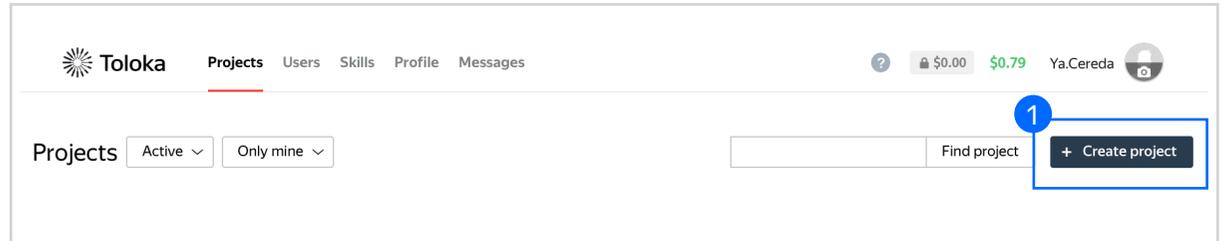




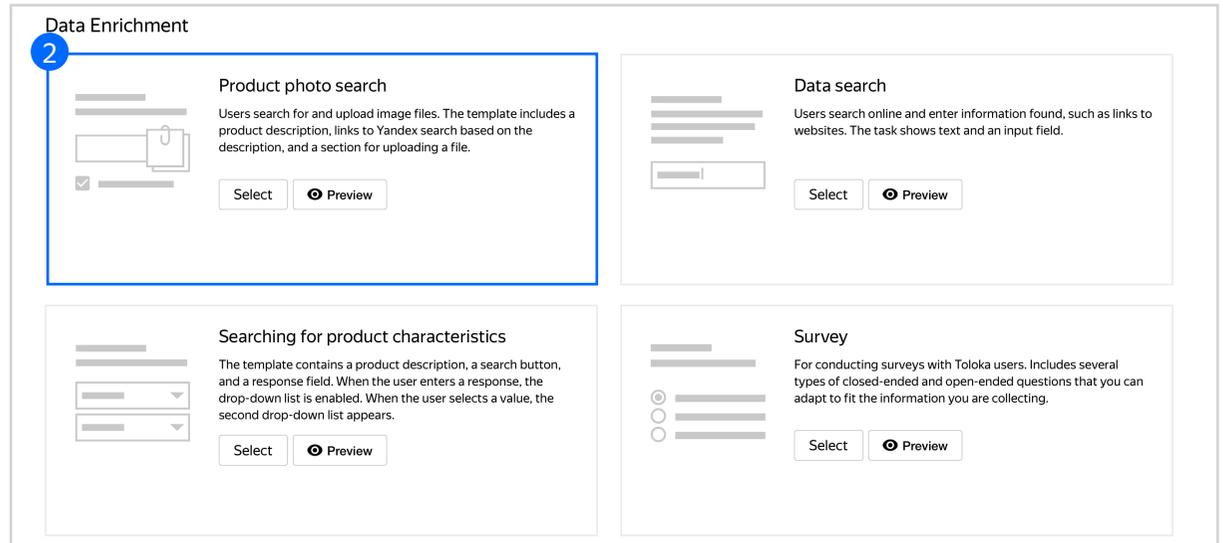
Image collection manual

Create a project

1. Click + **Create project**

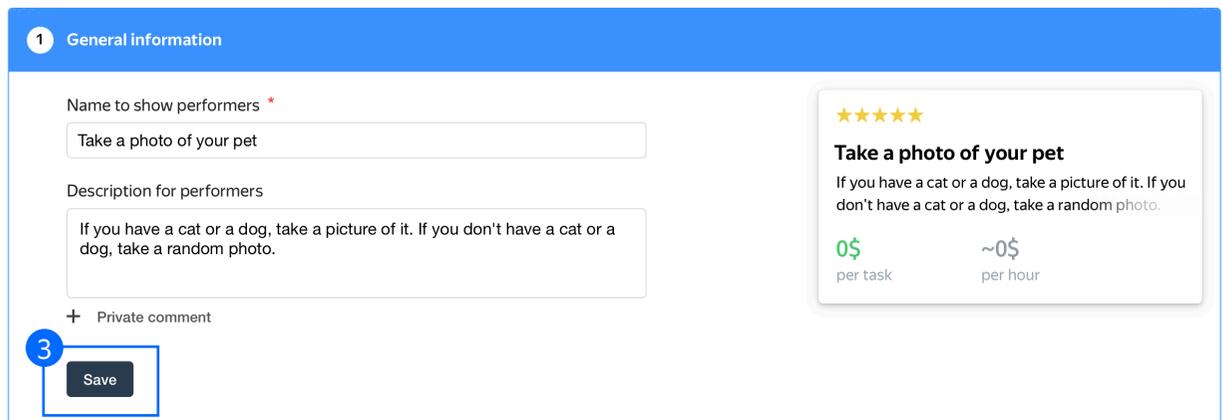


2. Choose the **Product photo search** template

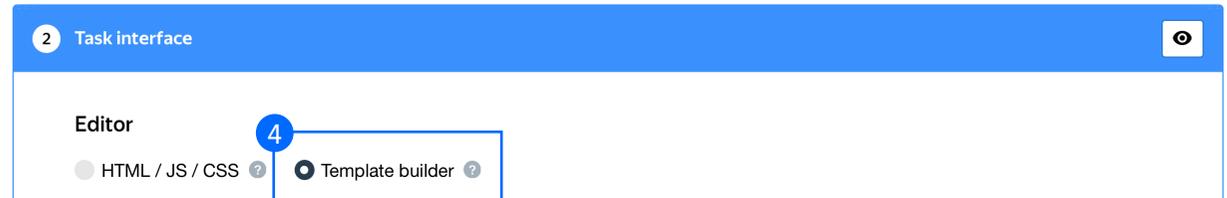


3. Enter a clear project name and description. Click **Save**

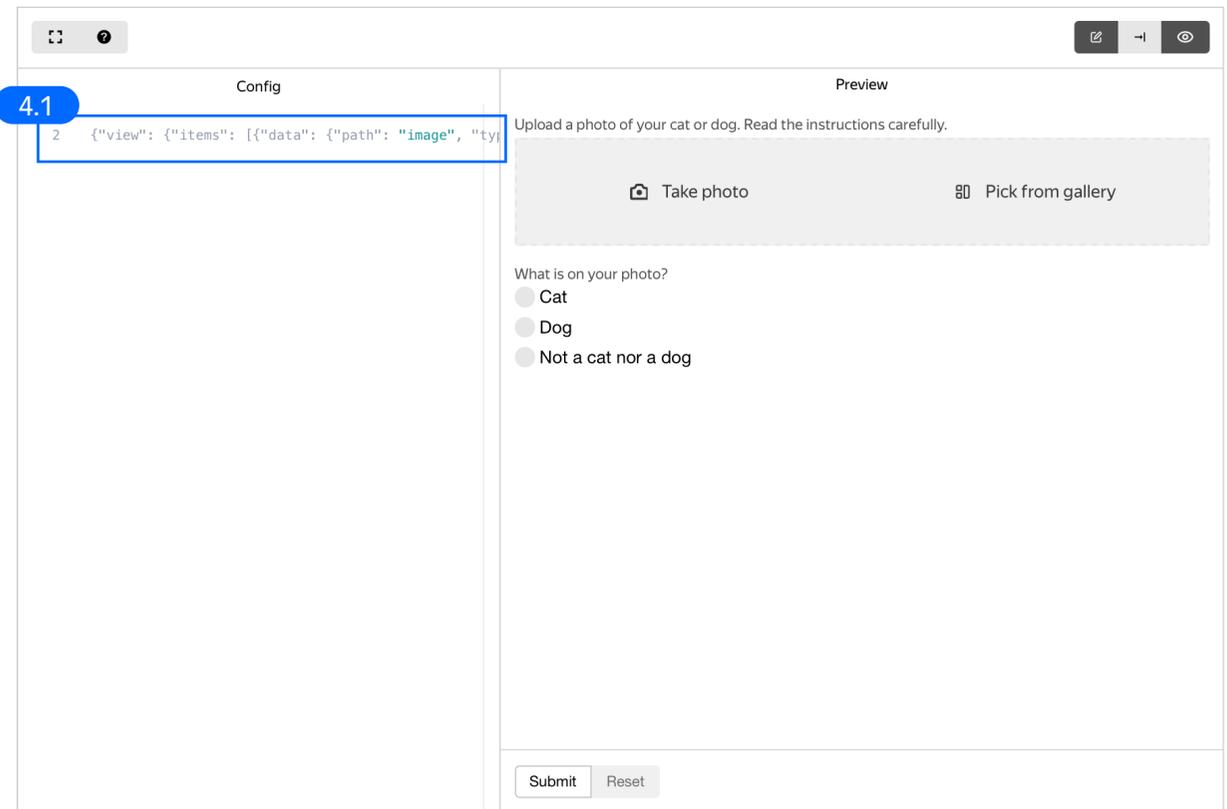
Note: The project will be visible to others



4. Make sure **Template builder** is chosen



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



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

The screenshot shows the Toloka interface with two main panels: 'Config' on the left and 'Preview' on the right. The 'Config' panel contains a code editor with the following JSON snippet:

```
1 {"view": {"items": [{"data": {"path": "image", "type": "image"}, {"data": {"path": "label", "type": "text"}}, {"data": {"path": "radio", "type": "radio"}]}}
```

The 'Preview' panel shows a user interface for uploading a photo of a cat or dog. It includes a text prompt: "Upload a photo of your cat or dog. Read the instructions carefully." Below this are two buttons: "Take photo" and "Pick from gallery". Underneath the buttons is a question: "What is on your photo?" with three radio button options: "Cat", "Dog", and "Not a cat nor a dog".

A blue circle with the number "4.2" is positioned in the top right corner of the interface, highlighting the "Input data example" button.

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

The screenshot shows the Toloka interface with two main panels: 'Config' on the left and 'Preview' on the right. The 'Config' panel contains a code editor with the following JSON snippet:

```
1 {"view": {"items": [{"data": {"path": "image", "type": "image"}, {"data": {"path": "label", "type": "text"}, {"data": {"path": "radio", "type": "radio"}]}}
```

The 'Preview' panel shows a user interface for uploading a photo of a cat or dog. It includes a text prompt: "Upload a photo of your cat or dog. Read the instructions carefully." Below this are two buttons: "Take photo" and "Pick from gallery". Underneath the buttons is a question: "What is on your photo?" with three radio button options: "Cat", "Dog", and "Not a cat nor a dog".

A blue circle with the number "4.3" is positioned in the top right corner of the interface, highlighting the "Input data example" button.

4.4. Make sure the specifications look like this:
And click **Save**

Data specification ?

Input data	Output data <>
<p>label (string) ○</p>	<p>image (file) ●</p>
	<p>label (string) ●</p>
<p>Add field</p>	<p>Add field</p>

Show common interface elements

4.4 Save

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**

The screenshot shows the Toloka project management interface for a project titled "Take a photo of your pet — 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 (-), 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 input field. A blue box with a "1" in a blue circle 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)." Below the note, there is a table header with columns: Title, Priority, Progress, Status, Started, and To be completed. Below the table header, there is a message: "To launch a project, you first need to add a pool, set user filters and quality control rules, and upload tasks." 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

2

POOL NAME (VISIBLE ONLY TO YOU) ?

Use project description

PUBLIC DESCRIPTION ?

Add a private description

3. Specify [pool parameters](#):

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

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 ?

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 Create a skill

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 **Language = 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 Create a skill

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=Toloka 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 'Toloka 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 calculated data 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**

The screenshot shows the 'Performers' configuration page. The 'ADULT CONTENT' toggle is set to 'No'. The 'Add filter' dropdown and 'Create a skill' button are highlighted with a blue box, and a blue circle with the number '3.5' points to the 'Create a skill' button.

- 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

Click Public? No ?

Cancel Add

Quality center

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

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** quality control rule. 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

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)

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

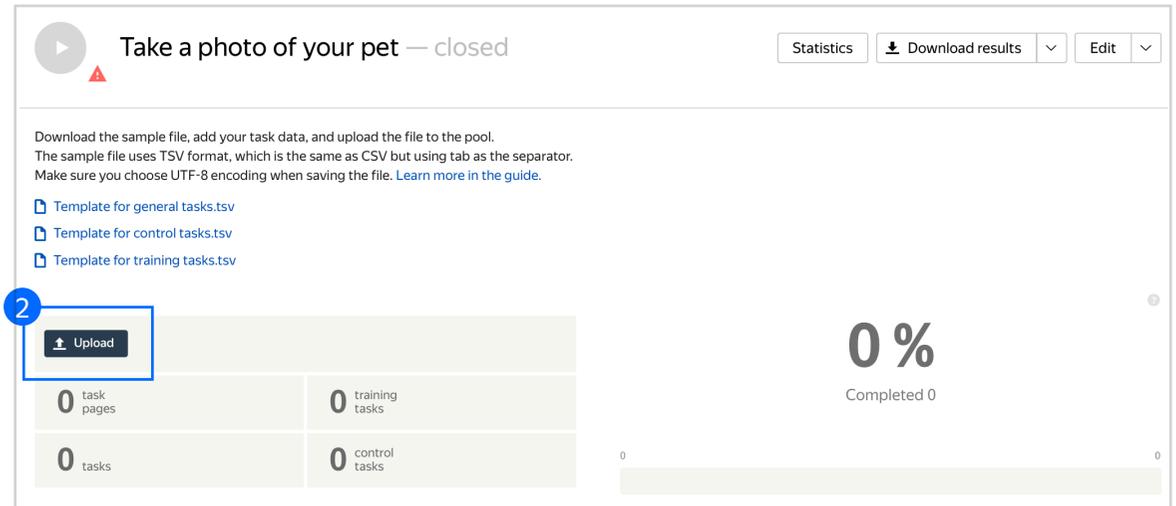
1. Prepare a TSV file for the tasks. The name of the input field should correspond to the data specifications selected in the project - INPUT:label

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

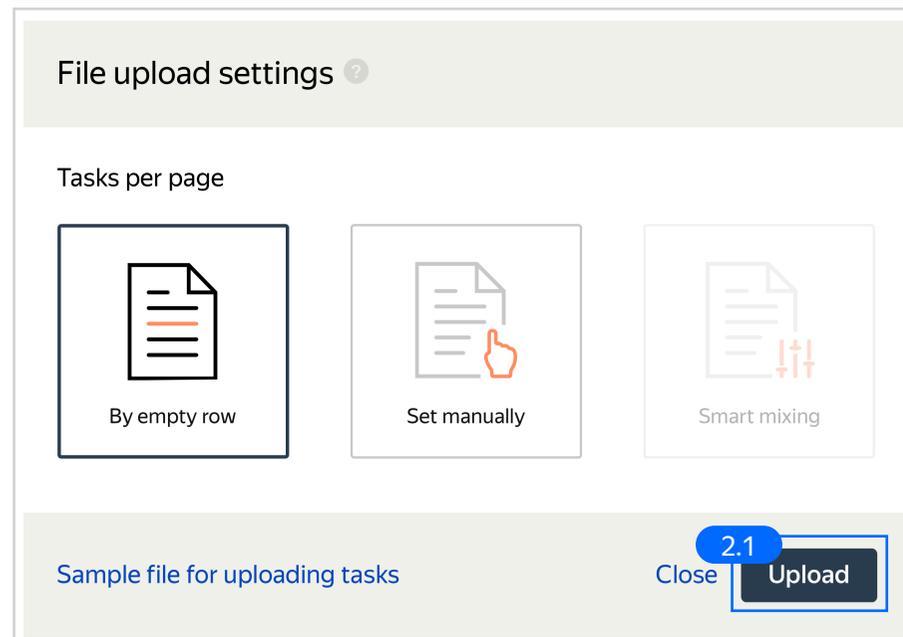
2. Upload this file

- 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

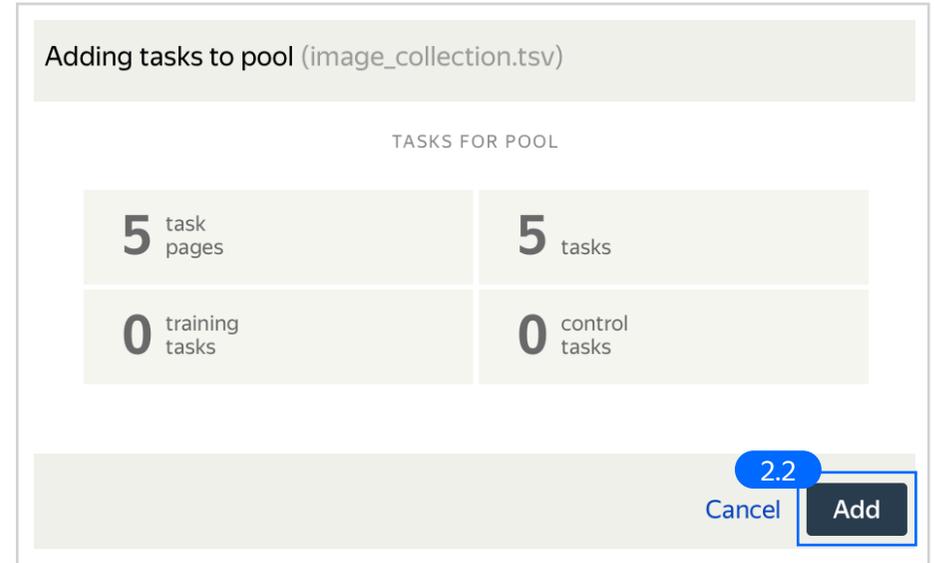


The screenshot shows the task interface for 'Take a photo of your pet'. At the top, there is a play button icon, a warning triangle, and the title 'Take a photo of your pet — closed'. On the right, there are buttons for 'Statistics', 'Download results', and 'Edit'. Below the title, there is a text block: '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.](#)' followed by 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' highlights the 'Upload' button. Below the button is a progress bar showing '0 % Completed 0'. On the left, there are four statistics boxes: '0 task pages', '0 training tasks', '0 tasks', and '0 control tasks'.

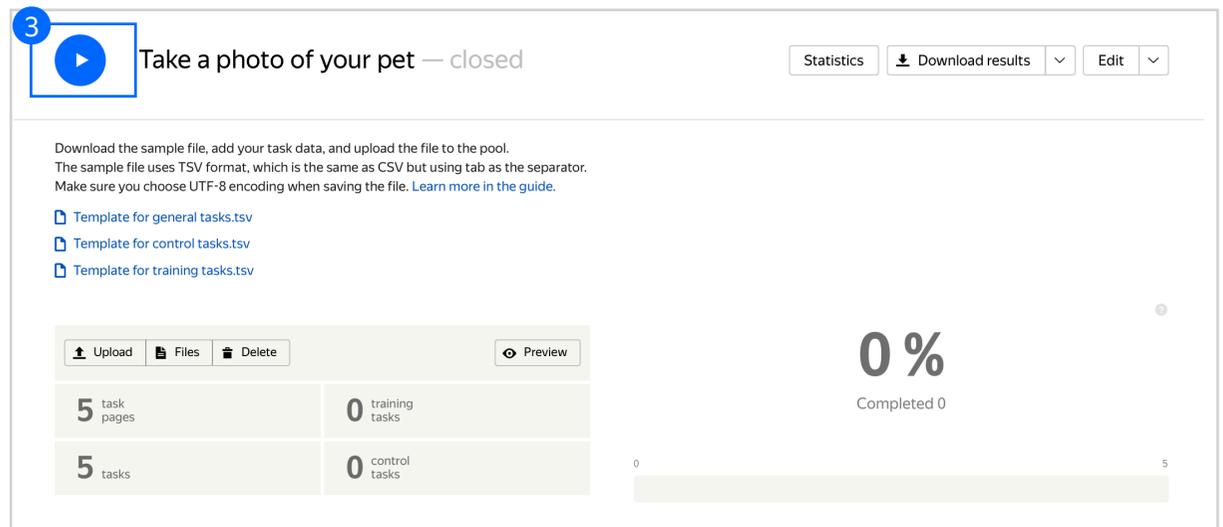


The screenshot shows the 'File upload settings' dialog box. The title is 'File upload settings' with a help icon. Below the title, there is a section 'Tasks per page' with three options: 'By empty row', 'Set manually', and 'Smart mixing'. Each option has a corresponding icon: a document with a red line for 'By empty row', a document with a hand cursor for 'Set manually', and a document with red arrows for 'Smart mixing'. At the bottom, there is a 'Sample file for uploading tasks' link, a 'Close' button, and an 'Upload' button highlighted with a blue circle and the number '2.1'.

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

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"  
}
```