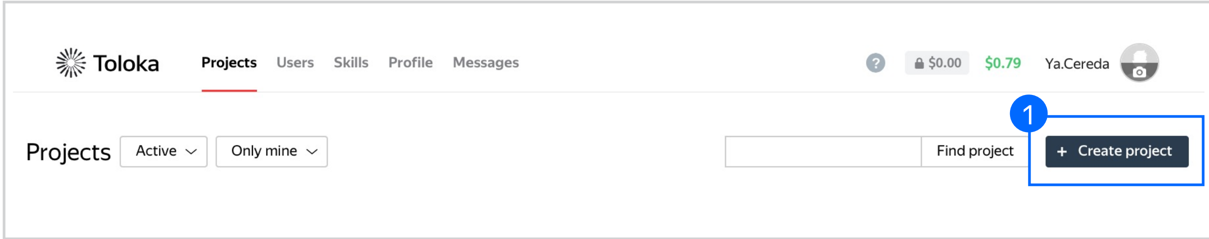
Toloka

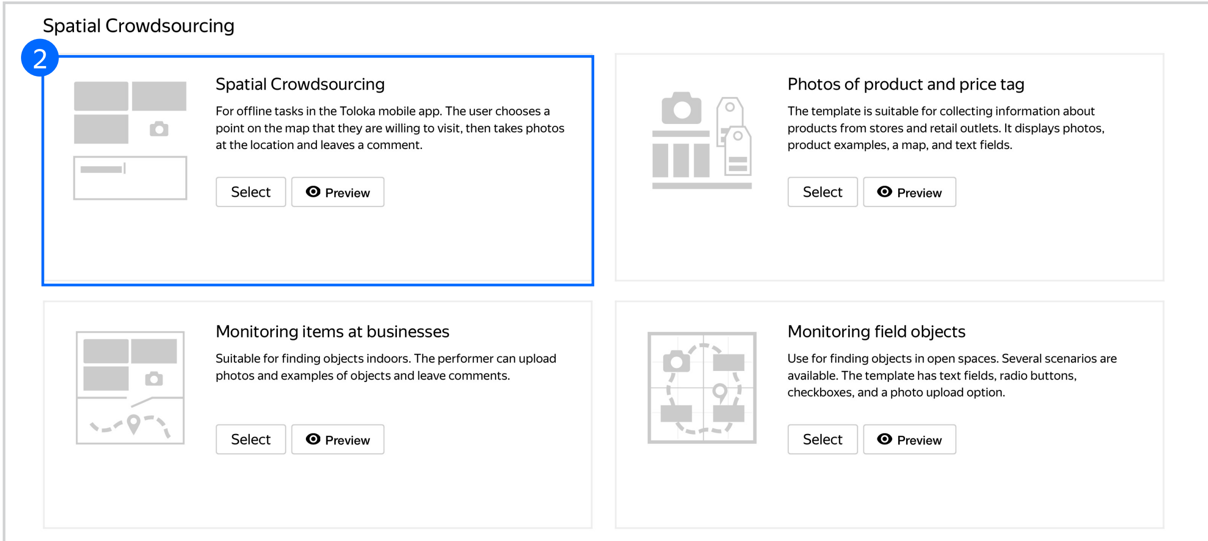
Field task manual

Create a project

1. Click **Create project.**



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

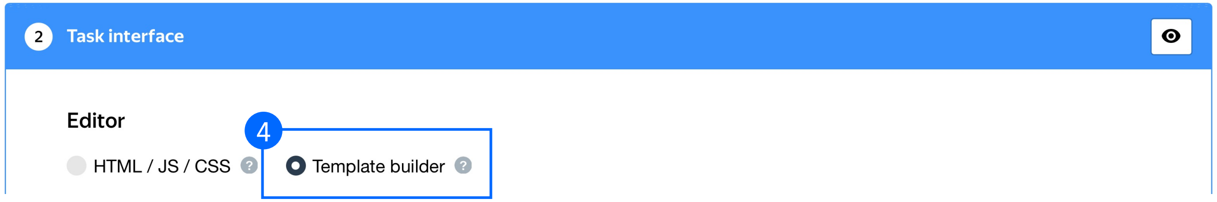


3. Enter a clear project name and description. Click **Save.**

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.

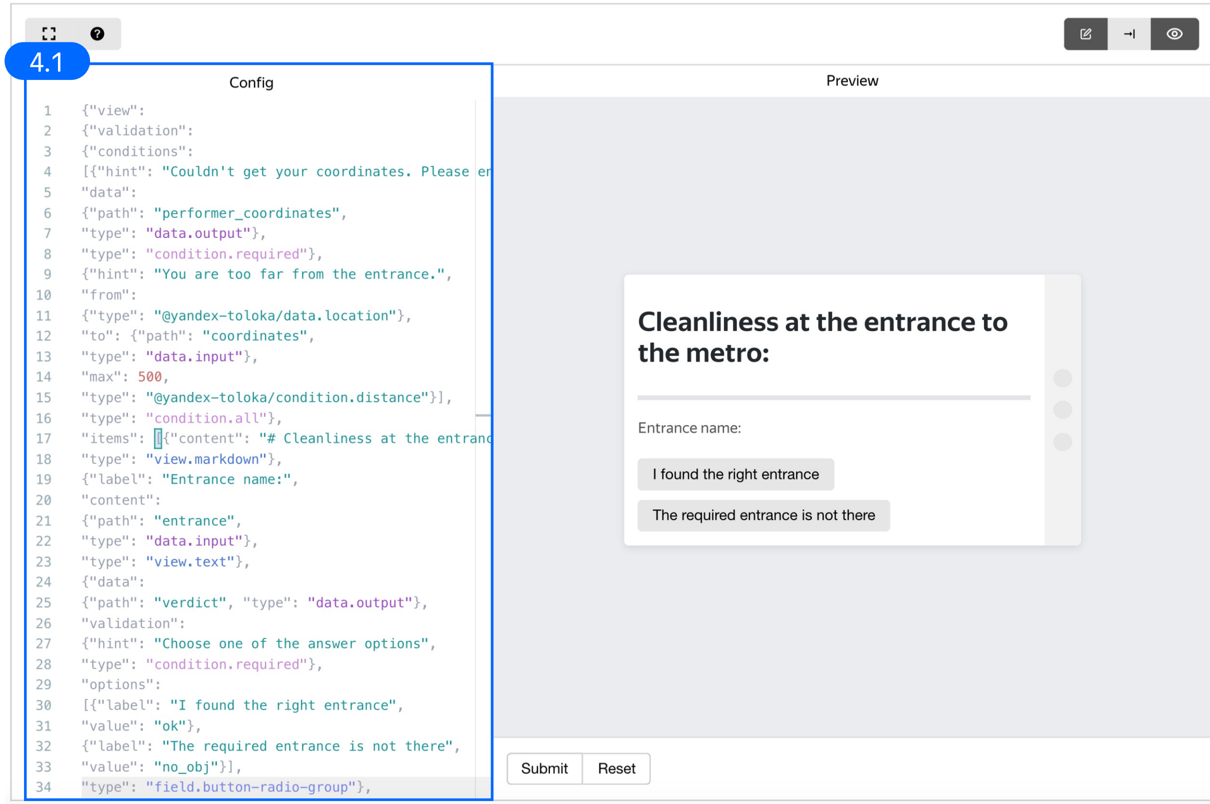


4.1. Delete the existing config and paste the code provided at the end of this manual (in the appendix).

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.

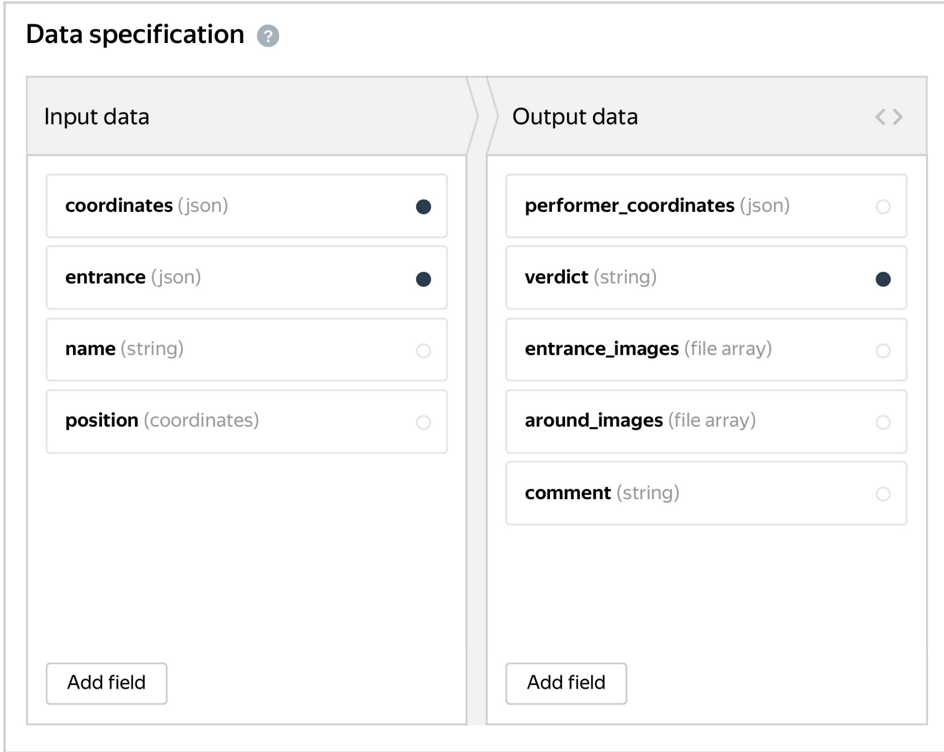
Check the Interfaces section of our Knowledge Base for more tips on interface design.



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.

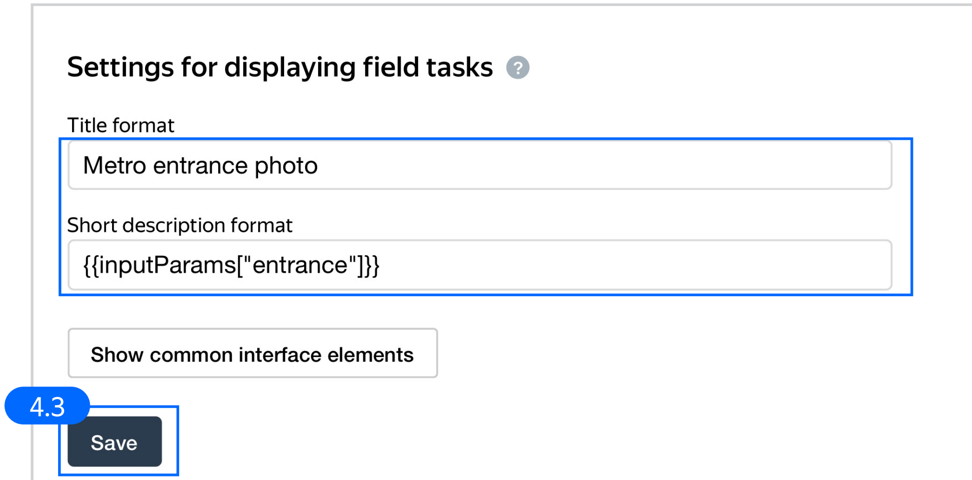
Read more [about input and output data specifications]() in the Requester's Guide.



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.

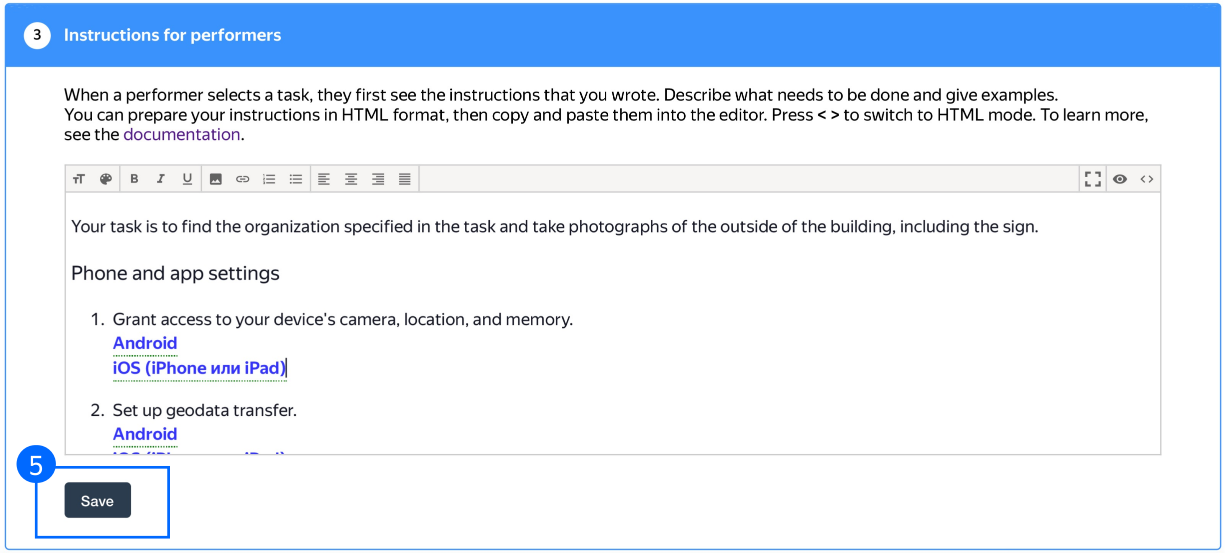
In this example, we will show **"Metro entrance photo"** as the task description and the entrance name from a corresponding input field.



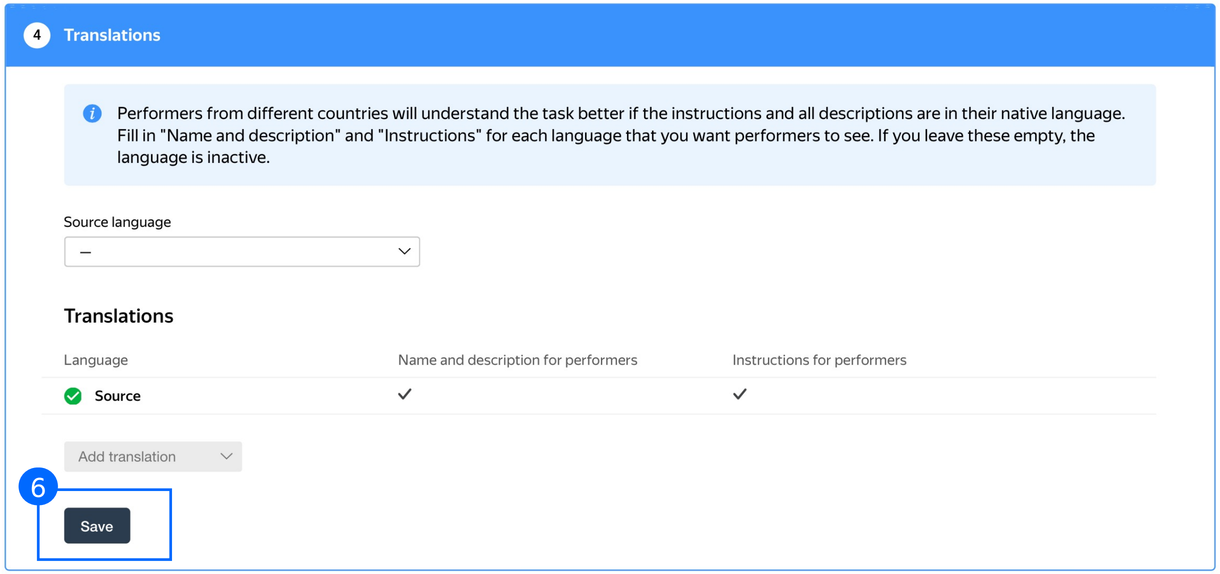
5. Write comprehensive instructions. Be sure to describe all the technical prerequisites for the task, as well as the photo requirements.

   Click **Save.**

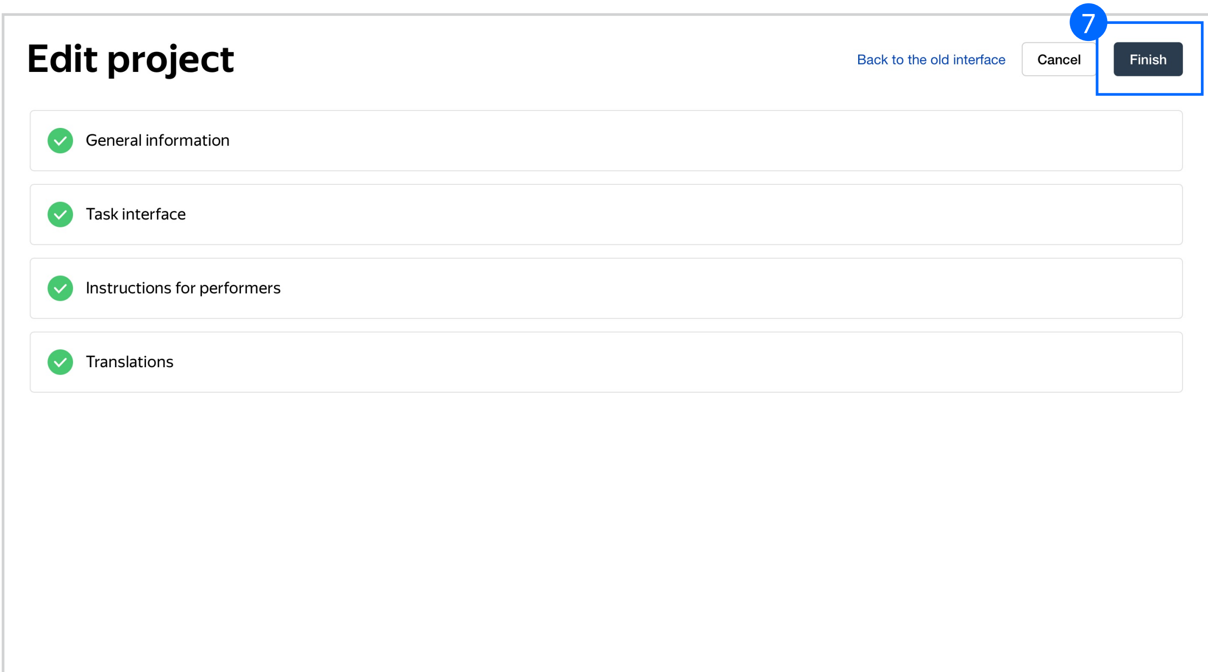
   Get more tips on designing instructions in our Knowledge Base.



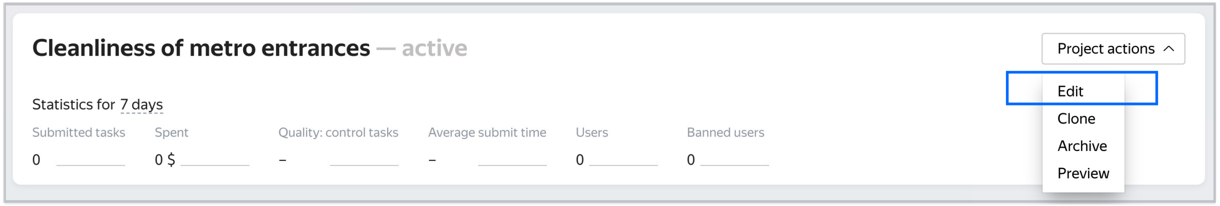
6. Leave the **Translations block** as default and click **Save.**



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



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

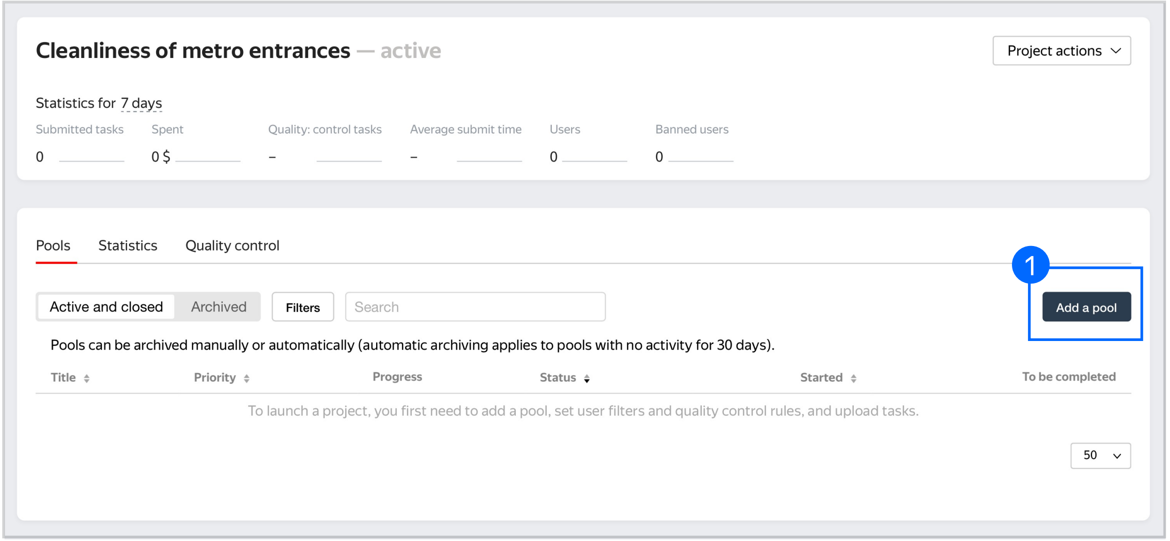


Create the main pool

1. Click **Add a pool.**

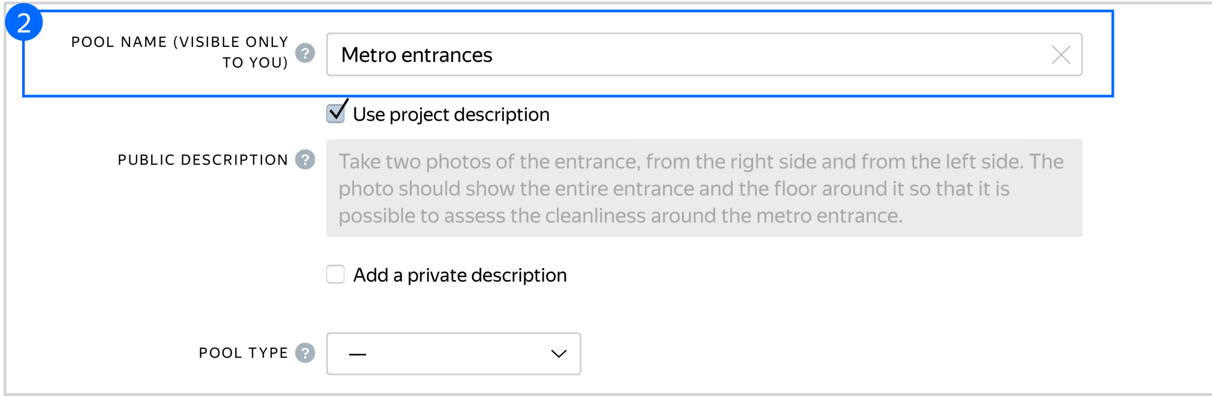
A pool is a set of paid tasks grouped into task pages. These tasks are sent out for completion at the same time.

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



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

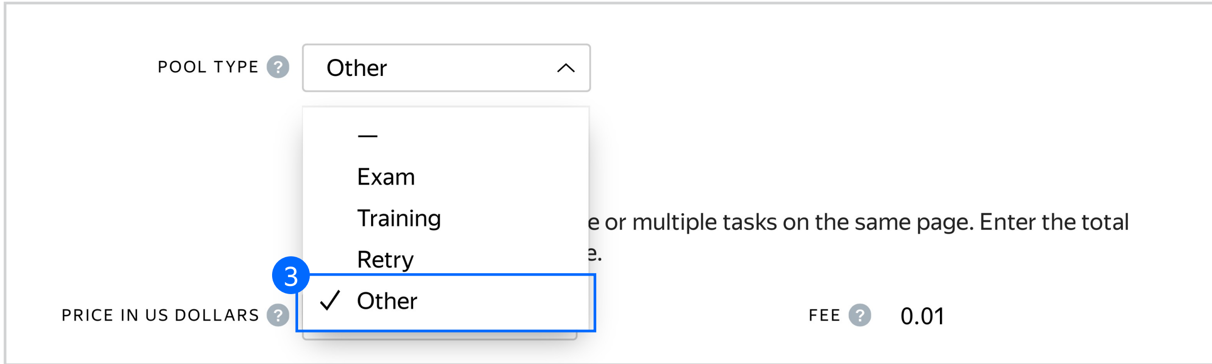
   The description can be either public or private. Choose the option you prefer.



3. Specify pool parameters:

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

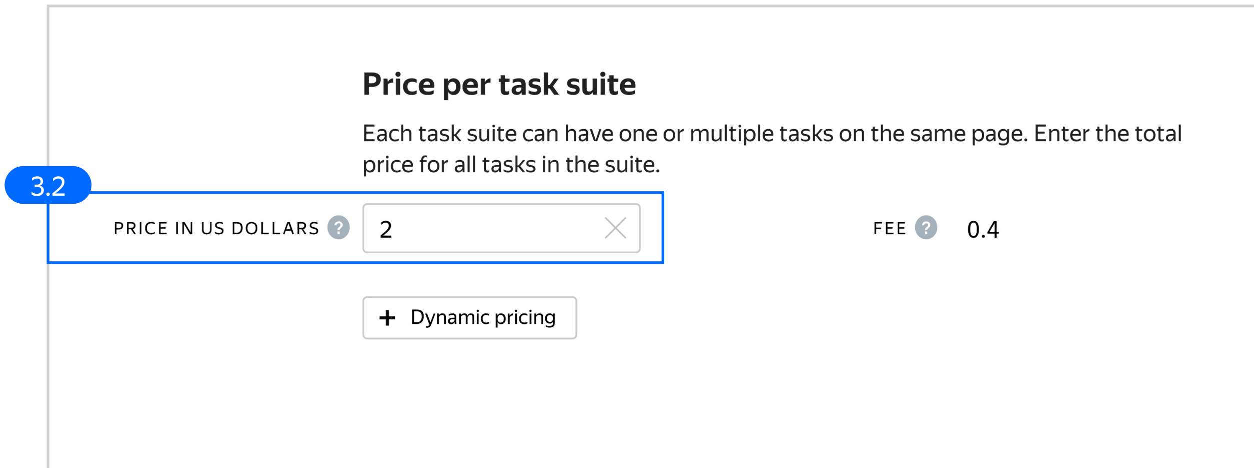
   Read more about pool types in the Requester's Guide.



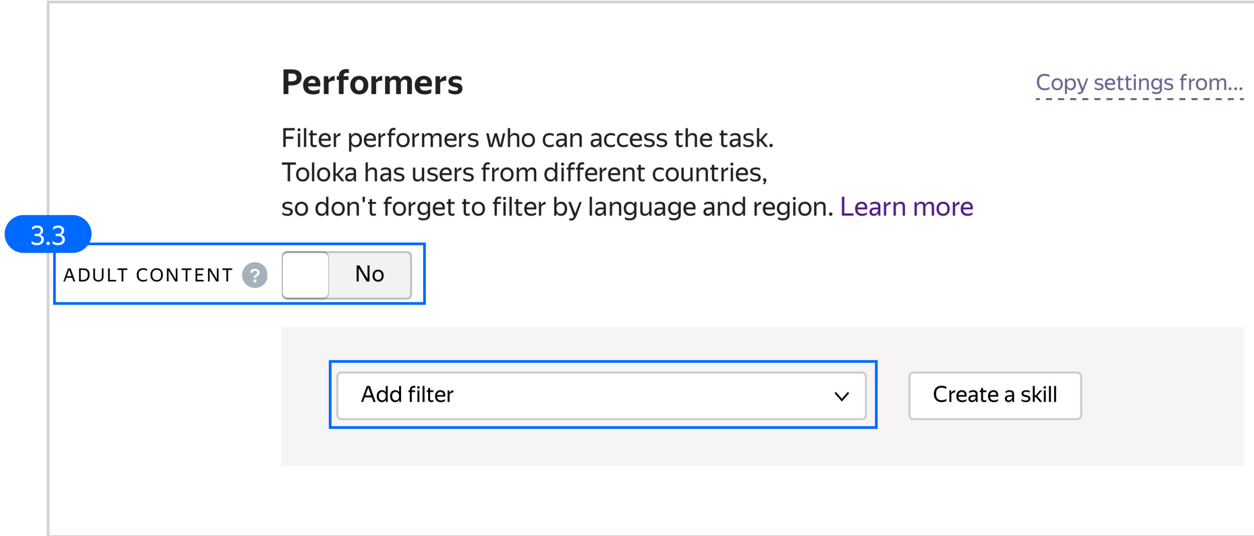
3.2. Set the price per task suite (for example, $2).

   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.

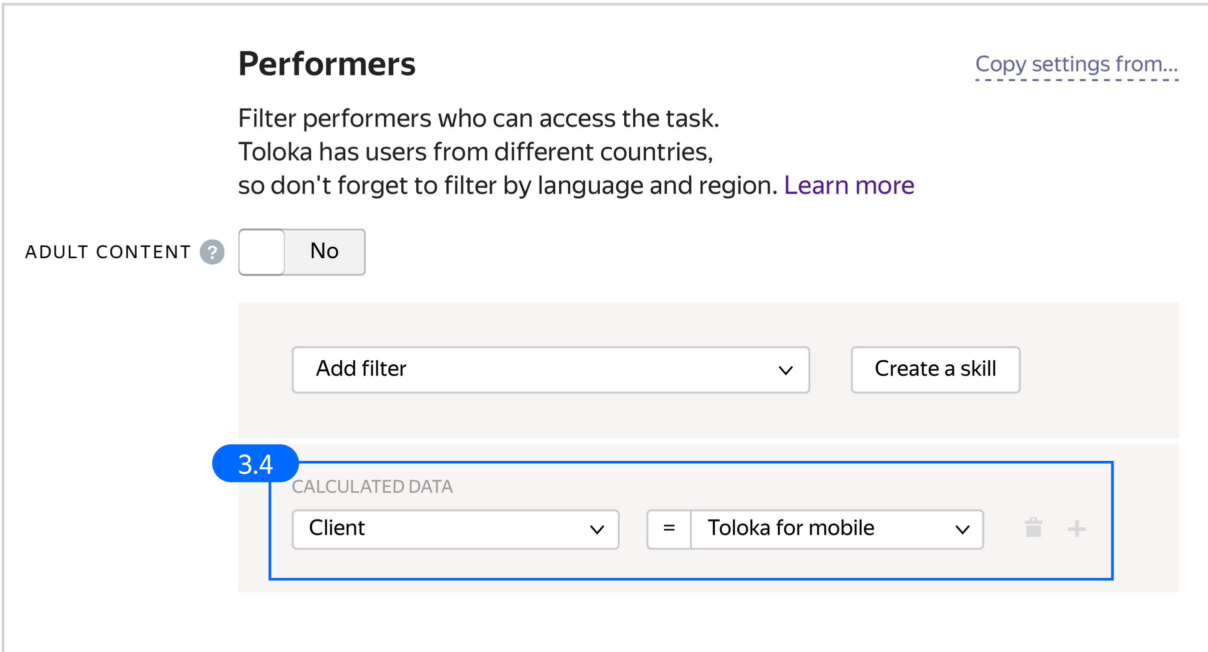


3.3. Filter performers who can access the task. Choose “No” in **Adult content**. Click **Add filter** to choose the **Client** option in the list.



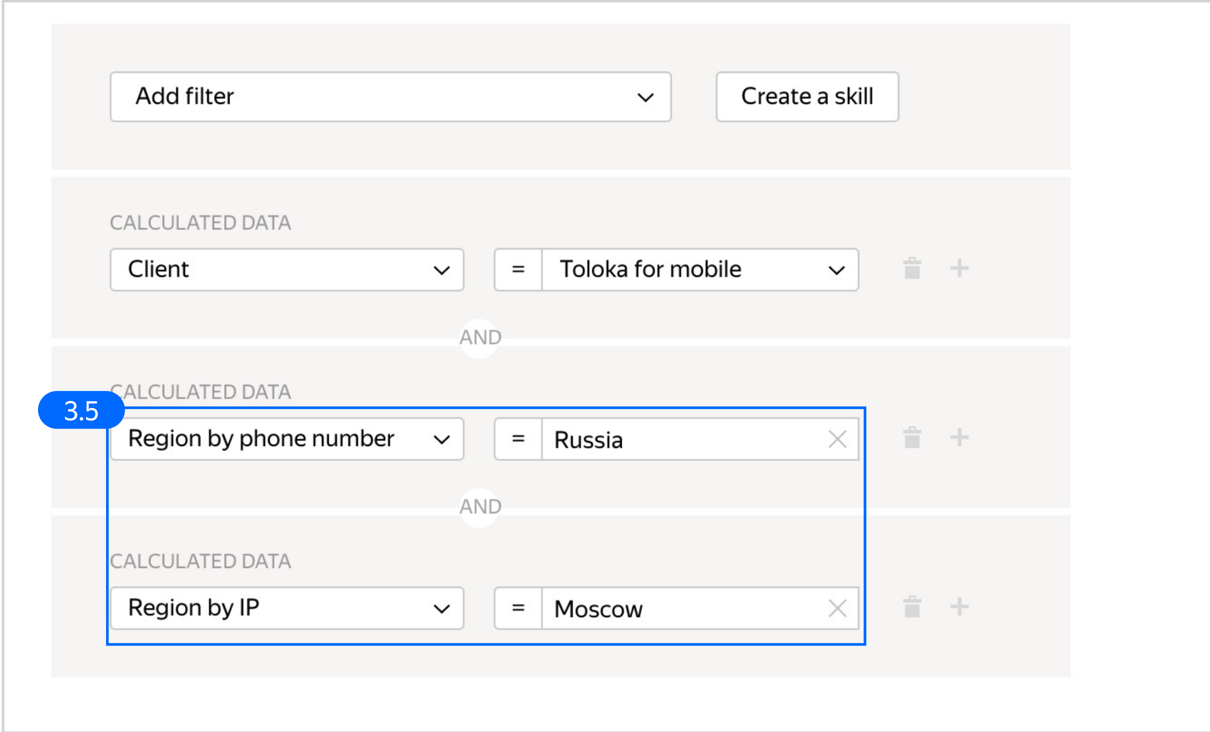
3.4. Make sure the task is displayed only to mobile users: use the **Client=Toloka for mobile** filter.

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

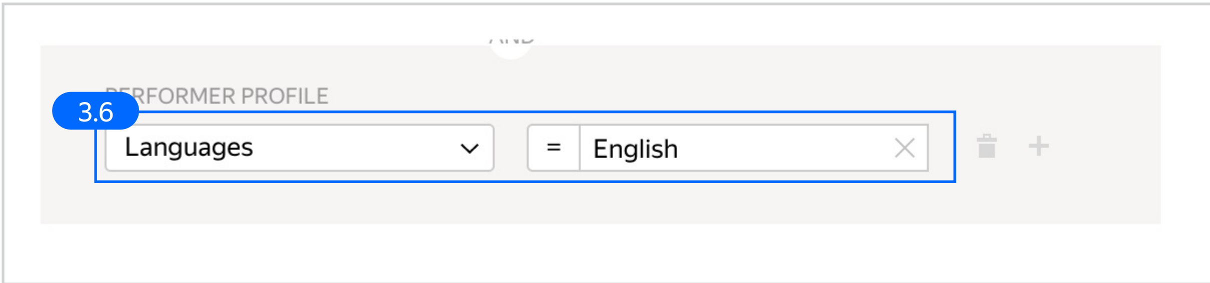


3.5. [Filter](#) performers who are located in the area where the task is located. Otherwise, performers from other regions will see it, but won't be able to complete it.

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.



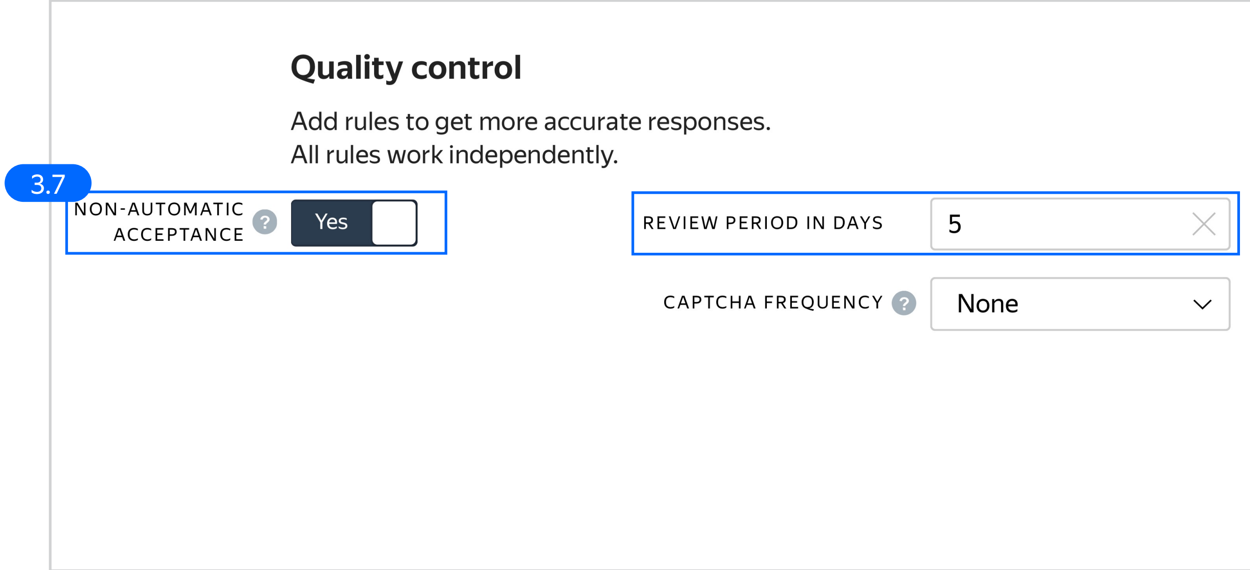
3.6. Add a language filter depending on the language used in the instructions.



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.

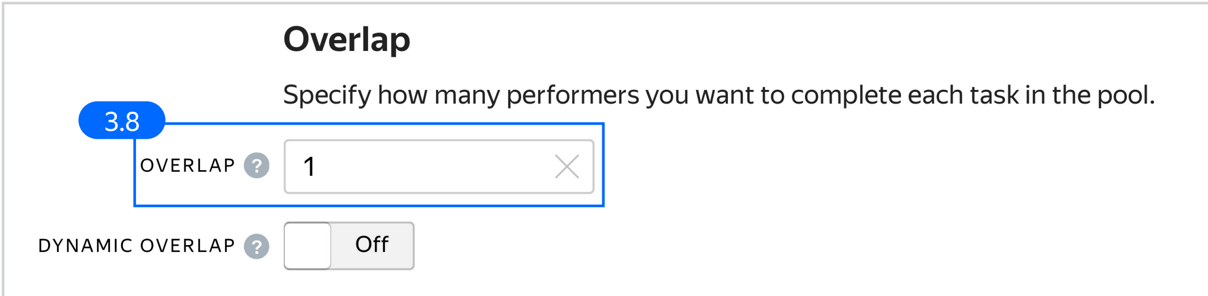
Read more about quality control principles in our Knowledge Base or check out post-acceptance settings in the Requester's Guide.



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

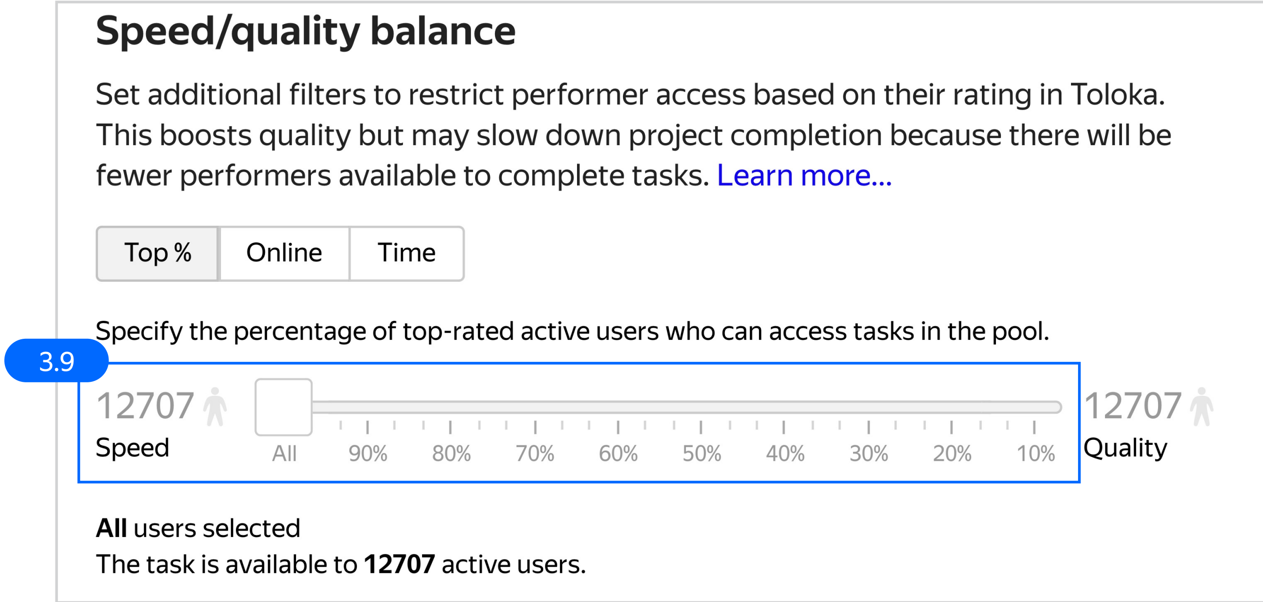
Note: In the case of field tasks, you only need one correct response.

To understand how this rule works, go to the Requester's Guide.



3.9. Optionally, specify the percentage of top-rated performers in the Speed / quality balance.

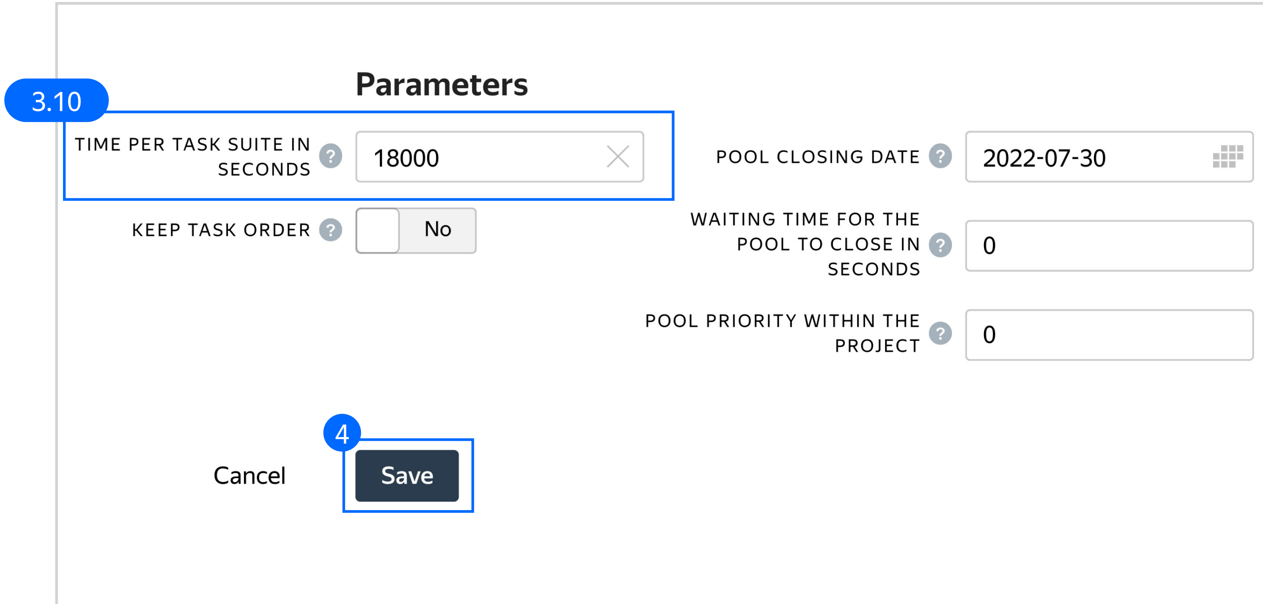
Note: This can slow down pool completion.



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.

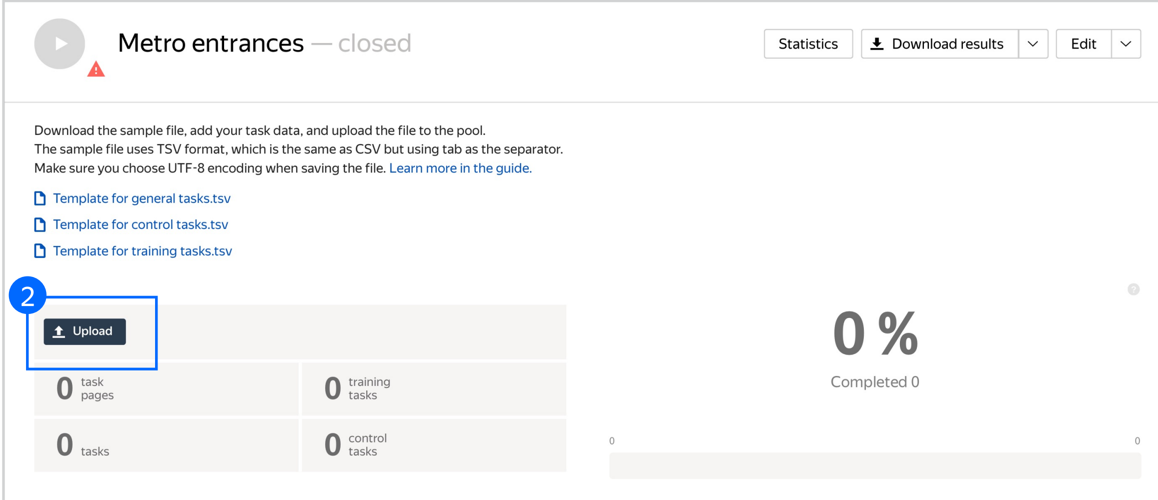
4. Click **Save** to save Pool parameters.



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.

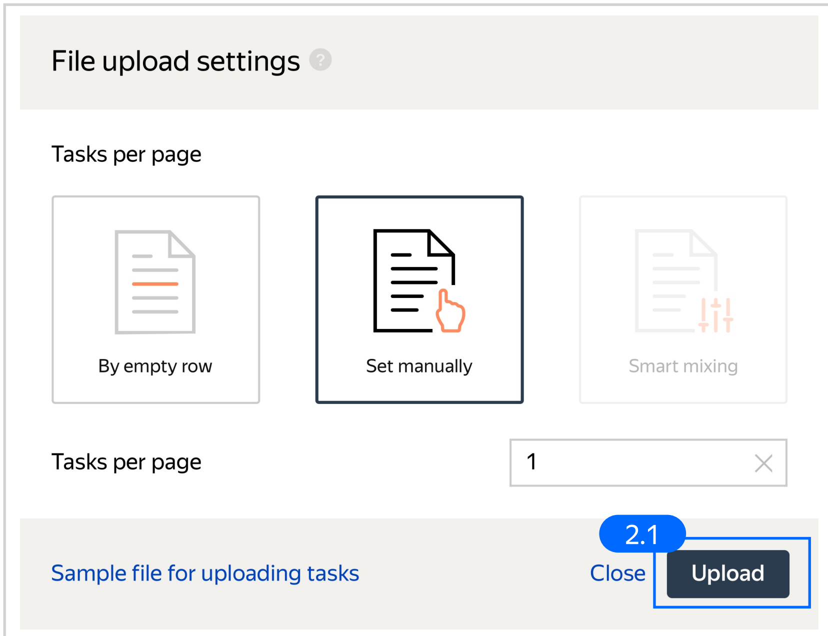


2.1. Select Set manually in **File upload settings** and specify the number of tasks per page.

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

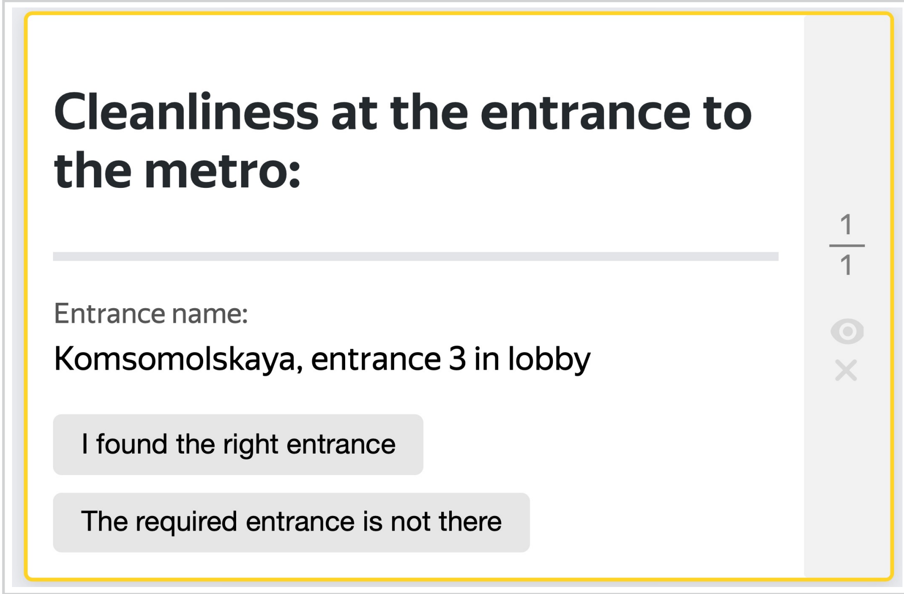
Click **Upload** again.

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

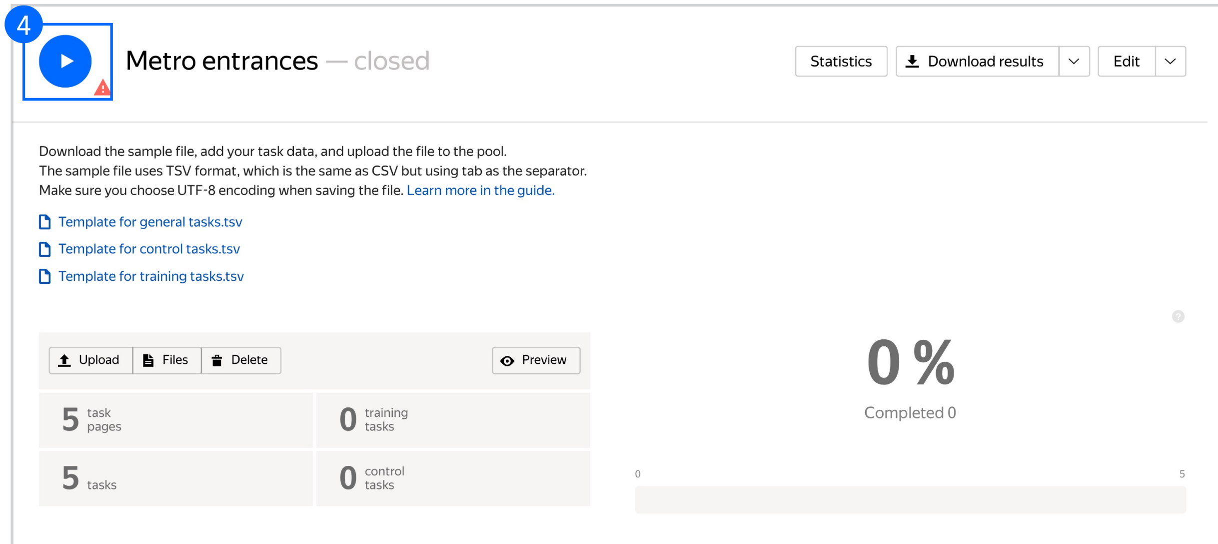


3. Preview the pool.

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.



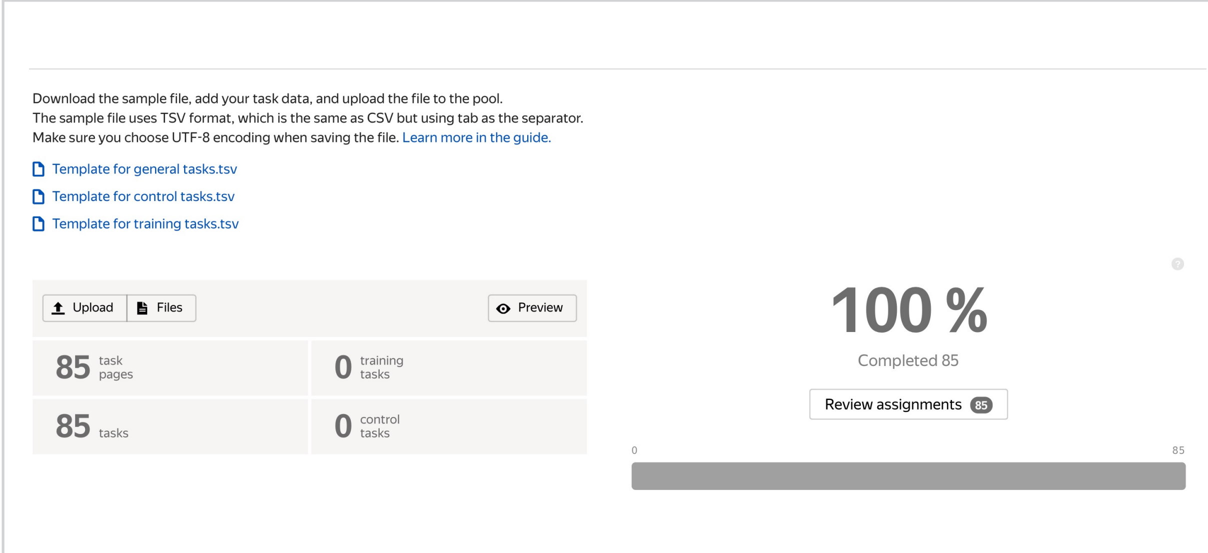
4. Start the pool.



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.



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.

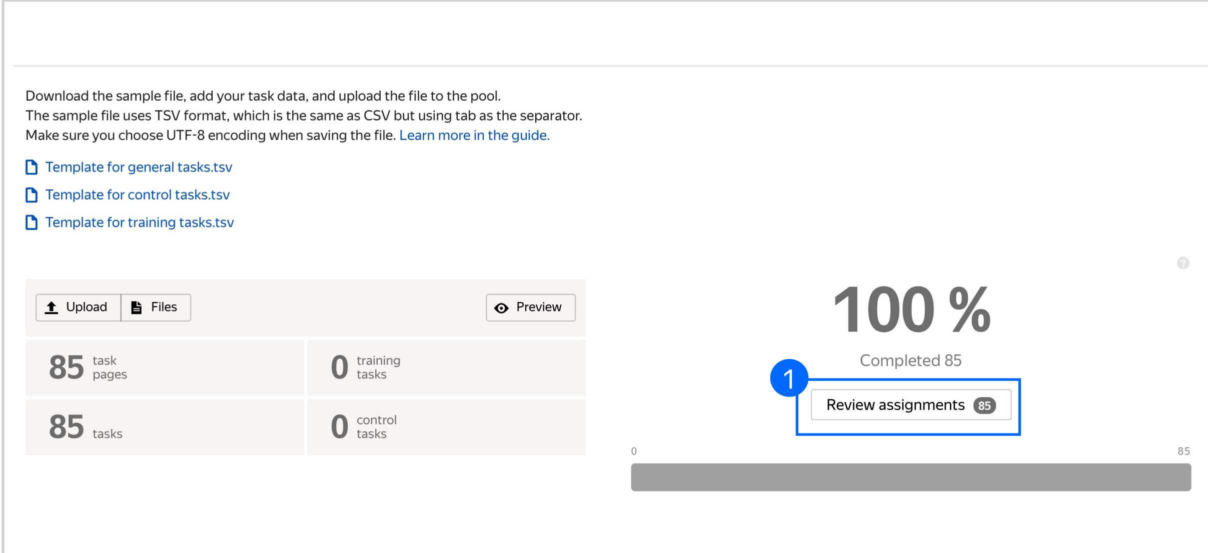
There are two ways to review assignments:

– manually

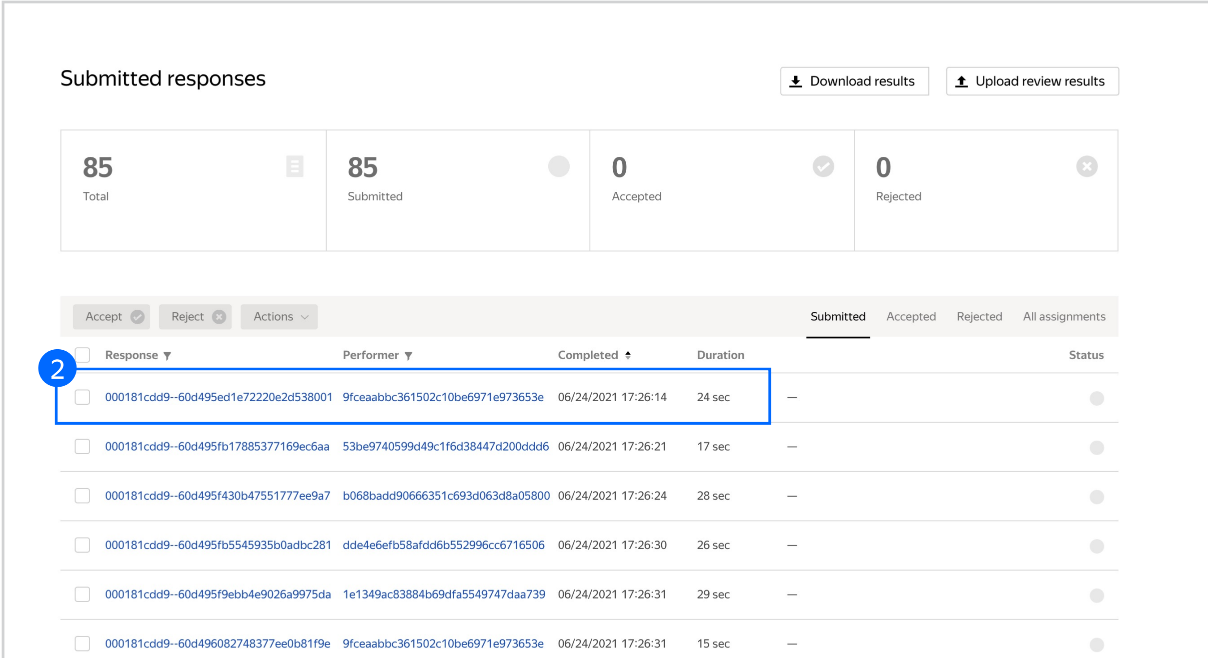
– in a separate Toloka project

Manual review

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



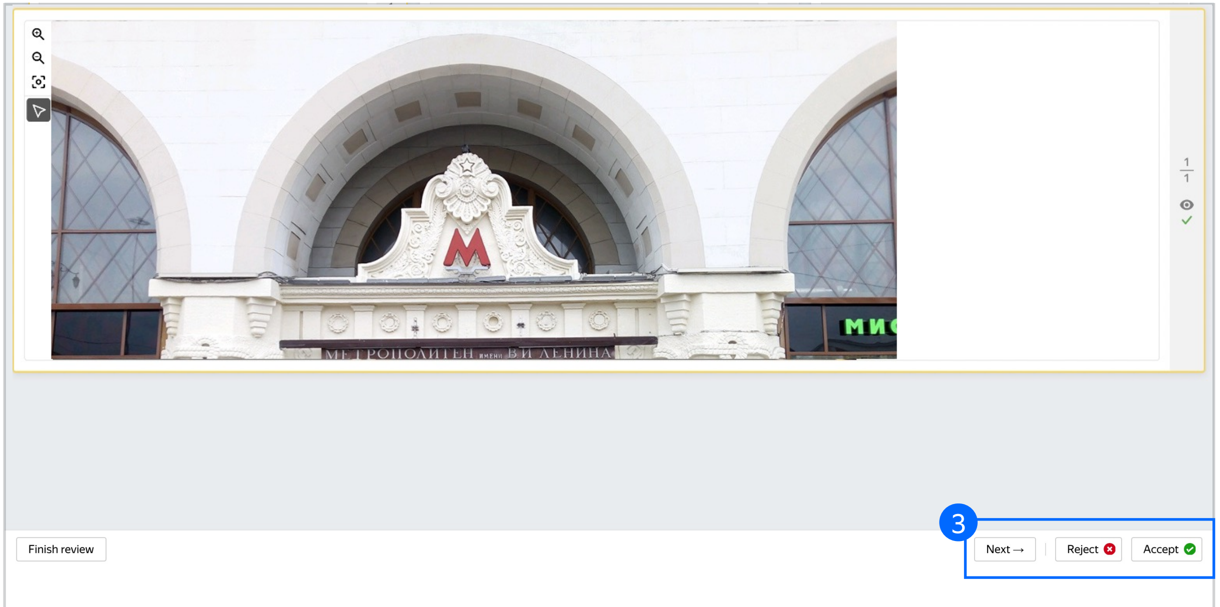
2. Click on any response from the list.



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.

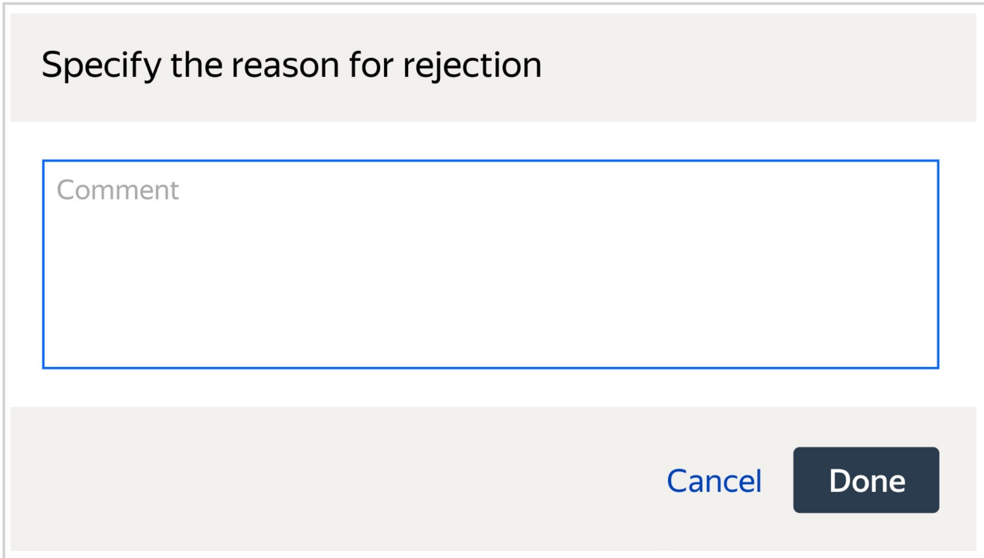
Read more about this in our Requester's Guide.



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.

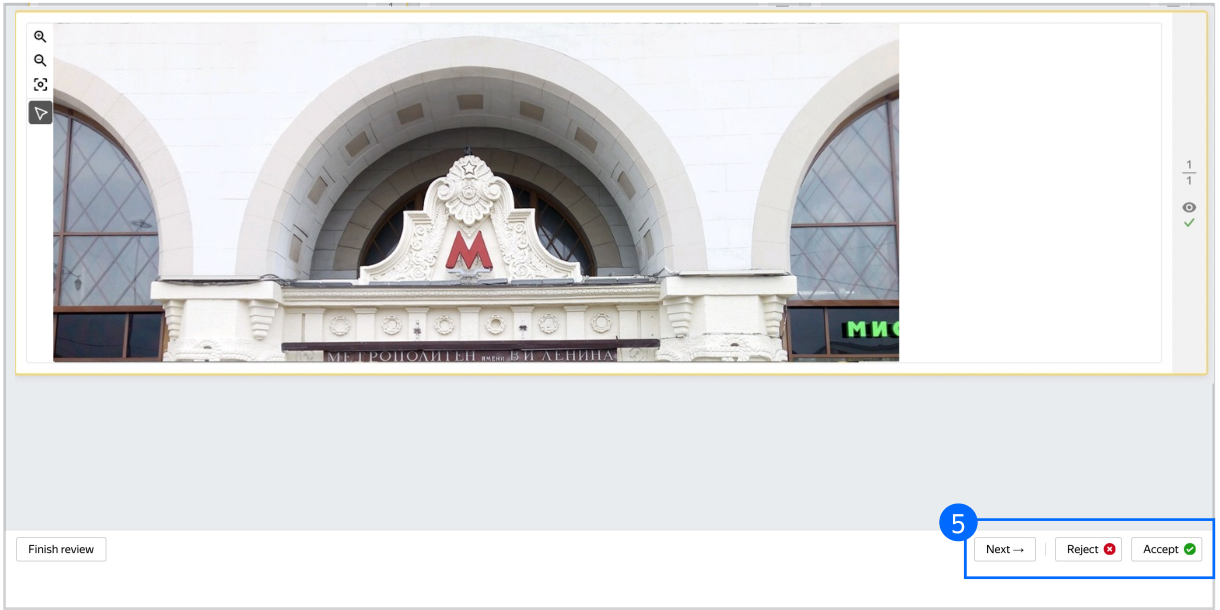
Read more about processing rejected assignments in our Requester's Guide.



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

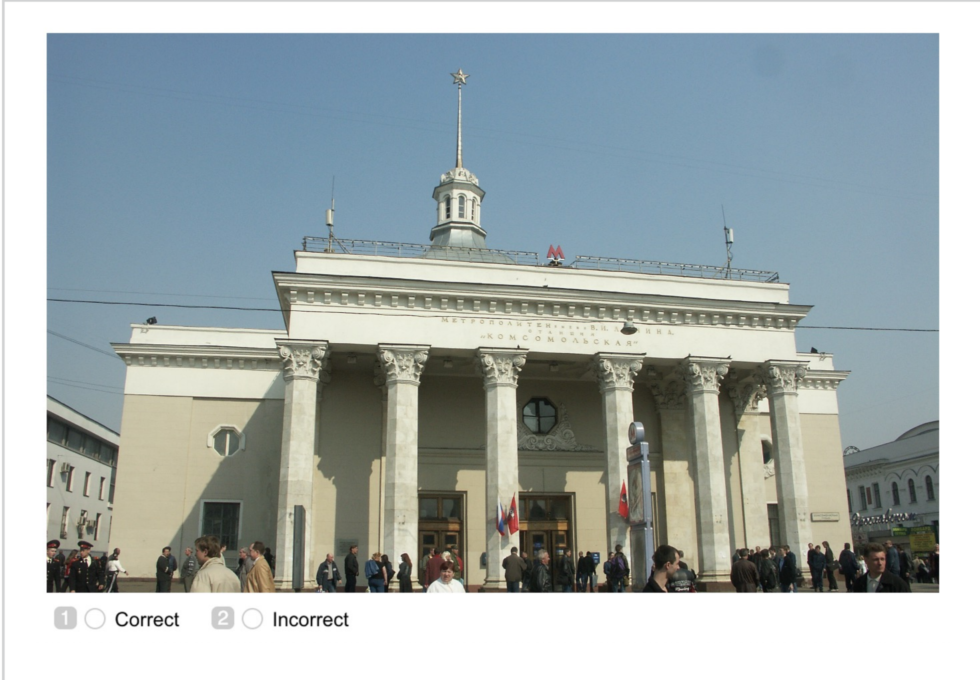
   Make sure to complete the review within the timeframe specified in the pool (see Step 5 in Pool Creation).

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

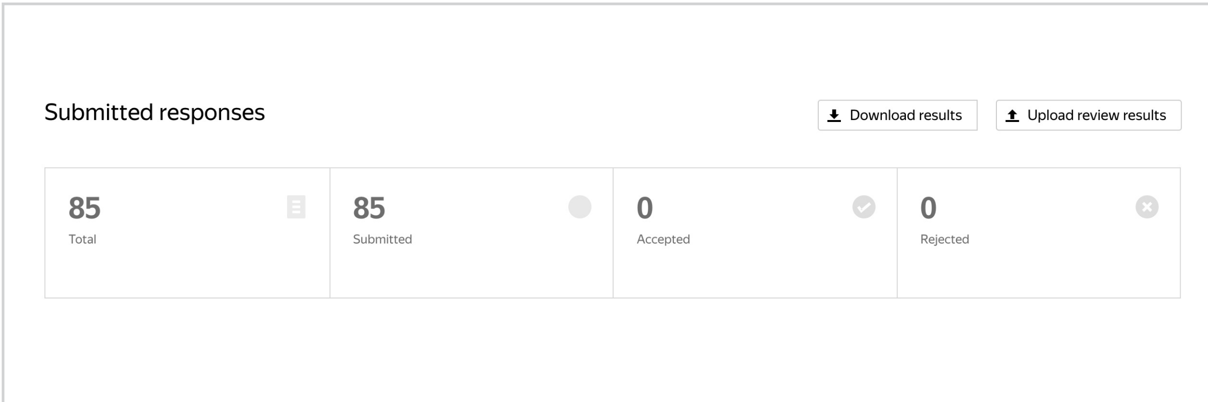


Automated review

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.

Appendix

Interface code
Step 4.1.

```
{
"view": {
"validation": {
"conditions": [
{
"hint": "Couldn't get your coordinates. Please enable geolocation.",
"data": {
"path": "performer_coordinates",
"type": "data.output"
},
"type": "condition.required"
},
{
"hint": "You are too far from the entrance.",
"from": {
"type": "@yandex-toloka/data.location"
},
"to": {
"path": "coordinates",
"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"
},
{
"label": "Entrance name:",
"content": {
"path": "entrance",
"type": "data.input"
},
"type": "view.text"
},
{
"data": {
"path": "verdict",
"type": "data.output"
},
"validation": {
"hint": "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": "** Photos of the entrance from the right and left sides **\n\n_Take 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://tlk.s3.yandex.net/toloka-kit/images_for_instructions/0spatial_good1.png"
},
{
"content": "Example2",
"url": "https://tlk.s3.yandex.net/toloka-kit/images_for_instructions/0spatial_good2.png"
},
{
"content": "Example3",
"url": "https://tlk.s3.yandex.net/toloka-kit/images_for_instructions/0spatial_good3.png"
}
],
"type": "view.link-group"
},
{
"data": {
"path": "entrance_images",
"type": "data.output"
},
"validation": {
"hint": "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"
},
"type": "helper.if"
},
{
"condition": {
"to": "no_obj",
"data": {
"path": "verdict",
"type": "data.output"
},
"type": "condition.equals"
},
"then": {
"items": [
{
"content": "**Take 4 photos in all directions**\n\n_So 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": {
"hint": "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"
},
"type": "helper.if"
}
],
"type": "view.list"
},
"plugins": [
{
"layout": {
"kind": "scroll",
"taskWidth": 400
},
"type": "plugin.toloka"
},
{
"action": {
"data": {
"path": "performer_coordinates",
"type": "data.output"
},
"payload": {
"type": "@yandex-toloka/data.location"
},
"type": "action.set"
},
"fireImmediately": true,
"type": "plugin.trigger"
}
]
}
```