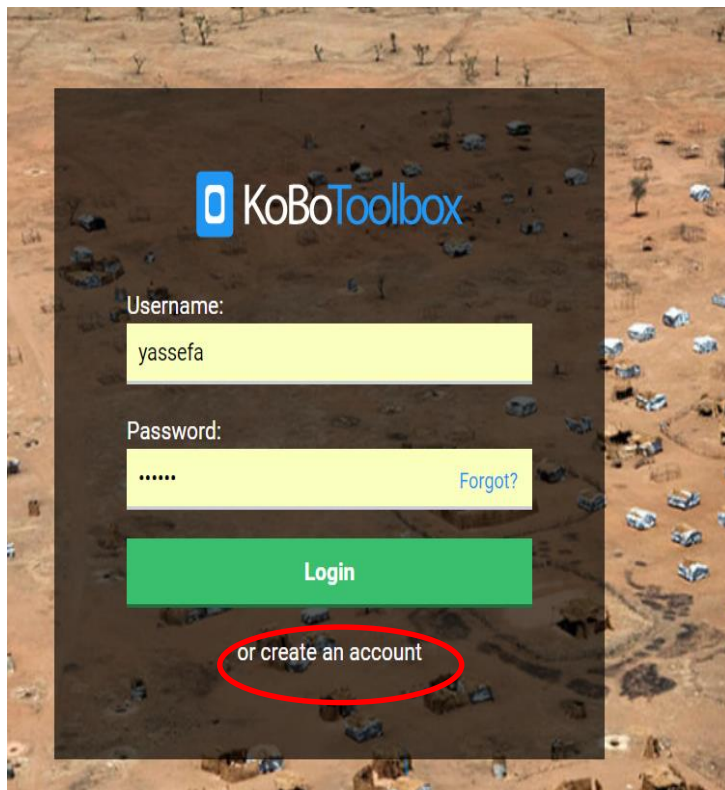


Kobo Toolbox and KoboCollect: Hands-on tutorial

**Yewondwossen Assefa
assefay@gmail.com**

Website: Create account

<https://kobo.humanitarianresponse.info/>



The screenshot shows the login page of KoBoToolbox. The background is a satellite image of a dry, hilly landscape. The KoBoToolbox logo is at the top left. Below it, the text 'Username:' is followed by a text input field containing 'yassefa'. Below that, the text 'Password:' is followed by a text input field with masked characters '.....'. To the right of the password field is a link 'Forgot?'. Below the password field is a green 'Login' button. At the bottom, the text 'or create an account' is circled in red.

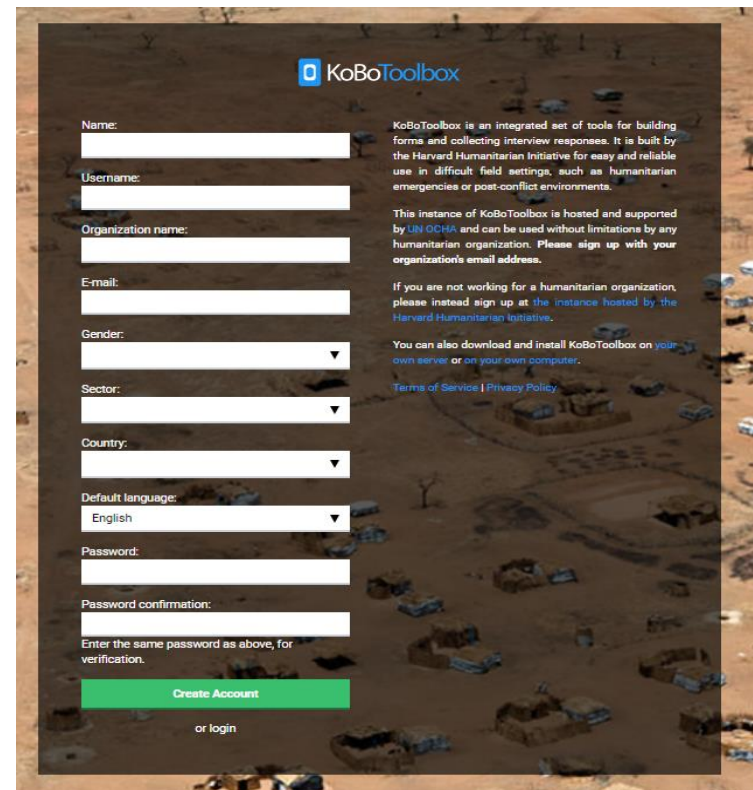
KoBoToolbox

Username:
yassefa

Password:
..... [Forgot?](#)

Login

or create an account



The screenshot shows the registration page of KoBoToolbox. The background is a satellite image of a dry, hilly landscape. The KoBoToolbox logo is at the top left. The page contains several form fields: 'Name:', 'Username:', 'Organization name:', 'E-mail:', 'Gender:', 'Sector:', 'Country:', 'Default language:', 'Password:', and 'Password confirmation:'. To the right of the form fields is a block of text explaining KoBoToolbox and its support by UN OCHA. Below the form fields is a green 'Create Account' button. At the bottom, the text 'or login' is visible.

KoBoToolbox

Name:
Username:
Organization name:
E-mail:
Gender:
Sector:
Country:
Default language:
Password:
Password confirmation:

KoBoToolbox is an integrated set of tools for building forms and collecting interview responses. It is built by the Harvard Humanitarian Initiative for easy and reliable use in difficult field settings, such as humanitarian emergencies or post-conflict environments.

This instance of KoBoToolbox is hosted and supported by [UN OCHA](#) and can be used without limitations by any humanitarian organization. **Please sign up with your organization's email address.**

If you are not working for a humanitarian organization, please instead sign up at the instance hosted by the [Harvard Humanitarian Initiative](#).

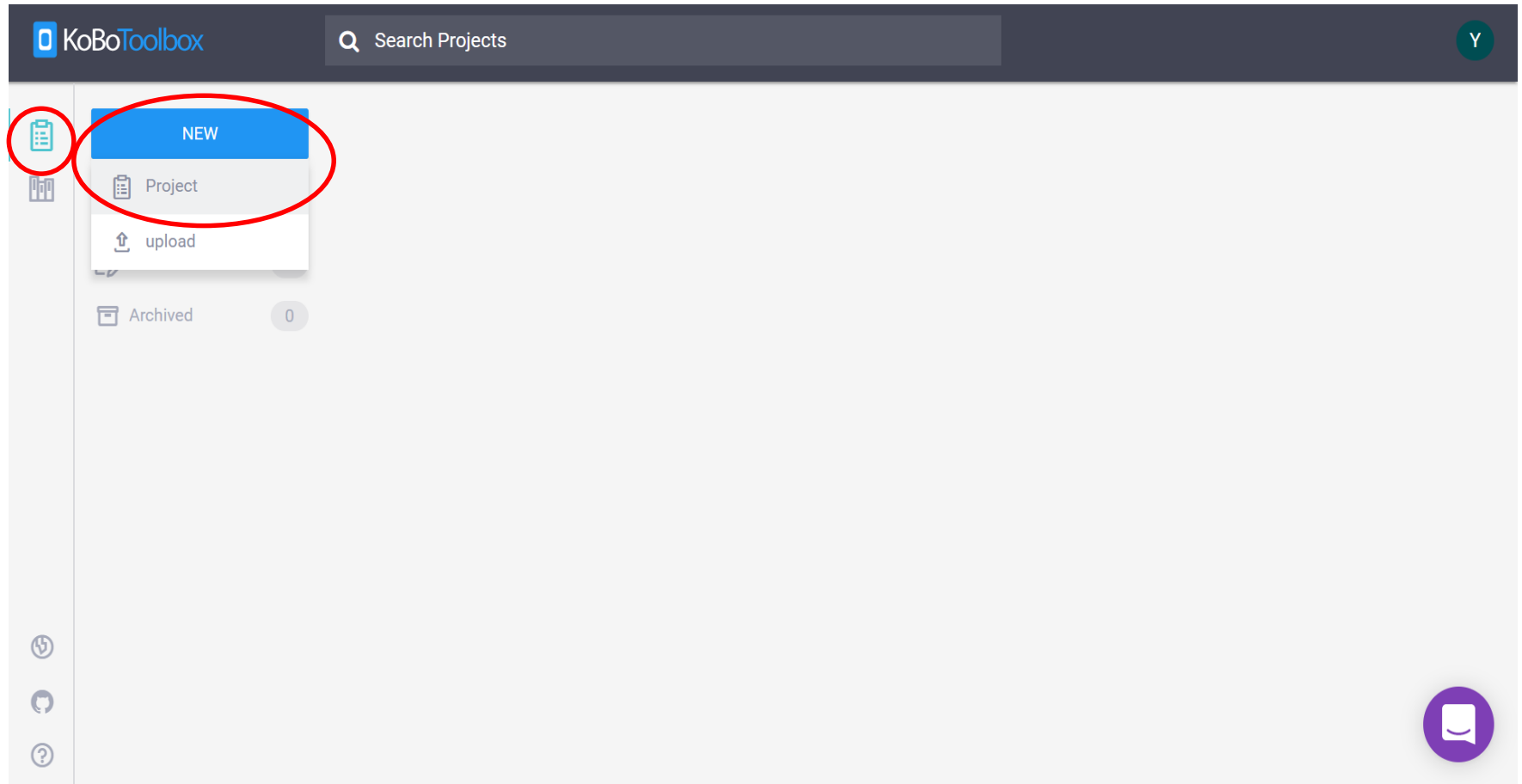
You can also download and install KoBoToolbox on your own server or on your own computer.

[Terms of Service](#) | [Privacy Policy](#)

Create Account

or login

Create a New project



Create a New project

NEW

Deployed 0

Draft

Archived

Create New Project from Scratch

Project Name
Site Survey Assefa

Description
Kobo Training IMMAP

Please specify the country and the sector where this project will be deployed. This information will be used to help you filter results on the project list page.

Sector
Humanitarian - Coordination / Information Management × ▾

Country
Nigeria × ▾

☐ Help KoboToolbox improve this product by sharing the sector and country where this project will be deployed. All the information is submitted anonymously, and will not include the project name or description listed above.

CREATE PROJECT

Question to add

1. Date of survey (mandatory)
2. Enumerator Full name
3. Site Name
4. State (choice Adamawa, Borno, Yobe)
5. LGA (pick 2 LGAs per state. LGA list should be dependent on the state selected)
6. Record location (GPS point coordinate)
7. Picture
8. Does this site have a health facility?
 1. If yes: What is the name of the facility

Add a new question

 Site Survey Assefa SAVE ×


   Layout 





 METADATA:START TIME, END TIME


This form is currently empty.
You can add questions, notes, prompts, or other fields by clicking on the '+' sign below.





 Search...
Search Library
Search Tags
Filter by Select Collection Name
1 assets found ☒ expand details
● First Name and Last Name

 Site Survey Assefa SAVE ×

   Layout 

 METADATA:START TIME, END TIME

 + Add Question

 Search...
Search Library
Search Tags
Filter by Select Collection Name
1 assets found ☒ expand details
● First Name and Last Name

Add a new question

The screenshot shows the 'Add a new question' interface in a survey tool. The top bar includes a teal icon, the title 'Site Survey Assefa', a 'SAVE' button, and a close icon. Below this is a toolbar with icons for view, copy, layout, and print. The main area is titled 'METADATA:START TIME, END TIME' and contains a grid of question types. The 'Date' option is highlighted with a red circle. To the right is a sidebar with a 'Search Library' button, a search input, and a list of tags.

Site Survey Assefa SAVE ×

Layout Layout Layout

METADATA:START TIME, END TIME

Select One Select Many

1.0 Decimal **Date** abc Text 123 Number

Point Photo Time Date & time

Line Note Audio Video

Area Rating Barcode Acknowledge

1+1 Calculate Question Matrix Ranking

Search Library

Search...


Search Tags





Filter by Select Collection Name


1 assets found ☒ expand details



First Name and Last Name

Add a date question




 Site Survey Assefa SAVE* ×


   Layout 


 METADATA:START TIME, END TIME


New Question

 Search...


Search Tags 




Filter by


Select Collection Name 



1 assets found ☒ expand details

☐ First Name and Last Name




 Site Survey Assefa SAVE* ×


   Layout 


 METADATA:START TIME, END TIME

Date of survey

 Search...

Search Tags 



Filter by





Select Collection Name 


1 assets found ☒ expand details


☐ First Name and Last Name

Question settings

 Site Survey Assefa SAVE* 

   Layout 

 * Date of survey

 Settings

Question Options

Skip Logic

Validation Criteria

2

Data Column Name:

Question Hint:


Mandatory Response: ☒ Yes

Default Response:


Appearance (Advanced):


HXL:

1



3







Search Tags

Filter by


1 assets found ☒ expand details






☐ First Name and Last Name




















Add name and site questions as text

 Site Survey Assefa

 |  Layout  | 

 METADATA:START TIME, END TIME

	* Date of survey	   
abc	Enumerator full name	   
abc	Site Name	   



Add cascading question (State, LGA)

- Use the insert cascading button
- Have your “Cascade Sate LGA.xls open
- Copy paste from excel to interface
- Reading: <http://help.kobotoolbox.org/creating-forms/general/adding-cascading-select-questions>

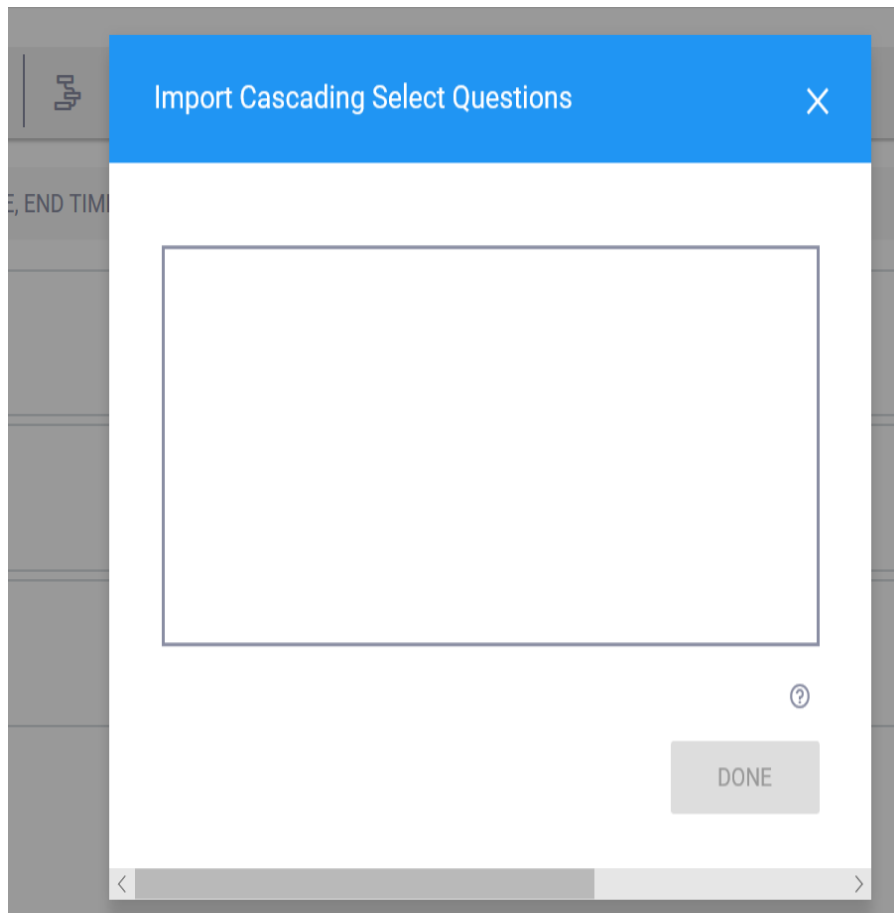
The screenshot shows the KoboToolbox form editor interface. The browser address bar displays the URL: <https://kobo.humanitarianresponse.info/#/forms/a3PeyehGVcdD2xGy3kCcuC/edit>. The form title is "Site Survey Assefa". A blue "SAVE" button is visible in the top right corner. The toolbar includes icons for view, copy, layout, and a circled "Insert cascading" icon. Below the toolbar, a section titled "METADATA: START TIME, END TIME" is visible. The form contains three questions:

Icon	Question Text	Options
	* Date of survey	
abc	Enumerator full name	
abc	Site Name	

A plus sign (+) button is located at the bottom left of the form.

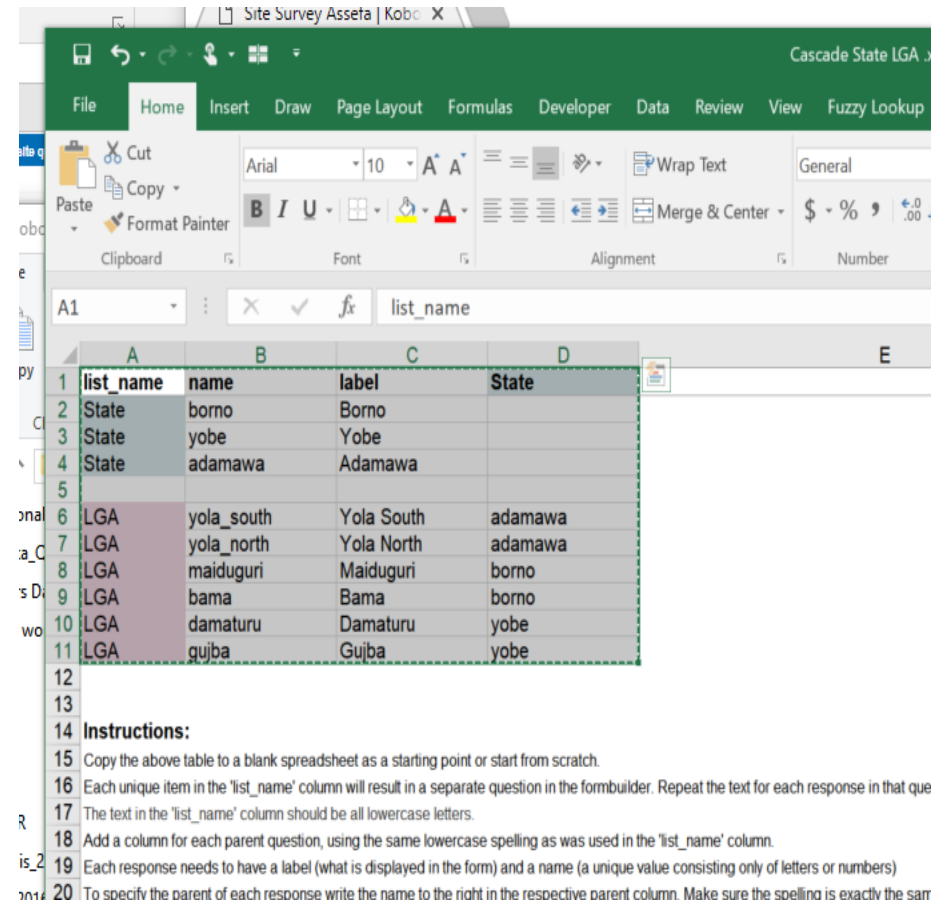


Add cascading question (State, LGA)



Import Cascading Select Questions

DONE



	list_name	name	label	State
1	list_name	name	label	State
2	State	borno	Borno	
3	State	yobe	Yobe	
4	State	adamawa	Adamawa	
5				
6	LGA	yola_south	Yola South	adamawa
7	LGA	yola_north	Yola North	adamawa
8	LGA	maiduguri	Maiduguri	borno
9	LGA	bama	Bama	borno
10	LGA	damaturu	Damaturu	yobe
11	LGA	gujba	Gujba	yobe

Instructions:

15 Copy the above table to a blank spreadsheet as a starting point or start from scratch.

16 Each unique item in the 'list_name' column will result in a separate question in the formbuilder. Repeat the text for each response in that que

17 The text in the 'list_name' column should be all lowercase letters.

18 Add a column for each parent question, using the same lowercase spelling as was used in the 'list_name' column.

19 Each response needs to have a label (what is displayed in the form) and a name (a unique value consisting only of letters or numbers)

20 To specify the parent of each response write the name to the right in the respective parent column. Make sure the spelling is exactly the same

Copy the table from the excel and paste into the interface

Add cascading question (State, LGA)

Import Cascading Select Questions

OK

State	borno	Borno
State	yobe	Yobe
State	adamawa	Adamawa
LGA	yola_south	Yola South
LGA	yola_north	Yola North
LGA	maiduguri	Maiduguri
LGA	bama	Bama
LGA	damaturu	Damaturu
LGA	guijba	Guijba

?

DONE

Add cascading question (State, LGA)

Site Survey Assefa

SAVE*

Layout

Search Library

abc

Site Name

▼ State

Borno

Value: borno

Yobe

Value: yobe

Adamawa

Value: adamawa

+ Click to add another response...

Value: AUTOMATIC

▼ LGA

Yola South

Value: yola_south

Yola North

Value: yola_north

Maiduguri

Value: maiduguri

Bama

Value: bama

Damaturu

Value: damaturu


Gujba






Value: gujba

+ Click to add another response...


Value: AUTOMATIC






























Save and Preview

 Site Survey Assefa

 Layout 

Search Library

 METADATA:START TIME, END TIME

	* Date of survey	   
abc	Enumerator full name	   
abc	Site Name	   
	▼ State	   
	Borno	Value: borno
	Yobe	Value: yobe
	Adamawa	Value: adamawa
+ Click to add another response...		Value: AUTOMATIC
	▼ LGA	   
	Yola South	Value: yola_south
	Yola North	Value: yola_north
		


Preview

The image shows a web application interface with a 'Form Preview' modal open. The modal has a blue header with the text 'Form Preview' and a close button (X). The main content area of the modal is titled 'Site Survey Assefa' and contains the following form fields:




- *Date of survey**: A text input field with a placeholder 'yyyy-mm-dd' and a refresh icon.
- Enumerator full name**: A text input field.
- Site Name**: A text input field.
- State**: A group of radio buttons with the following options:
 - ☒ Borno
 - ☐ Yobe
 - ☐ Adamawa
- LGA**: A group of radio buttons with the following options:
 - ☐ Maiduguri
 - ☐ Bama


In the background, a 'Site Survey Assefa' form is visible, featuring a 'SAVE*' button and a sidebar with a list of locations: 'Yola South' and 'Yola North'. At the bottom, there are two rows of data with labels 'Value:' and values 'yola_south' and 'yola_north'.


GPS Coordinates





New Question





 Select One


 Decimal


 Point


 Line


 Area


 Calculate


 Select Many


 Date


 Photo


 Note


 Rating


 Text


 Time


 Audio


 Barcode


 Question Matrix

 Number

 Date & time

 Video

 Acknowledge

 Ranking



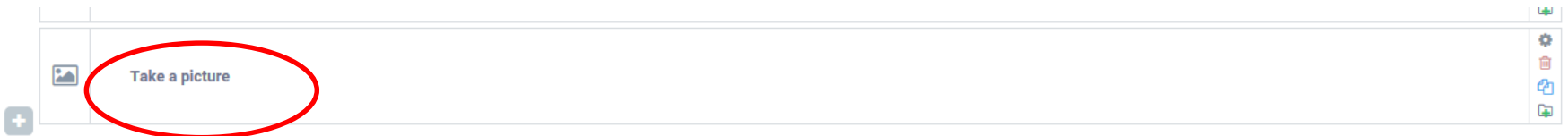
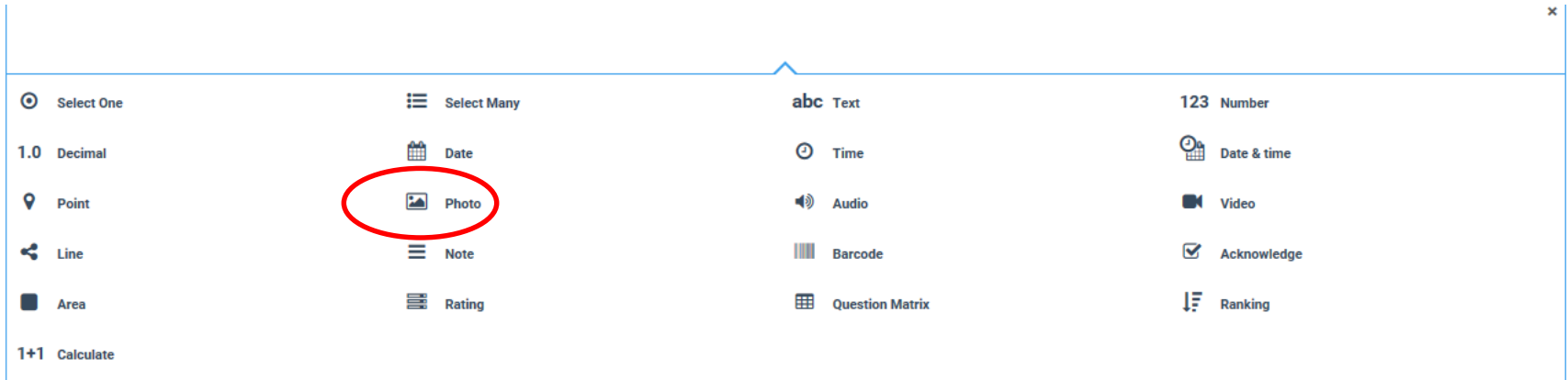
Register Coordinates





[illegible]

Photo



Skip logic

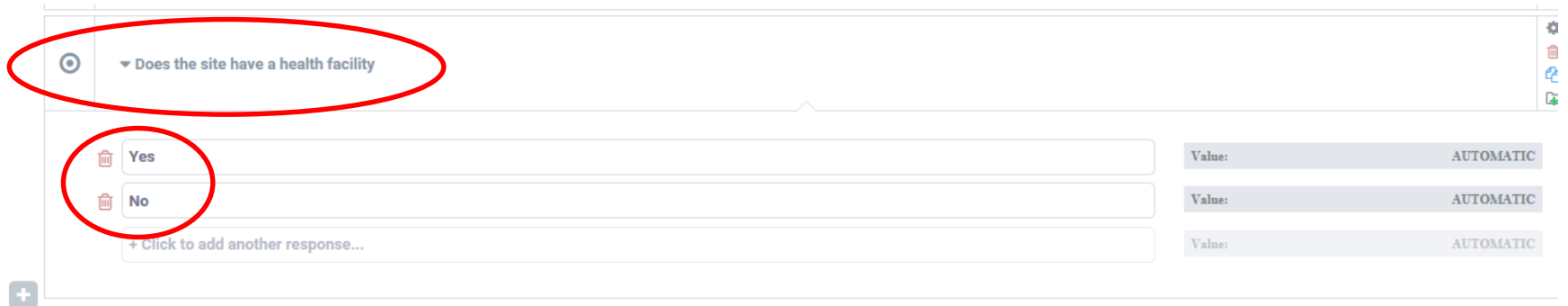
Does this site have a health facility?

- If yes: What is the name of the facility



A screenshot of the Survey123 question type selection menu. The menu is a grid of icons and labels for various question types. The 'Select One' option is circled in red. Other options include 'Select Many', 'Text', 'Number', 'Decimal', 'Date', 'Time', 'Date & time', 'Point', 'Photo', 'Audio', 'Video', 'Line', 'Note', 'Barcode', 'Acknowledge', 'Area', 'Rating', 'Question Matrix', 'Ranking', and 'Calculate'.

Question Type	Icon
Select One	Target icon
Select Many	List icon
Text	abc icon
Number	123 icon
Decimal	1.0 icon
Date	Calendar icon
Time	Clock icon
Date & time	Calendar with clock icon
Point	Location pin icon
Photo	Camera icon
Audio	Speaker icon
Video	Video camera icon
Line	Share icon
Note	Notepad icon
Barcode	Barcode icon
Acknowledge	Checkmark icon
Area	Area icon
Rating	Rating icon
Question Matrix	Grid icon
Ranking	Ranking icon
Calculate	1+1 icon



A screenshot of the Survey123 question form. The question is 'Does the site have a health facility?'. The 'Yes' and 'No' options are circled in red. The form also shows a 'Value' field with 'AUTOMATIC' selected, and a '+ Click to add another response...' button.

Question	Options	Value
Does the site have a health facility?	Yes No	AUTOMATIC

Skip logic

Select One

1.0 Decimal

Point

Line

Area

1+1 Calculate

Select Many

Date

Photo

Note

Rating

abc Text

Time

Audio

Barcode

Question Matrix

123 Number

Date & time

Video

Acknowledge

Ranking

+

abc

If yes, what is the name of the facility|








×

⚙

📄

🗑

Skip logic

abc	If yes, what is the name of the facility	   
<div> Settings</div> <div>Question Options</div> <div>Skip Logic</div> <div>Validation Criteria</div>		<div>This question will only be displayed if the following conditions apply</div> <div>Select question from list</div> <div> </div>

Skip logic

No

+ Click to add another response...

abc If yes, what is the name of the facility

Settings

- Question Options
- Skip Logic**
- Validation Criteria

Select question from list

- Date of survey
- Enumerator full name
- Site Name
- State
- LGA
- Register Coordinates
- Take a picture
- Does the site have a health facility**
- Select question from list

Value: AUTOMATIC

Value: AUTOMATIC

abc If yes, what is the name of the facility

Settings


- Question Options
- Skip Logic**
- Validation Criteria





This question will only be displayed if the following conditions apply

Does the site have a health facility = Yes


+ Add another condition






























Save and Exit

 Site Survey Assefa

 Layout 

Search Library

 METADATA: START TIME, END TIME

	* Date of survey	   
abc	Enumerator full name	   
abc	Site Name	   
	▼ State	   
	Borno	Value: borno
	Yobe	Value: yobe
	Adamawa	Value: adamawa
	+ Click to add another response...	Value: AUTOMATIC
	▼ LGA	   
	Yola South	Value: yola_south
	Yola North	Value: yola_north
		

Deploy (Redeploy)

The screenshot displays the KoBoToolbox interface for a survey titled "Site Survey Assefa". The top navigation bar includes the KoBoToolbox logo, the survey name, and a "0 submissions" indicator. The left sidebar features a "NEW" button and a list of form statuses: "Deployed" (1), "Draft" (0), and "Archived" (0). The "Deployed" status is circled in red. The main content area has tabs for "SUMMARY", "FORM", and "SETTINGS", with "FORM" selected. Under the "Current version" section, a warning message states: "If you want to make these changes public, you must deploy this form." Below this, the version is listed as "v2 (undeployed) Last Modified : Today at 2:13 PM - 9 questions". A "REDEPLOY" button is circled in red. The "Collect data" section shows a dropdown menu set to "Online-Offline (multiple submission)" with "COPY" and "OPEN" links. A description at the bottom states: "This allows online and offline submissions and is the best option for collecting data in the field."

KoBoToolbox Site Survey Assefa 0 submissions Y

NEW

Deployed 1

Draft 0

Archived 0

SUMMARY FORM SETTINGS

Current version

If you want to make these changes public, you must deploy this form.

v2 (undeployed) Last Modified : Today at 2:13 PM - 9 questions

REDEPLOY

Collect data

Online-Offline (multiple submission)

COPY OPEN

This allows online and offline submissions and is the best option for collecting data in the field.

Data collection: Using web interface

The screenshot displays the KoBoToolbox web interface for managing a survey titled "Site Survey Assefa". The top navigation bar shows the KoBoToolbox logo, the survey name, and a "0 submissions" status. The left sidebar contains a "NEW" button and a list of survey states: "Deployed" (1), "Draft" (0), and "Archived" (0). The main content area is divided into three tabs: "SUMMARY", "FORM" (which is active), and "SETTINGS".

Under the "FORM" tab, the "Current version" section shows a warning message: "If you want to make these changes public, you must deploy this form." Below this, the version information is "v2 (undeployed) Last Modified : Today at 2:13 PM - 9 questions", accompanied by a "REDEPLOY" button. The "Collect data" section, which is circled in red, features a dropdown menu currently set to "Online-Offline (multiple submission)". To the right of the dropdown are "COPY" and "OPEN" buttons. A descriptive text below the dropdown states: "This allows online and offline submissions and is the best option for collecting data in the field."

Data collection: Using web interface

The screenshot shows the Google Forms web interface in the 'FORM' tab. On the left sidebar, there are icons for a clipboard, a list of forms, and a status filter. The status filter shows 'Deployed' (1), 'Draft' (0), and 'Archived' (0). The main content area has tabs for 'SUMMARY', 'FORM', and 'SETTINGS'. The 'FORM' tab is active, displaying a 'Current version' section with a warning icon and text: 'If you want to make these changes public, you must deploy this form.' Below this, there are several collection methods listed in a scrollable container. The 'Online-Only (multiple submissions)' option is highlighted with a red circle. To the right of the collection methods, there is a 'REDEPLOY' button and 'COPY' and 'OPEN' buttons. At the bottom right, there is a purple speech bubble icon.

NEW

Deployed 1

Draft 0

Archived 0

SUMMARY FORM SETTINGS

Current version

⚠ If you want to make these changes public, you must deploy this form.

Online-Offline (multiple submission)
This allows online and offline submissions and is the best option for collecting data in the field.

Online-Only (multiple submissions)
This is the best option when entering many records at once on a computer, e.g. for transcribing paper records.

Online-Only (single submission)
This allows a single submission, and can be paired with the "returnURL" parameter to redirect the user to a URL of your choice after the form has been submitted.

Embeddable web form code
Use this html5 code snippet to integrate your form on your own website using smaller margins.

View only
Use this version for testing, getting feedback. Does not allow submitting data.

Android application
Use this option to collect data in the field with your Android device.

REDEPLOY

COPY OPEN

Data collection: Using web interface

Collect data

Online-Only (multiple submissions) ▼

COPY

OPEN

This is the best option when entering many records at once on a computer, e.g. for transcribing paper records.

Data collection: Using web interface

Enumerator full name

Site Name
State

☐ Borno
☐ Yobe
☐ Adamawa

LGA


Register Coordinates
GPS coordinates can only be collected when outside.

latitude (x,y °)

longitude (x,y °)

altitude (m)

accuracy (m)



Take a picture

Does the site have a health facility

☐ Yes
☒ No

Powered by **ENKETO**

Enumerator full name

Site Name
State

☒ Borno
☐ Yobe
☐ Adamawa

LGA

☒ Maiduguri
☐ Bama

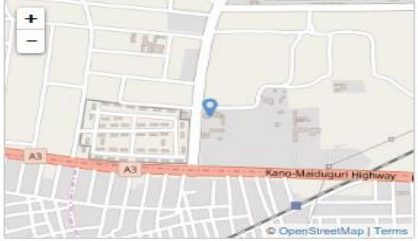
Register Coordinates
GPS coordinates can only be collected when outside.

latitude (x,y °)

longitude (x,y °)

altitude (m)

accuracy (m)



Take a picture

Does the site have a health facility

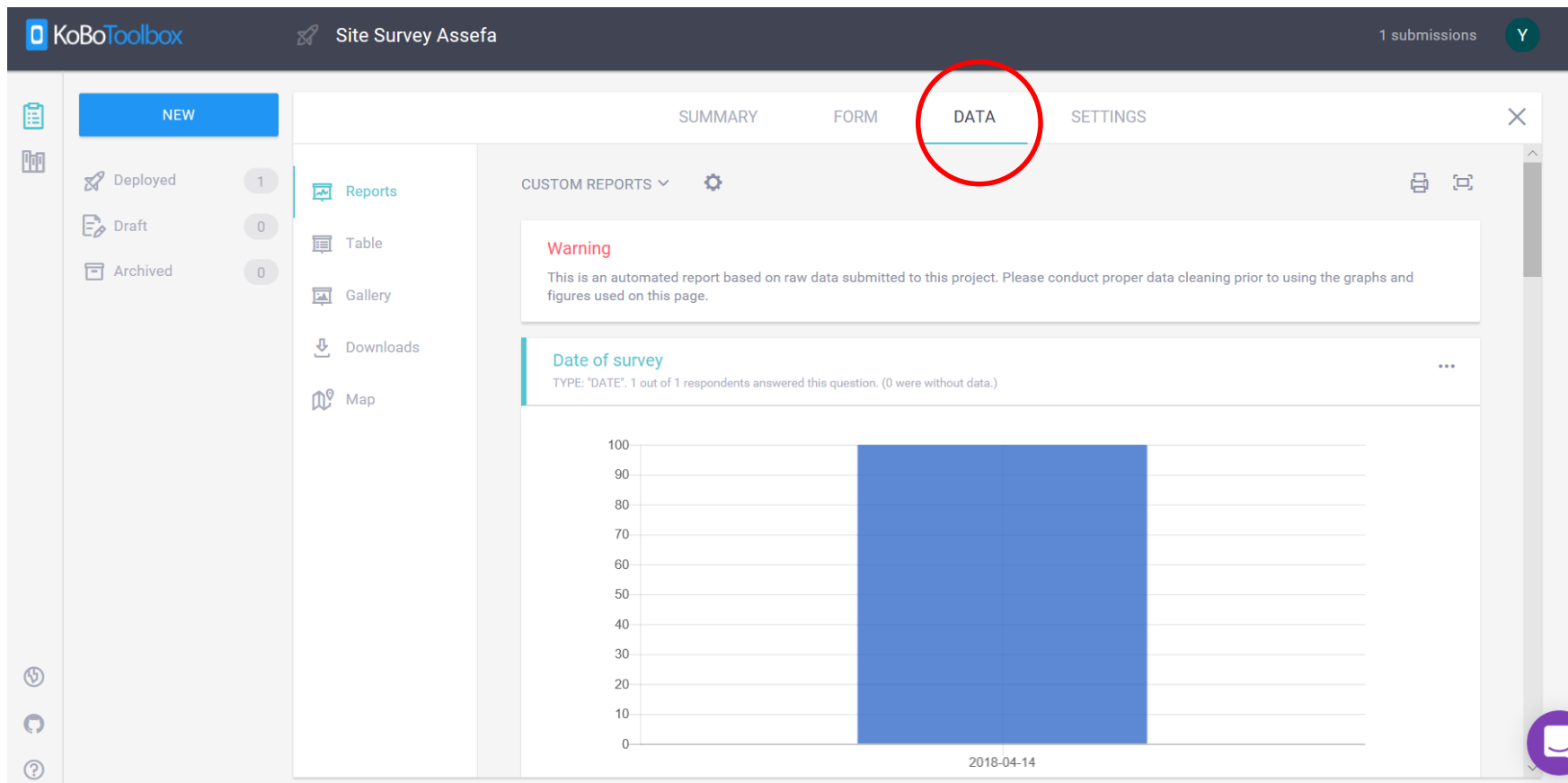
☒ Yes
☐ No

If yes, what is the name of the facility

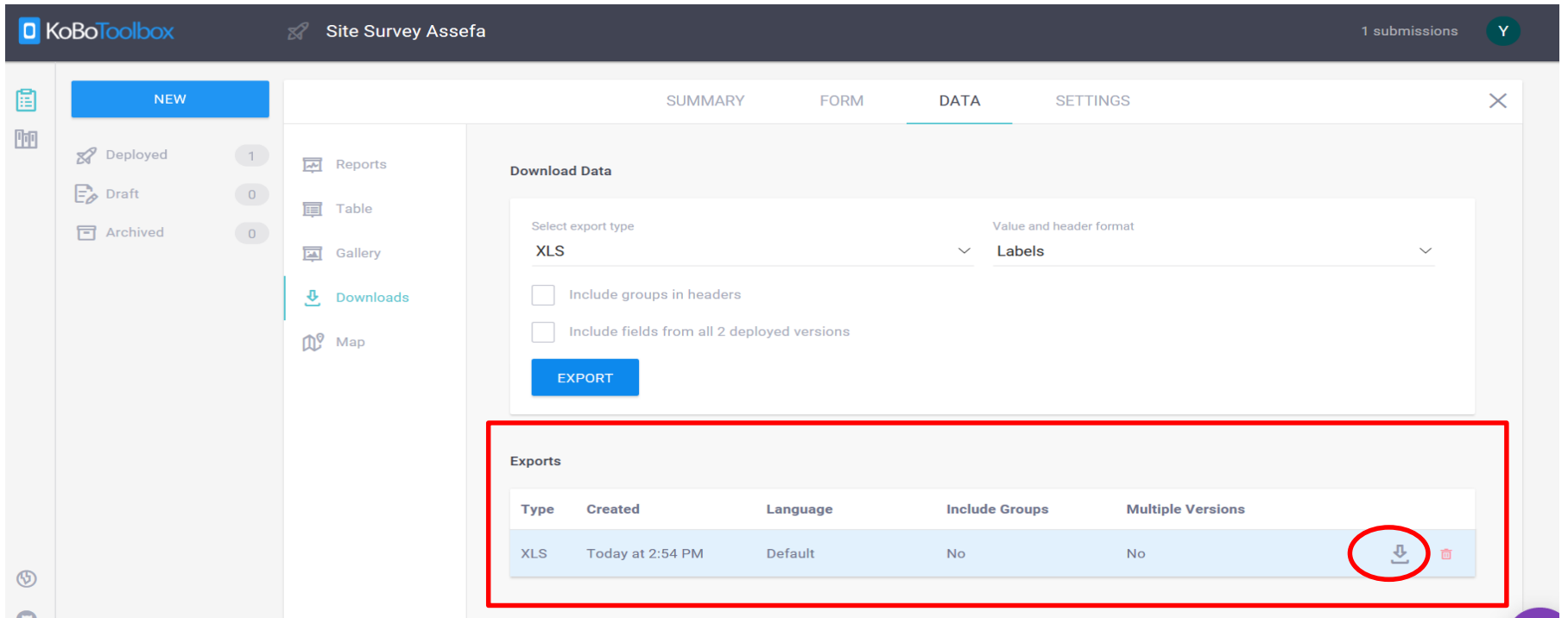
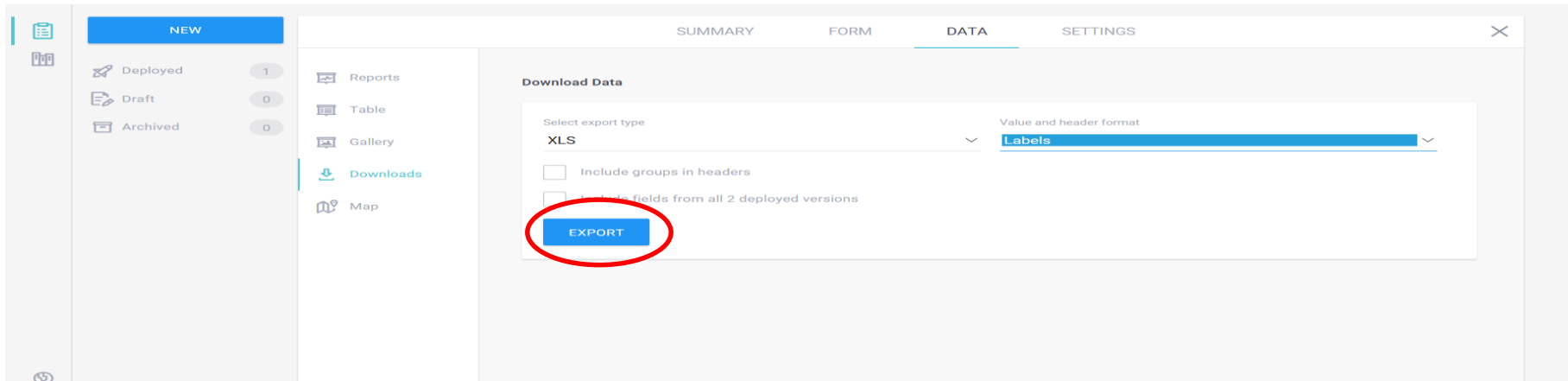
Submission Successful

Your data was submitted!

Getting the data



Getting the data (as excel file)



Getting the data

Android setup

This screenshot shows the KoBoToolbox interface for a project named 'Site Survey Assefa'. The top navigation bar includes the KoBoToolbox logo, the project name, and a '1 submissions' indicator. The main interface has a sidebar on the left with a 'NEW' button and a list of items: 'Deployed' (1), 'Draft' (0), and 'Archived' (0). The 'Site Survey Assefa' item is selected. The main content area has tabs for 'SUMMARY', 'FORM', 'DATA', and 'SETTINGS'. The 'FORM' tab is active and circled in red. Below the tabs, the 'Current version' section shows 'v2 Last Modified : Today at 2:32 PM - 9 questions' with a 'REDEPLOY' button. A 'SHOW FULL HISTORY' link is also present. The 'Collect data' section features a dropdown menu with 'Online-Offline (multiple submission)' selected, which is circled in red. Below the dropdown, a description states: 'This allows online and offline submissions and is the best option for collecting data in the field.' There are 'COPY' and 'OPEN' buttons to the right.


This screenshot shows the same KoBoToolbox interface, but with a dropdown menu open for the 'Collect data' section. The dropdown menu lists several options: 'Online-Offline (multiple submission)', 'Online-Only (multiple submissions)', 'Online-Only (single submission)', 'Embeddable web form code', 'View only', and 'Android application'. The 'Android application' option is circled in red. The 'Current version' section remains visible in the background, showing 'v2 Last Modified : Today at 2:32 PM - 9 questions' and a 'REDEPLOY' button. The 'SUMMARY', 'FORM', 'DATA', and 'SETTINGS' tabs are still visible at the top, with 'FORM' being the active tab.

Android setup

Collect data

Android application ▼

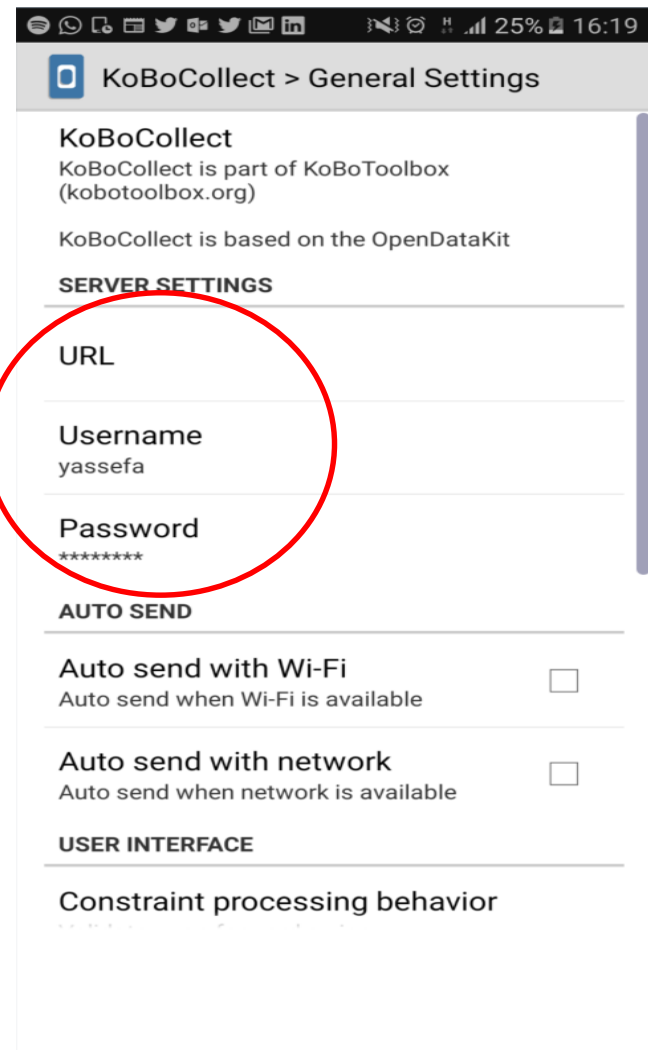
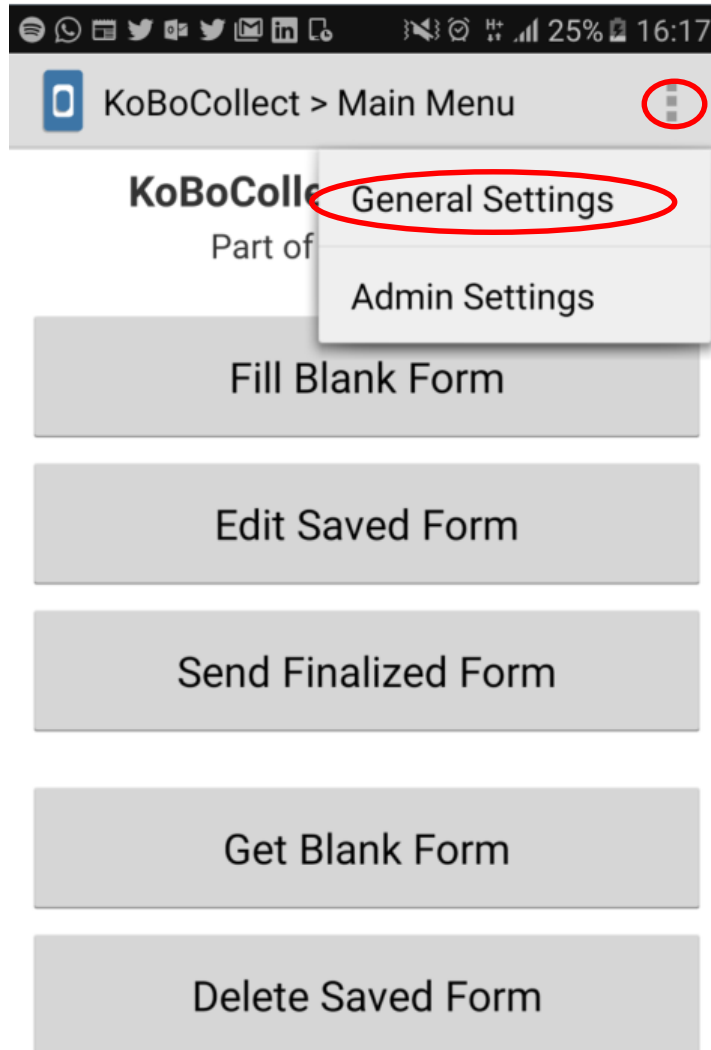
[DOWNLOAD KOBOCOLLECT](#)

1. Install [KoboCollect](#) on your Android device.
2. Click on  to open settings.
3. Enter the server URL `https://kc.humanitarianresponse.info` and your username and password
4. Open "Get Blank Form" and select this project.
5. Open "Enter Data."

- URL: <https://kc.humanitarianresponse.info>
- Username: XXXX
- Password: XXXX

KoboCollect: setup

M-G930F



KoboCollect: setup

SM-G930F

KoBoCollect > General Settings

SERVER SETTINGS

Server URL

<https://kc.humanitarianresponse.i>

Cancel OK

AUTO SEND

Auto send with Wi-Fi ☐

Auto send when Wi-Fi is available

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ✕
Sym 🌐 English(US) . Done

SM-G930F

KoBoCollect > General Settings

SERVER SETTINGS

KoBoToolbox Username

yassefa

Cancel OK

AUTO SEND

Auto send with Wi-Fi ☐

Auto send when Wi-Fi is available

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ✕
Sym 🌐 English(US) . Done

KoBoCollect > General Settings

SERVER SETTINGS

KoBoToolbox Password

Cancel OK

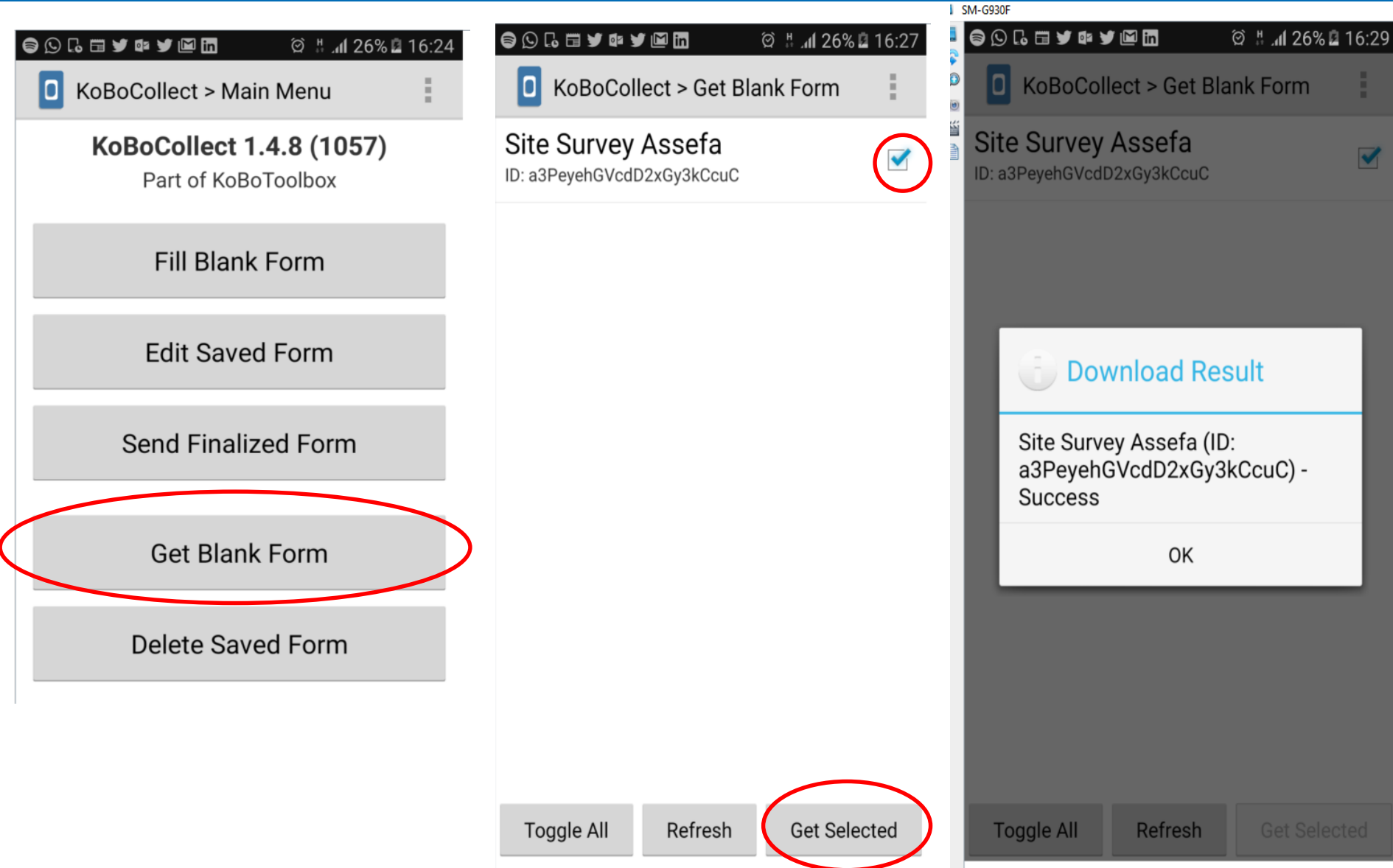
AUTO SEND

Auto send with Wi-Fi ☐

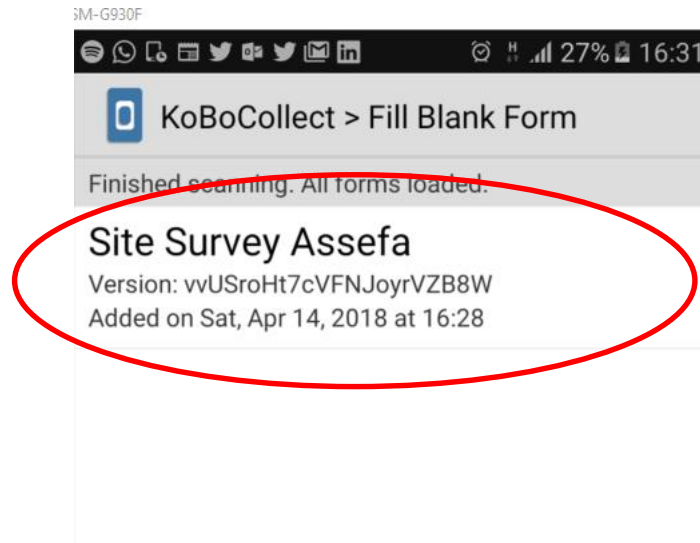
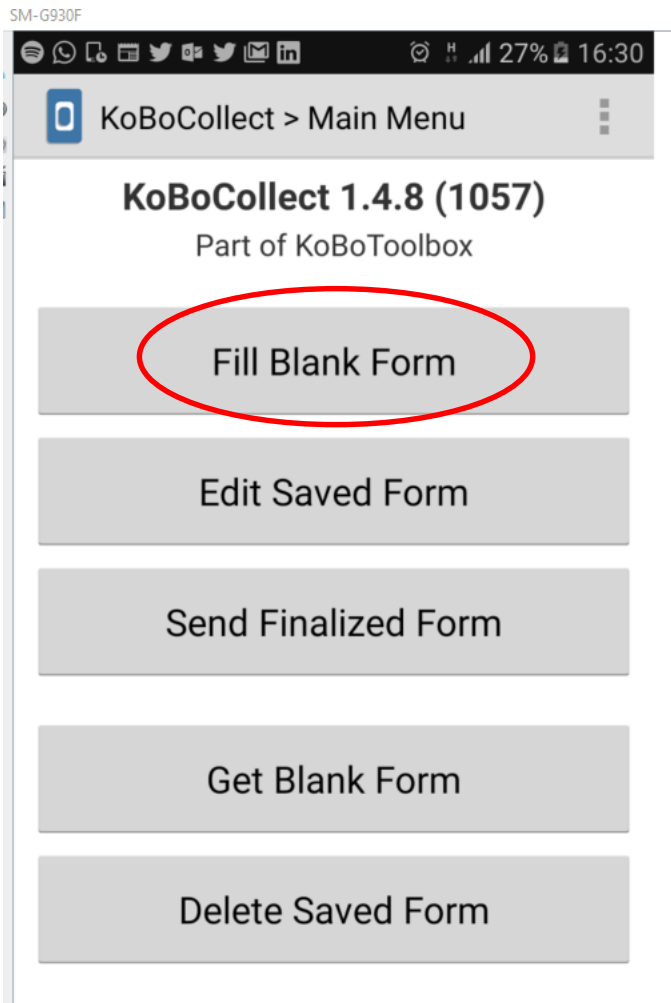
Auto send when Wi-Fi is available

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ✕
Sym 🌐 English(US) . Done

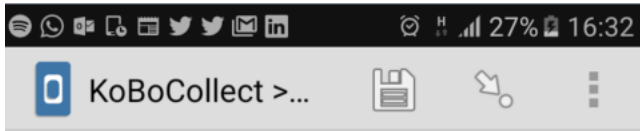
KoboCollect: getting the form



KoboCollect: filling the form



KoboCollect: moving through questions



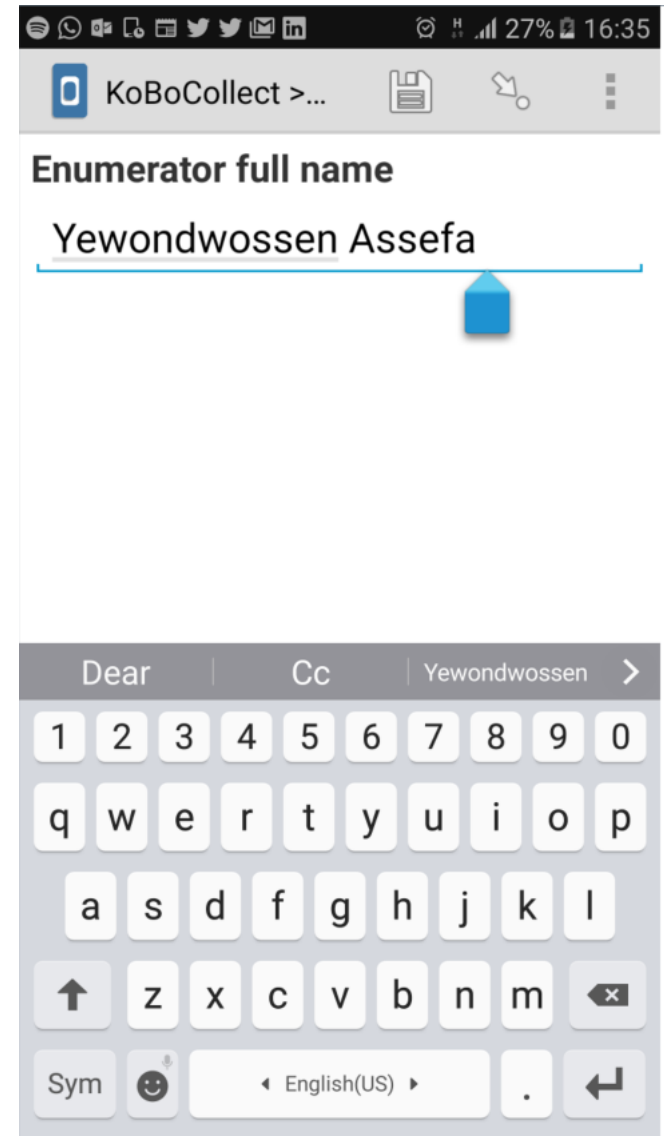
You are at the start of Site Survey Assefa. Swipe the screen as shown below to go backward and forward.



backward to
previous
prompt

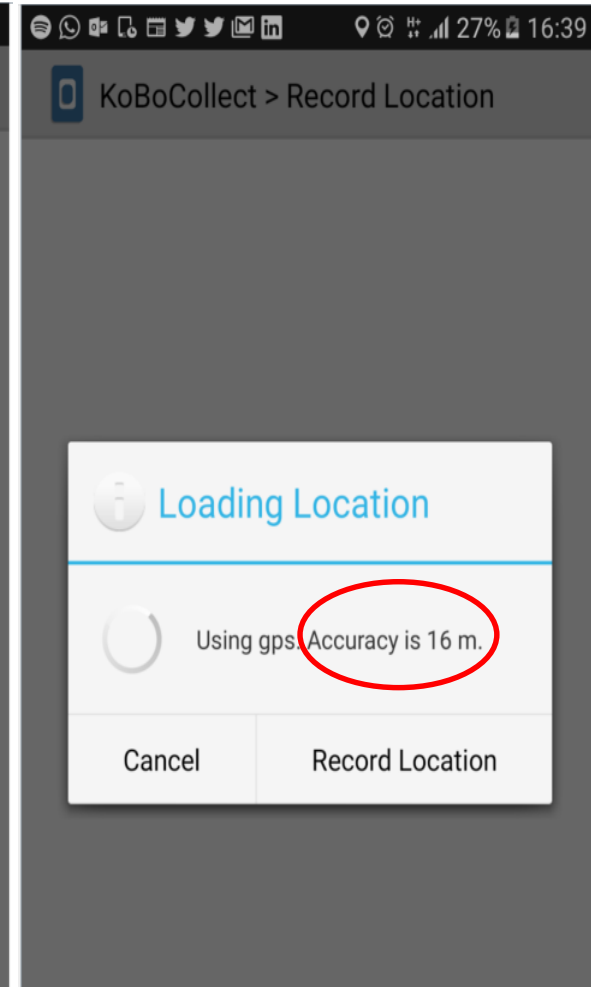
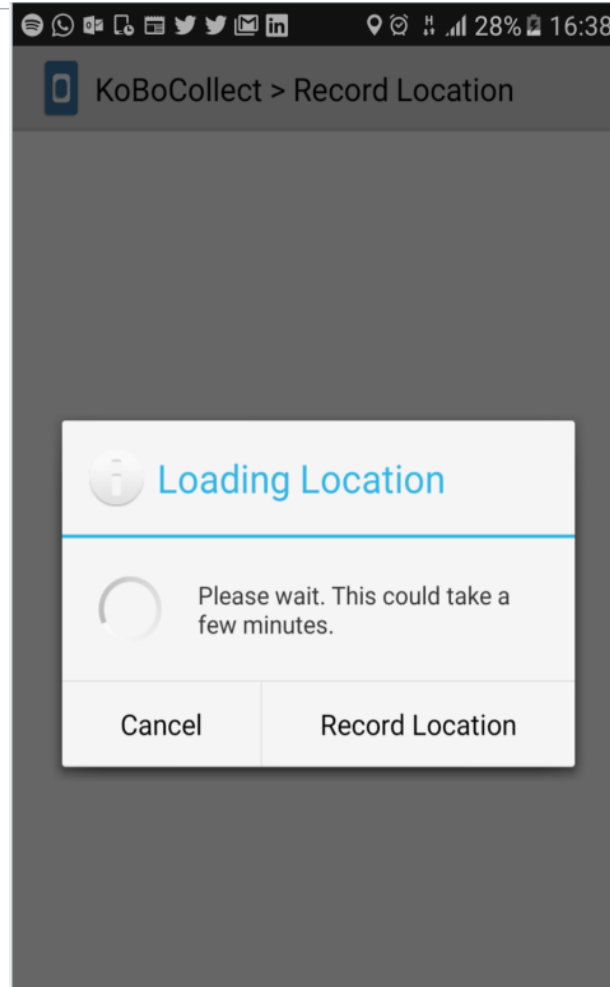
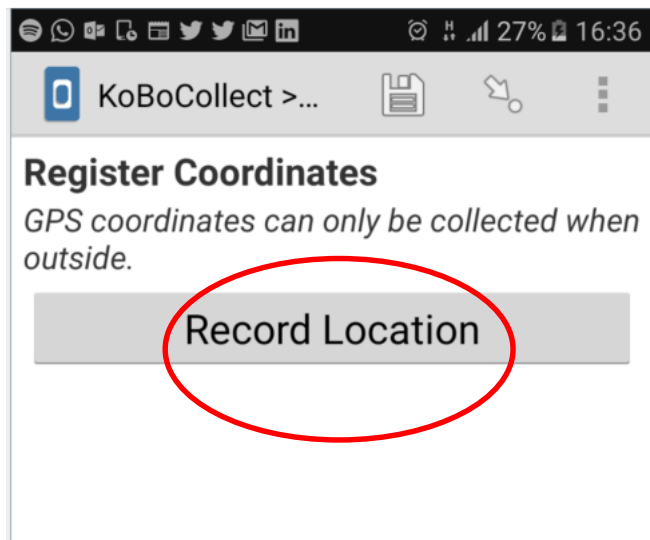


forward to
next
prompt

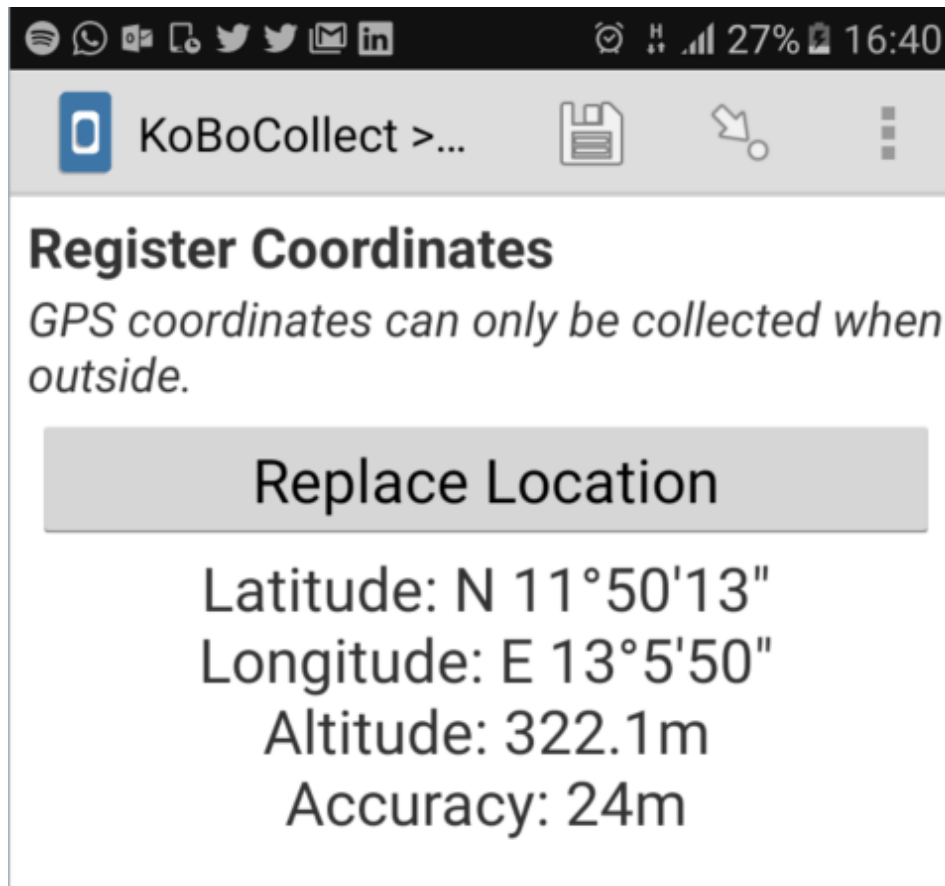
A screenshot of the KoboCollect app interface. The header bar is identical to the one in the first image. Below the header, the text 'Enumerator full name' is displayed, followed by the name 'Yewondwossen Assefa' which is underlined. A blue arrow icon points to the right below the name. At the bottom of the screen, a virtual keyboard is visible, showing the letters 'Dear', 'Cc', and 'Yewondwossen' in the top row, and a numeric keypad in the bottom row.

KoboCollect: GPS coordinates

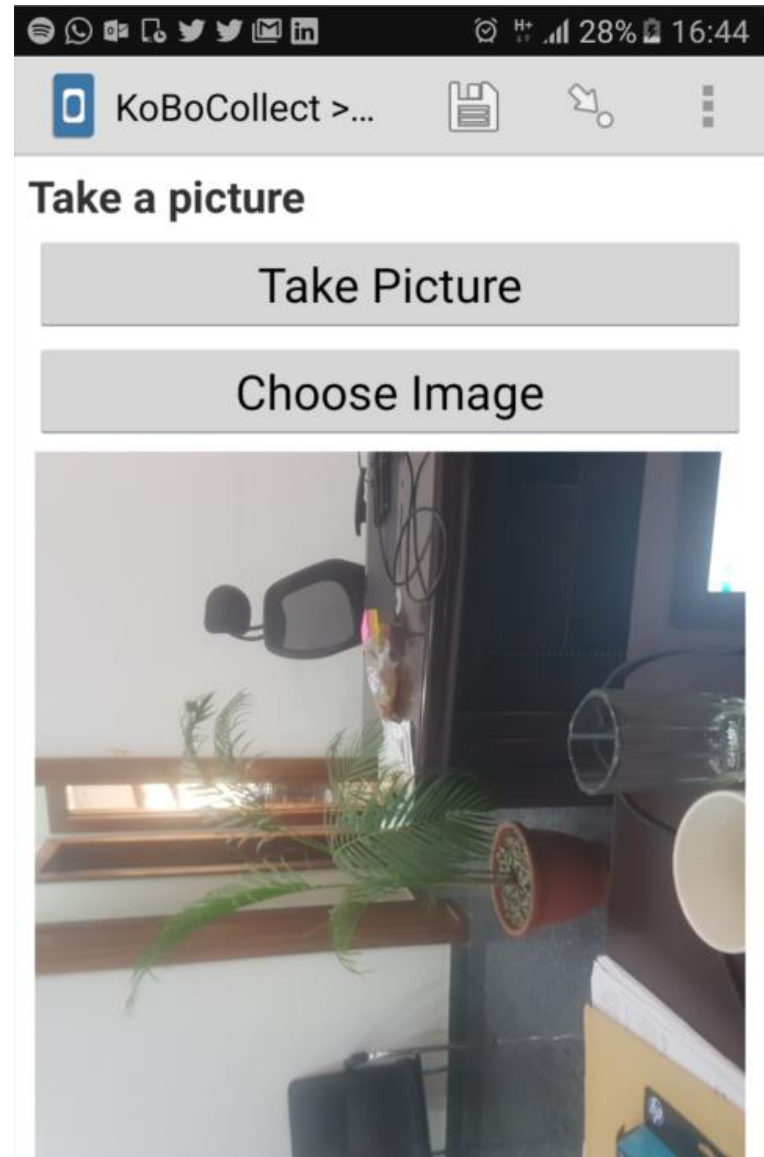
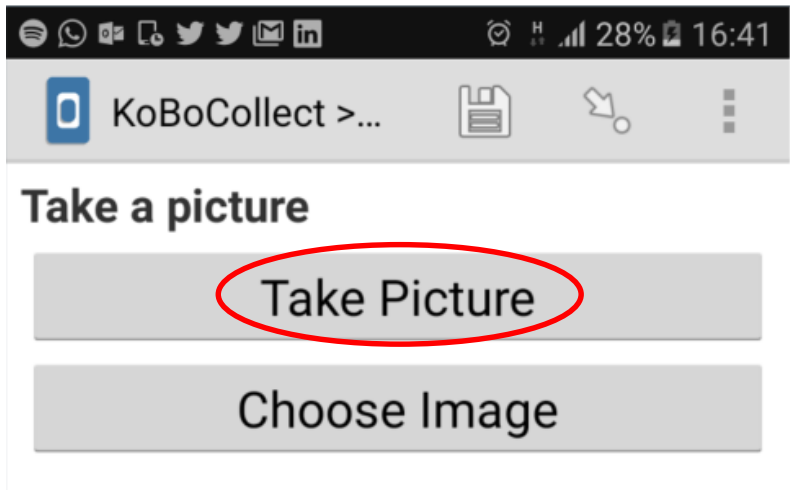
SIM-G930F



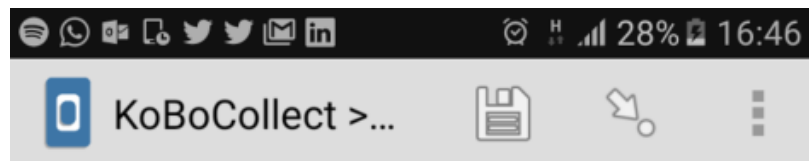
KoboCollect: GPS coordinates



KoboCollect: Photo



KoboCollect: Finalizing form



**You are at the end of Site Survey
Assefa.**

Name this form

Site Survey Assefa

☒ Mark form as finalized

Save Form and Exit

KoboCollect: GPS coordinates



KoBoCollect 1.4.8 (1057)

Part of KoBoToolbox

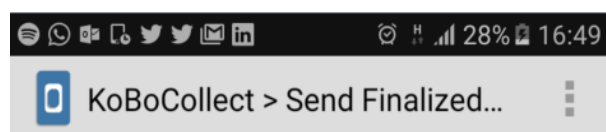
Fill Blank Form

Edit Saved Form

Send Finalized Form (1)

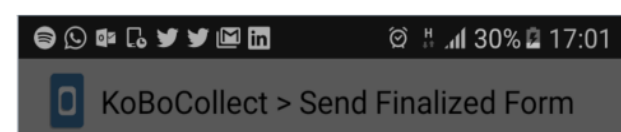
Get Blank Form

Delete Saved Form



Site Survey Assefa

Finalized on Sat, Apr 14, 2018 at 16:48



Upload Results

Site Survey Assefa - Success

OK

Toggle All

Send Selected

Further reading

<http://www.kobotoolbox.org/>

<http://help.kobotoolbox.org/>

<https://opendatakit.org/use/xlsform/>