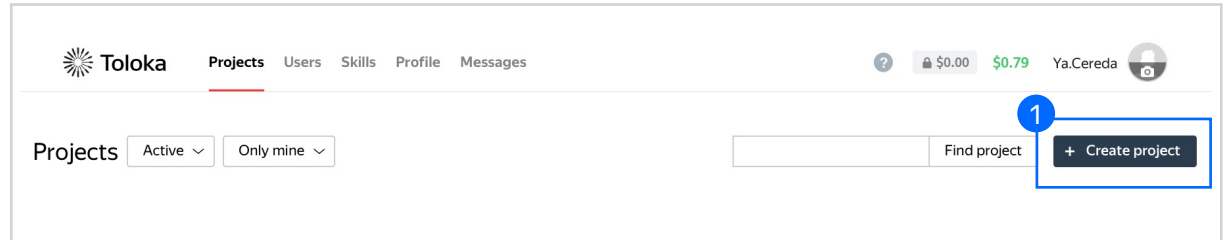




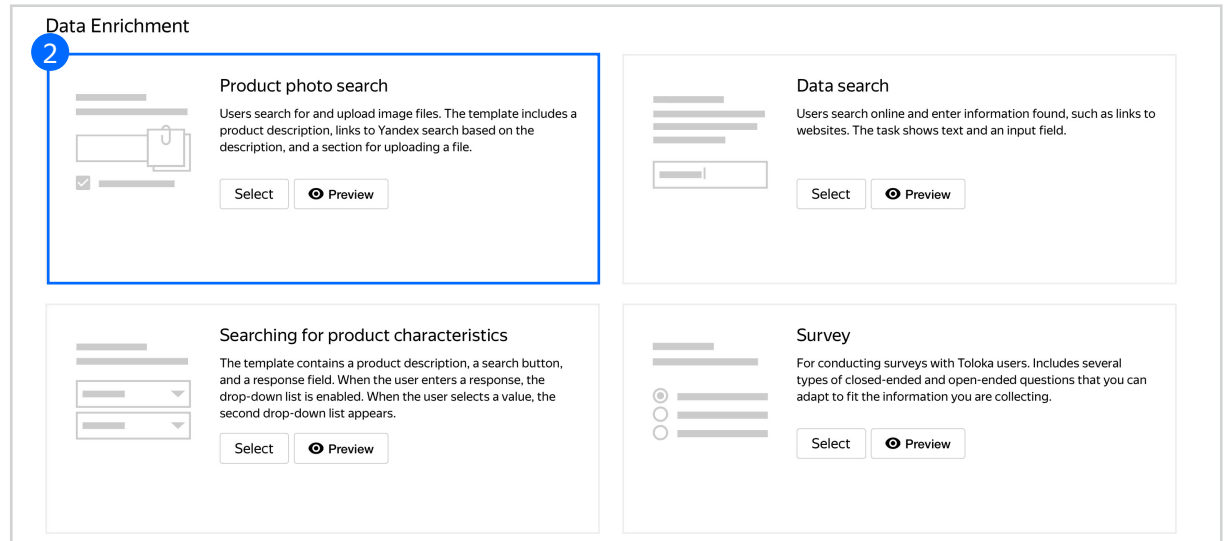
Image collection manual

Create a project

1. Click **Create project**.

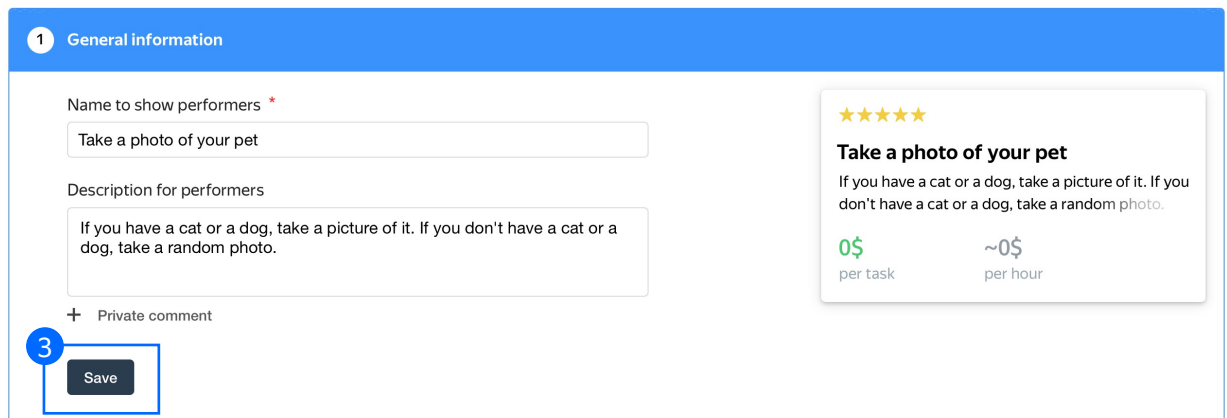


2. Choose the **Product photo search** template.



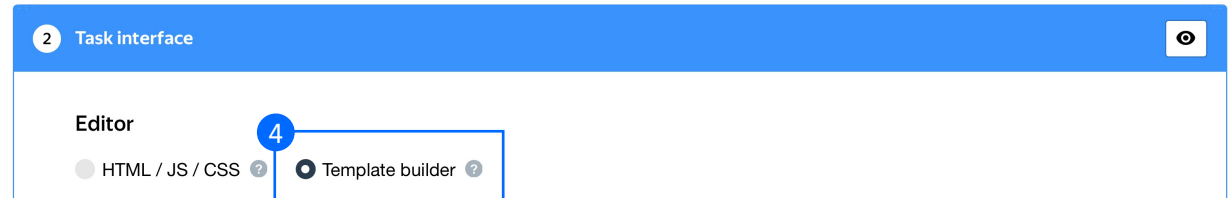
3. Enter a clear project name and description. Click **Save**

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



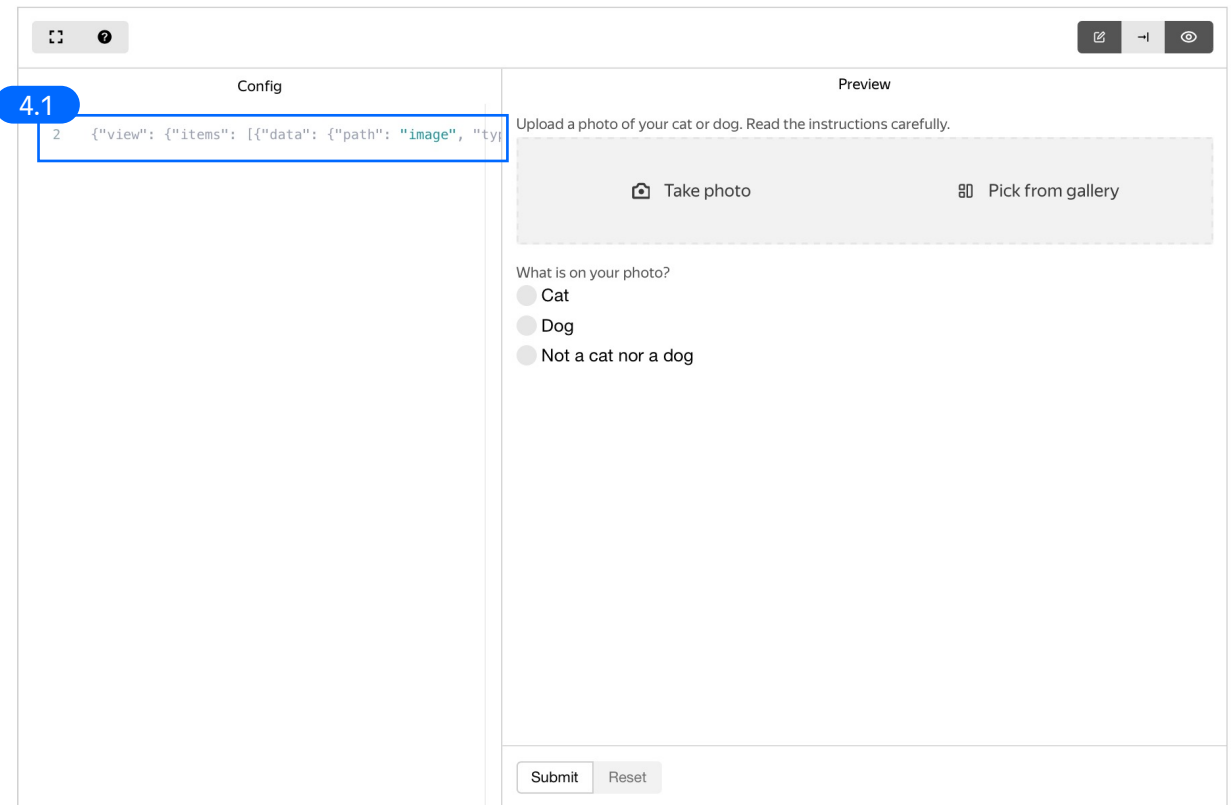
4. Update the task interface in the **Template Builder** block.

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

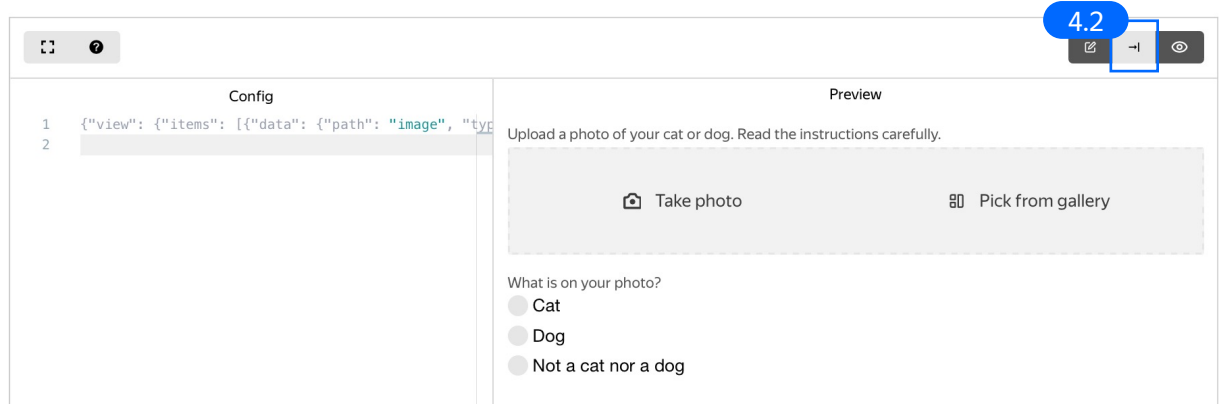


- 4.1. Delete the existing config and paste the code provided at the end of this manual (in the appendix).

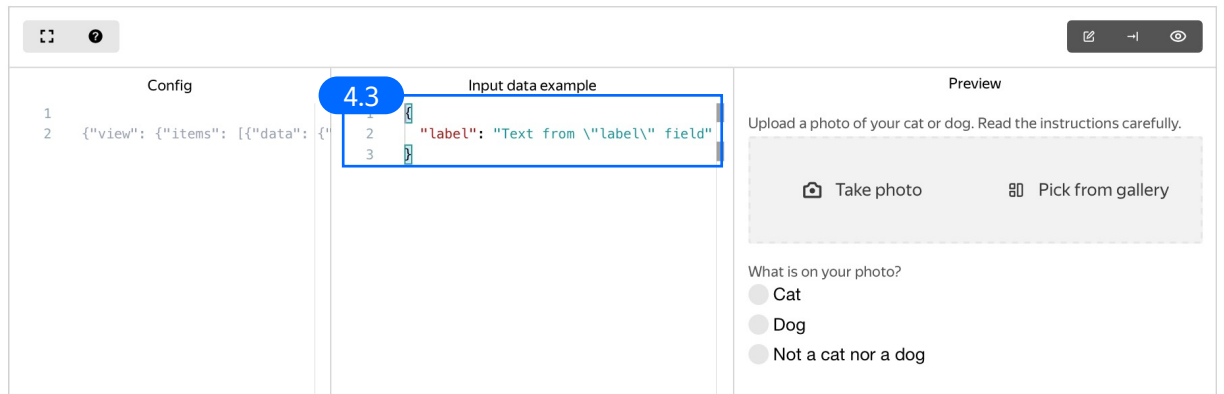
Check the [Interfaces section](#) of our Knowledge Base for more tips on interface design.



4.2. Click **Input data example** in the right corner.



4.3. Paste the code provided at the end of this manual (in the appendix) into **Input data example**.



4.4. 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.

Data specification ?

Input data

label (string)

Add field

Output data <>

image (file)

label (string)

Add field

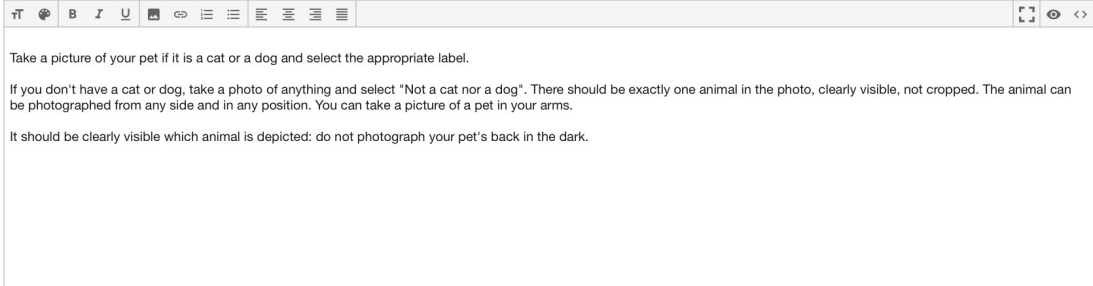
Show common interface elements

4.4

5. Write short and simple instructions. Click **Save**.

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](#).



Take a picture of your pet if it is a cat or a dog and select the appropriate label.

If you don't have a cat or dog, take a photo of anything and select "Not a cat nor a dog". There should be exactly one animal in the photo, clearly visible, not cropped. The animal can be photographed from any side and in any position. You can take a picture of a pet in your arms.

It should be clearly visible which animal is depicted: do not photograph your pet's back in the dark.

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](#)

- ✓ 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.

Take a photo of your pet — active Project actions ^

Statistics for 7 days

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

- Edit
- Clone
- Archive
- Preview

Pool creation

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 project management interface for an active project titled "Take a photo of your pet". At the top, there are statistics for the last 7 days, including Submitted tasks (0), Spent (0\$), Quality: control tasks (-), Quality: training tasks (-), Average submit time (-), Users (0), and Banned users (0). Below the statistics, there are tabs for Pools, Training, Statistics, and Quality control. The "Pools" tab is selected. In the "Pools" section, there are buttons for "Active and closed", "Archived", and "Filters", along with a search bar. A blue circle with the number "1" highlights 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)." At the bottom, there is a table header with columns: Title, Priority, Progress, Status, Started, and To be completed. A message below the header states: "To launch a project, you first need to add a pool, set user filters and quality control rules, and upload tasks." In the bottom right corner, 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.

2

POOL NAME (VISIBLE ONLY TO YOU) ? Take a photo of your pet

Use project description

PUBLIC DESCRIPTION ? If you have a cat or a dog, take a picture of it. If you don't have a cat or a dog, take a random photo.

Add a private description

3. Specify [pool parameters](#):

- 3.1. Set the price per task suite (for example, \$0.05).

Read more about [pricing principles](#) 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.

3.1

PRICE IN US DOLLARS ? 0.05

FEE ? 0.01

+ Dynamic pricing

3.2. [Filter](#) performers who can access the task. Choose “No” in the **Adult content** block. Click **Add filter** to choose the **Languages** 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](#)

ADULT CONTENT ? No

Add filter

OS major version
OS minor version
OS versions
Performer rating
Region by IP
Region by phone number
Type of client application
User agent minor version

Performer profile

Adult content
Citizenship
City
Country
Date of birth
Education
Gender
Languages
Verified

Skills
My skills
Add filter

3.3. Select English-speaking performers using the **Languages = English** filter.

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

3.3

PERFORMER PROFILE

Languages = English

3.4. Click **Add filter** to choose the **Client** option in the list.
Make sure the task is displayed only to mobile users: use the **Client=Tokola for mobile** filter.

The screenshot shows a filter configuration interface. At the top, there is an 'Add filter' dropdown and a 'Create a skill' button. Below this, the 'PERFORMER PROFILE' section contains a filter for 'Languages' set to 'English'. The 'CALCULATED DATA' section contains a filter for 'Client' set to 'Tokola for mobile'. A blue box highlights the 'Client' filter, and a blue circle with the number '3.4' points to it. To the right, a list of filter options is shown, with 'Client' highlighted.

3.5. Create a skill. It will be assigned to users after they complete the pool tasks.
Click **Create a skill**.

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

The screenshot shows the 'Performers' configuration page. The title is 'Performers' and there is a link 'Copy settings from...'. Below the title, there is a description: '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](#)'. There is an 'ADULT CONTENT' toggle set to 'No'. At the bottom, there is an 'Add filter' dropdown and a 'Create a skill' button. A blue box highlights the 'Create a skill' button, and a blue circle with the number '3.5' points to it.

3.6. Enter the skill name and add a description if needed. You are the only one who will see it. Leave the skill private (as default) and click **Add**.

so don't forget to filter by language and region. [Learn more](#)

No Add skill

TITLE

3.6 pet_photo_received

DESCRIPTION

PERF

La

CALC

Clie

Public? No ?

Cancel Add

Quality center

3.7. Set up [Quality](#) control.
Click + **Add Quality Control Rule**.

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

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

NON-AUTOMATIC ACCEPTANCE No

REVIEW PERIOD IN DAYS 14

CAPTCHA FREQUENCY

3.7

+ Add Quality Control Rule

3.8. Set up the [Submitted responses](#) rule. Use it to add variety to answers so that they aren't biased toward only a few productive performers.

When a person submits 1 or more tasks, they are assigned the skill created in the step above.

SUBMITTED RESPONSES

3.8

If submitted task suites > 0

then assign skill value pet_photo_recei 1

3.9. Overlap. This is the number of users who will complete the same task (for example, 1).

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.

3.9 OVERLAP ? 1

DYNAMIC OVERLAP ? Off

3.10. Time given to complete a task suite (for example, 600 seconds).

To understand how much time it should take to complete a task suite, try doing it yourself.

Parameters

3.10 TIME PER TASK SUITE IN SECONDS ? 600

KEEP TASK ORDER ? No

POOL CLOSING DATE ? 2022-06-03

WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ? 0

POOL PRIORITY WITHIN THE PROJECT ? 0

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

Parameters

TIME PER TASK SUITE IN SECONDS ?	<input type="text" value="600"/>	POOL CLOSING DATE ?	<input type="text" value="2022-06-07"/>
KEEP TASK ORDER ?	<input type="checkbox"/> No	WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ?	<input type="text" value="0"/>
		POOL PRIORITY WITHIN THE PROJECT ?	<input type="text" value="0"/>

Cancel **4** Save

5. 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.

4:02 / \$0.05 Instructions

1 / 1

Upload a photo of your cat or your dog. Read the instructions carefully.

Take photo

Pick from gallery

What is on your photo?

Cat

Dog

Not a cat nor a dog

Submit

Preparing and uploading a file with tasks

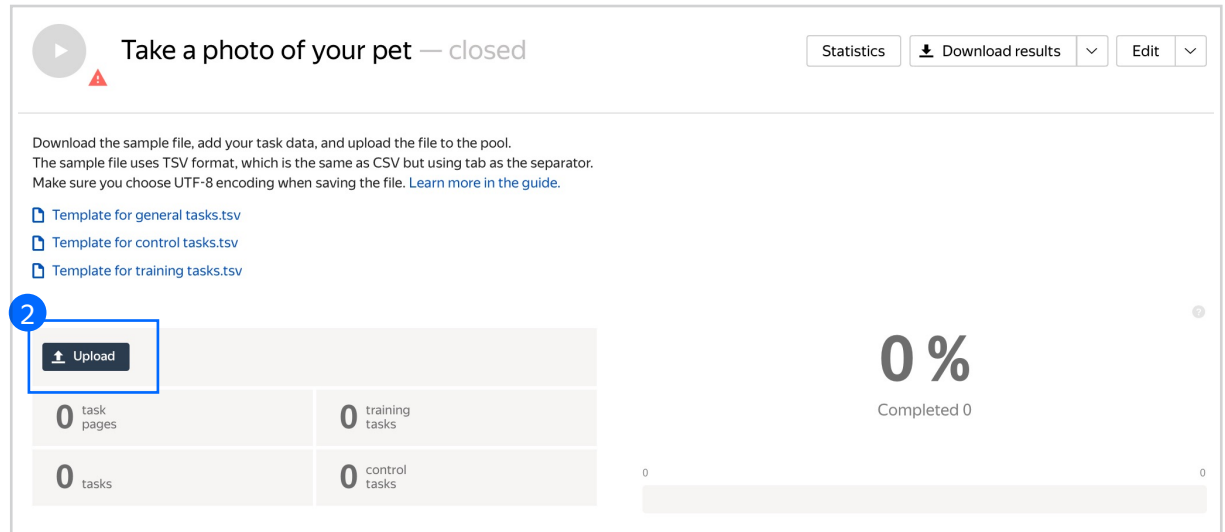
1. Prepare a TSV file for the tasks. The name of the input field should correspond to the data specifications selected in the project.

Note: It is necessary to upload a task file even though no input will be shown in the task interface.

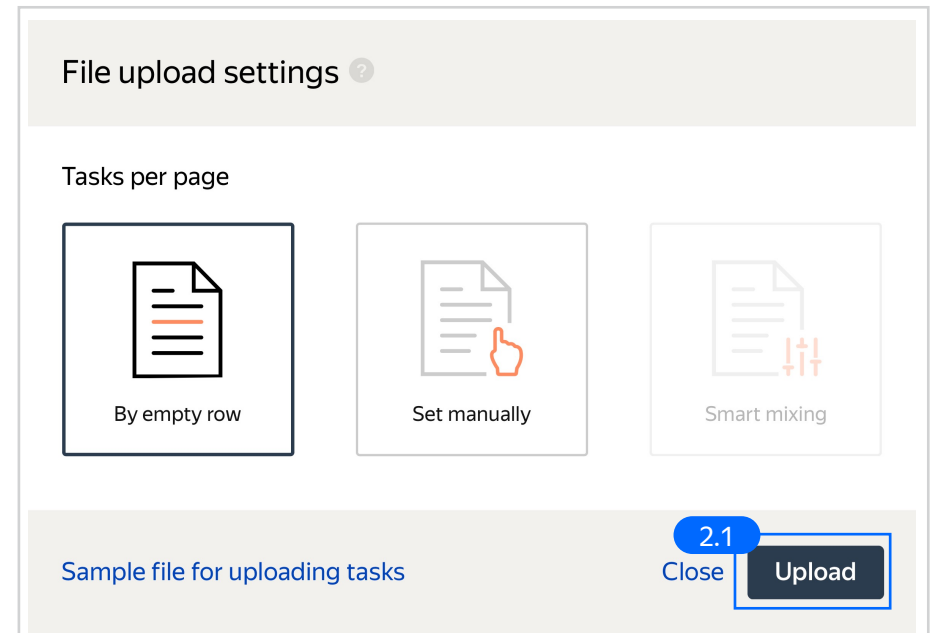
2. Upload this file.

- 2.1. Select [Empty row](#) in **File upload settings**. Click **Upload**.

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

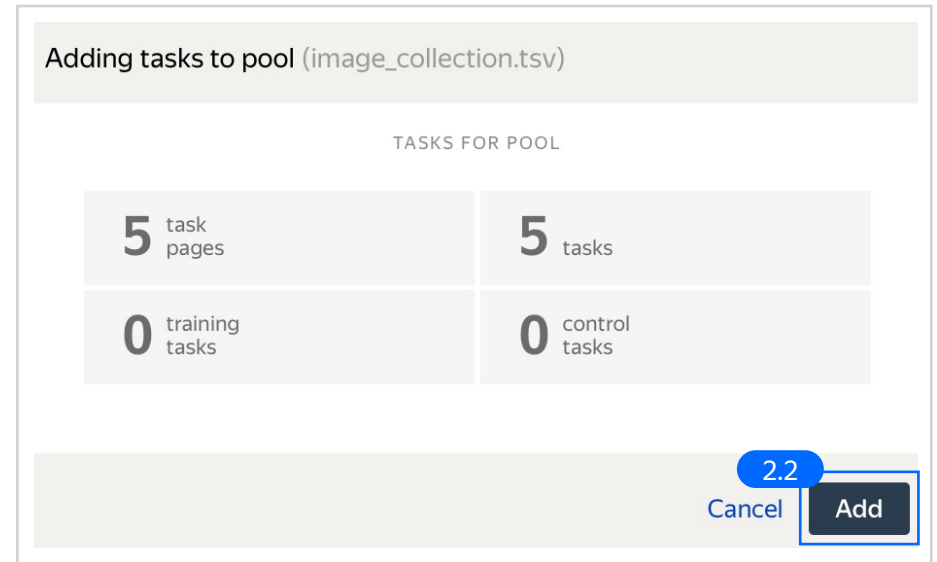


The screenshot shows the 'Take a photo of your pet' task interface. At the top, there is a title bar with a play button icon, a warning icon, and the text 'Take a photo of your pet — closed'. On the right side of the title bar, there are buttons for 'Statistics', 'Download results', and 'Edit'. Below the title bar, there is a section with instructions: '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.](#)' Below the instructions, there are three links: 'Template for general tasks.tsv', 'Template for control tasks.tsv', and 'Template for training tasks.tsv'. A blue circle with the number '2' is positioned over the 'Upload' button, which is highlighted with a blue box. Below the 'Upload' button, there is a table with four columns: 'task pages', 'training tasks', 'tasks', and 'control tasks'. Each column has a '0' in the first row and a '0' in the second row. To the right of the table, there is a progress indicator showing '0%' Completed 0. At the bottom of the progress indicator, there is a horizontal bar with '0' at both ends.

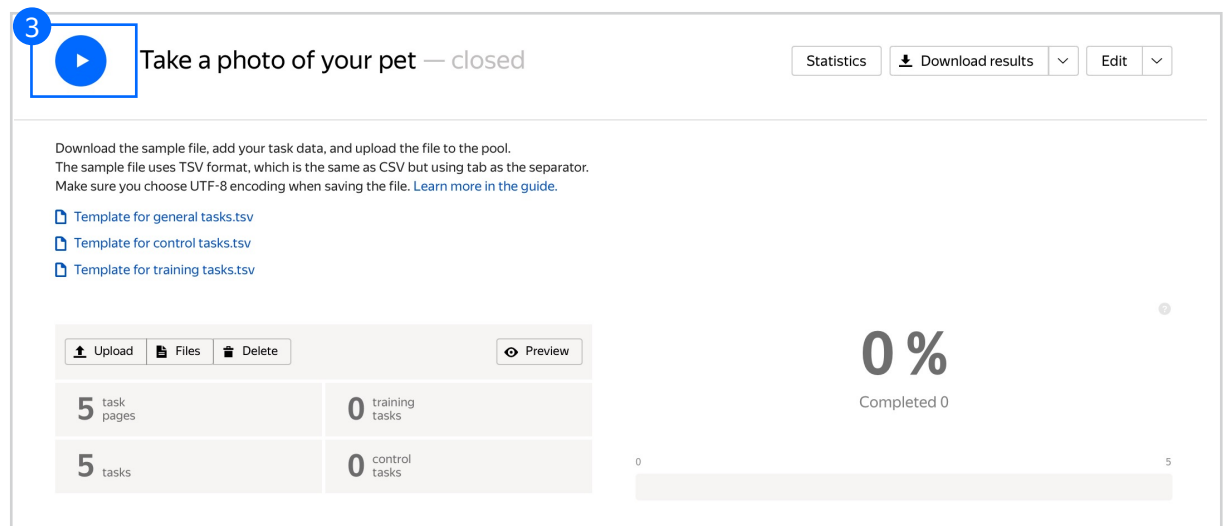


The screenshot shows the 'File upload settings' dialog box. The title bar contains the text 'File upload settings' and a question mark icon. Below the title bar, there is a section titled 'Tasks per page'. Under this section, there are three options: 'By empty row', 'Set manually', and 'Smart mixing'. Each option is represented by a document icon with a red highlight. The 'Set manually' option is selected, indicated by a red hand cursor icon. At the bottom of the dialog box, there is a section titled 'Sample file for uploading tasks'. On the right side of this section, there are two buttons: 'Close' and 'Upload'. A blue circle with the number '2.1' is positioned over the 'Upload' button, which is highlighted with a blue box.

2.2. In the pop-up window, click **Add** to add tasks to the pool.



3. Start the pool.



Receiving responses

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

2. Click **Download results**.

Take a photo of your pet — closed

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

5 task pages	0 training tasks
5 tasks	0 control tasks

100 %
Completed 5, accepted 5

View assignments

Download results

- View operations
- Dawid-Skene aggregation model
- Aggregation by skill
- Download attachments

3. Make sure to uncheck **Separate assignments with empty row** and **Download** the results.

Download results

Status Active Submitted Accepted
 Rejected Skipped Expired

Columns URL assignment ID Task suite ID
 Performer ID status start time
 submit time accept time reject time
 skip time expire time price
 task suite ID

Download data for the period
 Separate assignments with empty row
 Exclude assignments by banned users

Close Download results

Appendix

Interface code

Step 4.1.

```
{"view": {"items": [{"data": {"path": "image", "type": "data.output"}, "label": "Upload a photo of your cat or dog. Read the instructions carefully.", "validation": {"type": "condition.required"}, "accept": {"gallery": true, "photo": true}, "multiple": false, "type": "field.media-file"}, {"data": {"path": "label", "type": "data.output"}, "label": "What is on your photo?", "validation": {"type": "condition.required"}, "options": [{"label": "Cat", "value": "cat"}, {"label": "Dog", "value": "dog"}, {"label": "Not a cat nor a dog", "value": "none"}], "type": "field.radio-group"}], "type": "view.list"}}
```

Input data example

Step 4.3.

```
{  
  "label": "Text from \"label\" field"  
}
```