Amazon Mechanical Turk

Requester UI Guide

Amazon Mechanical Turk: Requester UI Guide

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Welcome to the Amazon Mechanical Turk Requester User Interface Guide

Mechanical Turk is a web service that provides an on-demand, scalable, human workforce to complete tasks. The Amazon Mechanical Turk Requester User Interface (RUI) provides access to Mechanical Turk functionality using a graphical user interface. 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, see 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.

Advantages of Mechanical Turk

The major advantages of Mechanical Turk include:

- **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.

How do I...?

How do I...?	Relevant Topics
Learn how Mechanical Turk works	Mechanical Turk concepts (p. 2)
Create a Mechanical Turk Project	Create an Amazon Mechanical Turk project (p. 9)
Publish a batch of Human Intelligence Tasks (HITs)	Publish a batch of HITs (p. 15)
Manage a batch of HITs	Manage batches (p. 16)
Manage Mechanical Turk Workers	Manage Workers (p. 21)

How do I...?	Relevant Topics
Manage Mechanical Turk Worker qualification types	Managing qualification types (p. 25)

Mechanical Turk concepts

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

Requesters

A *Requester* creates tasks in 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 an effective way to achieve consensus on a subject when many workers provide 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 (that is, the Worker abandons the HIT), or if the Worker chooses not to complete it after accepting it (that is, 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. 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 Amazon Mechanical Turk Requester UI

Follow the steps in this topic to get started with the Amazon Mechanical Turk Requester UI.

Step 1: Create 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 create an account, choose **Create an Account** and follow the on-screen instructions.
- To sign in, choose **Sign In: Requester** and follow the on-screen instructions.

After you have signed in using your Amazon Mechanical Turk account, you are ready to use the RUI. The RUI makes it easy to create a Human Intelligence Task (HIT) template, publish HITs, manage batch results, and manage workers.

Step 2: Create a project

You must create a Mechanical Turk project before you can create a batch of HITs. The Mechanical Turk project contains the HTML of your HIT page as well as metadata about the HIT, called **HIT properties**, such as the HIT name, title, reward per response and expiration date. To create a project, start with one of the provided sample project templates and customize it. Mechanical Turk offers templates for common tasks, and they are a quick way to get you started. During the Step 4: Create the design layout (p. 6) step, you can edit the template to meet your needs.

Templates

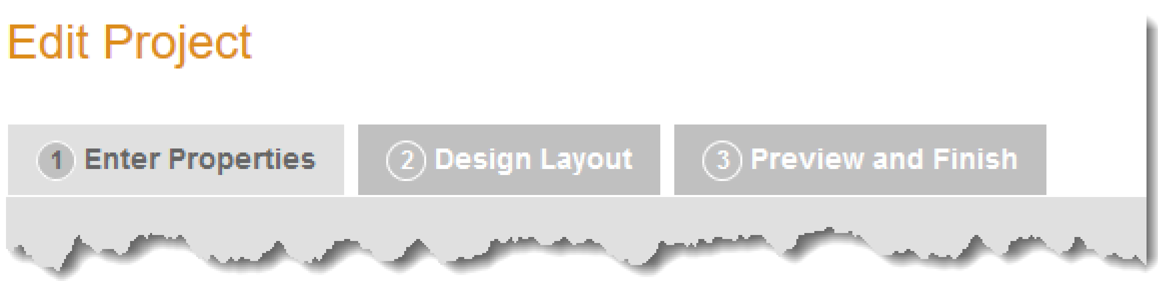
Some of the templates you might find include:

- Survey Link
- Survey
- Image Classification
- Bounding Box
- Semantic Segmentation

- Instance Segmentation
- Polygon
- Keypoint
- Image Contains
- Video Classification
- Moderation of an Image
- Image Tagging
- Image Summarization
- Sentiment Analysis
- Collect Utterance
- Emotion Detection
- Semantic Similarity
- Conversation Relevance
- Audio Transcription
- Document Classification
- Translation Quality
- Audio Naturalness
- Data Collection
- Website Collection
- Website Classification
- Item Equality
- Search Relevance

After selecting a template, there are three steps needed to complete creating the project.

Step 3: Enter properties



1. In **Section 1: Describing Your Project to Your Workers**, enter the following information:
   - **Project Name** – This is for your own reference and will appear in your project list. It will not be shown to workers. It is filled with a default value, but you are encouraged to change it to something more descriptive.
   - **Title** – The title of the HIT that is displayed to workers. Be specific about the task. For example, use "Tag landmark images" instead of "Tag photos."
   - **Description** – Search uses the description you enter here, so use words you think will help Workers find your HITs.

- **Keywords** – A comma-separated list of words Workers can use to find your HIT.

2. In **Section 2: Rewards and Time Allotments**, enter the following information:

   - **Reward per assignment** – Specify how much money you'll pay the worker if you approve an assignment.
   - **Number of assignments per task** – Specify how many workers should work on each HIT. One assignment for each HIT means that only one worker works on each HIT. You can increase the number to get the HIT completed by multiple workers and see if they agree, which can increase your trust in the results.

     A worker can only accept a HIT once and only submit one assignment per HIT to prevent the same worker from submitting multiple assignments for the same HIT.
   - **Time allotted per assignment** – Specify how long the worker can hold on to individual assignments within your batch to work on them. After this time has passed, the HITs are withdrawn from the worker so others can work on them.
   - **Task expires in** – Specify how long workers can accept HITs in this batch. workers can't accept HITs from the batch once it expires, but workers who accept HITs before it expires have the full allotted time to complete them. To estimate when all accepted and completed HITs will be ready, add the allotted time to the expiration time.
   - **Automatically approve and pay workers** – Specify when Mechanical Turk will automatically approve 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 Workers get paid in a timely manner.

3. In **Section 3: Requirements and Qualifications**, enter the following information:

   - **Require that Workers be Masters to do your tasks** – Limit your HITs to workers with a history of excellence across a broad range of tasks.
   - **Specify additional qualifications Workers must meet to work on your tasks** – For more information about managing qualifications, see Managing qualification types (p. 25). This Mechanical Turk blog post about understanding requirements and qualifications provides a good tutorial on the topic.
   - **Specify any additional qualifications Workers must meet to work on your tasks** – Select this check the box if your HITs will contain explicit or offensive content, such as nudity or extreme violence.

Step 4: Create the design layout

You can edit any of the templates that are available to you, with the exception of the Survey Link template. Use the embedded text editor in the **Design Layout** panel to modify a template. You can use HTML, CSS, and JavaScript to customize your layout and functionality. You can also use Crowd HTML Elements to design your layout with configured widgets for common Mechanical Turk HIT types.

1 Enter Properties | 2 Design Layout | 3 Preview and Finish

```
<!-- You must include this JavaScript file -->
<script src="https://assets.crowd.aws/crowd-html-elements.js"></script>

<!-- For the full list of available Crowd HTML Elements and their input/out
     please refer to https://docs.aws.amazon.com/sagemaker/latest/dg/sms-u

<!-- You must include crowd-form so that your task submits answers to MTurk
<crowd-form answer-format="flatten-objects">

  <crowd-instructions link-text="View instructions" link-type="button">
    <short-summary>
      <p>Provide a brief instruction here</p>
    </short-summary>

    <detailed-instructions>
      <h3>Provide more detailed instructions here</h3>
      <p>Include additional information</p>
    </detailed-instructions>

    <positive-example>
      <p>Provide an example of a good answer here</p>
      <p>Explain why it's a good answer</p>
    </positive-example>

    <negative-example>
      <p>Provide an example of a bad answer here</p>
      <p>Explain why it's a bad answer</p>
    </negative-example>
  </crowd-instructions>
```

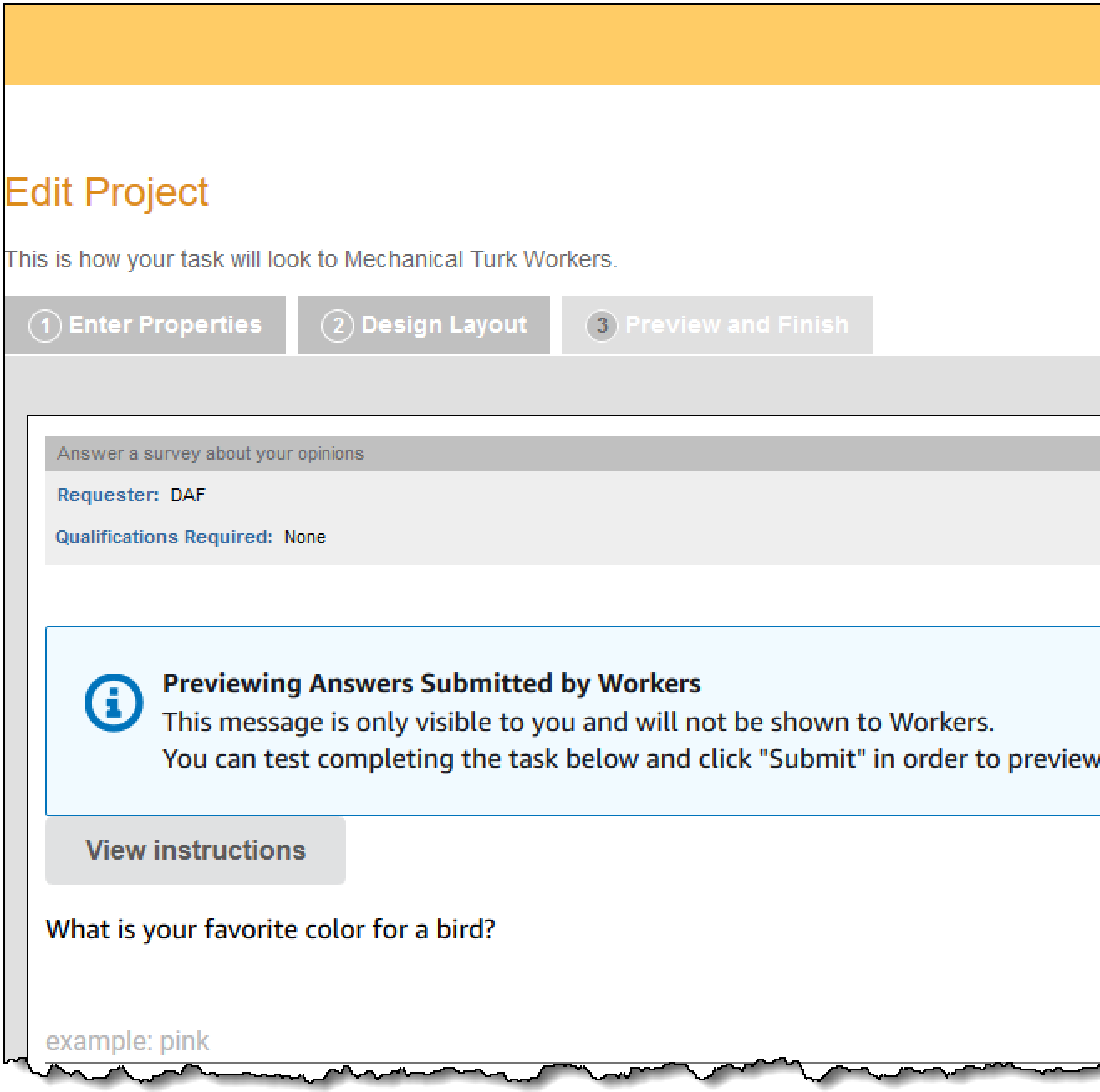
Step 5: Preview and finish

The **Preview and Finish** panel displays your HIT as it will appear to workers. Do one of the following:

- If it's incorrect, you can go back to the **Design Layout** panel and edit it.
- If it's ready, choose **Finish** to save your project. After it's saved, your project is ready to publish.

After you choose **Finish**, the **Create** page is displayed and your project appears in your list of existing projects.

Next, publish a batch to make it available to workers. For information about publishing a batch, see Publish a batch of HITs (p. 15).


Edit Project
This is how your task will look to Mechanical Turk Workers.
1 Enter Properties
2 Design Layout
3 Preview and Finish
Answer a survey about your opinions
Requester: DAF
Qualifications Required: None
Previewing Answers Submitted by Workers
This message is only visible to you and will not be shown to Workers.
You can test completing the task below and click "Submit" in order to preview
View instructions
What is your favorite color for a bird?
example: pink

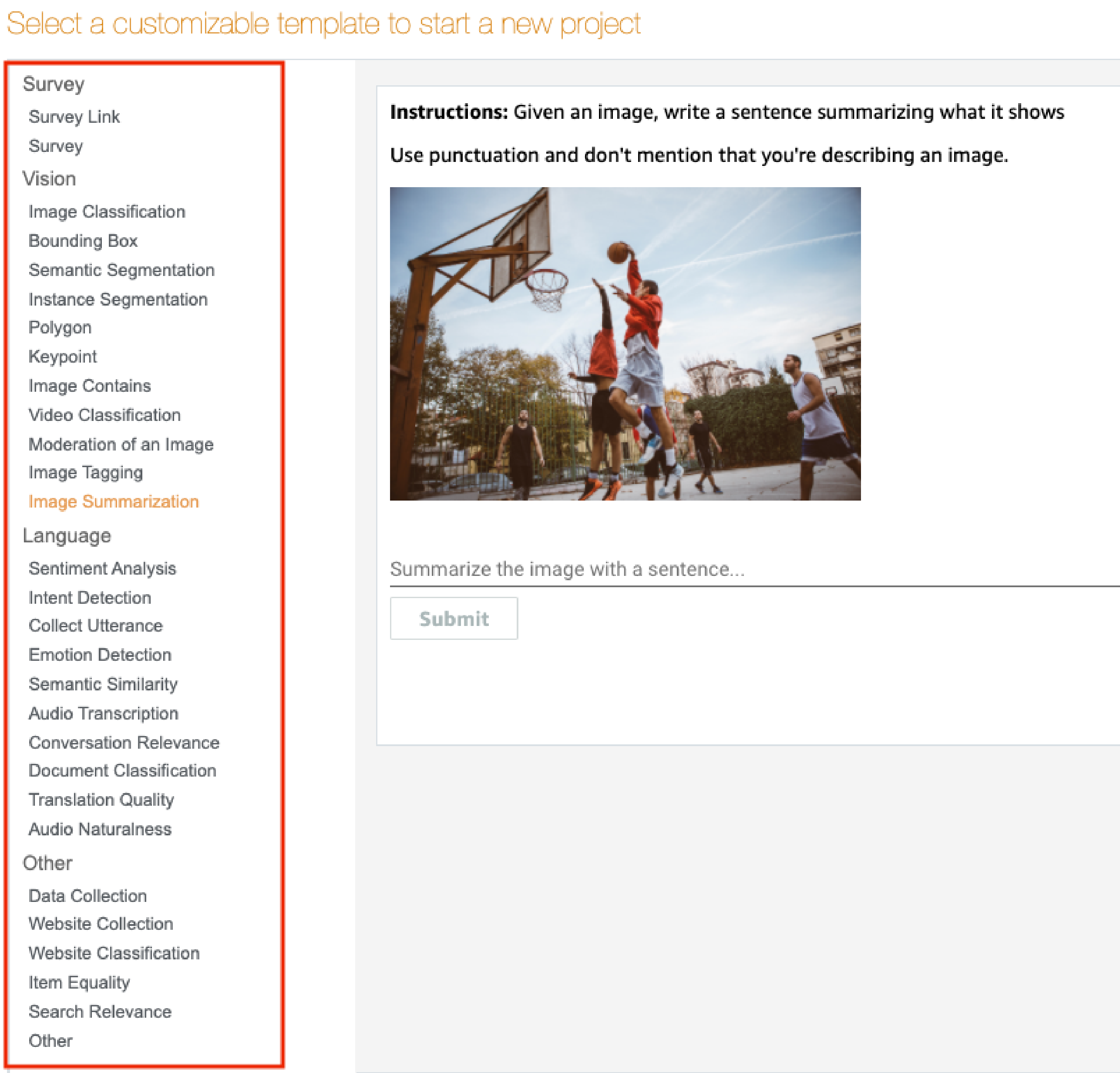
Create an Amazon Mechanical Turk project

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

The Mechanical Turk *project* contains all of the information associated with a Human Intelligence Task (HIT) and the data objects that are processed by Workers using that HIT. A *HIT* is a single, self-contained task that you create for Workers. A HIT is made up of an HTML page that provides Workers with a UI, and HIT properties such as an expiration date and reward amount for succesfully completed assignments.

A *batch* is a group of Worker assignments that are created by using the configurations of a single HIT to process multiple data objects. For example, let's say you upload 100 images to an image classification project and publish a batch of 100 HITs. For each Worker assignment, you ask workers to classify a single image. If you choose to have multiple workers classify individual objects (such as images), it is possible for a single HIT to have multiple assignments.

Mechanical Turk provides 29 pre-built HTML templates for four categories: Survey, Vision, Language, and Other. You can modify these templates while creating a HIT to customize the Worker UI.



You must create a Mechanical Turk project before you can create a batch of Human Intelligence Tasks (HITs). To create a project, start with one of the provided sample project templates and customize it.

The following procedure describes how to create a project using the **Image Tagging** template. This procedure is identical for all other templates.

You need to take the following steps when you create a Mechanical Turk project:

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

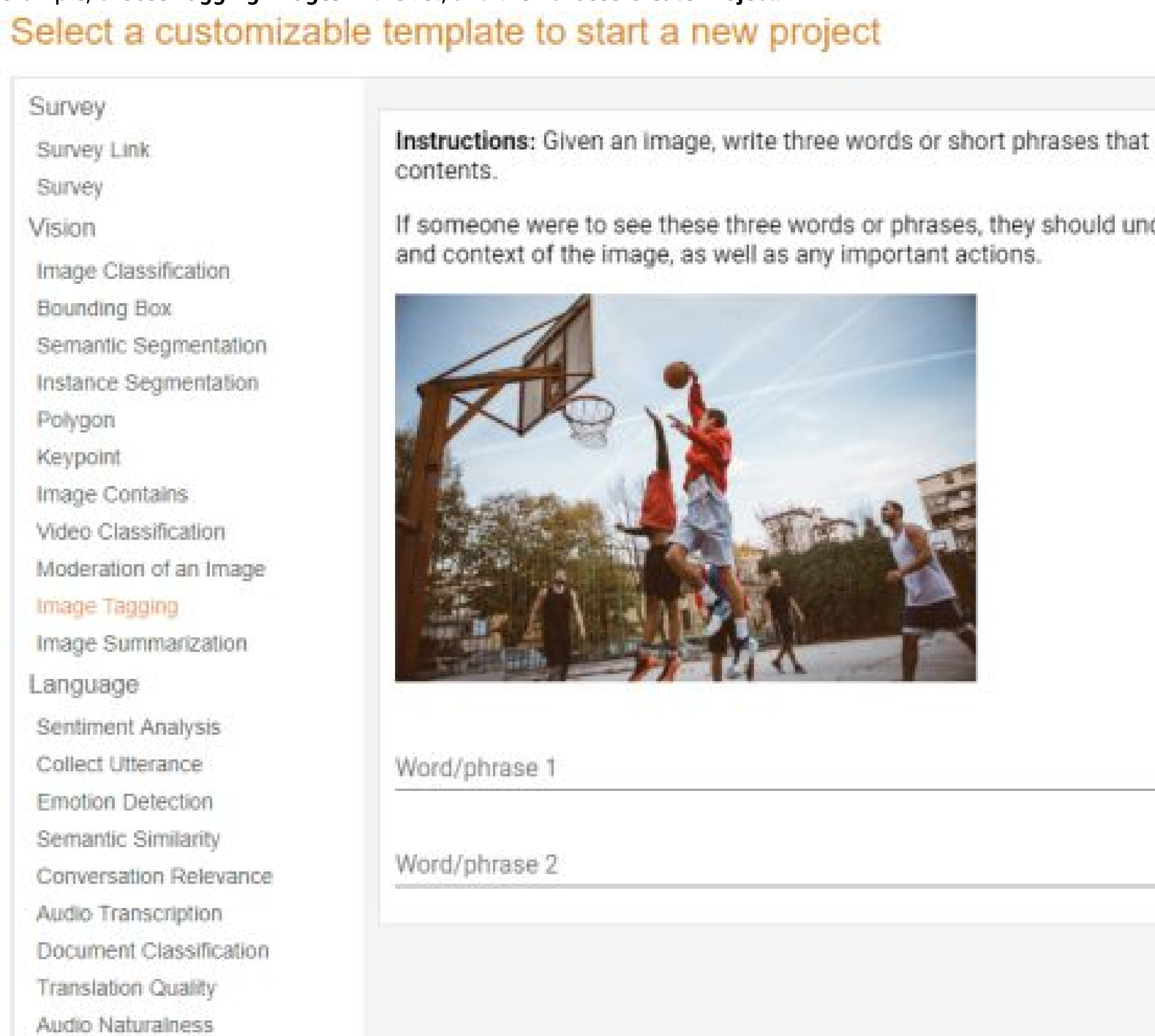
For the example project, assume you have a large number of images that you want to tag with geographical locations and landmarks. In the procedure, you create a HIT using the **Image Tagging** template, customize it to provide your images, and then modify the input fields to collect this set of information from the workers.

Create a project

Follow the steps in this procedure to create a project.

To create a project

1. Go to the Mechanical Turk Requester website at https://requester.mturk.com/, choose **Create**, and then choose **New Project**. In some cases, the new project page might be your landing page when you log in.
2. In the template selector, choose a template on the left and a preview it on the right. For this example, choose **Tagging Images** in the list, and then choose **Create Project**.



3. On the **Edit Project** page, choose the **Edit Properties** tab, and then enter the information for your HIT.

   a. In the **Describe your HIT to Workers** section of the **Edit Properties** tab, do the following:

Field	Description
Project Name	The project name field is already created, 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 for your reference and is not displayed to workers.
Title	Enter the name of the task. Be specific. For example, enter **`Tag landmark images`** instead of **`Tag photos`**. The title is displayed to workers.
Description	Describe the task. The search mechanism searches using this description, so use words you think will help workers find your HITs.
Keywords	Enter a comma-separated list of words that workers can use to find your HIT.

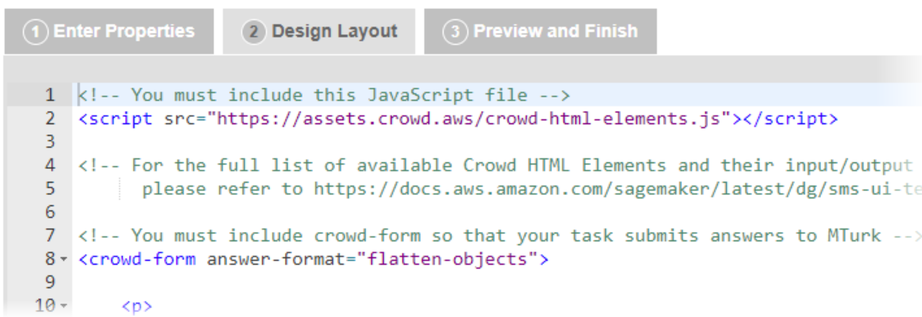
   b. In the **Setting up your task** section of the **Edit Properties** tab, do the following:

Field	Description
Reward per assignment	Specify how much money you'll pay the worker if you approve an assignment.
Number of assignments per task	Specify the number of unique workers you want to work on each task. One assignment per task means that only one worker works on a task. You might want multiple workers to work on a task to see if there is agreement between workers, which can increase your trust in the results. A worker can only accept a task once and can only submit one assignment per task. This guarantees that multiple workers must complete a task 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. After this time has passed, the tasks are withdrawn from the worker so others can work on them.
Task expires in	Specify how long workers can accept tasks in the batch. Workers can't accept tasks in the batch after 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 Mechanical Turk will automatically approve your tasks 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.

   c. In the **Worker requirements** section of the **Edit Properties** tab, do the following:

Option	Description
Require that workers be masters to do your tasks	Select to specify that you require Mechanical Turk master workers to work on your tasks. Masters are an elite group of workers, who have demonstrated superior performance while completing thousands of tasks across the Mechanical Turk marketplace. Masters must maintain this high level of performance or they may lose this distinction.
Specify any additional qualifications workers must meet to work on your tasks	Add up to five requirements, such as a worker's HIT approval rate, a geographic location, or a minimum number of HITs approved. Additionally, you can set **Premium qualifications** such as language fluency or demographic criteria, which will add to the cost of each completed task. If you have created custom qualifications, they are available at the bottom of the drop-down menu.
Project contains adult content	Select the check box to indicate that the project may contain potentially explicit or offensive content.

4. Choose the **Design Layout** tab and edit the HTML of the template. You can copy the HTML in the editor into another file. To preview HTML the page, open the file in a browser. To ensure your form elements work well with Amazon Mechanical Turk, we recommend using our Custom HTML Elements.



5. Create a variable by putting the a dollar sign before curly braces around the name of a column in your HIT data file. This can be text in the body of your template, the source URL in an image or video tag, and a variety of other things. The value of the variable comes from a column in your **HIT data file** with the same value in its header row. For information that must change from task to task, use **variables**. In the sample template, the image tag contains a variable for the source of the image: `${image_url}`.

6. 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.

About HIT data files

- Each new line in the file represents a new HIT. The number of data values in one row should exactly match the number of variables 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.

	A	B
1	image_url	
2	https://s3.amazonaws.com/cv-demo-images/	
3	https://s3.amazonaws.com/cv-demo-images/	
4	https://s3.amazonaws.com/cv-demo-images/	
5	https://s3.amazonaws.com/cv-demo-images/	

- The names of the template variables must match the column headings for the values in your HIT data file. For example, if you use the `${image_url}` variable, the HIT data file must have a column that has the **image_url** heading.
- Your HIT data file cannot have line breaks between data cells and `\r` is not supported as a line break character. MacOS 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. 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.

7. Mechanical Turk returns results in a table that is stored in a `.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 as shown in the following example.

	A	B	C
1	Input.image_url	Answer.Word/phrase 1	Answer.Word/phr
2	https://s3.amazonaws.com/cv-de	men	park
3	https://s3.amazonaws.com/cv-de	women	stadium
4	https://s3.amazonaws.com/cv-de	children	park

8. Choose **Save** periodically to save the HTML of your project so you don't lose your work.

   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.
9. Choose the **Preview and Finish** tab, review the preview of the template, and then do the following:

   - If you are satisfied with your changes, choose **Finish**.
   - If you need to make changes, choose the **Design Layout** tab and fix the HTML.

   Note
   Variables are not filled in at this point.

After you choose **Finish**, the **Create** page is displayed and your project appears in your list of existing projects.

Next, publish a batch with this template to make it available to workers. For information about publishing a batch, see Publish a batch of HITs (p. 15).

Publish a batch of HITs

Publishing your HITs on the Amazon Mechanical Turk web page provides Workers with 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.

The following procedure describes how to publish an Amazon Mechanical Turk batch using an existing project.

To publish a batch

1. Sign in to the Amazon Mechanical Turk Requester website at https://requester.mturk.com/.
2. Choose the **Create** tab and then choose **New Batch with an Existing Project**.
3. Under **Start a New Batch with an Existing Project**, choose **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.
4. If your project template contains variables, choose a `.csv` file to upload. In **Publish Batch**, choose **Choose File** to locate the `.csv` data file and then choose **Upload**.
5. After you upload your file, choose **Next** to preview your HITs to see how they'll appear to Workers.
6. On the **Preview HITs** page, carefully review your HITs and correct mistakes before publishing. For example, make sure that any variables in the HIT are correctly replaced by your input data. Choose **Next HIT** to preview the next HIT. You can preview up to 200 HITs in your data file.
7. After you finish reviewing your HITs, choose **Next**.
8. Review the information on the **Confirm and Publish Batch** page, which shows the total amount you will pay Workers and Mechanical Turk Mechanical Turk if you approve all of the assignments. 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.
Tasks	Calculates the number of assignments per batch.
Cost Summary	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.

9. If you haven't already entered a payment method, enter it in **Payment Method**.
10. Choose **Purchase & Publish** to publish the batch of HITs.

After your batch has been published, you can track its progress in the **Manage** section of the Mechanical Turk Requester console. For more information about managing batches, see Manage batches (p. 16).

Manage batches

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 following:

- Progress of your batch
- Batch details
- Batch results

Topics

- Display batch progress, details, and results (p. 16)
- Approve and reject assignments (p. 17)
- Cancel a batch (p. 20)

Display batch progress, details, and results

The procedures in this topic describe how to display and filter your batch information.

Display 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 at https://requester.mturk.com/, choose the **Manage** tab and you'll see the **Results** section.
2. Under **Manage Batches**, choose the arrow next to the batch state you want to view. The batches in that state appear and 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. Choose the name of the batch you want to view.
4. On the **Batch Details** page, choose **Results** to see the submissions for the assignments in the batch.
5. On the **Review Results** page, review the 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.

Configure 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Results**.

2. Under **Manage Batches**, choose the arrow next to the batch state you want to view.
3. Choose **Results** on a batch.
4. Choose **Customize View**.
5. On the **Configure Data Results** page, do one or more of the actions listed in the following table.

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

6. Choose **Apply Settings**.

Filter 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/, choose the **Manage** tab and then click **Results**.
2. Under **Manage Batches**, choose the arrow next to the batch state you want to view.
3. Choose **Review Results** for the batch you want to filter.
4. On the **Review Results** page, choose **Filter Results**.
5. On the **Filter Results** page, choose one or both filters and specify filter criteria as follows:
   - To show assignments of a specified status, select the **Status Filter** check box, and then choose the state that you want to view from the list.
   - To show assignments completed in a specified amount of time or less, select the **Velocity Filter** check box and specify a number of seconds.
6. Choose **Apply Filters**.

Approve and reject assignments

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 doesn't 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.

Topics

- Review assignments (p. 18)
- Review assignments offline (p. 18)
- Approve previously rejected assignments (p. 19)

Review assignments

It's convenient to review small batches of results so that you can approve or reject work.

To approve or reject work

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Results**.
2. Under **Manage Batches**, choose the arrow next to **Batches ready for review**.
3. Choose **Results** on the batch you want to review.
4. On the **Review Results** page, do one of the following:

To...	Do This...
Approve individual results	Select the check box in the rows of results you want to approve, and then choose **Approve**.
Reject individual results	Select the check box in the rows of results you want to reject, and the choose **Reject**.
Approve all results in the batch	Select **Approve All** or select the check box in the column heading of check boxes, and then choose **Approve**.
Reject all results in the batch	Select the check box in the column heading of check boxes, and then choose **Reject**.

5. If you want to sort the list by Worker, choose 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 can approve all of the Worker's work without reviewing all of it.

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.

Review 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 Review assignments (p. 18).

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.

Download and review assignments

To download and review assignments offline

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Results**.
2. Under **Manage Batches**, choose the arrow next to **Batches ready for review**.
3. Choose **Review Results** on the batch you want to review.

4. On the **Review Results** page, choose **Download CSV**. The **Download Batch Results** page opens and a dialog box appears when your `.csv` is ready to download.
5. Choose **here** in the first sentence in the dialog box to download your `.csv`.
6. Choose **OK** and open the results file with a `.csv` compatible application, such as Microsoft Excel.
7. For each result, enter an `X` in the **Approve** column or a reason to reject the result in the **Reject** column.
8. Save the spreadsheet as a `.csv` file.

Upload 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Results**.
2. Under **Manage Batches**, choose the arrow next to **Batches ready for review**.
3. Choose **Results** on the batch you want to review.
4. On the **Review Results** page, choose **Upload CSV**.
5. Choose **Review Results Offline**, choose **Browse**, choose the `.csv` file you saved, and then choose **Upload CSV**.
6. On the **Processing File** page, wait for your file to finish processing. It might take a few moments to process your file.
7. If you rejected any assignments, you can republish the rejected assignments by selecting the **Republish rejected assignment(s) for other workers to complete** check box.
8. Choose **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.

Approve previously rejected assignments

You can approve previously rejected assignments to reverse any rejections you might 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Results**.
2. Under **Manage Batches**, choose the arrow next to **Batches already reviewed**.
3. Choose **Results** on the batch that contains the previously rejected assignments that you want to approve.
4. On the **Review Results** page for the batch that contains the rejected assignments you want to approve, choose **Download CSV**. If you have not downloaded a results .csv file before, you can follow the detailed steps described in Download and review assignments (p. 18).

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.
6. After you mark the rejected assignments for approval, save the file, and then upload the modified .csv file by choosing **Upload CSV** on the **Review Results** page for the batch. If you have not uploaded a modified results .csv file before, you can follow the steps in Upload reviewed results (p. 19).
7. When you're asked to confirm your approval choices, choose **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 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 Mechanical Turk API, you can approve a previously rejected assignment using the ApproveRejectedAssignment operation.

Cancel a batch

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

To cancel a batch

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Results**.
2. Under **Manage Batches**, choose the arrow next to **Batches in progress**.
3. Choose **Cancel** on the batch you want to delete.
4. In the **Cancel Batch** dialog box, choose **Yes**.

It can take several minutes to cancel a batch. All Workers who accepted assignments before you deleted the batch can continue working on them. The batch won't be completely deleted until all assignments accepted by Workers have been returned, submitted, or abandoned.

Manage Workers

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:

- **Lifetime Approval Rate for Your tasks** – Worker's approval rating on your Human Intelligence Tasks (HITs).
- **Block Status** – Worker's blocked status.
- **Score** – 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 on the Mechanical Turk Requester website at https://requester.mturk.com/.

Topics

- View Worker statistics (p. 21)
- Block a Worker (p. 21)
- Unblock a Worker (p. 22)
- Award a bonus (p. 22)
- Assign a qualification to a Worker (p. 22)
- Revoke a Worker's qualification (p. 23)
- Managing Worker details offline (p. 23)

View 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, 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 is no longer blocked.
3. To take a specific action on an individual Worker, choose a Worker ID.
4. On the **Manage Individual Worker** page, you can view the Worker's approval rating, in addition to the number of assignments you approved and rejected in the last 7 days, 30 days, or for all time (**Lifetime**).

Block 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, choose the Worker ID of the Worker that you want to block.
3. On the **Manage Individual Worker** page, choose **Block Worker**.
4. In the **Block Worker** dialog box, enter a reason for blocking the Worker and then choose **Block**.

The Worker receives a message with the reason you are blocking them.

Unblock a Worker

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

To unblock a Worker

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, choose the Worker ID of the Worker you want to unblock.
3. On the **Manage Individual Worker** page, choose **Unblock Worker**.
4. In the **Unblock Worker** dialog box, enter a reason for unblocking the Worker and choose **Unblock**.

The Worker receives a message with the reason you are unblocking them.

Award 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, choose the Worker ID of the Worker you want to give a bonus to.
3. On the **Manage Individual Worker** page, choose **Bonus Worker**.
4. On the **Bonus Worker** page, enter the **Amount** of the bonus, the **Assignment ID** of the assignment that the Worker worked on, and the **Reason** for the bonus.
5. Choose **Pay Bonus Now**.

Assign 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. 25).

To assign a qualification type to a Worker

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, choose the Worker ID of the Worker you want to assign a qualification type to.
3. On the **Manage Individual Worker** page, choose **Assign Qualification Type**.
4. On the **Assign Qualification Type** page, select the check boxes next to the qualification types you want to assign to the Worker.
5. In the **Score** text box that appears beneath each selected qualification type, enter a score (0 to 100) and choose **Assign**. Use scores to differentiate Workers that have the same Qualification Type. The Worker's qualification appears at the bottom of the window.
6. In the **Score** column, choose the **edit** link to change the qualification score.

Revoke 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, choose the Worker ID whose qualifications you want to revoke.
3. On the **Manage Individual Worker** page, choose 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 at https://requester.mturk.com/, choose the **Manage** tab and then choose **Workers**.
2. On the **Manage Workers** page, choose **Download CSV**. A **Generating Workers Results** page may temporarily appear while your CSV is generated.
3. On the **Download Workers Results** page, a dialog box appears when your CSV is ready. choose the word **here** in the first sentence to download the Worker data file.
4. 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 BlockStatus**, shows the Worker's block status.
5. 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.

6. Save the `.csv` and choose **Workers**.
7. On the **Manage Workers** page, choose **Upload CSV**.
8. In the **Manage Workers Offline** window, choose **Choose File** to find the `.csv` file you saved, and then choose **Upload CSV**.
9. In the **Processing File** window, review the details about the changes you've made, and then choose **Yes** to confirm that you would like to save the changes for your **Workers**.
10. If your changes to not appear on the **Manage Workers** page, refresh the page to view your changes.

Managing qualification types

Topics

- Create a qualification type (p. 25)
- View existing qualification types (p. 25)
- Delete qualification types (p. 26)

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 you create 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, see https://docs.aws.amazon.com/mturk/.

Create a qualification type

The following procedure shows you how to create your own qualification type.

To create a qualification type

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Qualification Types**.
2. On the **Qualification Types** page, choose **Create New Qualification Type**.
3. In the **Create New Qualification Type** dialog box, enter a name that describes the qualification type in **Friendly Name**.
4. In **Description** text box, enter a description of the qualification type and then choose **Create**.

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 Assign a qualification to a Worker (p. 22) to a Worker.

View existing qualification types

The following procedure shows you how to view the qualification types you create.

To view qualification types

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Qualification Types**.
2. On the **Qualification Types** page, the table shows you all of your qualification types.

Delete qualification types

The following procedure shows you how to delete qualification types.

To delete a qualification type

1. On the Mechanical Turk Requester website at https://requester.mturk.com/, choose the **Manage** tab and then choose **Qualification Types**.
2. On the **Qualification Types** page, choose the **X** next to the qualification type you want to delete.
3. Choose **Dispose** to confirm the deletion.

There is a short delay before the new qualification type is removed 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

Change	Description	Date Changed
Updated Screen Shots	The **New Batch** button changed to **Publish Batch**. Screen shots were updated in the topic Publish a batch of HITs (p. 15).	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 Approve previously rejected assignments (p. 19).	January 28, 2013
New Advanced Properties Option	Updated **Edit Properties** screen shots for the new **Advanced** properties option. For more information, see Create a project (p. 11).	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 a number of HIT categories before they are granted Masters Qualification.	July 3, 2012
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
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. 9).	October 4, 2010

Change	Description	Date Changed
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. 21).	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. 25)	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. 16).	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. 16).	February 25, 2010