


Review Process Quick Start Guide

Table of Contents

INITIAL LOGIN:	2
PROCESSING	3

Initial Login:

1. Find the email with your temporary login credentials.

 **no-reply@verificationemail.com** Trash - Google Yesterday, 16:48
You are invited by patrick_leech1@baylor.edu from 1956 Emigrans Project to work on a labeling project
To: Patrick C. Leech

Hi,

You are invited by patrick_leech1@baylor.edu from 1956 Emigrans Project to work on a labeling project

Click on the link below to log into your labeling project. Link

<https://5lehrfnrnr.labeling.us-east-1.sagemaker.aws>

You will need the following username and temporary password provided below to login for the first time.

User name: patrick.c.leech@gmail.com Username

Temporary password: **GtZ?08au** Password

Once you log in with your temporary password, you will be required to create a new password for your account.

After creating a new password, you can log into your private team to access your labeling project.

If you have any questions, please contact us at patrick_leech1@baylor.edu.

2. Click the labeling project link.

Hi,

You are invited by patrick_leech1@bay Project to work on a labeling project

Click on the link below to log into your labeling project.

<https://5lehrfnrnr.labeling.us-east-1.sagemaker.aws>

3. Enter the provided username (Note: usernames are case-sensitive.)

User name: patrick.c.leech@gmail.com

4. Enter the provided password.

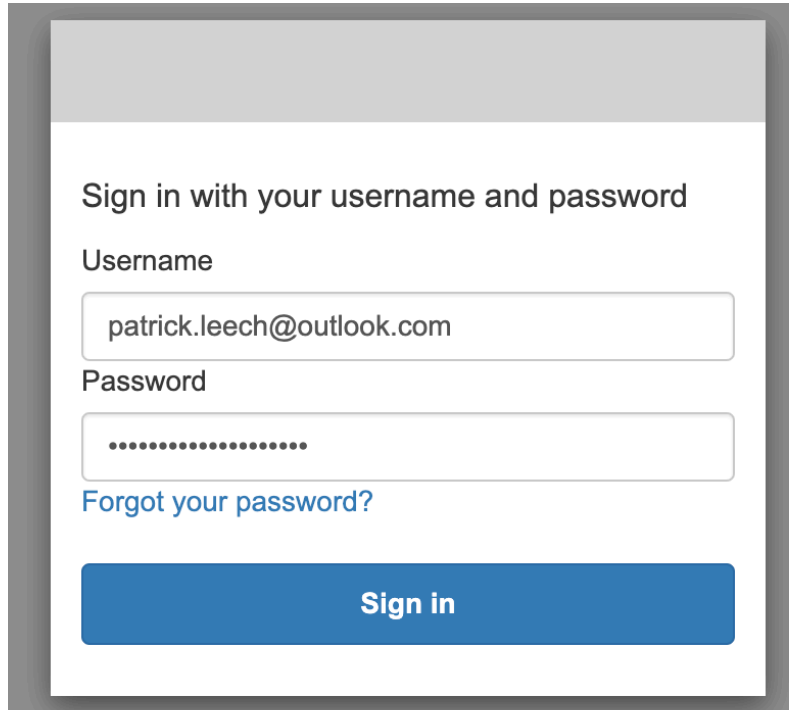
Temporary password: **GtZ?08au**

5. You will be prompted to create a new password.

6. You are now able to access the project portal using your username and the newly created password.

Processing

1. Open the link.
2. Enter your username and password, then press "Sign In."



3. You should now be in the portal.

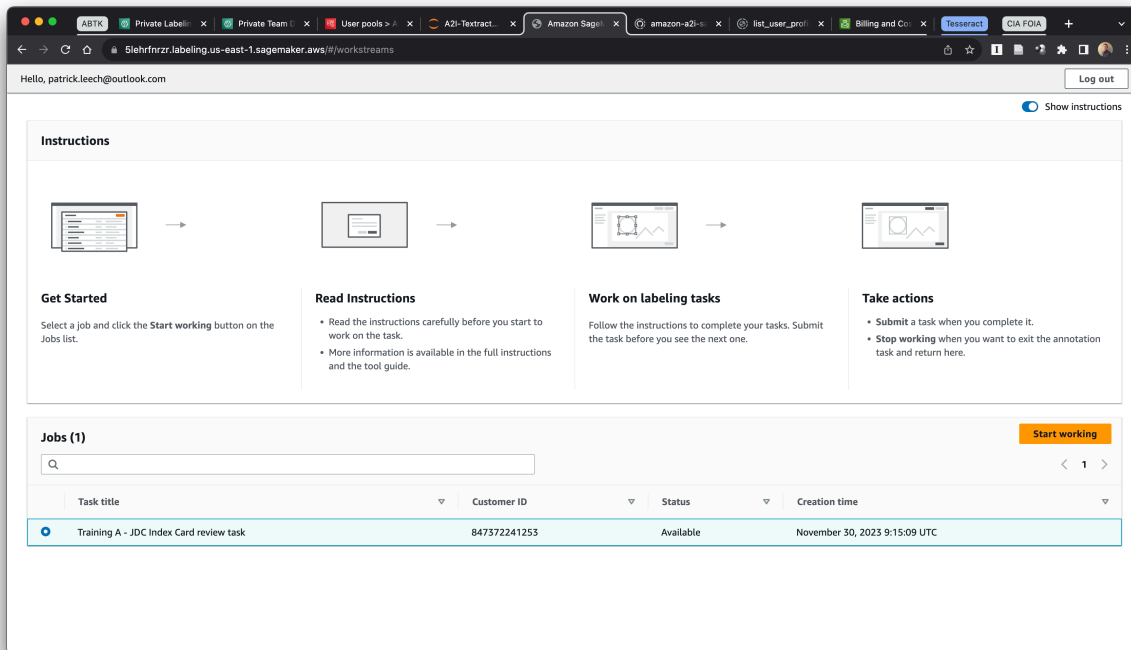


Figure 1: This is the processing portal.

4. Select the correct review job, then press the "Start Working" button.

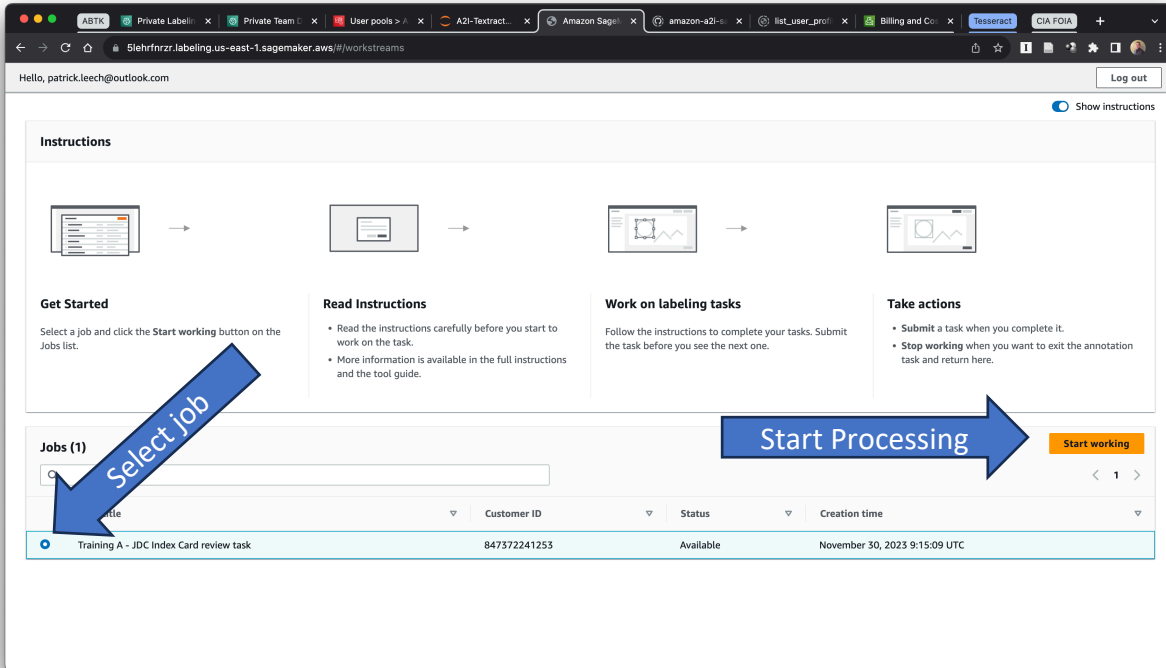


Figure 2: Select the job and then "Start Working" to being reviewing.

5. You should now see a card for review. Occasionally, it may take a minute for the image to fully load. The image of the card is on the left side of the screen, while the right side will contain a list of Key-Value Pairs to review.

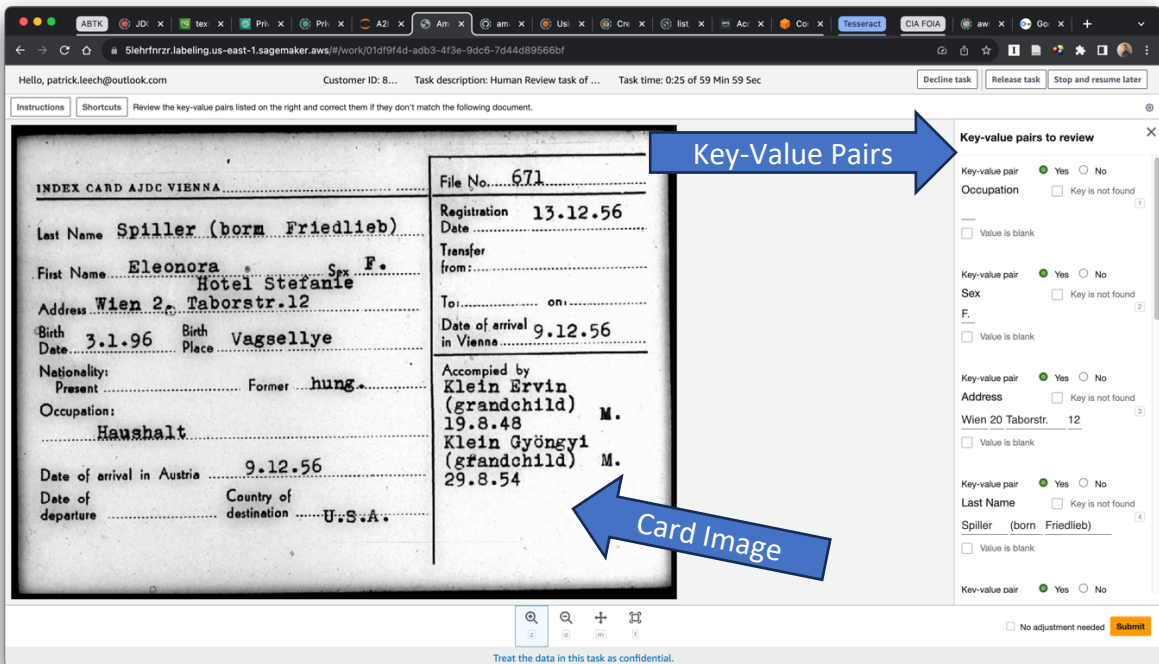


Figure 3: This is the review window.

6. When you select a pair for a review, a thin, blue box will appear on the card showing you the relevant portion of the image.
7. During the review you will have several possible scenarios:
 - a. Value is blank – if there is no information in the image that matches the Key (field) then check the “Value is blank” box below;

Key-value pair Yes No

To Key is not found 6

Value is blank

Figure 4: Since there is no information on the card for this key, select "Value is blank."

- b. No change needed – if the Key-Value pair exactly matches the information on the card, no action is needed;

Key-value pair Yes No

Last Name Key is not four

Spiller (born Friedlieb)

Value is blank

Figure 5: This Key-Value pair is correct; no change is needed.

- c. Edit – if the Key-Value pair contains information but it does not accurately reflect the card, edit the value accordingly; or if the value is blank but there is information on the card type that information into the value field. [NOTE: the goal is to transcribe the cards as faithfully as possible. If there are obvious spelling errors those should not be corrected. When the text is difficult to read, please make your best attempt based on the characters available and familiarity you have with Hungarian or German language. If there is text present but it is not legible, please transcribe it as best as possible and follow it with the word illegible in parentheses: (illegible).]

Key-value pair Yes No

Occupation Key is not found 1

Value is blank

Figure 6: The value for this key is blank and needs to be transcribed.

8. Repeat Step #9 for each Key-Value Pair
9. After reviewing all Key-Value Pairs, verify that any pairs without information are marked “Value is blank,”
10. If every Key-Value Pair contains information and no changes were required, check the “No adjustment needed” box; [NOTE: This is highly unlikely since even marking a pair as blank is considered an adjustment.]



Figure 7: The "No adjustment needed" option is very rarely.

11. Press "Submit" to accept the changes and load the next card. [NOTE: if you exit without submitting your changes will not be saved.]

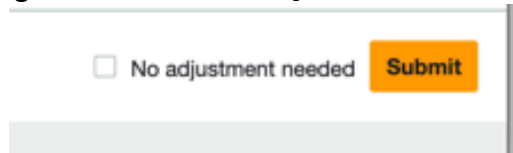


Figure 8: Select "Submit" to complete the review of the information.

12. To end a review session, click the "Release task" button. [NOTE: If you select "Stop and resume later" that will hold the current image so that no other user can review it. That can cause a variety of problems and prevent completion of the review process, so please do not use this option.]

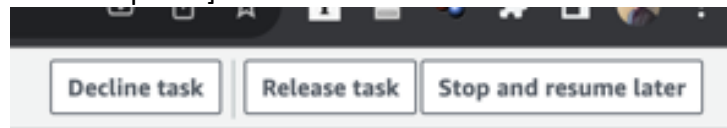


Figure 9: Choose "Release task" to end a review session.

13. To avoid accidentally ending your review, you will be prompted to confirm the release task. Select the "Confirm" button to end the review session.

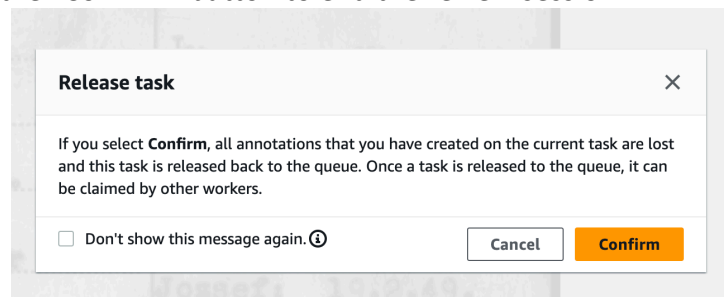


Figure 10: Select "Confirm" to end the review session.

14. Then select the "Log Out" button to sign out.

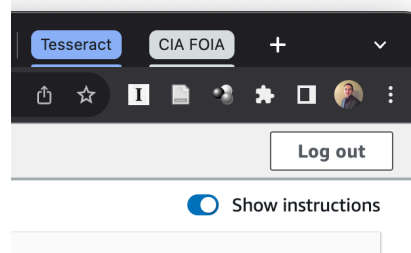


Figure 11: Press "Log out" to exit the portal.