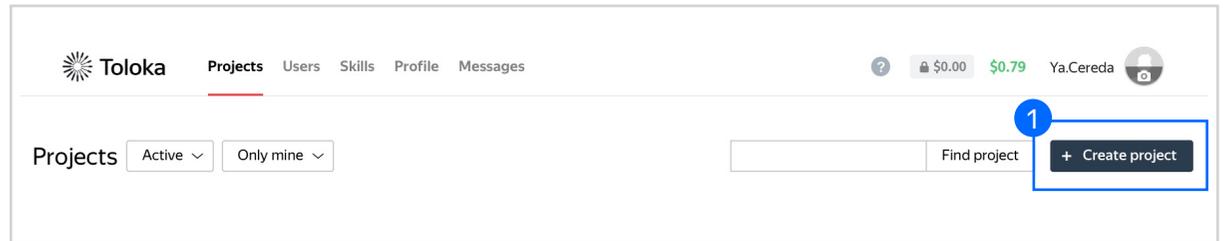




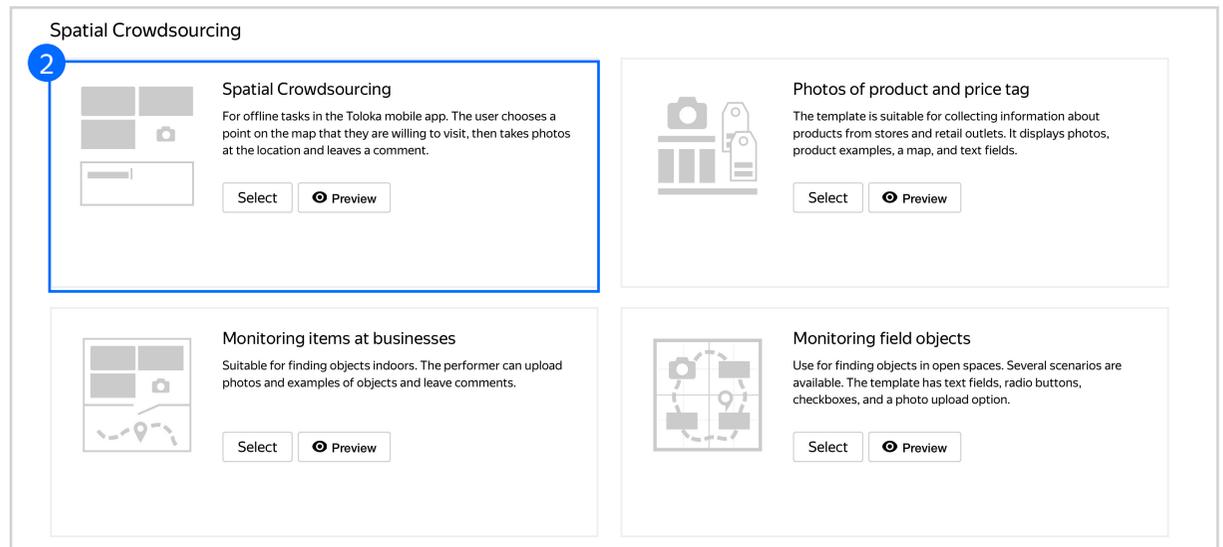
Field task manual

Create a project

1. Click **Create project**.



2. Choose the **Spatial Crowdsourcing** template.



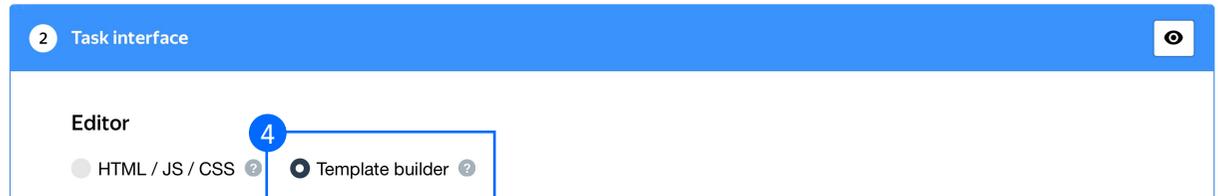
3. Enter a clear project name and description. Click **Save**.

Note: The project name and description will be visible to the performers.



4. Update the task interface in the **Template Builder** block.

Read more about the [Template Builder](#) in the Requester's Guide.

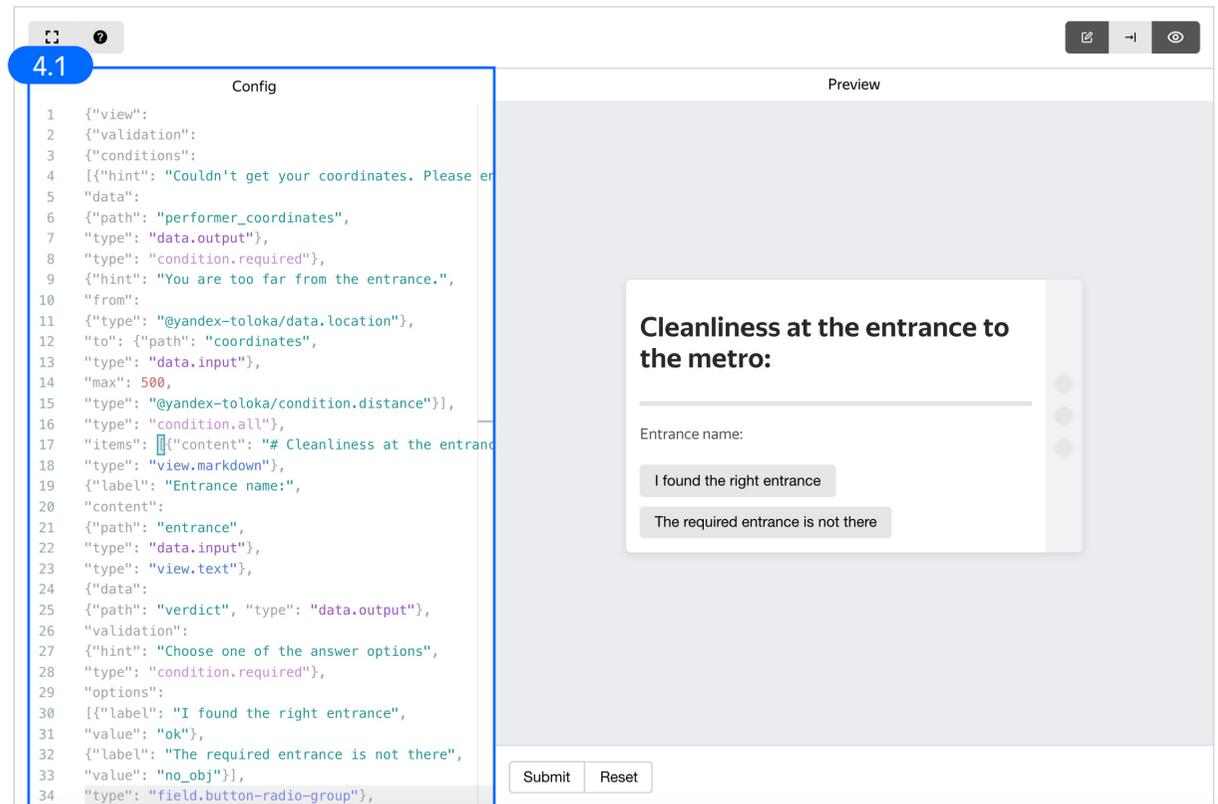


- 4.1. Delete the existing config and paste the code provided at the end of this manual (in the appendix).

In the **Preview** section you can see how the template will work. The task will be performed in two steps. First, we ask the performers if they found the entrance. Second, they need to provide photos of the entrance or the surroundings, depending on their first answer.

Note: There are several validation rules in the template. It checks whether the performer's geo position is close enough to the task coordinates. It also checks the number of photos attached.

Check the [Interfaces section](#) of our Knowledge Base for more tips on interface design.



4.2. Make sure the specifications look like this:

Note: Specifications are a description of input data that will be used in a project and the output data that will be collected from the performers.

Read more [about input and output data specifications](#) in the Requester's Guide.

The screenshot shows a 'Data specification' interface with two columns: 'Input data' and 'Output data'. The 'Input data' column contains four fields: 'coordinates (json)' with a selected radio button, 'entrance (json)' with a selected radio button, 'name (string)' with an unselected radio button, and 'position (coordinates)' with an unselected radio button. The 'Output data' column contains five fields: 'performer_coordinates (json)' with an unselected radio button, 'verdict (string)' with a selected radio button, 'entrance_images (file array)' with an unselected radio button, 'around_images (file array)' with an unselected radio button, and 'comment (string)' with an unselected radio button. Both columns have an 'Add field' button at the bottom.

4.3. Update settings for field tasks and click **Save**.

Note: This is a specific setting only for this kind of task. This description will be shown to the performers on the field task map where they choose field tasks.

In this example, we will show “**Metro entrance photo**” as the task description and the entrance name from a corresponding input field.

The screenshot shows the 'Settings for displaying field tasks' interface. It has two text input fields: 'Title format' with the value 'Metro entrance photo' and 'Short description format' with the value '{{inputParams["entrance"]}}'. Below these fields is a 'Show common interface elements' button. A blue callout bubble with the number '4.3' points to a 'Save' button at the bottom left of the interface.

5. Write comprehensive instructions. Be sure to describe all the technical prerequisites for the task, as well as the photo requirements.

Click **Save**.

Get more tips on designing [instructions](#) in our Knowledge Base.

3 Instructions for performers

When a performer selects a task, they first see the instructions that you wrote. Describe what needs to be done and give examples. You can prepare your instructions in HTML format, then copy and paste them into the editor. Press < > to switch to HTML mode. To learn more, see the [documentation](#).

Your task is to find the organization specified in the task and take photographs of the outside of the building, including the sign.

Phone and app settings

- Grant access to your device's camera, location, and memory.
[Android](#)
[iOS \(iPhone или iPad\)](#)
- Set up geodata transfer.
[Android](#)

5 Save

6. Leave the **Translations** block as default and click **Save**.

4 Translations

i Performers from different countries will understand the task better if the instructions and all descriptions are in their native language. Fill in "Name and description" and "Instructions" for each language that you want performers to see. If you leave these empty, the language is inactive.

Source language
-

Translations

Language	Name and description for performers	Instructions for performers
✓ Source	✓	✓

Add translation

6 Save

7. Click **Finish** to save the project.

Edit project

Back to the old interface Cancel **Finish**

- ✓ General information
- ✓ Task interface
- ✓ Instructions for performers
- ✓ Translations

Note: To edit project parameters, click the button in the list of projects or go to **Project actions** → **Edit** on the project page.

Cleanliness of metro entrances — active

Project actions ^

Statistics for 7 days

Submitted tasks	Spent	Quality: control tasks	Average submit time	Users	Banned users
0	0 \$	-	-	0	0

Edit
Clone
Archive
Preview

Create the main pool

1. Click Add a pool.

A pool is a set of paid tasks grouped into task pages. These tasks are sent out for completion at the same time.

Note: All tasks within a pool have the same settings (price, quality control etc).

The screenshot shows the Toloka interface for a project titled "Cleanliness of metro entrances — active". At the top right, there is a "Project actions" dropdown menu. Below the title, there is a "Statistics for 7 days" section with a table of metrics: Submitted tasks (0), Spent (0\$), Quality: control tasks (-), Average submit time (-), Users (0), and Banned users (0). The main content area has tabs for "Pools", "Statistics", and "Quality control". The "Pools" tab is active. Below the tabs, there are buttons for "Active and closed" and "Archived", a "Filters" button, and a search input field. A blue circle with the number "1" is positioned over the "Add a pool" button. Below the buttons, there is a note: "Pools can be archived manually or automatically (automatic archiving applies to pools with no activity for 30 days)." Below the note, there is a table header with columns: Title, Priority, Progress, Status, Started, and To be completed. At the bottom right, there is a dropdown menu showing "50".

2. Give the pool any name you find suitable. You are the only one who will see it.

The description can be either public or private. Choose the option you prefer.

POOL NAME (VISIBLE ONLY TO YOU) ? Metro entrances

Use project description

PUBLIC DESCRIPTION ? Take two photos of the entrance, from the right side and from the left side. The photo should show the entire entrance and the floor around it so that it is possible to assess the cleanliness around the metro entrance.

Add a private description

POOL TYPE ? —

3. Specify [pool parameters](#):

- 3.1. Select pool type. Choose **Other**.

Read more about [pool types](#) in the Requester's Guide.

POOL TYPE ? Other

—
Exam
Training
Retry
✓ Other

PRICE IN US DOLLARS ?

FEE ? 0.01

- 3.2. Set the price per task suite (for example, \$2).

Note: Field tasks are normally paid at a higher rate than online ones as it takes time to reach the task location. They also depend on external conditions such as the weather, performer availability etc.

Read more about [pricing strategies](#) in our Knowledge Base.

Price per task suite

Each task suite can have one or multiple tasks on the same page. Enter the total price for all tasks in the suite.

PRICE IN US DOLLARS ? 2

FEE ? 0.4

+ Dynamic pricing

3.3. [Filter](#) performers who can access the task. Choose “No” in **Adult content**. Click **Add filter** to choose the **Client** option in the list.

Performers [Copy settings from...](#)

Filter performers who can access the task. Toloka has users from different countries, so don't forget to filter by language and region. [Learn more](#)

3.3 ADULT CONTENT ? No

Add filter

3.4. Make sure the task is displayed only to mobile users: use the **Client=Tokola for mobile** filter.

The performers will complete the tasks on their mobile devices, on location. PC users will not see your tasks.

Performers [Copy settings from...](#)

Filter performers who can access the task. Toloka has users from different countries, so don't forget to filter by language and region. [Learn more](#)

ADULT CONTENT ? No

Add filter

3.4 CALCULATED DATA

Client = Toloka for mobile

3.5. [Filter](#) performers who are located in the area where the task is located. Otherwise, performers from other regions will see it, but won't be able to complete it.

You can narrow down the location by adding two filters: **Region by phone number**, which corresponds to a country, and **Region by IP**, which correspond to a particular area.

The screenshot shows a filter configuration interface. At the top, there is a button labeled 'Add filter' and a button labeled 'Create a skill'. Below this, there are three filter rows, each labeled 'CALCULATED DATA'. The first row contains a dropdown menu with 'Client' selected, followed by an equals sign, another dropdown menu with 'Toloka for mobile' selected, and a trash icon and a plus sign. Below the first row is an 'AND' operator. The second row, highlighted with a blue box and labeled '3.5', contains a dropdown menu with 'Region by phone number' selected, followed by an equals sign, a text input field with 'Russia' entered, a close icon, a trash icon, and a plus sign. Below the second row is another 'AND' operator. The third row contains a dropdown menu with 'Region by IP' selected, followed by an equals sign, a text input field with 'Moscow' entered, a close icon, a trash icon, and a plus sign.

3.6. Add a language filter depending on the language used in the instructions.

The screenshot shows a filter configuration interface. At the top, there is an 'AND' operator. Below it, there is a filter row labeled 'PERFORMER PROFILE', highlighted with a blue box and labeled '3.6'. The row contains a dropdown menu with 'Languages' selected, followed by an equals sign, a text input field with 'English' entered, a close icon, a trash icon, and a plus sign.

3.7. Set up [Quality control](#): Select non-automatic acceptance with a 5 day review period.

Note: Since there is no one true answer to a field task that can be used as ground truth, post-acceptance is the preferable way to check if the photos provided are acceptable.

Read more about [quality control principles](#) in our Knowledge Base or check out [post-acceptance settings](#) in the Requester's Guide.

Quality control

Add rules to get more accurate responses.
All rules work independently.

3.7 NON-AUTOMATIC ACCEPTANCE ? Yes

REVIEW PERIOD IN DAYS 5

CAPTCHA FREQUENCY ? None

3.8. Overlap. This is the number of users who will complete the same task.

Note: In the case of field tasks, you only need one correct response.

To understand [how this rule works](#), go to the Requester's Guide.

Overlap

Specify how many performers you want to complete each task in the pool.

3.8 OVERLAP ? 1

DYNAMIC OVERLAP ? Off

3.9. Optionally, specify the percentage of top-rated performers in the [Speed / quality balance](#).

Note: This can slow down pool completion.

Speed/quality balance

Set additional filters to restrict performer access based on their rating in Toloka. This boosts quality but may slow down project completion because there will be fewer performers available to complete tasks. [Learn more...](#)

Top % | Online | Time

Specify the percentage of top-rated active users who can access tasks in the pool.

3.9

12707  12707 
Speed All 90% 80% 70% 60% 50% 40% 30% 20% 10% Quality

All users selected
The task is available to **12707** active users.

3.10. Time given to complete a task suite (for example, 18000 seconds).

Make sure the performers have enough time to travel between task points. If the **Time per task suite** is too short, performers will lose the task before they reach a point and waste their time trying to get there.

4. Click **Save** to save Pool parameters.

Parameters

3.10

TIME PER TASK SUITE IN SECONDS ? 18000 X

POOL CLOSING DATE ? 2022-07-30

KEEP TASK ORDER ? No

WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ? 0

POOL PRIORITY WITHIN THE PROJECT ? 0

4

Cancel Save

Prepare and upload a file with tasks

1. Prepare a TSV file with tasks as shown in our [example](#).
License: CC BY 4.0
2. [Upload pool tasks](#) from this file.

Metro entrances — closed

Statistics Download results Edit

Download the sample file, add your task data, and upload the file to the pool. The sample file uses TSV format, which is the same as CSV but using tab as the separator. Make sure you choose UTF-8 encoding when saving the file. [Learn more in the guide.](#)

- Template for general tasks.tsv
- Template for control tasks.tsv
- Template for training tasks.tsv

2 Upload

0 task pages	0 training tasks
0 tasks	0 control tasks

0 % Completed 0

- 2.1. Select [Set manually](#) in **File upload settings** and specify the number of tasks per page.

In the case of field tasks, one task per page is preferable so that performers can submit a task without moving between spots.

Click **Upload** again.

Note: If you changed the name of the input field, change it in the file as well.

File upload settings

Tasks per page

By empty row Set manually Smart mixing

Tasks per page 1

Sample file for uploading tasks Close Upload

2.1

3. Preview the pool.

Note: Remember that the tasks will be completed by actual Tolokers. Double check that everything is correct with your project configuration before you start the pool.

Cleanliness at the entrance to the metro:

Entrance name:
Komsomolskaya, entrance 3 in lobby

I found the right entrance

The required entrance is not there

1/1

4. Start the pool.

Metro entrances — closed

Statistics Download results Edit

Download the sample file, add your task data, and upload the file to the pool.
The sample file uses TSV format, which is the same as CSV but using tab as the separator.
Make sure you choose UTF-8 encoding when saving the file. [Learn more in the guide.](#)

- Template for general tasks.tsv
- Template for control tasks.tsv
- Template for training tasks.tsv

Upload Files Delete Preview

5 task pages	0 training tasks
5 tasks	0 control tasks

0% Completed 0

0 5

Receiving responses

1. Wait until the pool is completed. Refresh the pool page to check progress.

Note: Field tasks may take a lot longer to complete than online tasks. Don't worry if your pool isn't completed within a few hours. Also, keep in mind that in most cases, performers won't reach every point, so you might want to download and use data before a pool is fully completed.

Download the sample file, add your task data, and upload the file to the pool. The sample file uses TSV format, which is the same as CSV but using tab as the separator. Make sure you choose UTF-8 encoding when saving the file. [Learn more in the guide.](#)

- [Template for general tasks.tsv](#)
- [Template for control tasks.tsv](#)
- [Template for training tasks.tsv](#)

Upload Files Preview	
85 task pages	0 training tasks
85 tasks	0 control tasks

100 %
Completed 85

[Review assignments](#) 85

0 85

The screenshot shows a progress bar at 100% completion. A button labeled 'Review assignments' with a badge '85' is visible. The progress bar is a solid grey bar from 0 to 85.

Since the main quality control method for this kind of task is post-acceptance, you will need to review the tasks after the pool is completed.

You can check the quality of responses and reject and reevaluate incorrect assignments. Performers will get paid only after their assignment is accepted.

There are two ways to review assignments:

- manually
- in a separate Toloka project

Manual review

1. On the pool page, click **Review Assignments**.

Download the sample file, add your task data, and upload the file to the pool.
The sample file uses TSV format, which is the same as CSV but using tab as the separator.
Make sure you choose UTF-8 encoding when saving the file. [Learn more in the guide.](#)

- [Template for general tasks.tsv](#)
- [Template for control tasks.tsv](#)
- [Template for training tasks.tsv](#)

Upload Files Preview

85 task pages	0 training tasks
85 tasks	0 control tasks

100 %

Completed 85

1 **Review assignments** 85

0 85

2. Click on any response from the list.

Submitted responses Download results Upload review results

85 Total	85 Submitted	0 Accepted	0 Rejected
----------	--------------	------------	------------

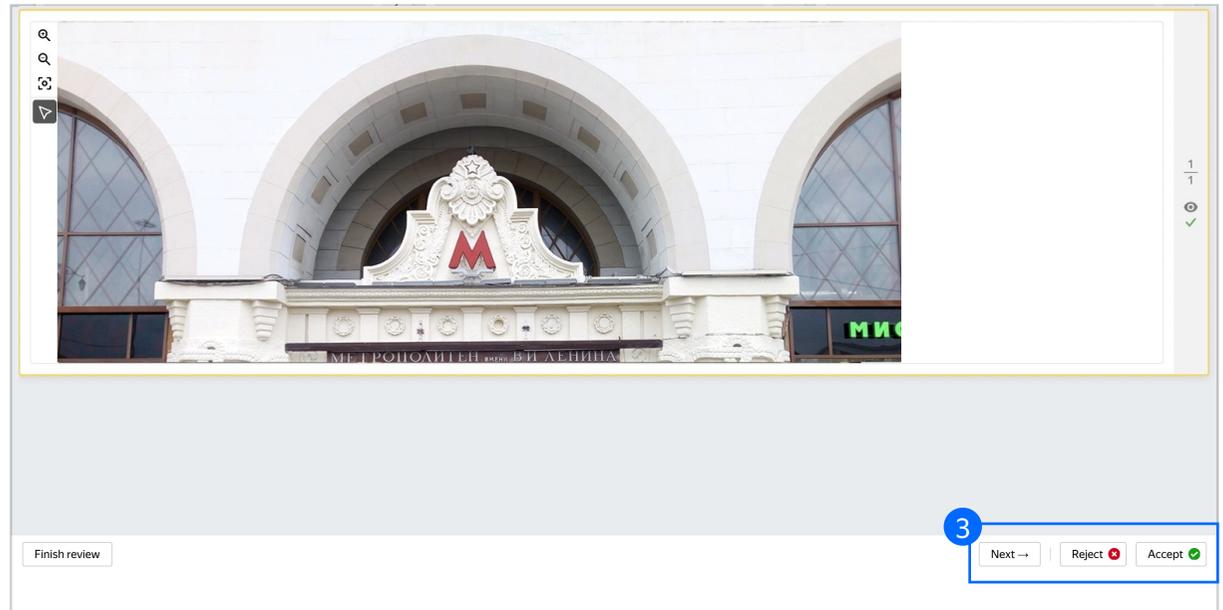
Accept Reject Actions

<input type="checkbox"/>	Response	Performer	Completed	Duration	Status
<input checked="" type="checkbox"/>	000181cdd9--60d495ed1e72220e2d538001	9fceaabb361502c10be6971e973653e	06/24/2021 17:26:14	24 sec	●
<input type="checkbox"/>	000181cdd9--60d495fb17885377169ec6aa	53be9740599d49c1f6d38447d200ddd6	06/24/2021 17:26:21	17 sec	●
<input type="checkbox"/>	000181cdd9--60d495f430b47551777ee9a7	b068badd90666351c693d063d8a05800	06/24/2021 17:26:24	28 sec	●
<input type="checkbox"/>	000181cdd9--60d495fb5545935b0adbc281	dde4e6efb58afd6b552996cc6716506	06/24/2021 17:26:30	26 sec	●
<input type="checkbox"/>	000181cdd9--60d495f9ebb4e9026a9975da	1e1349ac83884b69dfa5549747daa739	06/24/2021 17:26:31	29 sec	●
<input type="checkbox"/>	000181cdd9--60d496082748377ee0b81f9e	9fceaabb361502c10be6971e973653e	06/24/2021 17:26:31	15 sec	●

3. Check if the task is completed correctly. Click **Reject** or **Accept**.

Note: You can calculate the number of accepted and rejected assignments per user and turn it into a quality control rule. Those who perform poorly can be banned from your project.

Read [more](#) about this in our Requester's Guide.



4. If you are rejecting the task, write a comment that explains what was wrong. The performer will see this comment.

If a task was rejected, you can send it to other performers.

Read more about [processing rejected assignments](#) in our Requester's Guide.

Specify the reason for rejection

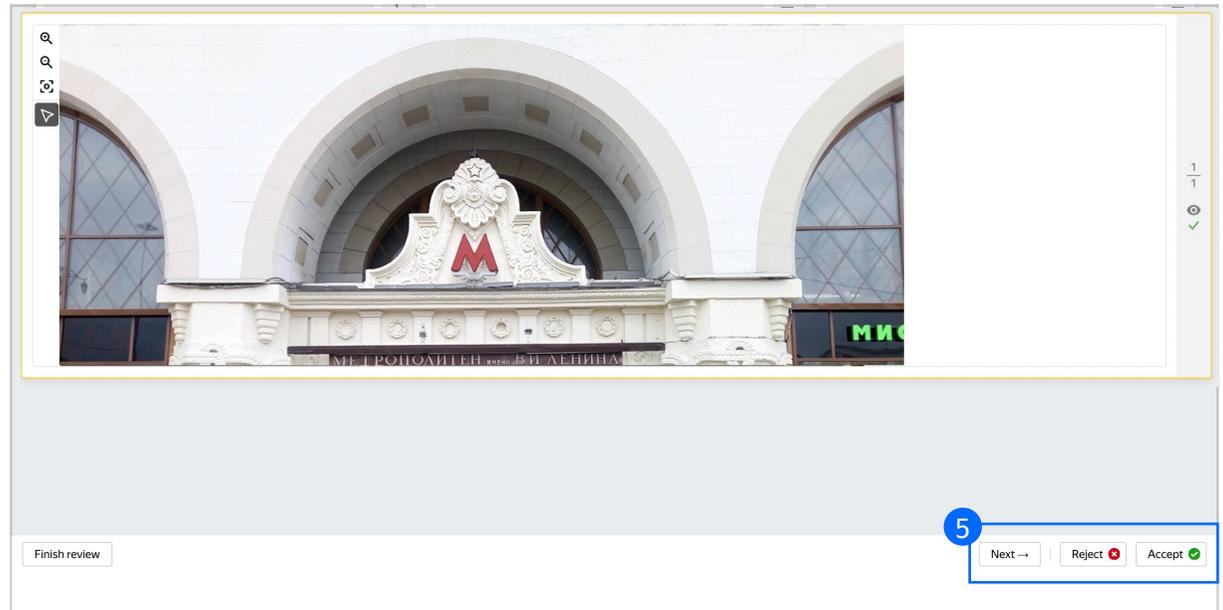
Comment

Cancel Done

5. You can pause the review any time by clicking **“Finish review”**.

Make sure to complete the review within the timeframe specified in the pool (see Step 5 in Pool Creation).

When the time expires, all unreviewed tasks will be accepted automatically.



Automated review

Another way to review tasks is to ask other performers to do that. We recommend this option when you have limited resources for checking tasks yourself.

1. Create a simple **binary classification project** based on our [Binary Classification demo](#). Ask the performers whether the task has been completed correctly.



2. After the answers are collected, go back to the initial pool and upload review results on the **Review assignments** page. The file should contain the acceptance verdict and a comment. A template can be found in the Download results section.

Submitted responses

[Download results](#) [Upload review results](#)

85 Total	85 Submitted	0 Accepted	0 Rejected
-------------	-----------------	---------------	---------------

Appendix

Interface code Step 4.1.

```
{
  "view": {
    "validation": {
      "conditions": {
        "limit": "Couldn't get your coordinates. Please enable geolocation.",
        "error": {
          "path": "performer_coordinates",
          "type": "data.output"
        },
        "type": "condition.required"
      }
    },
    "limit": "You are too far from the entrance.",
    "error": {
      "path": "yandex-toloka/data.location"
    },
    "to": "coordinates",
    "path": "data.input",
    "type": "data.input"
  },
  "max": 500,
  "type": "yandex-toloka/condition.distance"
},
"type": "condition.all"
},
"items": [
  {
    "content": "# Cleanliness at the entrance to the metro:\n—",
    "type": "view.markdown"
  },
  "content": {
    "label": "Entrance name:",
    "content": {
      "path": "entrance",
      "type": "data.input"
    },
    "type": "view.text"
  },
  "data": {
    "path": "verdict",
    "type": "data.output"
  },
  "validation": {
    "limit": "Choose one of the answer options",
    "type": "condition.required"
  },
  "options": [
    "label": "I found the right entrance",
    "value": "ok"
  ],
  "label": "There is no required entrance",
  "value": "no_obj"
  ],
  "type": "field.button-radio-group"
},
"condition": {
  "to": "ok",
  "data": {
    "path": "verdict",
    "type": "data.output"
  },
  "type": "condition.equals"
},
"then": {
  "items": [
    "content": "See Photos of the entrance from the right and left sides\n\nTake two photos of the entrance on the right and on the left. The photo should show the entire entrances and the floor. So that you can assess the cleanliness around the entrance to the metro... ",
    "type": "view.markdown"
  ],
  "links": [
    "content": "Example1",
    "url": "https://ttx.s3.yandex.net/toloka-kit/images_for_instructions/0spatial_good1.png"
  ],
  "content": "Example2",
  "url": "https://ttx.s3.yandex.net/toloka-kit/images_for_instructions/0spatial_good2.png"
  },
  "content": "Example3",
  "url": "https://ttx.s3.yandex.net/toloka-kit/images_for_instructions/0spatial_good3.png"
  ],
  "type": "view.link-group"
},
"data": {
  "path": "entrance_images",
  "type": "data.output"
},
"validation": {
  "limit": "There must be at least 2 photos of the entrance: from the right and from the left",
  "type": "condition.required"
},
"accept": {
  "gallery": true,
  "photo": true
},
"multiple": true,
"type": "field.media-file"
},
"type": "view.list"
},
"help": "help.if"
},
"condition": {
  "to": "no_obj",
  "data": {
    "path": "verdict",
    "type": "data.output"
  },
  "type": "condition.equals"
},
"then": {
  "items": [
    "content": "Take 4 photos in all directions\n\nSo that we can understand where you are and that there is no entrance to the metro here... ",
    "type": "view.markdown"
  ],
  "data": {
    "path": "around_images",
    "type": "data.output"
  },
  "validation": {
    "limit": "There must be at least 4 photos of the place",
    "type": "condition.required"
  },
  "accept": {
    "gallery": true,
    "photo": true
  },
  "multiple": true,
  "type": "field.media-file"
},
"type": "view.list"
},
"help": "help.if"
},
"type": "view.list"
},
"plugins": [
  "accept": {
    "scrollTop": 400
  },
  "type": "plugin.toloka"
},
"action": {
  "data": {
    "path": "performer_coordinates",
    "type": "data.output"
  },
  "path": "yandex-toloka/data.location",
  "type": "action.set"
},
"fireImmediately": true,
"type": "plugin.trigger"
}
}
```