# **Review Process Quick Start Guide**

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Version 1 (1 December 2023)

## Initial Login:

1	ind 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           Yesterday, 16:48         Yesterda					
	Hi,					
	You are invited by <u>patrick_leech1@baylor.edu</u> from 1956 Emigrans Project to work on a labeling project					
	🗾 Link					
	Click on the link below to log into your labeling project.					
	https://5lehrfnrzr.labeling.us-east-1.sagemaker.aws					
	You will need the following username and temporary password provided below to login for the first					
	time. Username					
	User name: patrick.c.leech@gmail.com					
	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 <u>patrick\_leech1@baylor.edu</u>.

#### 2. Click the labeling project link.

Hi,

### You are invited by <u>patrick\_leech1@bay</u> Project to work on a labeling project

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

https://5lehrfnrzr.labeling.us-east-1.sagemaker.aws

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

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

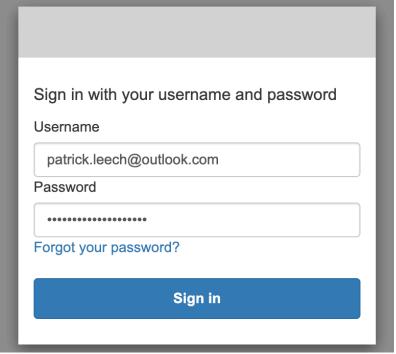
4. Enter the provided password.

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.

🔍 🔍 🕼 Private Labelin 🗴 🔯 Private Team D	x 🛛 💐 User pools > A 🗴 📔 🔿 A2I-Textract x 🖉 Amazo	on Sageli X () amazon-a2i-s: X () () list_user_profi X	
- $ ightarrow \mathbf{C}$ $\mathbf{\hat{\Omega}}$ $ ilde{\mbox{a}}$ 5lehrfnrzr.labeling.us-east-1.sagemake	r.aws/#/workstreams		i 🖈 🔟 🖻 🤹 🖨 🖬 🐥 E
Hello, patrick.leech@outlook.com			Log out
			Show instructions
Instructions			
	→		
Get Started	Read Instructions	Work on labeling tasks	Take actions
Select a job and click the <b>Start working</b> button on the Jobs list.	Read the instructions carefully before you start to work on the task.     More information is available in the full instructions and the tool guide.	Follow the instructions to complete your tasks. Submit the task before you see the next one.	<ul> <li>Submit a task when you complete it.</li> <li>Stop working when you want to exit the annotation task and return here.</li> </ul>
Jobs (1)			Start working
٩			< 1 >
Task title			ime v
Training A - JDC Index Card review task	847372241253	Available November	30, 2023 9:15:09 UTC



Instructions	→	a pag	
→	→		
Get Started Read	Instructions	Work on labeling tasks	Take actions
Jobs list. work	the instructions carefully before you start to on the task. information is available in the full instructions the tool guide.	Follow the instructions to complete your tasks. Submit the task before you see the next one.	Submit a task when you complete it.     Stop working when you want to exit the annotation task and return here.
Jobs (1) Select 1019		Start Pro	cessing Start working
tie			ne
Training A - JDC Index Card review task	847372241253	Available November 3	30, 2023 9:15:09 UTC

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.

● ●		list, x	<u>CIAFOIA</u>   (© aw ×   ∞ Go ×   + ○ △ ☆ □ ■ ◆ ★ □ ()
		25 of 59 Min 59 Sec	Decline task Release task Stop and resume lat
tructions Shortcuts Review the key-value pairs listed on the right and correct them if they don't ma	tch the following document.		
	File No	Key-Value Pairs	Key-value pairs to review
INDEX CARD AJDC VIENNA Lest Name Spiller (borm Friedlieb) First Name Eleonora : Ser F. Hotel Stefanie Address Wien 2, Taborstr.12 Birth 3.1.96 Birth Vagsellye	Price Vo		Coccupation Key is not four Visitue is blank Key-value pair Yes No Sex Key is not four E. Visitue is blank
Nationality: Present Occupation: Haushalt Date of errivel in Austria 9.12.56	Accompied by Klein Ervin (grandchild) M. 19.8.48 Klein Gyöngyi (grandchild) M.		Key-value pair • Yes • No Address • Key is not four Wien 20 Taborstr. 12 • Value is blank
Date of errival in Austra Date of Country of departure destination U:S:A.	29.8.54	rd Image	Key-value pair • Yes O No Last Name   Key is not four Spiller (born Friedlieb) Value is blank Key-value pair • Yes O No
		I	No adjustment needed
	Treat the data in this task as confidential.		

*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) than check the "Value is blank" box below;

Key-value pair	🔍 Yes 🔿 No
То	Key is not found
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	0 No
Last Nar	ne		Key is not four
Spiller	(born	Fried	llieb)
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
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.]

No adjustment needed	Submit
igure 7: The "No adjustment needed" o	ption is very rar

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

No adjustment needed	Submit
Figure 8: Select "Submit" to complete the rev	view 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.]

	· · · · · ·
Decline task Release task	Stop and resume later

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.

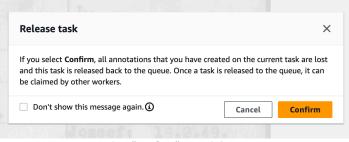


Figure 10: Select "Confirm" to end the review session.

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

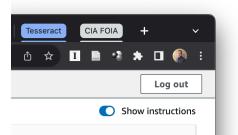


Figure 11: Press "Log out" to exit the portal.