called HIT properties, such as the expiration date of the HIT. To create a project, start with one of the provided sample project templates and customize it.

Categorization and Sentiment projects are different from the other sample projects in the list. For information about Categorization projects, see [How to Create a Categorization Project \(p. 15\)](#). For information about Sentiment projects, see [How to Create a Sentiment Project \(p. 18\)](#).

The following are the overall steps you need to take when creating a Mechanical Turk project.

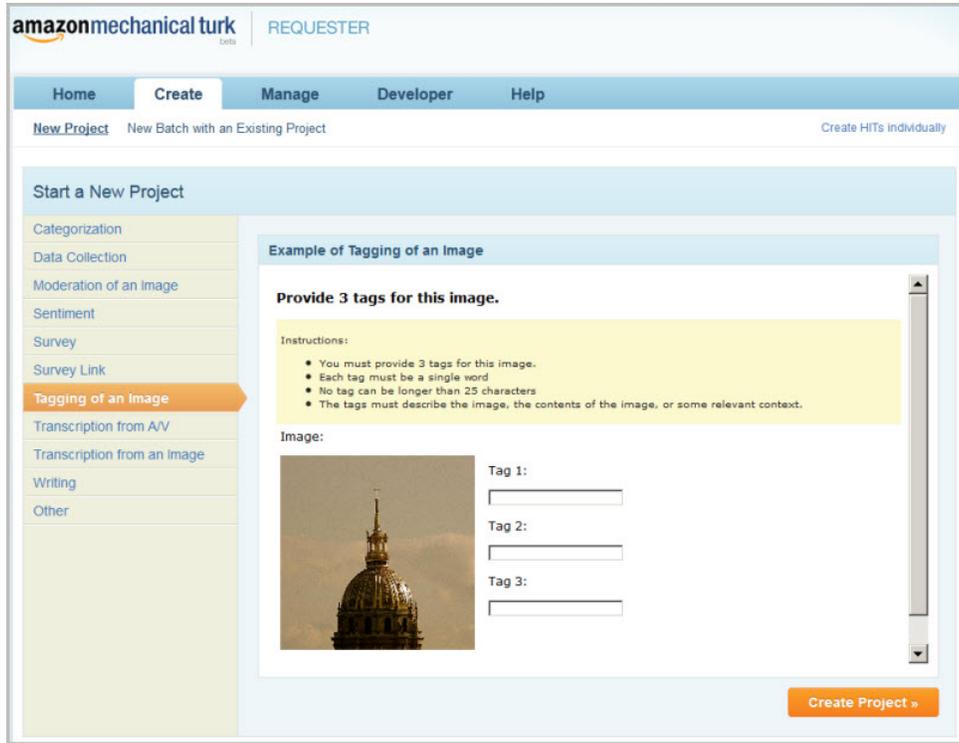
- Define the projects properties.
- Design the project's HTML layout.
- Preview the project.

The following procedure describes in detail how to create a project using the **Tagging of an Image** sample project.

To create a project

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Create** tab and then click **New Project**.
2. From the list under **Start a New Project**, select a sample project and click **Create Project**. For example, click on **Tagging of an Image** and then click **Create Project**.

Amazon Mechanical Turk Requester UI Guide How to Create a Project



3. On the **Edit Project** page, the tabs **Enter Properties**, **Design Layout**, and **Preview and Finish**, guide you through the process of preparing a project.



4. On the **Edit Properties** tab of the **Edit Project** page, fill in the property entry fields according to the specifics of your HIT.
 - a. Fill in the **Project Name** and the property entry fields in the **Describe your HIT to Workers** section of the page.

Amazon Mechanical Turk Requester UI Guide How to Create a Project

Edit Project

Specify the properties that are common for all of the HITs created using this project.

1 Enter Properties 2 Design Layout 3 Preview and Finish

Project Name: This name is not displayed to Workers.

Describe your HIT to Workers

Title:
Describe the task to Workers. Be as specific as possible, e.g. "answer a survey about movies", instead of "short survey", so Workers know what to expect.

Description:
Give more detail about this task. This gives Workers a bit more information before they decide to view your HIT.

Keywords:
Provide keywords that will help Workers search for your HITs.

This project may contain potentially explicit or offensive content, for example, nudity. [\(See details\)](#)

The following table describes the **Project Name** field and the property entry fields for the **Describe your HIT to Workers** section of the **Edit Properties** tab.

Field	Description
Project Name	The project name field is filled in, but you can change it. Make sure the project name is descriptive so that you can easily identify the project when you want to publish a batch with the project. The project name is not displayed to Workers.
Title	Enter the name of the HIT. Be specific. For example, enter "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 that you think will help Workers find your HITs.
Keywords	Enter a comma-separated list of words that Workers can use to find your HIT.

- b. Fill in the property entry fields in the **Setting up your HIT** section of the page.

Amazon Mechanical Turk Requester UI Guide How to Create a Project

Setting up your HIT

Reward per assignment
Tip: Consider how long it will take a Worker to complete each task. A 30 second task that pays \$0.05 is a \$6.00 hourly wage.

Number of assignments per HIT
How many unique Workers do you want to work on each HIT?

Time allotted per assignment **Hours** ▾
Maximum time a Worker has to work on a single task. Be generous so that Workers are not rushed.

HIT expires in **Days** ▾
Maximum time your HIT will be available to Workers on Mechanical Turk.

Auto-approve and pay Workers in **Hours** ▾
This is the amount of time you have to reject a Worker's assignment after they submit the assignment.

[Advanced »](#)

The following list describes the property entry fields for the **Setting up your HIT** section of the **Edit Properties** tab.

Field	Description
Reward per assignment	Specify how much money 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 between Workers, which can increase your trust in the results. 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.
Time Allotted Per Assignment	Specify how long the Worker can hold on to individual assignments within your batch 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.
Auto-approve and pay Workers in	Specify when Amazon Mechanical Turk will automatically approve your HITs and pay Workers. This determines the amount of time you have to reject an assignment submitted by a Worker before the assignment is auto-approved and the Worker is paid. This limit ensures that Workers get paid in a timely manner.

Amazon Mechanical Turk Requester UI Guide

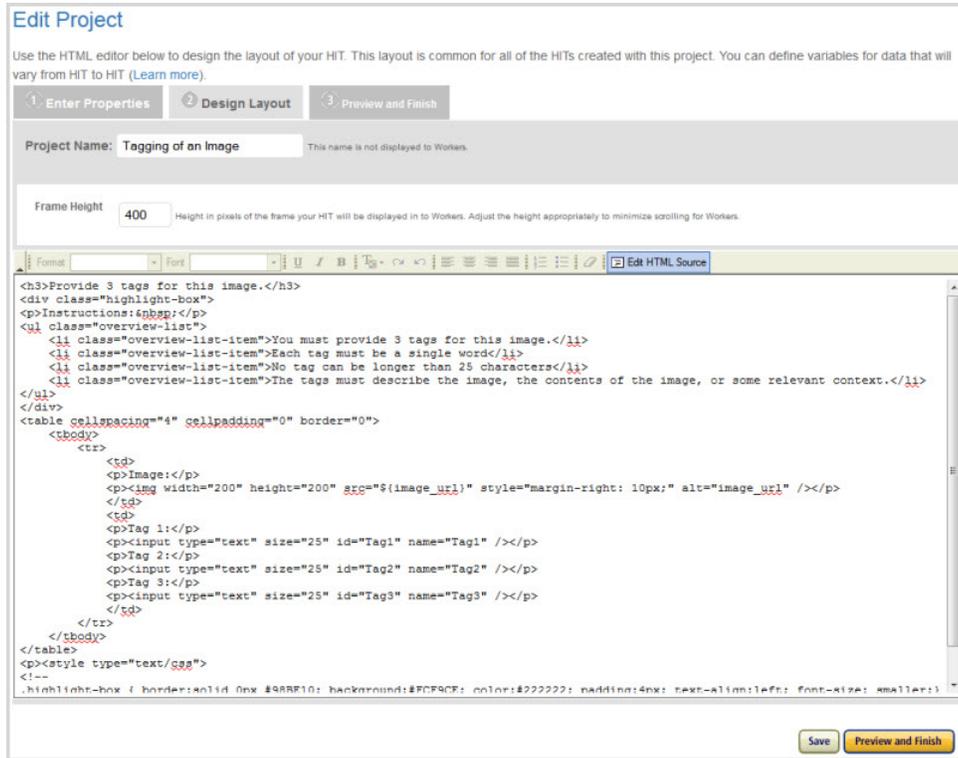
How to Create a Project

- When you are done filling in the property fields on the **Edit Project** page, click the **Design Layout** button.
- On the **Design Layout** tab of the **Edit Project** page, use the controls in the formatting toolbar to edit the text on the page.

The screenshot shows the 'Edit Project' interface. At the top, there are three tabs: 'Enter Properties', 'Design Layout' (which is selected), and 'Preview and Finish'. Below the tabs, the 'Project Name' is 'Tagging of an Image'. A 'Frame Height' field is set to '400'. A formatting toolbar is visible with options for text alignment, bold, italic, and underline. The main content area contains the instruction: 'Provide 3 tags for this image.' followed by a list of requirements: 'You must provide 3 tags for this image.', 'Each tag must be a single word', 'No tag can be longer than 25 characters', and 'The tags must describe the image, the contents of the image, or some relevant context.' Below the instructions, there is a placeholder for an image labeled 'Image:' with a field for 'image_url' and three input fields for 'Tag 1:', 'Tag 2:', and 'Tag 3:'. At the bottom right, there are 'Save' and 'Preview and Finish' buttons.

- Click **Edit HTML Source** to add variables to the HTML source for the template.

Amazon Mechanical Turk Requester UI Guide How to Create a Project



The 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 Type	Format
text	Use to add text from a HIT data file. Define using a dollar sign (\$) and curly brackets. For example: <code>\${continent}</code>
image	Use to add images from a HIT data file. Define using a dollar sign (\$) and curly brackets in a HTML image tag, <code></code> . For example: <code></code>
link	Use to add links from a HIT data file to audio and video files, and websites. Define using a dollar sign (\$) and curly brackets in a HTML href tag, <code><href></code> . For example: <code><p>Video link: \${link}</p></code>

8. Add the following HTML code that contains the `${continent}` variable to your template.

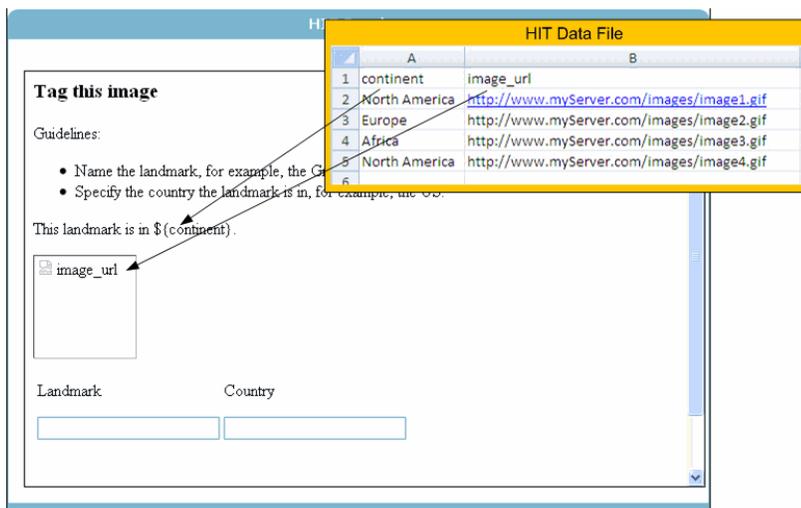
```
<p>This landmark is in ${continent}</p>
```

9. Create your HIT data file.

The HIT data file is a comma-separated-value .csv file that contains the data values used for 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 template. 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 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 that has 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.

- 10 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 are used as 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 cellpadding="4" cellspacing="0" border="0">
  <tbody>
    <tr>
      <td valign="center">
        <p>Landmark</p>
        <input type="text" name="Landmark" id="Field1" size="25" /></td>
      <td valign="center">
        <p>Country</p>
        <input type="text" name="Country" id="Field2" size="25" /></td>
    </tr>
  </tbody>
</table>
```

Amazon Mechanical Turk Requester UI Guide

How to Create a Project

The RUI returns results in a table that is stored in a comma-separated-value (.csv) file. 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				

11. Delete any code that you don't need and then click **Save** to save the HTML of your project.

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

12 Click **Edit HTML Source** to exit the HTML source. The **HIT Preview** page with your changes appears.

Edit Project

Use the HTML editor below to design the layout of your HIT. This layout is common for all of the HITs created with this project. You can define variables for data that will vary from HIT to HIT ([Learn more](#)).

1 Enter Properties 2 Design Layout 3 Preview and Finish

Project Name: This name is not displayed to Workers.

Frame Height: height in pixels of the frame your HIT will be displayed in to Workers. Adjust the height appropriately to minimize scrolling for Workers.

Format: Normal Font: [font icons] Edit HTML Source

Tag this image

Guidelines:

- Name the landmark, for example, the Grand Canyon
- Specify the country the landmark is in, for example, the U.S.

This landmark is in

Image:

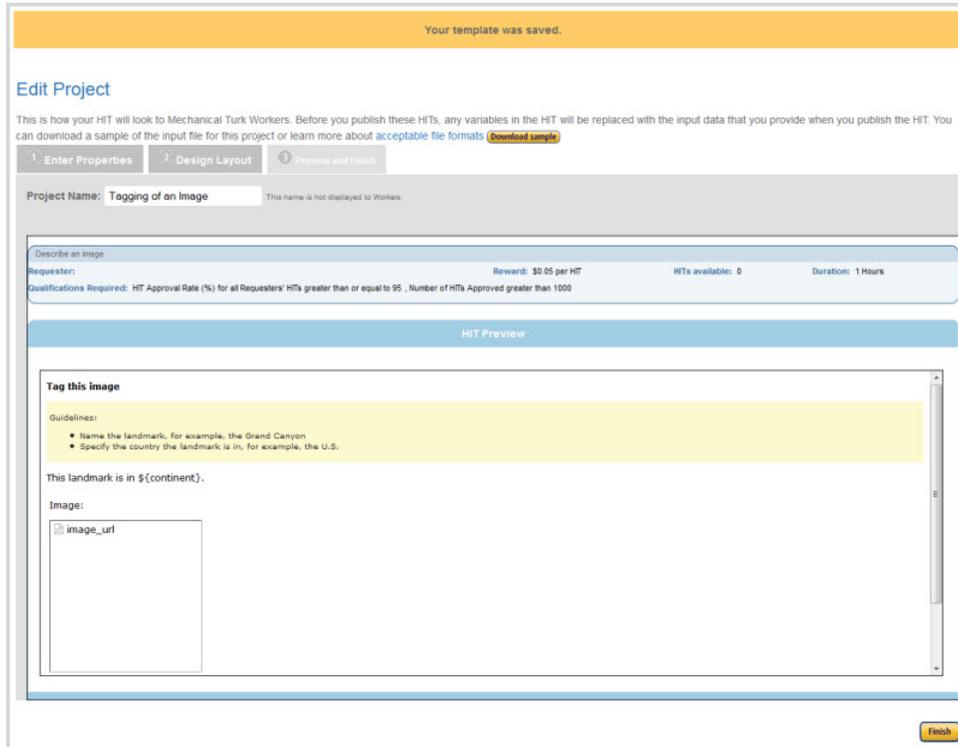
Landmark: Country:

Save Preview and Finish

13 On the **Design Layout** tab of the **Edit Project** page, click **Preview and Finish**.

Amazon Mechanical Turk Requester UI Guide

How to Create a Categorization Project



14 On the **Preview and Finish** tab of the **Edit Project** page, click **Finish**.

After you click **Finish**, the **Create** page displays and your project appears in your list of existing projects.

You have set the HIT properties for all of the HITs in your batch and designed the HTML 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 a Batch \(p. 23\)](#).

How to Create a Categorization Project

This section shows you how to create a Mechanical Turk Categorization project. Categorization projects are different from the other project templates listed on the **Create** page.

A Categorization project includes everything you need: predesigned HITs that do not require editing in HTML, pre-qualified Master Workers who have demonstrated expertise in categorization HITs, price recommendations based on comparable HITs in the Mechanical Turk marketplace and analysis tools that make it easy to verify results and identify gaps in instructions that may be causing Worker confusion.

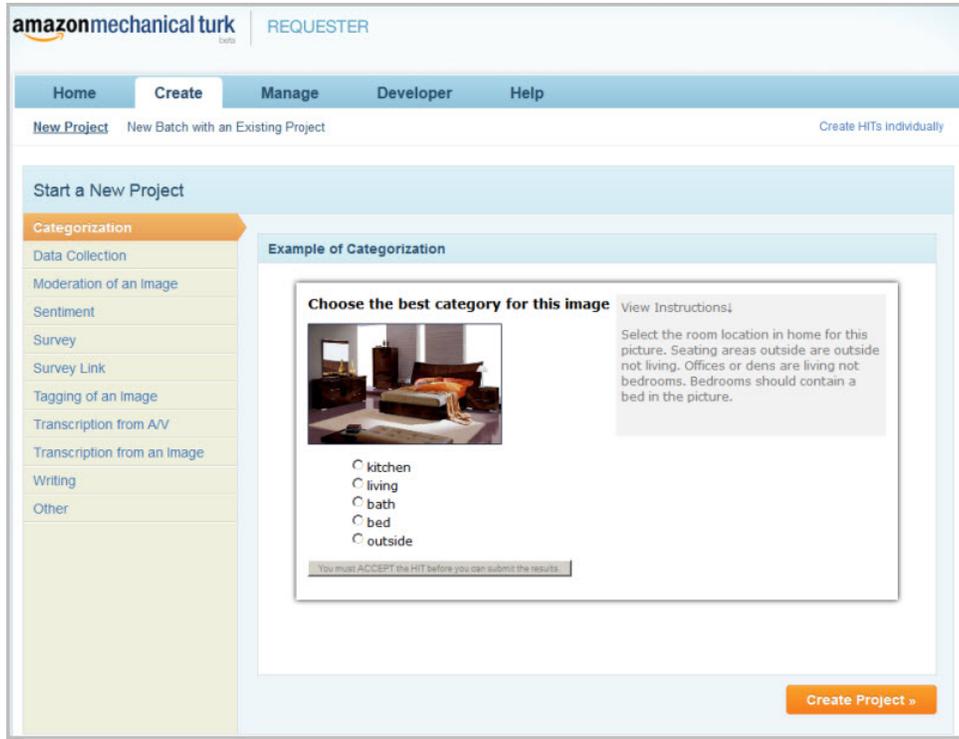
The following procedure describes in detail how to create a categorization project.

To create a categorization project

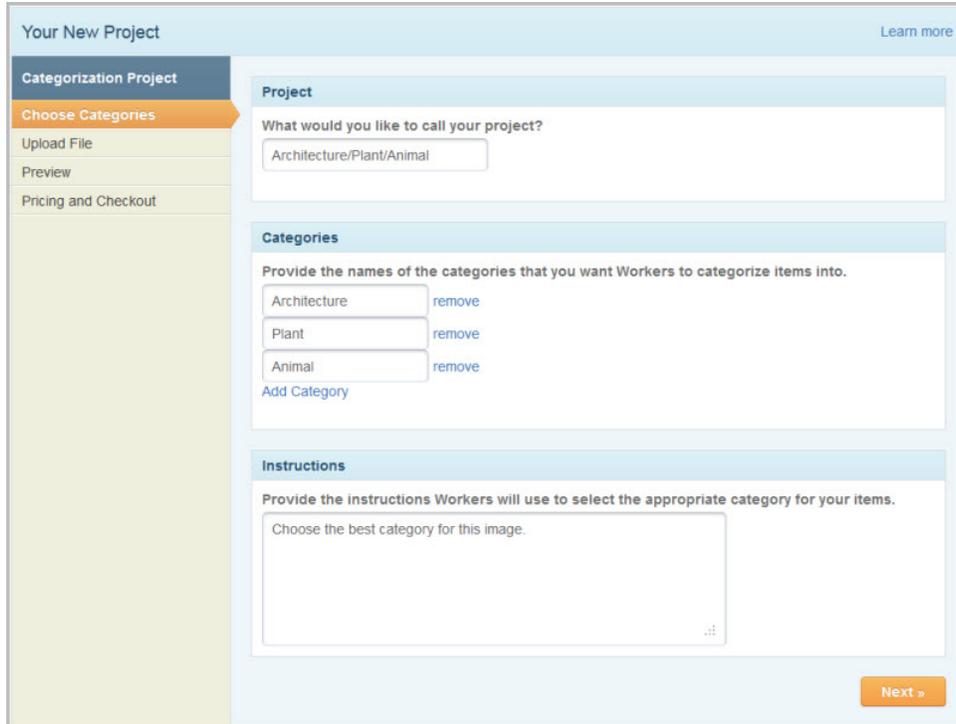
1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Create** tab and then click **New Project**.
2. From the list under **Start a New Project**, click **Categorization**, and then click **Create Project**.

Amazon Mechanical Turk Requester UI Guide

How to Create a Categorization Project



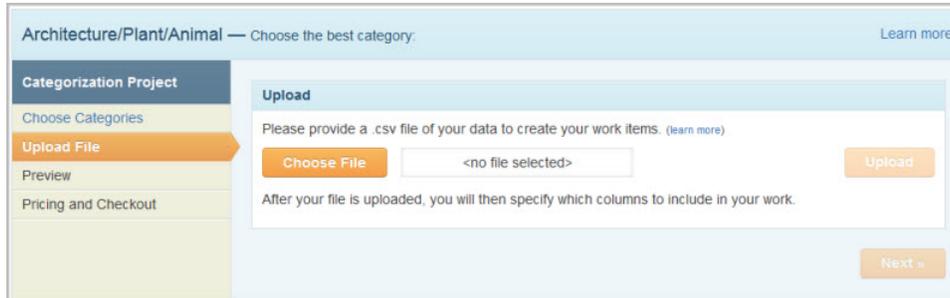
3. On the **Choose Categories** page, fill in the page according to the specifics of your project and then click **Next**.



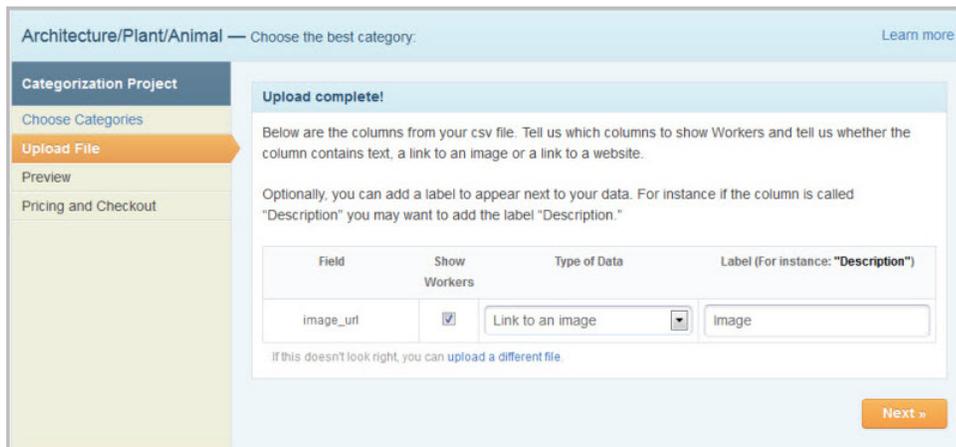
4. On the **Upload File** page, click **Choose File** to locate the .csv data file that you want to upload and then click **Upload**. For information about creating a HIT csv data file, see **Create your HIT data file** in [How to Create a Project \(p. 7\)](#).

Amazon Mechanical Turk Requester UI Guide

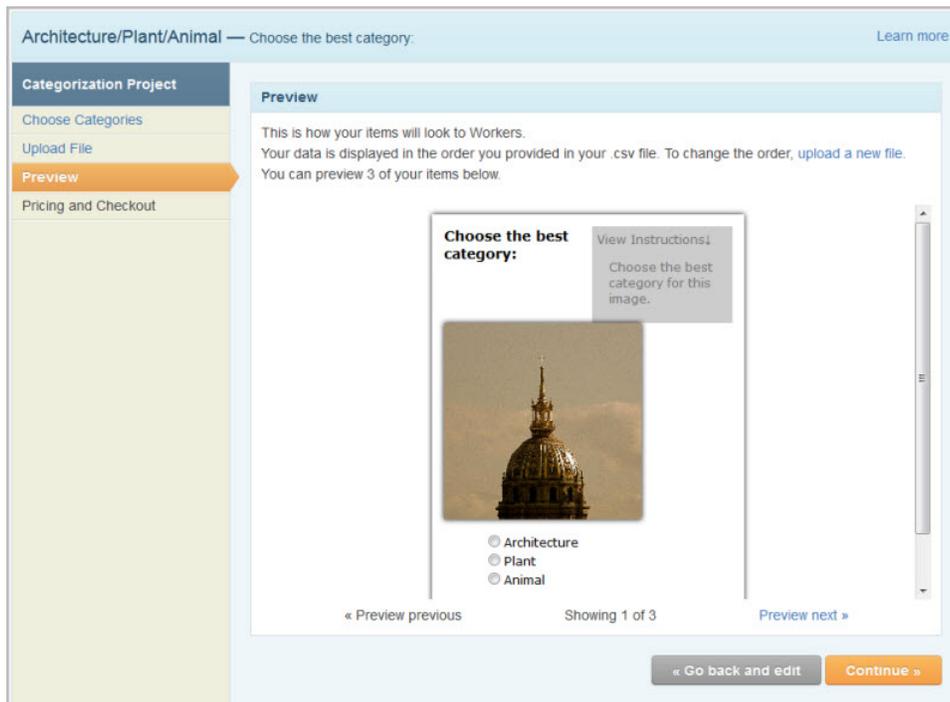
How to Create a Categorization Project



5. After your data file is uploaded, select the columns from your csv data file that you want to show to Workers and select whether the column contains text, a link to an image or a link to a website. Click **Next**.



6. The **Preview** page shows you how your categorization items will look to Workers. If you find something you want to change in the preview, click **Go back and edit**.



- If you are satisfied with the preview, click **Continue**.
- On the **Pricing and Checkout** page, review the pricing information for your project. Mechanical Turk recommends a Worker reward price based on the complexity of the categorization task and the price of similar HITs on the Mechanical Turk marketplace. You can change the **Reward per Submission** price. After you set the price you want, click **Publish**.

Architecture/Plant/Animal — Choose the best category. [Learn more](#)

Categorization Project

- Choose Categories
- Upload File
- Preview
- Pricing and Checkout**

Checkout

Please review the pricing information below for your project.

Number of Items		3
Number of Workers per Item <small>(details)</small>	x	2
Number of Worker Submissions	=	6
Reward per Submission <small>(reward details)</small>	x	\$0.020 <input type="text"/>
Total Worker Rewards	=	\$0.120
Total Mechanical Turk fees <small>(fee details)</small>	+	\$0.054
Total cost	=	\$0.174

Your available balance **\$10,000.00**

Your balance after work is completed **\$9,999.83**

Note: To accelerate Worker engagement, Worker submissions will be automatically approved in one hour. If you prefer to customize the auto approval time, please [create a custom project](#).

Publish

- You'll receive an email when your categorization project has been completed. The email contains a link to the Requester website so you can pick up your results. For more information about retrieving results for your project, see [Managing Batches \(p. 27\)](#).

How to Create a Sentiment Project

This section shows you how to use the Amazon Mechanical Turk Sentiment Application (App) to create a Sentiment project. Similar to the Categorization App, the Sentiment App includes everything you need: predesigned HITs that do not require editing in HTML, pre-qualified Master Workers who have demonstrated expertise in categorization HITs, price recommendations based on comparable HITs in the Mechanical Turk marketplace and analysis tools that make it easy to verify results.

Sentiment projects are similar to the Categorization projects, but both Sentiment and Categorization projects are different from the other project templates listed under **Start a New Project**.

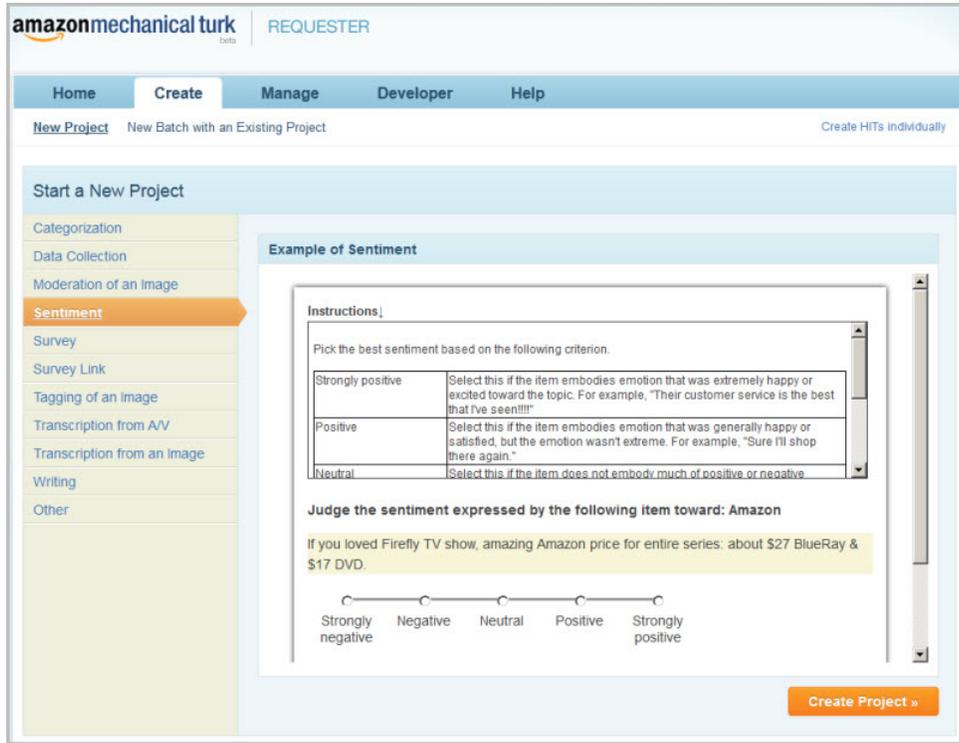
The following procedure describes in detail how to create a sentiment project.

To create a sentiment project

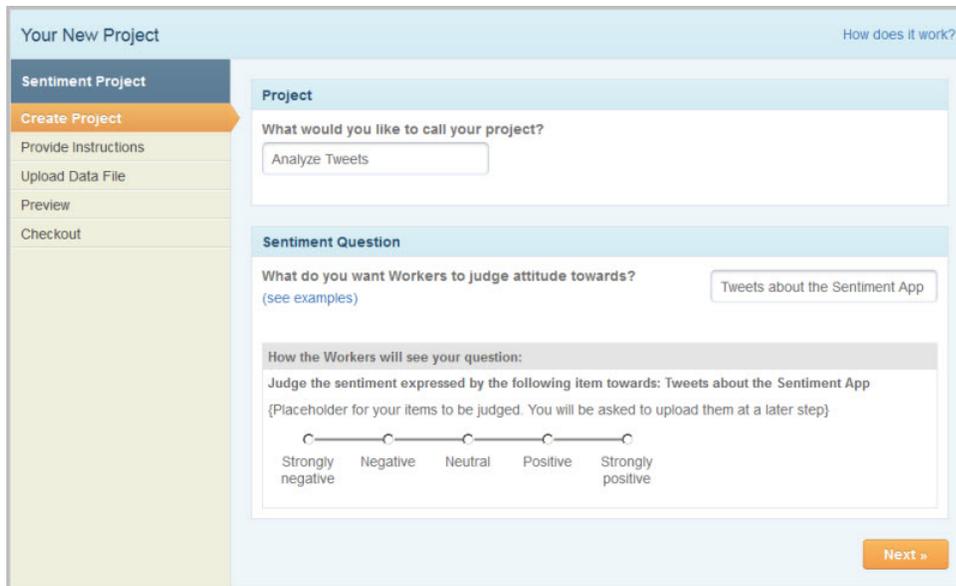
- On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Create** tab and then click **New Project**.
- From the list under **Start a New Project**, click **Sentiment**, and then click **Create Project**.

Amazon Mechanical Turk Requester UI Guide

How to Create a Sentiment Project



3. On the **Create Project** page, enter a name for your project and fill in the answer to the question **What do you want Workers to judge attitude towards?**. The answer should be specific so that it is clear what you are asking Workers to choose. Click **Next**.



4. Enter instructions for the Workers who will work on your project. Select the number of Workers that you want to rate the sentiment for each item and then click **Next**.

Amazon Mechanical Turk Requester UI Guide

How to Create a Sentiment Project

The screenshot shows the 'Provide Instructions' step of the 'Analyze Tweets' project creation process. The left sidebar contains a 'Sentiment Project' menu with options: 'Create Project', 'Provide Instructions' (highlighted), 'Upload Data File', 'Preview', and 'Checkout'. The main content area is titled 'Instructions for Workers' and contains the following text: 'For each point on the scale, define the criteria Workers should follow when selecting it. We have provided sample instructions that you can customize below.' Below this are five text input fields for different sentiment levels: 'Strongly positive', 'Positive', 'Neutral', 'Negative', and 'Strongly negative'. Each field contains a sample instruction. At the bottom, there is a 'Number of Responses' section with a dropdown menu set to '5' and a 'Next »' button.

5. On the **Upload Data File** page, click **Choose File** to locate the `.csv` data file that you want to upload and then click **Upload**. For information about creating a HIT csv data file, see **Create your HIT data file** in [How to Create a Project \(p. 7\)](#).

The screenshot shows the 'Upload Data File' step of the 'Analyze Tweets' project creation process. The left sidebar contains a 'Sentiment Project' menu with options: 'Create Project', 'Provide Instructions', 'Upload Data File' (highlighted), 'Preview', and 'Checkout'. The main content area is titled 'Upload Data File' and contains the following text: 'Please provide a .csv file of your data so that we can create your work items. (learn more)'. Below this is a 'Choose File' button, a text box containing '<no file selected>', and an 'Upload' button. At the bottom, there is a 'Next »' button.

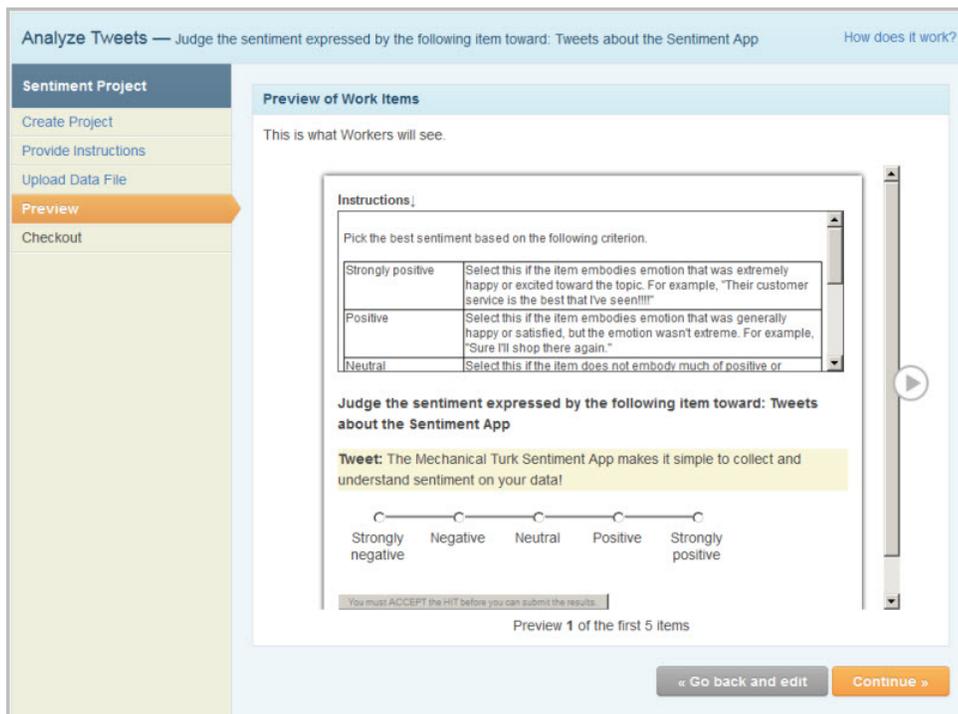
6. After your data file is uploaded, select the columns from your csv data file that you want to show to Workers and select the type of data from the **Types of Data** drop-down list to indicate whether the column contains text, a link to an image, or a link to a website. Click **Next**.

Amazon Mechanical Turk Requester UI Guide

How to Create a Sentiment Project



7. The **Preview** page shows you how your sentiment items will look to Workers. If you find something that you want to change in the preview, click **Go back and edit**. If you are satisfied with the preview, click **Continue**.



8. On the **Checkout** page, review the pricing information for your project. Mechanical Turk recommends that a Worker reward price be based on the complexity of the sentiment task and the price of similar HITs on the Mechanical Turk marketplace. You can change the **Reward per Submission** price. After you set the price you want, click **Publish**.

Amazon Mechanical Turk Requester UI Guide

How to Create a Sentiment Project

Analyze Tweets — Judge the sentiment expressed by the following item toward: Tweets about the Sentiment App How does it work?

Sentiment Project

- Create Project
- Provide Instructions
- Upload Data File
- Preview
- Checkout**

Checkout

Number of Items		5
Number of Workers per Item	x	5
Number of Worker Submissions	=	25
Reward per Submission (details)	x	\$0.020
Total Worker Rewards	=	\$0.500
Total Mechanical Turk fees (details)	+	\$0.225
Total cost	=	\$0.725

Your available balance **\$10,000.00**

Your balance after work is completed **\$9,999.27**

Note: To accelerate Worker engagement, Worker submissions will be automatically approved in one hour. If you prefer to customize the auto approval time, please [create a custom project](#).

[Publish](#)

9. On the **Congratulations** page, click [here](#) to go to the status page for your project.

Sentiment Project

- Create Project
- Provide Instructions
- Upload Data File
- Preview
- Checkout

Congratulations

Thank you for publishing your project with Mechanical Turk. Your items are being published for Workers to complete. This may take a few minutes, depending on the size of your project. You will receive an email when Workers have completed your project.

You can check on your project status by clicking [here](#).

10. You'll receive an email when your sentiment project has been completed. The email contains a link to the Requester website so you can pick up your results. For more information about retrieving results for your project, see [Managing Batches](#) (p. 27).

Publishing a Batch

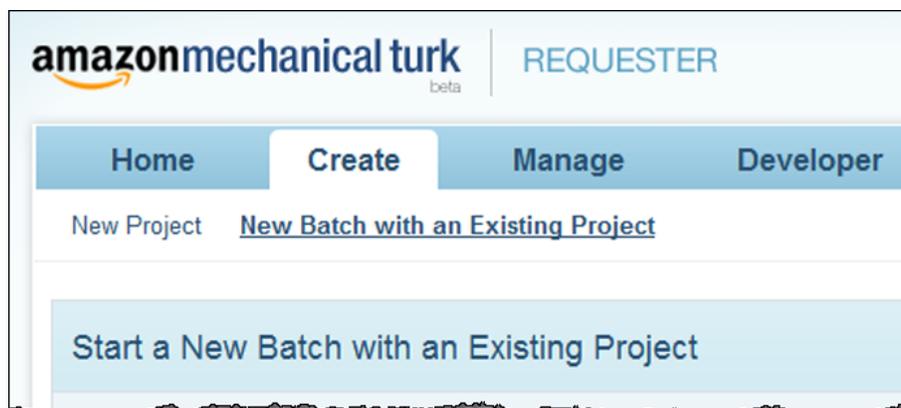
Publishing your HITs on the [Amazon Mechanical Turk web page](#) gives Workers the opportunity to work on them. If your project template contains variables, you must upload the `.csv` data file that supplies the values for the variables in each HIT before you can publish your batch of HITs.

How to Publish a Batch

This section shows you how to publish an Amazon Mechanical Turk batch. The following procedure describes in detail how to publish a batch using an existing project.

To publish a batch

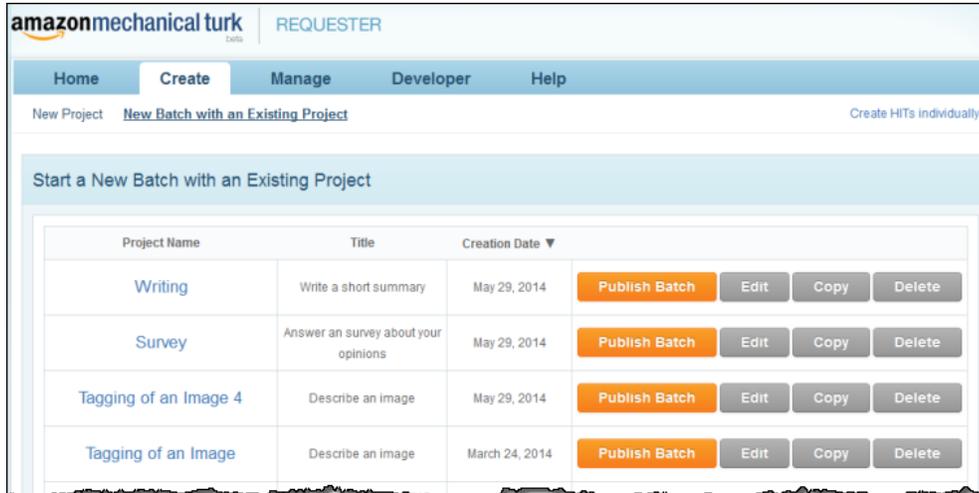
1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Create** tab and then click **New Batch with an Existing Project**.



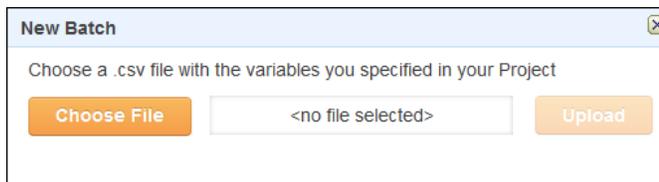
2. Under **Start a New Batch with an Existing Project**, click **Publish Batch** to publish the batch for your project. (If you want to make edits to your project before publishing a new batch, click **Edit** to make changes to the HIT properties or design layout.)

Amazon Mechanical Turk Requester UI Guide

How to Publish a Batch



3. If your project template contains variables, you'll be asked to choose a `.csv` file to upload. On the **New Batch** dialog box, click **Choose File** to locate the `.csv` data file and then click **Upload**. (If your HIT template does not contain variables, the HIT Preview page appears, as shown in Step 5.)



4. After your file uploads, click **Next** to preview how your HITs will appear to Workers.
5. On the **Preview HITs** page, carefully review your HITs so that you catch mistakes before publishing. For example, make sure that any variables in the HIT are correctly replaced by your input data. Click **Next HIT** to preview the next HIT. You can preview up to 200 HITs in your data file.

Amazon Mechanical Turk Requester UI Guide How to Publish a Batch

Preview HITS 1 Select HIT Template 2 Upload Input Data 3 **Preview** 4 Confirm and Publish

This is how your HIT will look to Workers. Make sure that any variables in the HIT are correctly replaced by your input data, then click "Next".

Tagging of an Image

Describe an image

Requester: Reward: \$0.05 per HIT HITs available: 3 Duration: 1 Hours

Qualifications Required: Masters has been granted

HIT Preview

Instructions

You must provide 3 tags for the main subject in this image.

- Each tag must be a single word.
- No tag can be longer than 25 characters.
- The tags must describe the image, the contents of the image, or some relevant context.



Tag 1:

Tag 2:

Tag 3:

Showing HIT 1 of 3

6. After you finish reviewing your HITs, click **Next**.

The **Confirm and Publish Batch** page shows the total amount you will pay Workers and Mechanical Turk, if you approve all of the assignments.

Amazon Mechanical Turk Requester UI Guide How to Publish a Batch

Confirm and Publish Batch

1 Select HIT Template
2 Upload Input Data
3 Preview
4 Confirm and Publish

Please review the information about the HIT batch, then click "Publish HITs".

Tagging of an Image

Batch Summary

Batch Name: Description:

Batch Properties	
Title:	Describe an image
Description:	Please view and write a tag for an image
Batch expires in:	7 Days
Results are auto-approved and workers are paid after:	8 Hours
Master Qualification:	Masters

HITs	
Number of HITs in this batch:	3
Number of assignments per HIT:	x 1
Total number of assignments in this batch:	3

Cost	
Reward per Assignment:	\$0.050
	x 3 <small>(total number of assignments in this batch)</small>
Estimated Total Reward:	\$0.150
Estimated Fees to Mechanical Turk:	+ \$0.045 <small>(fees paid to Mechanical Turk) (fee details)</small>
Estimated Total Cost:	\$0.195 <small>(this is the amount that will be deducted from your Available Balance when you click "Publish HITs")</small>
Your Available Balance:	\$10,000.000 <small>(before clicking "Publish HITs")</small>
Your Projected Balance:	\$9,999.805 <small>(after clicking "Publish HITs")</small>

Back
Publish HITs

The following table explains the sections of the **Confirm and Publish Batch** page.

Section	Description
Batch Properties	Contains the values that 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 reject an assignment submitted by a Worker before the assignment is auto-approved and the Worker is paid.
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.

7. Click **Publish HITs** to publish the batch of HITs.
8. You can track the progress of the publishing of your batch on the **Batch Details** page. For more information about managing batches, see [Managing Batches \(p. 27\)](#).

Managing Batches

Topics

- [Displaying Batch Progress, Details, and Results \(p. 27\)](#)
- [Configuring the Review Results Page \(p. 29\)](#)
- [Approving and Rejecting Assignments \(p. 31\)](#)
- [Deleting a Batch \(p. 36\)](#)

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

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



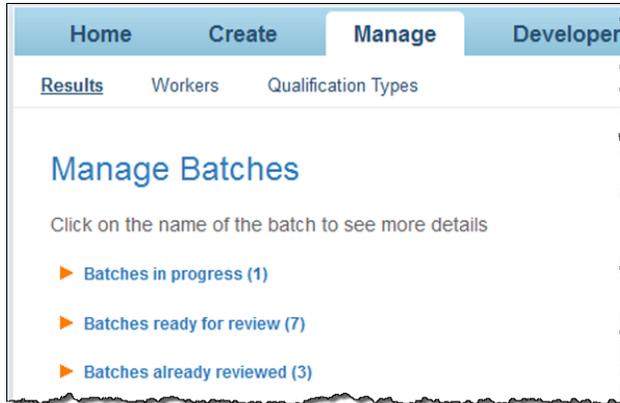
Displaying Batch Progress, Details, and Results

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

To display the batch progress, details, and results

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.

Under **Manage Batches**, you'll see headings for batches in different states.



2. Under **Manage Batches**, click the arrow next to the batch state you want to view. The batches in that state appear.

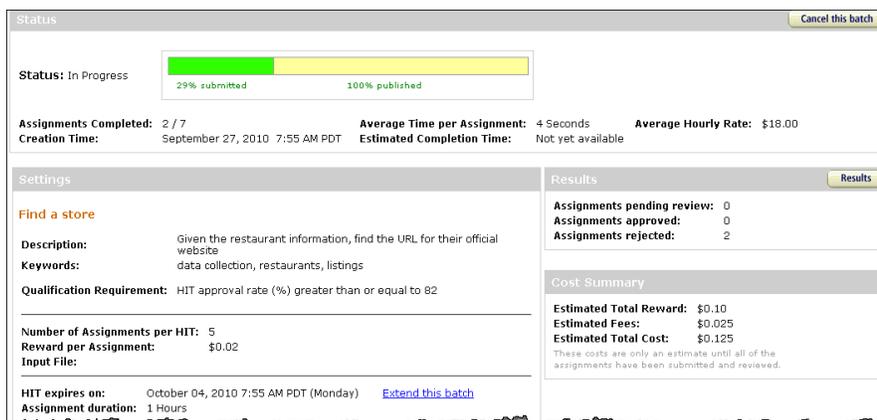


The progress bar shows two quantities:

- **% 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.



Amazon Mechanical Turk Requester UI Guide Configuring the Review Results Page

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

4. Click **Results** 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.



The screenshot shows the Review Results page with a table of HIT submissions. The table has columns for HIT ID, Submit Time, Accept Time, Approval Time, Assignment Status, and Rejection Time. Three rows of data are visible, all with an 'Approved' status.

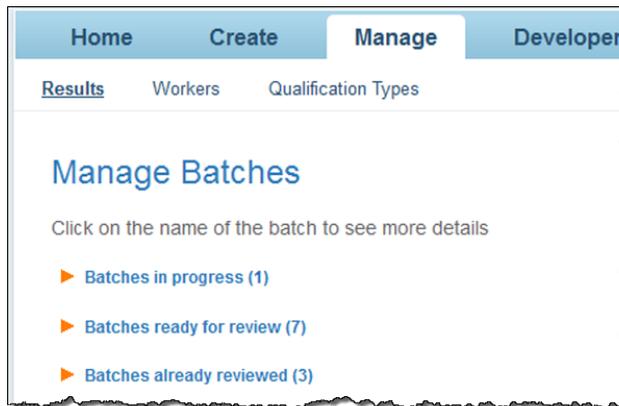
HIT ID ▲	Submit Time	Accept Time	Approval Time	Assignment Status	Rejection Time
20N1Y7QEOZFYQPS1EQDOIXRD1FXHEU	Wed May 15 17:33:22 GMT 2013	Wed May 15 17:33:12 GMT 2013	Wed May 15 10:34:29 PDT 2013	Approved	
294EZZ2MIKMN9RZEVU8WWXRE77OM	Wed May 15 17:32:43 GMT 2013	Wed May 15 17:31:35 GMT 2013	Wed May 15 10:34:11 PDT 2013	Approved	
2GOR70G5R98D8GUK04NSVTNYLRIBRL	Wed May 15 17:32:58 GMT 2013	Wed May 15 17:32:52 GMT 2013	Wed May 15 10:34:10 PDT 2013	Approved	

Configuring the Review Results Page

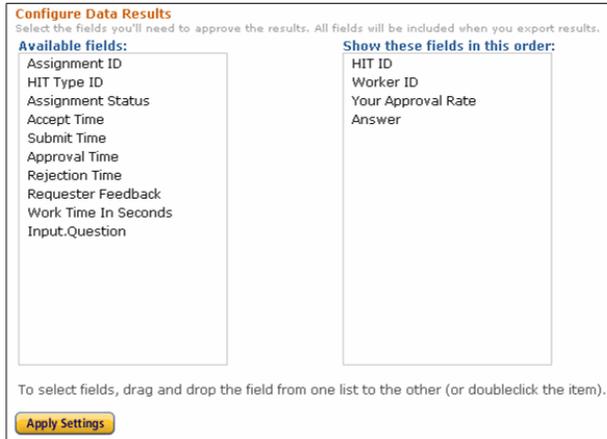
You can customize the look and contents of the **Review Results** page.

To configure the Review Results page

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.



2. Under **Manage Batches** click the arrow next to the batch state you want to view.
3. Click **Results** on a batch.
4. Click **Customize View**.
The **Configure Data Results** page appears.



- 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.

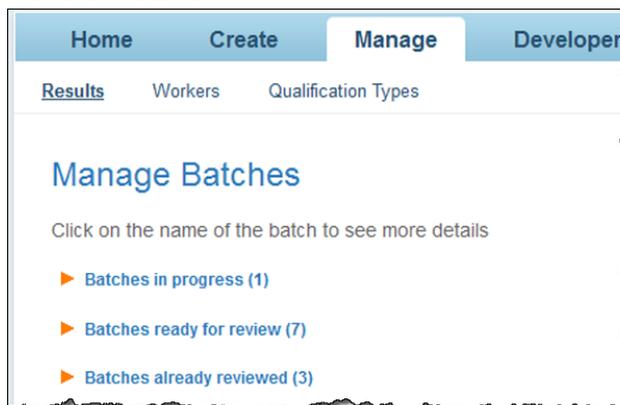
- Click **Apply Settings**.

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, only submitted work appears.

To filter the results

- On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.



2. Under **Manage Batches** click the arrow next to the batch state you want to view.
3. Click **Results** on the batch you want to filter.
4. Click **Filter Results** on the **Review Results** page.
The **Filter Results** page appears.



5. 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.
6. Click **Apply Filters**.

Approving and Rejecting Assignments

Topics

- [Reviewing Assignments \(p. 31\)](#)
- [Reviewing Assignments Offline \(p. 32\)](#)
- [Approving Previously Rejected Assignments \(p. 35\)](#)

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.

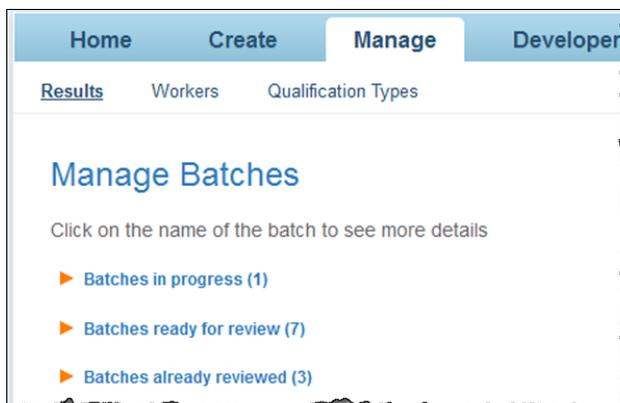
You can approve results individually or all at once. Also, you can sort the results based on the Worker ID so you can review the results from a specific Worker all at once.

Reviewing Assignments

It's convenient to review small batches of results.

To approve or reject work

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.



2. Under **Manage Batches** click the arrow next to **Batches ready for review**.
3. Click **Results** on the batch you want to review.

Amazon Mechanical Turk Requester UI Guide Reviewing Assignments Offline

4. 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 .

<input type="checkbox"/>	HIT ID ▲	Worker ID	Your Approval Rate	Input Image Url	Accept Time	Submit Time	Approval Time	Rejection Time	Requester Feedback	Work Time In Seconds	Answer
<input type="checkbox"/>	49AC7LKGVCMHAB2V53K80KUSAQ1T	A28Q588D32U14V	100% (4/4)	http://s3.amazonaws.com/mturk/samples/image_cat...	Thu Aug 26 18:56:32 GMT 2010	Thu Aug 26 18:56:34 GMT 2010				2	Yes
<input type="checkbox"/>	3A0SITSXTOFEALQZG136M49E4Q0Q	A28Q588D32U14V	100% (4/4)	http://s3.amazonaws.com/mturk/samples/image_cat...	Thu Aug 26 18:56:27 GMT 2010	Thu Aug 26 18:56:30 GMT 2010				3	Yes
<input type="checkbox"/>	117CGTHZOT37MBNVALDA0RMOCESS4X	A28Q588D32U14V	100% (4/4)	http://s3.amazonaws.com/mturk/samples/image_cat...	Thu Aug 26 18:56:19 GMT 2010	Thu Aug 26 18:56:22 GMT 2010				3	No

5. 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. For information about reviewing assignments in the Requester UI, see [Reviewing Assignments \(p. 31\)](#).

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

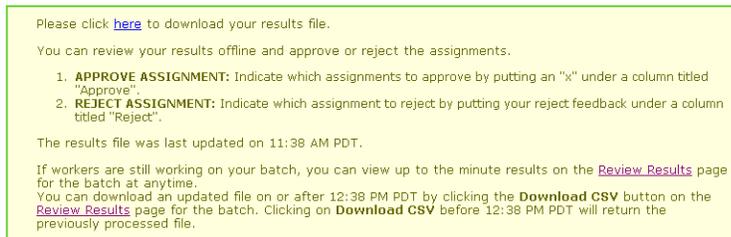
To download and review assignments offline

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.

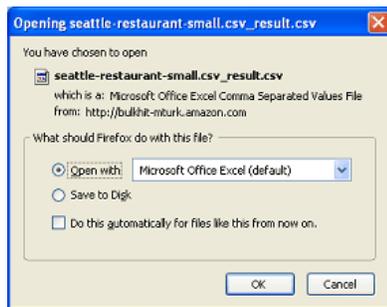


2. Under **Manage Batches** click the arrow next to **Batches ready for review**.
3. Click **Results** on the batch you want to review.
4. On the **Review Results** page, click **Download CSV**.

The following dialog box appears.



5. Click the word **here**.
The following dialog box appears.



6. 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 <code>.csv</code> files.
To save the results	Select Save to Disk .

7. Click **OK** 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	

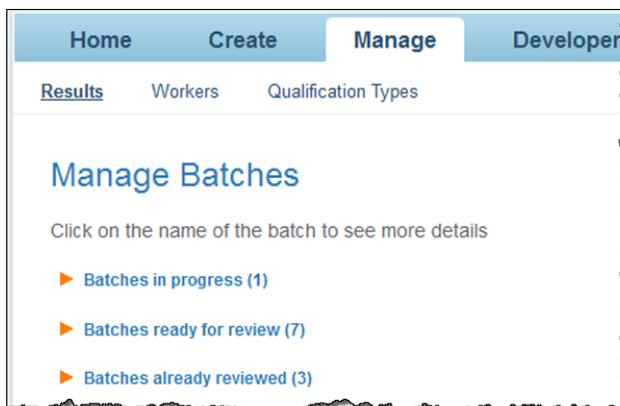
- For each result, enter an x in the **Approve** column or a reason to reject the result in the **Reject** column.
- Save the spreadsheet as a .csv file.

Uploading Reviewed Results

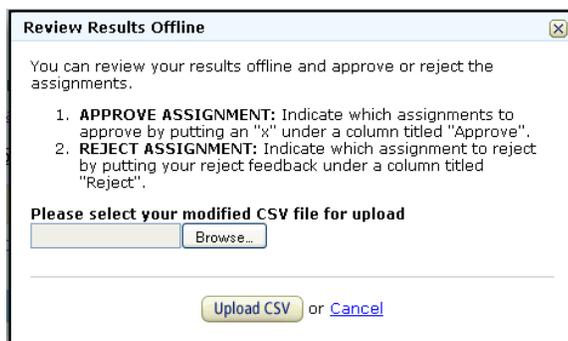
Now that you've reviewed the results, you must upload your reviewed file so Mechanical Turk can approve or reject work based on the changes you made to the file.

To upload a reviewed .csv file

- On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.

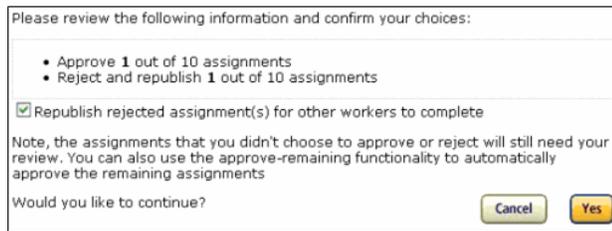


- Under **Manage Batches** click the arrow next to **Batches ready for review**.
- Click **Results** on the batch you want to review.
- On the **Review Results** page, click **Upload CSV**. The **Review Results Offline** dialog box appears.



- Click **Browse**, select the .csv file you saved, and click **Upload CSV**.

The number of approvals and rejections are reported.



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

7. Click **Yes** 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.

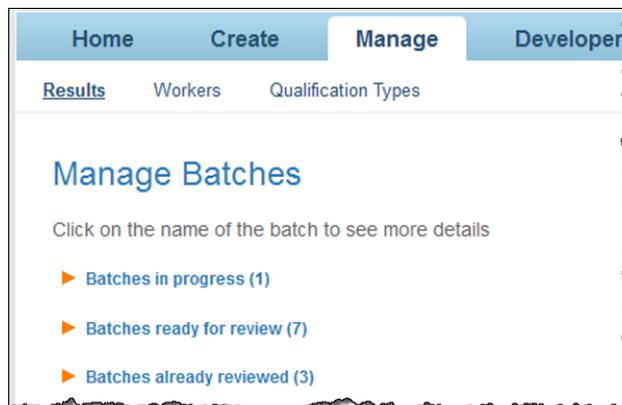
Approving Previously Rejected Assignments

You can approve previously rejected assignments to reverse any rejections you may make by mistake. It is important to make sure that all acceptable work is approved to ensure a good reputation with Workers.

You can only approve previously rejected assignments that were submitted within the previous 30 days and only if the assignment's related Human Intelligence Task (HIT) has not been disposed.

To approve previously rejected assignments

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.



2. Under **Manage Batches** click the arrow next to **Batches already reviewed**.

3. Click **Results** on the batch you want to approve the previously rejected assignments.

4. On the **Review Results** page for the batch that has the rejected assignments you want to approve, click **Download CSV**. If you have not downloaded a results .csv file before, you can follow the detailed steps described in [Downloading and Reviewing Assignments](#) (p. 32).



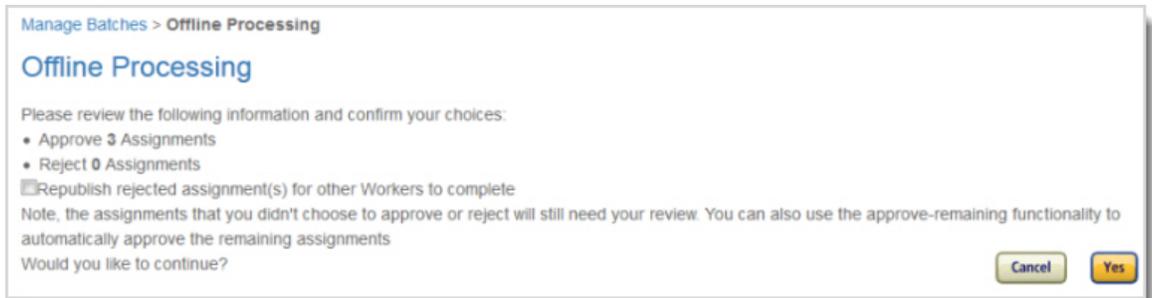
- In the downloaded .csv file, mark an assignment as approved by putting an **x** in the **Approve** column and remove the text from the **Reject** column. In the following example, the assignments with the answers **bed**, **cook**, and **grass** are marked for approval.

	AF	AG	AH	AI
.T: Answer.Tag3		Approve	Reject	
flower			inappropriate answer	
bed		X		
cook		X		
grass		X		

- After you mark the rejected assignments for approval, save the file, and then upload the modified .csv file by clicking **Upload CSV** from the **Review Results** page for the batch. If you have not uploaded a modified results .csv file before, you can follow the detailed steps described in [Uploading Reviewed Results](#) (p. 34).



- You are then asked to confirm your approval choices. Click **Yes** to confirm the approval of the assignments, which approves the assignments, pays the Workers, and updates the Workers' HITs submitted statistics.



Approving a rejected assignment initiates two payments from your Requester Amazon.com account: one payment to the Worker who submitted the results for the reward amount specified in the HIT and one payment for Amazon Mechanical Turk fees. For the operation to succeed, you must have sufficient funds in your account to pay the Worker and the fees.

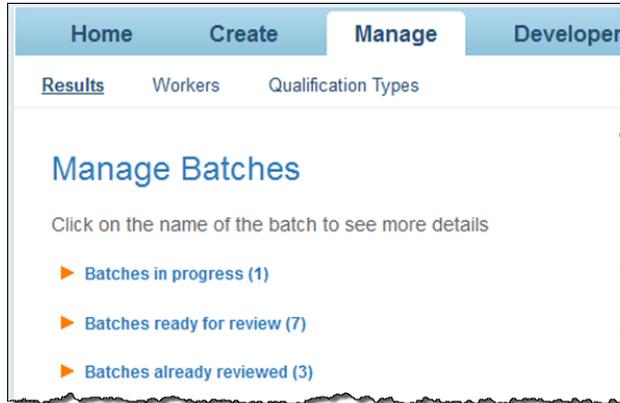
If your HITs were created using the Amazon Mechanical Turk API, you can approve a previously rejected assignment using the [ApproveRejectedAssignment](#) operation.

Deleting a Batch

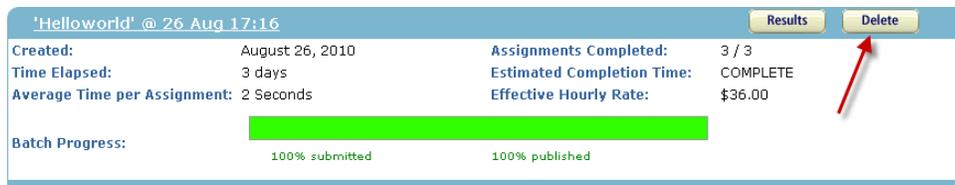
If the batch you published isn't working the way you'd like, you can delete it.

To delete a batch

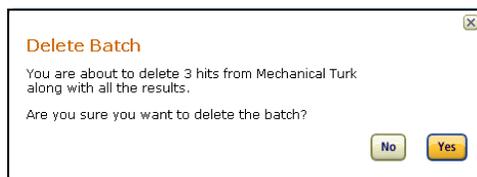
- On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Results**.



2. Under **Manage Batches** click the arrow next to **Batches in progress**.
3. Click **Delete** on the batch you want to delete.



The **Delete Batch** dialog box displays.



4. Click **Yes**.
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 been returned, submitted, or abandoned.

Managing Workers

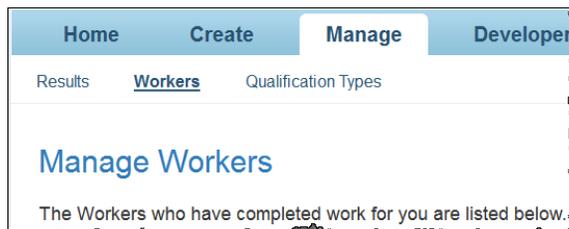
Topics

- [Viewing Worker Statistics \(p. 39\)](#)
- [Blocking a Worker \(p. 40\)](#)
- [Unblocking a Worker \(p. 41\)](#)
- [Awarding a Bonus \(p. 43\)](#)
- [Assigning a Qualification to a Worker \(p. 44\)](#)
- [Revoking a Worker's Qualification \(p. 46\)](#)
- [Managing Worker Details Offline \(p. 47\)](#)

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 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.



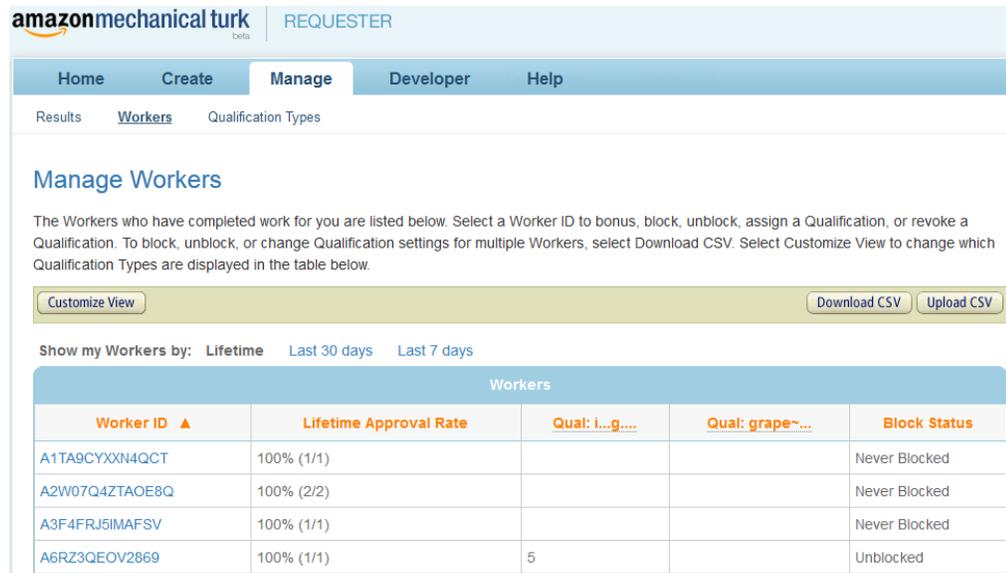
Viewing Worker Statistics

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 Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.

The **Manage Workers** page appears.

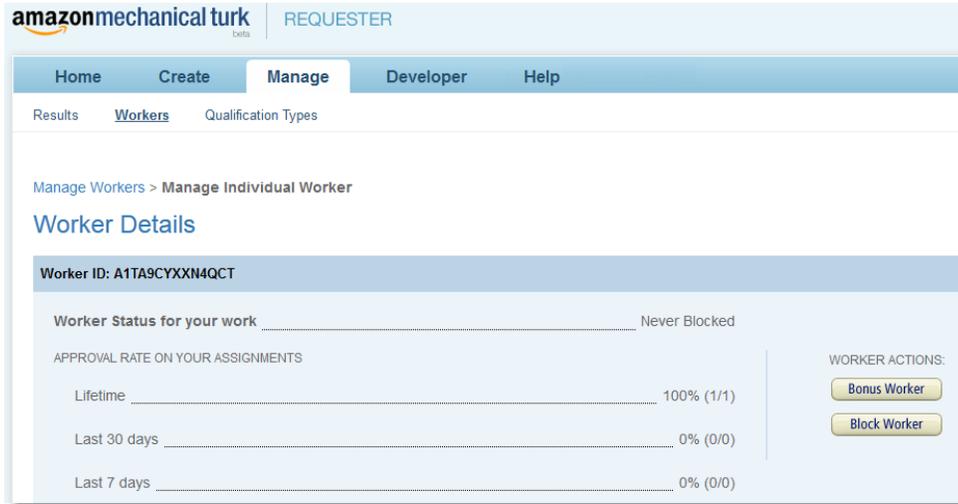


The screenshot shows the 'Manage Workers' page in the Amazon Mechanical Turk Requester interface. The page has a navigation bar with 'Home', 'Create', 'Manage', 'Developer', and 'Help'. Below the navigation bar, there are tabs for 'Results', 'Workers', and 'Qualification Types'. The main heading is 'Manage Workers'. Below the heading, there is a paragraph of text explaining the page's functionality. There are buttons for 'Customize View', 'Download CSV', and 'Upload CSV'. Below the buttons, there is a section for 'Show my Workers by:' with options for 'Lifetime', 'Last 30 days', and 'Last 7 days'. The main content is a table with the following data:

Worker ID ▲	Lifetime Approval Rate	Qual: i...g....	Qual: grape~...	Block Status
A1TA9CYXXN4QCT	100% (1/1)			Never Blocked
A2W07Q4ZTAOE8Q	100% (2/2)			Never Blocked
A3F4FRJ5IMAFSV	100% (1/1)			Never Blocked
A6RZ3QEOV2869	100% (1/1)	5		Unblocked

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

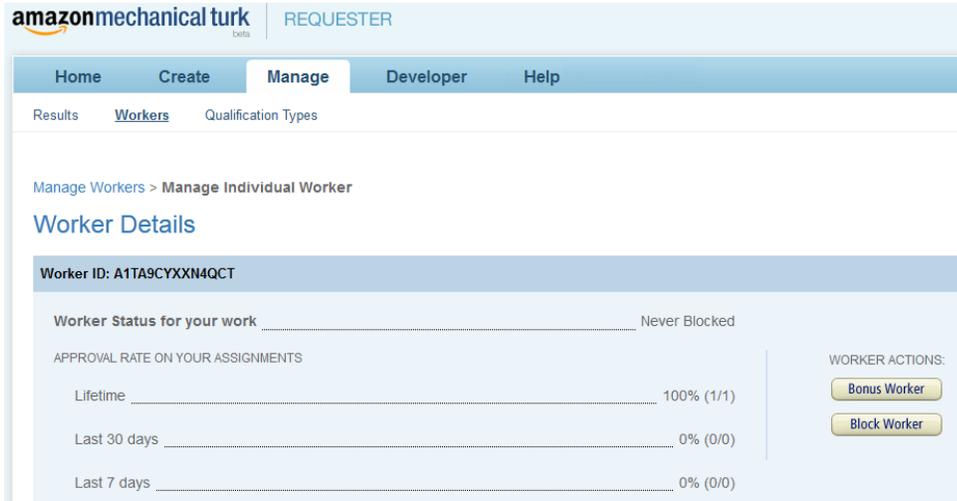
If Workers aren't performing to your standards, you can block them from working on your Human Intelligence Tasks (HIT).

To block a Worker

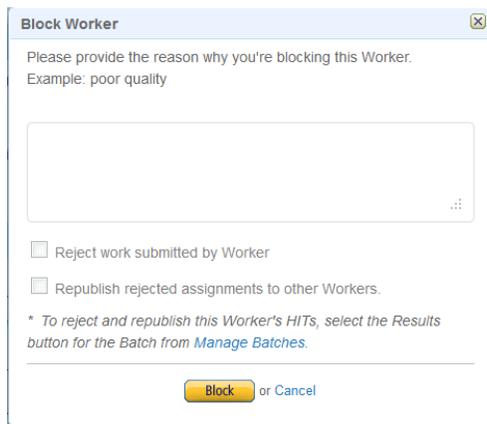
1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.
The **Manage Workers** page appears.



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



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



4. 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 Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.
The **Manage Workers** page appears.

Amazon Mechanical Turk Requester UI Guide Unblocking a Worker

The screenshot shows the 'Manage Workers' page in the Amazon Mechanical Turk Requester interface. The page title is 'Manage Workers' and it includes a navigation bar with 'Home', 'Create', 'Manage', 'Developer', and 'Help'. Below the navigation bar, there are tabs for 'Results', 'Workers', and 'Qualification Types'. The main content area contains a table of workers with columns for 'Worker ID', 'Lifetime Approval Rate', 'Qual: i...g....', 'Qual: grape~...', and 'Block Status'. The table lists four workers, with the last one (A6RZ3QEOV2869) having a 'Block Status' of 'Unblocked'. There are buttons for 'Customize View', 'Download CSV', and 'Upload CSV' at the top right. Below the table, there are filters for 'Show my Workers by: Lifetime', 'Last 30 days', and 'Last 7 days'.

Worker ID ▲	Lifetime Approval Rate	Qual: i...g....	Qual: grape~...	Block Status
A1TA9CYXXN4QCT	100% (1/1)			Never Blocked
A2W07Q4ZTAOE8Q	100% (2/2)			Never Blocked
A3F4FRJ5IMAFSV	100% (1/1)			Never Blocked
A6RZ3QEOV2869	100% (1/1)	5		Unblocked

2. On the **Manage Workers** page, click the Worker ID of the Worker you want to unblock. The **Manage Individual Worker** page appears.

The screenshot shows the 'Manage Individual Worker' page for Worker ID: A1TA9CYXXN4QCT. The page title is 'Worker Details'. The worker's status is 'Blocked'. The approval rate on assignments is shown for Lifetime (100% (1/1)), Last 30 days (0% (0/0)), and Last 7 days (0% (0/0)). There are buttons for 'Bonus Worker' and 'Unblock Worker' under the 'WORKER ACTIONS' section.

Worker ID: A1TA9CYXXN4QCT

Worker Status for your work Blocked

APPROVAL RATE ON YOUR ASSIGNMENTS

Lifetime 100% (1/1)

Last 30 days 0% (0/0)

Last 7 days 0% (0/0)

WORKER ACTIONS:

Bonus Worker

Unblock Worker

3. Click **Unblock Worker**. The **Unblock Worker** dialog box appears.

The screenshot shows the 'Unblock Worker' dialog box. It has a title bar with 'Unblock Worker' and a close button. The main text says 'Please provide the reason why you're unblocking this Worker.' Below this is a text input field with a placeholder '...' and a small icon. At the bottom, there are two buttons: 'Unblock' and 'Cancel'.

Unblock Worker

Please provide the reason why you're unblocking this Worker.

Unblock or Cancel

4. Enter a reason for unblocking the Worker and click **Unblock**. 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 Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.

The **Manage Workers** page appears.

amazonmechanical turk beta REQUESTER

Home Create **Manage** Developer Help

Results **Workers** Qualification Types

Manage Workers

The Workers who have completed work for you are listed below. Select a Worker ID to bonus, block, unblock, assign a Qualification, or revoke a Qualification. To block, unblock, or change Qualification settings for multiple Workers, select Download CSV. Select Customize View to change which Qualification Types are displayed in the table below.

Customize View Download CSV Upload CSV

Show my Workers by: Lifetime Last 30 days Last 7 days

Worker ID ▲	Lifetime Approval Rate	Qual: i...g....	Qual: grape~...	Block Status
A1TA9CYXXN4QCT	100% (1/1)			Never Blocked
A2W07Q4ZTAOE8Q	100% (2/2)			Never Blocked
A3F4FRJ5IMAFSV	100% (1/1)			Never Blocked
A6RZ3QEOV2869	100% (1/1)	5		Unblocked

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

amazonmechanical turk beta REQUESTER

Home Create **Manage** Developer Help

Results **Workers** Qualification Types

Manage Workers > Manage Individual Worker

Worker Details

Worker ID: A1TA9CYXXN4QCT

Worker Status for your work Never Blocked

APPROVAL RATE ON YOUR ASSIGNMENTS

Lifetime 100% (1/1)

Last 30 days 0% (0/0)

Last 7 days 0% (0/0)

WORKER ACTIONS:

Bonus Worker

Block Worker

3. Click **Bonus Worker**. The **Bonus Worker** page appears.

Bonus Worker

Amount: \$ (at least \$0.01)

Assignment ID:

Reason: *(this note will be shared with the Worker)*

Click 'Pay Bonus Now' to debit your account immediately and pay this worker.

or [Cancel](#)

4. 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**.

Assigning a Qualification to a Worker

This section shows how to assign a Qualification Type to a Worker. You must first create a Qualification Type before you can assign the type to a Worker. For information about creating qualification types, see [Managing Qualification Types \(p. 50\)](#).

To assign a Qualification Type to a Worker

1. On the Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.

The **Manage Workers** page appears.

amazonmechanical turk beta REQUESTER

Home Create **Manage** Developer Help

Results **Workers** Qualification Types

Manage Workers

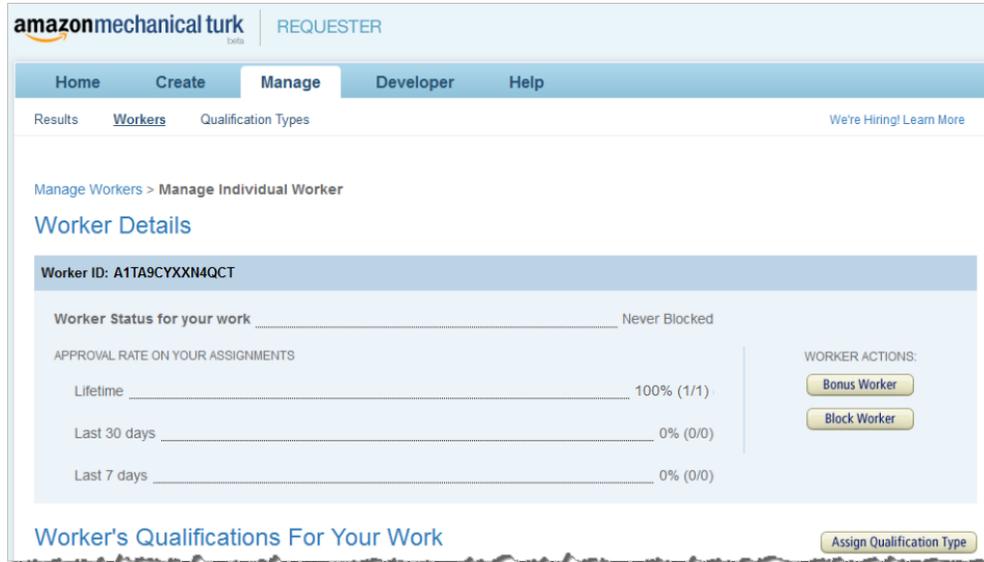
The Workers who have completed work for you are listed below. Select a Worker ID to bonus, block, unblock, assign a Qualification, or revoke a Qualification. To block, unblock, or change Qualification settings for multiple Workers, select Download CSV. Select Customize View to change which Qualification Types are displayed in the table below.

Show my Workers by: **Lifetime** Last 30 days Last 7 days

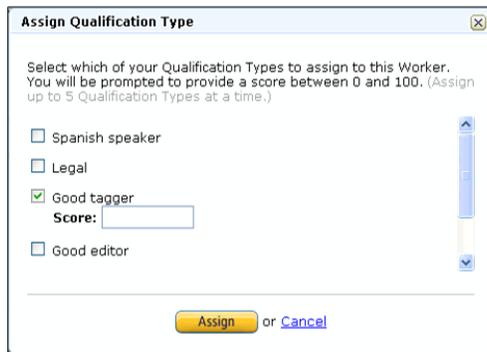
Worker ID ▲	Lifetime Approval Rate	Qual: i...g....	Qual: grape~...	Block Status
A1TA9CYXXN4QCT	100% (1/1)			Never Blocked
A2W07Q4ZTAOE8Q	100% (2/2)			Never Blocked
A3F4FRJ5IMAFSV	100% (1/1)			Never Blocked
A6RZ3QE0V2869	100% (1/1)	5		Unblocked

2. On the **Manage Workers** page, click the Worker ID of the Worker you want to assign a Qualification Type to.
The **Manage Individual Worker** page appears.

Amazon Mechanical Turk Requester UI Guide Assigning a Qualification to a Worker



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



4. 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.
5. Enter a score (0 to 100) and click the **Assign**. Use scores to differentiate Workers that have the same Qualification Type. The Worker's qualification appears at the bottom of the window.



6. 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 Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.

The **Manage Workers** page appears.

The screenshot shows the 'Manage Workers' page in the Amazon Mechanical Turk Requester interface. The page has a navigation bar with 'Home', 'Create', 'Manage', 'Developer', and 'Help'. Below the navigation bar, there are tabs for 'Results', 'Workers', and 'Qualification Types'. The main heading is 'Manage Workers'. Below the heading, there is a paragraph of text explaining the page's functionality. There are buttons for 'Customize View', 'Download CSV', and 'Upload CSV'. Below this, there are filters for 'Show my Workers by: Lifetime', 'Last 30 days', and 'Last 7 days'. The main content is a table with the following data:

Worker ID ▲	Lifetime Approval Rate	Qual: i...g....	Qual: grape~...	Block Status
A1TA9CYXXN4QCT	100% (1/1)			Never Blocked
A2W07Q4ZTAOE8Q	100% (2/2)			Never Blocked
A3F4FRJ5IMAFSV	100% (1/1)			Never Blocked
A6RZ3QEOV2869	100% (1/1)	5		Unblocked

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

The screenshot shows the 'Manage Individual Worker' page in the Amazon Mechanical Turk Requester interface. The page has a navigation bar with 'Home', 'Create', 'Manage', 'Developer', and 'Help'. Below the navigation bar, there are tabs for 'Results', 'Workers', and 'Qualification Types'. The main heading is 'Worker Details'. Below the heading, there is a paragraph of text explaining the page's functionality. There are buttons for 'Assign Qualification Type', 'Bonus Worker', and 'Block Worker'. Below this, there are filters for 'Show my Workers by: Lifetime', 'Last 30 days', and 'Last 7 days'. The main content is a table with the following data:

Worker ID: A1TA9CYXXN4QCT
Worker Status for your work Never Blocked
APPROVAL RATE ON YOUR ASSIGNMENTS
Lifetime 100% (1/1)
Last 30 days 0% (0/0)
Last 7 days 0% (0/0)

3. Click the **x** next to the qualification type you want to revoke.



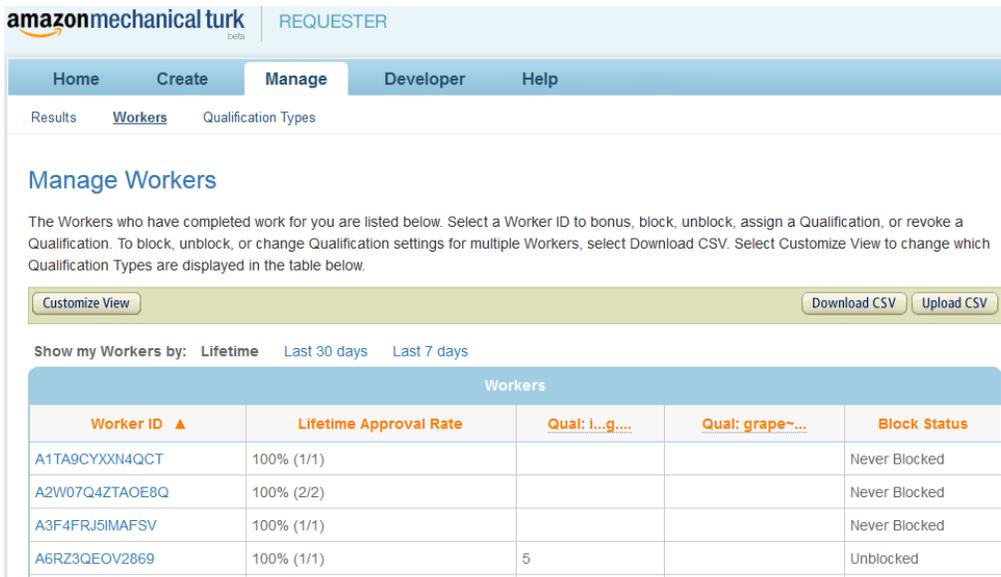
Managing Worker Details Offline

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 Mechanical Turk Requester website <https://requester.mturk.com/>, click the **Manage** tab and then click **Workers**.

The **Manage Workers** page appears.



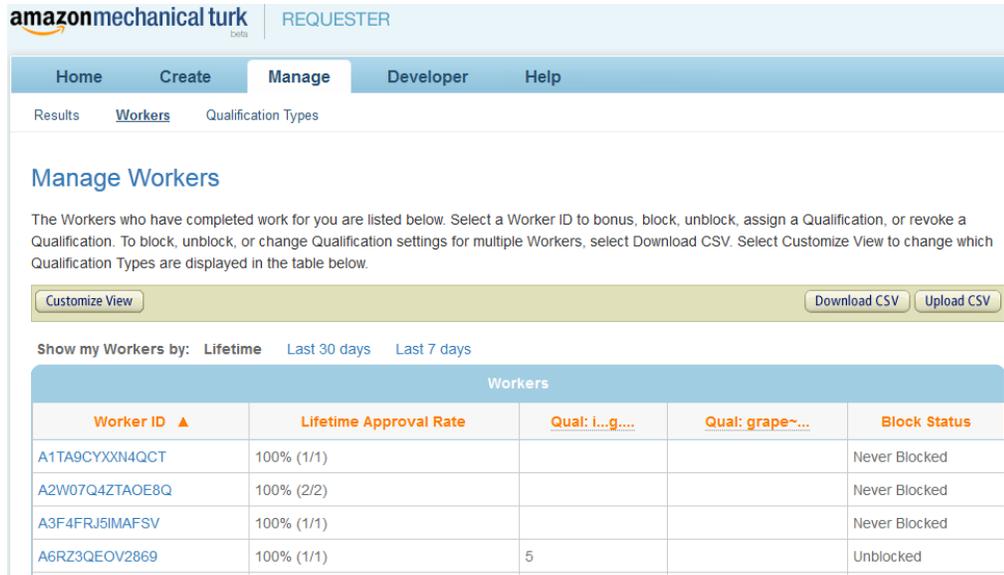
2. On the **Manage Workers** page, click **Download CSV**.
The **Download Workers Results** page appears.
3. Click the word **here** to download the Worker data file.

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.

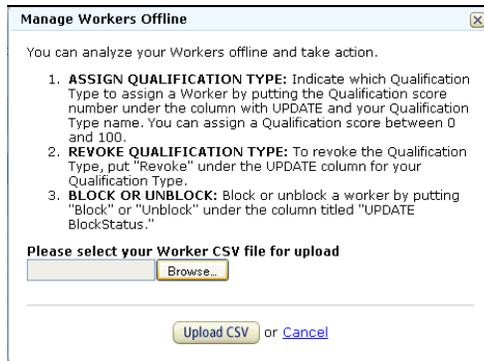
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	WorkerId	Link to Inc Number o	Number o	Your appri	CURREN	UPDATE-Good	UPDATE-G	CURRENT-UPDAT-Tr	CURRENT-BLOC	UPDATE-BLOCK	STATUS		
2	A6RZ3QEOV2869	https://m	2	2	100.00%		98		79	Revoke	Unblocked		
3	A6RZ3QEOV2869	https://m	4	4	100.00%	95	98		95		Unblocked		
4	A6RZ3QEOV2869	https://m	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		

4. 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.

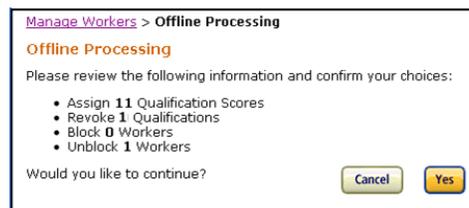
5. Save the `.csv` and click **Workers**.
The **Manage Workers** page appears.



6. On the **Manage Workers** page, click **Upload CSV**.
The **Manage Workers Offline** window appears.



7. Click **Browse** to find the `.csv` file you saved, and then click **Upload CSV**.
The **Offline Processing** window appears.



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

Managing Qualification Types

Topics

- [Creating a Qualification Type \(p. 51\)](#)
- [Viewing Existing Qualification Types \(p. 52\)](#)
- [Deleting Qualification Types \(p. 52\)](#)

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

Mechanical Turk provides System Qualification Types that 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.

Mechanical Turk also provides Master Qualification types that give you access to an elite group of Workers who have demonstrated superior performance working on Photo Moderation or Categorization HITs. Master Workers are prescreened before they are granted a Masters Qualification as a Photo Moderation Master or a Categorization Master. You can access Mechanical Turk Masters by requiring that Workers must have one of the Master Qualifications when creating your HITs.

You can create new custom Qualification Types to select Workers based on any criteria you want. You can assign a custom Qualification Type and a score to Workers who work for you. Then when creating a HIT, you can specify the custom 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.

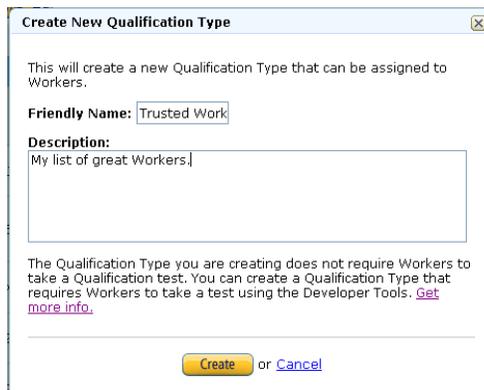
To create a new Qualification Type

1. Click the **Manage** tab and then click **Qualification Types**.



2. Click the **Create New Qualification Type** button.

The **Create New Qualification Type** dialog box appears.



3. In the **Friendly Name** text box, enter a name that describes the Qualification Type.
4. 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.

Qualification Types				
Name ▼	ID	Workers who have this Qualification	Creation Date	Description
Trusted Workers	1GN8822QSRFTC30B169M25MSKJ50NL	4	Thu Sep 30 00:10:37 UTC 2010	My list of great Workers.
Spanish speaker	1U80Y1X4OK5KOPGKZVTHHCWA61E652	1	Fri Oct 01 06:13:34 UTC 2010	Natural Spanish speaker
Legal	15TORP40YNJZNTU3NO8EFWA6X7967H	2	Fri Oct 01 06:21:45 UTC 2010	Legal expert
Good tagger	17FVRWTLGJ23N7ZMXTOKTW618RF684	1	Fri Oct 01 06:23:22 UTC 2010	Tags well
Good editor	1TMVYLE3C2631CIW2L6YTS1CSXX69T	2	Fri Oct 01 06:23:35 UTC 2010	Good editor
German speaker	1MX02QSAF6NJ31MXPEAE68FMJQ3GB	1	Fri Oct 01 06:14:19 UTC 2010	Native German speaker
Financial	1MR2KPBDSNGJTY4E3M9IAA2WP66I	1	Fri Oct 01 06:19:21 UTC 2010	Financial expert
Categorizers	1QEW2C0R51VD53MRM58SWLB3L4Q3FC	4	Fri Oct 01 05:54:29 UTC 2010	Categorizes well.

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 \(p. 44\)](#) to a Worker.

Viewing Existing Qualification Types

The following procedure shows you how to view the Qualification Types you create.

To view Qualification Types

1. Click the **Manage** tab and then click **Qualification Types**.



2. The **Qualification Types** page shows you all of your Qualification Types.

Qualification Types				
Name ▼	ID	Workers who have this Qualification	Creation Date	Description
Trusted Workers	1GN8822QSRFTC30B169M25MSKJ50NL	4	Thu Sep 30 00:10:37 UTC 2010	My list of great Workers.
Spanish speaker	1U80Y1X4OK5KOPGKZVTHHCWA61E652	1	Fri Oct 01 06:13:34 UTC 2010	Natural Spanish speaker
Legal	15TORP40YNJZNTU3NO8EFWA6X7967H	2	Fri Oct 01 06:21:45 UTC 2010	Legal expert
Good tagger	17FVRWTLGJ23N7ZMXTOKTW618RF684	1	Fri Oct 01 06:23:22 UTC 2010	Tags well
Good editor	1TMVYLE3C2631CIW2L6YTS1CSXX69T	2	Fri Oct 01 06:23:35 UTC 2010	Good editor
German speaker	1MX02QSAF6NJ31MXPEAE68FMJQ3GB	1	Fri Oct 01 06:14:19 UTC 2010	Native German speaker
Financial	1MR2KPBDSNGJTY4E3M9IAA2WP66I	1	Fri Oct 01 06:19:21 UTC 2010	Financial expert
Categorizers	1QEW2C0R51VD53MRM58SWLB3L4Q3FC	4	Fri Oct 01 05:54:29 UTC 2010	Categorizes well.

Deleting Qualification Types

The following procedure shows you how to delete Qualification Types.

To delete a Qualification Type

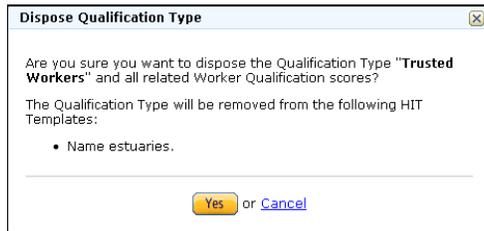
1. Click the **Manage** tab and then click **Qualification Types**.



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

Qualification Types				
Name	ID	Workers who have this Qualification	Creation Date	Description
<input checked="" type="checkbox"/> Trusted Workers	1GN8822QSRFTC30B169M2SMKJ50NL	5	Thu Sep 30 00:10:37 UTC 2010	My list of great Workers.
<input type="checkbox"/> Right 95%	1O44JG11PBIZ46B61EK5K5F8J8YXTD	5	Wed Sep 29 17:50:51 UTC 2010	This Worker was correct 95% of the time or greater.
<input type="checkbox"/> Competency	15E65DY5WSSPG1A69NJ7VN3DTK2PAU	9	Wed Jul 28 18:45:25 UTC 2010	Percentage describes how competent I perceive the worker to be.
<input type="checkbox"/> Are you sure yo...	1822XKZBYQ31CEIZKX8LFBVEBU5DPX0	7	Wed Sep 22 21:51:28 UTC 2010	test description
<input type="checkbox"/> A workhorse	161G2O2UXGVNULFBP5UMPODX5FTI0ML	8	Wed Sep 29 17:52:54 UTC 2010	This Worker likes to take on lots of work.
<input type="checkbox"/> A techy	1JFOPY0MPNJE4JQV1JA2M5XU4	3	Wed Sep 29 17:51:47 UTC 2010	This Worker has technical skills.
<input type="checkbox"/> A plus work	1N8BA1OU1LK3O3XQPTT7P0IGFOS0LJ	5	Wed Sep 29 17:51:18 UTC 2010	This Worker does excellent work.

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 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 since the last release of Amazon Mechanical Turk.

- **API version:** 2012-03-25
- **Latest documentation update:** June 3, 2014

Change	Description	Date Changed
Updated Screen Shots	The New Batch button changed to Publish Batch . Screen shots were updated in the topic Publishing a Batch (p. 23) .	June 3, 2014
Minor Updates	Various improvements and corrections.	March 26, 2014
New Topic: Approving Previously Rejected Assignments	Added a new topic about approving previously rejected assignments that describes how to reverse a rejection using the Requester User Interface. For more information, see Approving Previously Rejected Assignments (p. 35) .	January 28, 2013
New Advanced Properties Option	Updated Edit Properties screen shots for the new Advanced properties option. For more information, see How to Create a Project (p. 7) .	November 15, 2012
New Topic: How to Create a Sentiment Project	Added a new topic describing how to create a Sentiment project and updated various screen shots.	October 12, 2012
New Topic: How to Create a Categorization Project	Added a new topic describing how to create a Categorization project and added new screen shots for the new Create tab.	August 8, 2012
More information on Master Workers	More information on Mechanical Turk Master Workers was added to various topics. Master Workers are an elite group of Workers who have demonstrated superior performance working on Photo Moderation or Categorization HITs, before they are granted a Masters Qualification as a Photo Moderation Master or a Categorization Master.	July 3, 2012

Change	Description	Date Changed
New Mechanical Turk HITLayout	New for this release is the ability to create a HITLayout in the Amazon Mechanical Turk Requester UI that can be used with the Mechanical Turk API. A HITLayout is a reusable template used to provide Human Intelligence Task (HIT) question data for CreateHIT . For more information, see HITLayout .	March 29, 2012
Mechanical Turk Review Policies	Amazon Mechanical Turk has added Review Policies that you can use to evaluate Worker submissions against a defined set of criteria. For more information, see Review Policies .	December 1, 2011
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. For more information, see QualificationRequirement .	June 22, 2011
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) .	October 4, 2010
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. 38) .	October 4, 2010
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. 50) .	October 4, 2010
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. 27) .	February 25, 2010
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. 27) .	February 25, 2010