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 tasks.

How Do I...?

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<td>Mechanical Turk Concepts (p. 3)</td>
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</tr>
<tr>
<td>qualification types</td>
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</tbody>
</table>
Introduction to Mechanical Turk

Topics

• Overview of Mechanical Turk (p. 2)
• Mechanical Turk Concepts (p. 3)

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, 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.

• **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 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.

**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.
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.

<table>
<thead>
<tr>
<th>To...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Mechanical Turk account</td>
<td>Click <a href="#">Create an Account</a> and follow the on-screen instructions.</td>
</tr>
<tr>
<td>Sign in using your Mechanical Turk account</td>
<td>Click <a href="#">Sign In: Requester</a> and follow the on-screen instructions.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Relevant Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 - Define the properties and design the layout of your Project.</td>
<td>Creating a Project (p. 6)</td>
</tr>
<tr>
<td>Step 2 - Publish your batch of HITs.</td>
<td>Publishing a Batch (p. 23)</td>
</tr>
<tr>
<td>Step 3 - Approve or reject the work done on your HITs. You can download the results, review them offline, and republish rejected HITs.</td>
<td>Managing Batches (p. 27)</td>
</tr>
<tr>
<td>Step 4 - View a Worker’s approval rating, award bonuses, assign qualifications, or block Workers from working on your HITs.</td>
<td>Managing Workers (p. 36)</td>
</tr>
</tbody>
</table>
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.

The following procedure describes in detail how to create a project using the “Tagging of an image” sample project. This procedure is identical for all other sample projects with the exception of Categorization and Sentiment projects. For information about Categorization projects, see How to Create a Categorization Project (p. 14). 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 project's 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. For our project, let's assume you have a large number of images that you want to tag with geographical locations and landmarks. In the procedure, you will create a HIT using the Tagging of an Image sample project, customize it to provide your images, and then modify the input fields to collect this set of information from the Workers.

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**.

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.
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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Enter the name of the HIT. Be specific. For example, enter “Tag landmark images” instead of “Tag photos.” The title is displayed to Workers.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Describe the HIT. The search mechanism searches using this description so use words that you think will help Workers find your HITs.</td>
</tr>
<tr>
<td><strong>Keywords</strong></td>
<td>Enter a comma-separated list of words that Workers can use to find your HIT.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reward per assignment</td>
<td>Specify how much money you'll pay the Worker if you approve an assignment.</td>
</tr>
<tr>
<td>Number of assignments per HIT</td>
<td>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.</td>
</tr>
<tr>
<td>Time Allotted Per Assignment</td>
<td>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.</td>
</tr>
<tr>
<td>HIT expires in</td>
<td>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.</td>
</tr>
<tr>
<td>Auto-approve and pay Workers in</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

![Edit Project](image)

7. Click **Source** to add variables to the HTML source.
You will add two variables to your design to supply the Uniform Resource Locator (URL) and continent description for your image. The variables are replaced by the data from a HIT data file when you publish your HIT. For information about publishing your HIT, see Publishing a Batch (p. 23). You define a variable by using a dollar sign ($) and then surrounding the name of your variable with curly brackets. The following table describes the three different variable types you can use in your HIT design.

<table>
<thead>
<tr>
<th>Variable Type</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Use to add text from a HIT data file. Define using a dollar sign ($) and curly brackets. For example: <code>text</code></td>
</tr>
<tr>
<td>Image</td>
<td>Use to add images from a HIT data file. Define using a dollar sign ($) and curly brackets in a HTML image tag, <code>&lt;img&gt;</code>. For example: <code>&lt;img width=&quot;200&quot; height=&quot;200&quot; alt=&quot;image1&quot; style=&quot;margin-right: 10px;&quot; src=&quot;image_url&quot;/&gt;</code></td>
</tr>
<tr>
<td>Link</td>
<td>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>&lt;href&gt;</code>. For example: <code>&lt;a target=&quot;_blank&quot; href=&quot;link&quot;&gt;link&lt;/a&gt;</code></td>
</tr>
</tbody>
</table>
8. Add the following HTML code that contains the $$\text{continent}$$ and $$\text{image_url}$$ variables.

```html
<p>This landmark is in $$\text{continent}$$.</p>
<p><img width="200" height="200" alt="image1" style="margin-right: 10px;" src="$$\text{image_url}$$"></p>
```

9. Create your HIT data file.

The HIT data file is a comma-separated-value .csv file that contains the data values used to replace your variables. Many spreadsheet applications, including Microsoft Excel, can save files in the .csv file format.

Each new line in the file represents a new HIT. The number of data values in one row should exactly match the number of values used in your project. 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 project 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 $$\text{continent}$$ 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 \texttt{name} attribute in the input field definition. Make your \texttt{name} attributes descriptive because they are used as the column headings in the \texttt{Results} table.

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

\begin{verbatim}
<table cellspacing="4" cellpadding="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>
\end{verbatim}

The Amazon Mechanical Turk 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 \texttt{Results} table. One row in the \texttt{Results} table represents a complete set of answers for one HIT as shown in the following example.

\begin{verbatim}
  11. Delete any code that you don't need and then click \texttt{Save} to save the HTML of your project.
  
  12. Click \texttt{Source} to exit the HTML source. Review your changes. If you are satisfied with your changes, click \texttt{Preview}.
\end{verbatim}

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/](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**.

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. 6).

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**.

7. If you are satisfied with the preview, click **Continue**.

8. 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**.
9. 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

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 Sentiment, and then click Create 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**.
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. 6).

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*. 
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**.
9. On the Congratulations page, click here to go to the status page for your project.

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.)
3. If your project template contains variables, you'll be asked to choose a .csv file to upload. On the Publish 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.
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.
The following table explains the sections of the Confirm and Publish Batch page.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Properties</td>
<td>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.</td>
</tr>
<tr>
<td>HITs</td>
<td>Calculates the number of assignments per batch.</td>
</tr>
<tr>
<td>Cost</td>
<td>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.</td>
</tr>
</tbody>
</table>

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. 35)

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.

   ![Manage Batches screenshot]

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

   ![Batch Details screenshot]

   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.

2. 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 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.

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.

5. Do one or more of the following.

<table>
<thead>
<tr>
<th>To...</th>
<th>Do This...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add fields listed in the results</td>
<td>Drag field names from the <strong>Available fields</strong> list into the <strong>Show these fields in this order</strong> list.</td>
</tr>
<tr>
<td>Remove fields listed in the results</td>
<td>Drag field names from the <strong>Show these fields in this order</strong> list into the <strong>Available fields</strong> list.</td>
</tr>
<tr>
<td>Change the order of the fields in the results</td>
<td>Drag the fields up or down the <strong>Show these fields in this order</strong> list.</td>
</tr>
</tbody>
</table>

6. 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**

1. On the Mechanical Turk Requester website [https://requester.mturk.com/](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. 33)

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.
4. On the Review Results page, do one of the following.

<table>
<thead>
<tr>
<th>To...</th>
<th>Do This...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve individual results</td>
<td>Click the check box in the row(s) of results you want to approve, and click Approve.</td>
</tr>
<tr>
<td>Reject individual results</td>
<td>Click the check box in the row(s) of results you want to reject, and click Reject.</td>
</tr>
<tr>
<td>Approve all results in the batch</td>
<td>Click Approve All, or click the check box in the column heading of check boxes and click Approve.</td>
</tr>
<tr>
<td>Reject all results in the batch</td>
<td>Click the check box in the column heading of check boxes and click Reject.</td>
</tr>
</tbody>
</table>
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/](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.

<table>
<thead>
<tr>
<th>To...</th>
<th>Do This...</th>
</tr>
</thead>
<tbody>
<tr>
<td>To open and view the results</td>
<td>Select <strong>Open with</strong> and choose the application from the drop down list that you want to use to</td>
</tr>
</tbody>
</table>
To... | Do This...
---|---
| view the results. The application you select must be able to display .csv 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.
8. For each result, enter an x in the Approve column or a reason to reject the result in the Reject column.
9. 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 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 Upload CSV. The Review Results Offline dialog box appears.
5. 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/](https://requester.mturk.com/), click the **Manage** tab and then click **Results**.

![Manage Batches](image1.png)

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).

![Upload CSV](image2.png)

5. 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.

![Filtered Tasks](image3.png)

6. 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. 33).

![Upload CSV](image4.png)

7. 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

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 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. 36)
- Blocking a Worker (p. 37)
- Unblocking a Worker (p. 37)
- Awarding a Bonus (p. 38)
- Assigning a Qualification to a Worker (p. 38)
- Revoking a Worker’s Qualification (p. 38)
- Managing Worker Details Offline (p. 39)

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 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).

Note
   Blocking a Worker prevents the Worker from accepting more of your HITs. However, it does not prevent the Worker from submitting assignments that they accepted before you blocked them.

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.
2. On the Manage Workers page, click the Worker ID of the Worker you want to unblock.
   The Manage Individual Worker page appears.
3. Click Unblock Worker.
   The Unblock Worker dialog box appears.
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/](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 give a bonus to. The **Manage Individual Worker** page appears.
3. Click **Bonus Worker**. The **Bonus Worker** page appears.
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. 40).

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

1. On the Mechanical Turk Requester website [https://requester.mturk.com/](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 assign a Qualification Type to. The **Manage Individual Worker** page appears.
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.
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.
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. 41)
• Viewing Existing Qualification Types (p. 41)
• Deleting Qualification Types (p. 41)

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.

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.

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. 38) 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.

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.
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.

- **Latest documentation update:** June 3, 2014

<table>
<thead>
<tr>
<th>Change</th>
<th>Description</th>
<th>Date Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Screen Shots</td>
<td>The <strong>New Batch</strong> button changed to <strong>Publish Batch</strong>. Screen shots were updated in the topic <strong>Publishing a Batch</strong> (p. 23).</td>
<td>June 3, 2014</td>
</tr>
<tr>
<td>Minor Updates</td>
<td>Various improvements and corrections.</td>
<td>March 26, 2014</td>
</tr>
<tr>
<td>New Topic: Approving Previously Rejected Assignments</td>
<td>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 <strong>Approving Previously Rejected Assignments</strong> (p. 33).</td>
<td>January 28, 2013</td>
</tr>
<tr>
<td>New Advanced Properties Option</td>
<td>Updated <strong>Edit Properties</strong> screen shots for the new <strong>Advanced</strong> properties option. For more information, see <strong>How to Create a Project</strong> (p. 6).</td>
<td>November 15, 2012</td>
</tr>
<tr>
<td>New Topic: How to Create a Sentiment Project</td>
<td>Added a new topic describing how to create a Sentiment project and updated various screen shots.</td>
<td>October 12, 2012</td>
</tr>
<tr>
<td>New Topic: How to Create a Categorization Project</td>
<td>Added a new topic describing how to create a Categorization project and added new screen shots for the new <strong>Create</strong> tab.</td>
<td>August 8, 2012</td>
</tr>
<tr>
<td>More information on Master Workers</td>
<td>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 a number of HIT categories before they are granted Masters Qualification.</td>
<td>July 3, 2012</td>
</tr>
<tr>
<td>Change</td>
<td>Description</td>
<td>Date Changed</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>New Mechanical Turk HITLayout</td>
<td>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.</td>
<td>March 29, 2012</td>
</tr>
<tr>
<td>Mechanical Turk Review Policies</td>
<td>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.</td>
<td>December 1, 2011</td>
</tr>
<tr>
<td>Manage Batches</td>
<td>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. 6).</td>
<td>October 4, 2010</td>
</tr>
<tr>
<td>Manage Workers</td>
<td>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. 36).</td>
<td>October 4, 2010</td>
</tr>
<tr>
<td>Manage Qualification Types</td>
<td>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. 40)</td>
<td>October 4, 2010</td>
</tr>
<tr>
<td>Block or Bonus Workers</td>
<td>Now you can block a worker or award a bonus while reviewing their results. For more information, see Managing Your HITs (p. 27).</td>
<td>February 25, 2010</td>
</tr>
<tr>
<td>Reject and Republish</td>
<td>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).</td>
<td>February 25, 2010</td>
</tr>
</tbody>
</table>