## Manual Enhancements Guidelines - Media

## Overview

Copy + paste the media (Pictures/videos) from the seller website to the field boxes labelled in the job.

Our aim is to replicate the details from the seller website to the designated fields on the page.

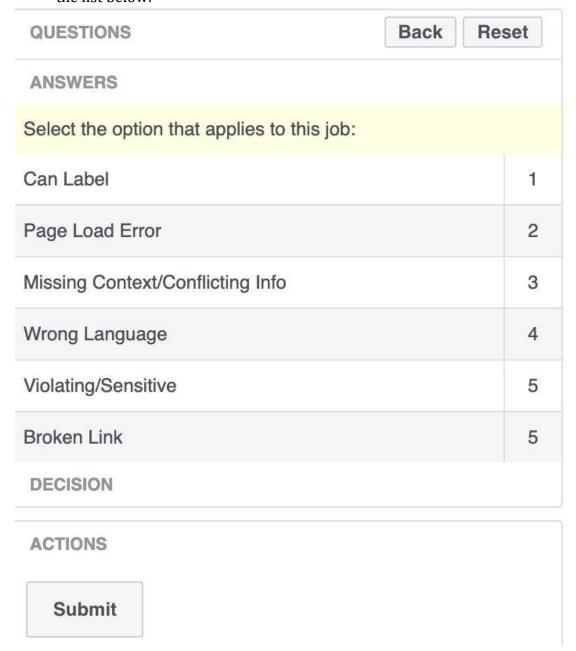
## Instructions

1. This is how the screen should look with the first job ready to label:



2. Please click the link to the seller website. This should be displayed under "Product URL"

3. From the response of the link, please select one of the following labels from the list below:



From this list please select the correct label if one of the following apply:

	A	В	С	D
1	Issue	Description	Label	Notes
2	None - can label	Website is	Can Label - 1	
		automatically		

		loaded when		
		selected and		
		directed to		
		seller page.		
3	Blank page/page	When website	Page Load Error - 2	
	not found	link is selected		
		you are		
		dirceted to an		
		error or		
		anything other		
		than the seller		
		website.		
4	Title/Description	The product	Missing	
_	does not match	does not	context/Conflicting	
	image or product	match the	info - 3	
	in job	information		
	III JOB	on the seller		
		website. i.e		
		the seller		
		website is of		
		different		
		merchendise		
		to what is		
		shown from		
		the image in		
		the job.		
5	Wrong landuage	Any language	Wrong language -	
3	is presented	other than	4	
	is presented	English is	4	
		presented in		
		the text for		
-	Violetine	seller website	Violatina/Caraitina	Eggelote to week
6	Violating	The	Violating/Sensitive	Escalate to your
	Content	image/text	- 5	manager
		contains sensitive or		immediately and
				report the Job ID if
		violating		the document
		content such		contains:
		as:		1. Child
		- Child		Exploitation
		Exploitation		and/or Child
		and/or		Nudity
		Child Nudity		2. Self-
		- Self Injury		Injury/Suicidal
		and Suicidal		3. A Time-

		Content - Credible Threats, Violence or Calls to Violence - Sexual Content and/or Nudity - Hate Speech - Acts of Terrorism - Human Trafficking - Bullying and Harassment		Sensitive/Credible Threat
7	Seller link does not load or connect to any website	Website link is not valid and shows no conecction to any seller website	Broken Link - 5	
8				

If the selection is "Can Label - 1" Please continue with the following instructions:

- 3. Once the seller website is loaded please locate any images of the product. Please select the first image/video shown to copy into the SRT job.
  - a. Please right click on the image and select "copy image address"
  - b. Go back to the SRT page. Right click and paste the image address copied.



c. Please ensure that the label **Photo** is selected in the SRT job.

- d. Please repeat steps a-d for any additional images of the product. To add an additional felid please select the (+) under the field box.
- e. If there are no product images then please select the following label: Missing Context/Conflicting info 3"
- f. If you have copied the wrong information into the field box then please select the icon "(-)" next to the image and select "remove".

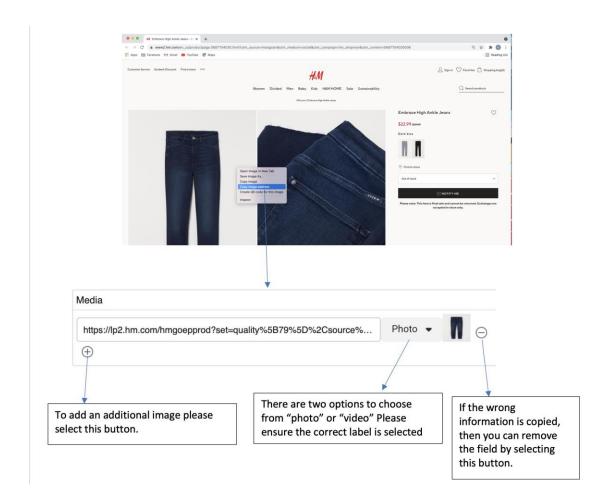


- 4. If the seller website contains any video clips of the product. Please follow the steps below.
  - a. Please right click on the image and select "copy video address"
  - b. Go back to the SRT page. Right click and paste the video address copied.

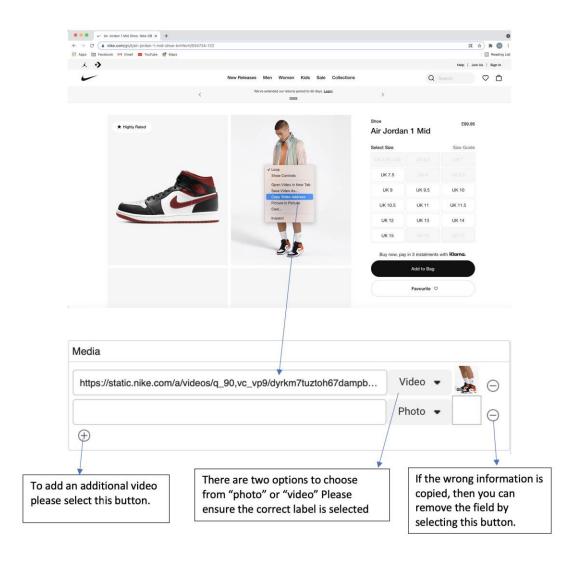


- c. Please ensure that the label **Video** is selected in the SRT job.
- d. Please repeat steps a-d for any additional videos of the product. To add an additional felid please select the (+) under the field box.
- e. If there are is a video on the seller website, but you cannot find a link to the video address please continue the job with the images applied.
- f. If you have copied the wrong information into the field box then please select the icon "(-)" next to the image and select "remove".

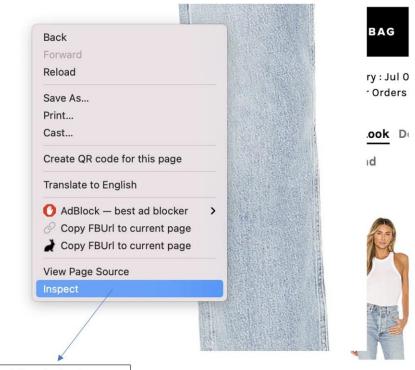
Example 1



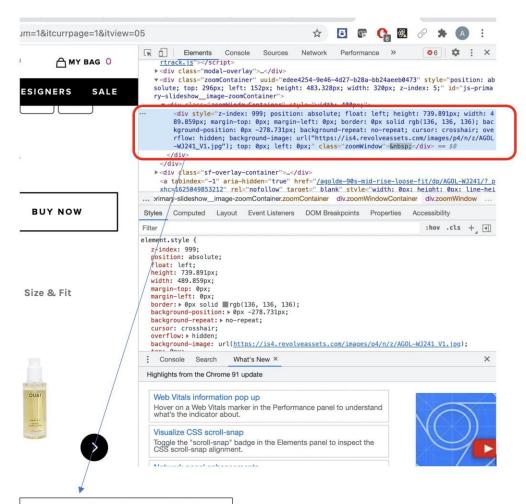
Example 2



Example 3: in the case of example 2 not being applicable



Please right click and select **inspect** on the video you want to copy.



The code for the video should already be highlighted as seen above

