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10 min onboarding

(Adapted for ZWE WASH Regional)
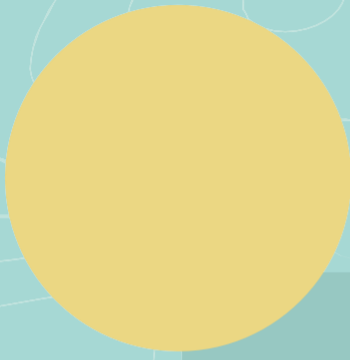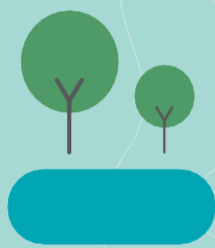
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Kobo ToolBox in a nutshell

Used in more and more field missions, such as: **Malnutrition Nigeria, HIV South Africa, Watsan Lebanon, Migrants...**

FEATURES

1 Build forms
Easily create surveys forms. Navigate through an intuitive and powerful tool. Use template Libraries.

2 Collect data
Quick collect data on smartphone and tablets online or offline. Synchronize with your office.

3 Export and analyze
Get direct access to your data. Export in usual formats (xls, csv,..) for analysis in any dedicated tool, even the GIS Dashboard.

BENEFITS

- ✓ Very user friendly
- ✓ Reliable - no data lost
- ✓ Collect fast and light
- ✓ Multi-languages
- ✓ Data available every night

TECHNICAL INFO

- Offline / Online
- Cloud / Local
- Mobile / Desktop
- Server based
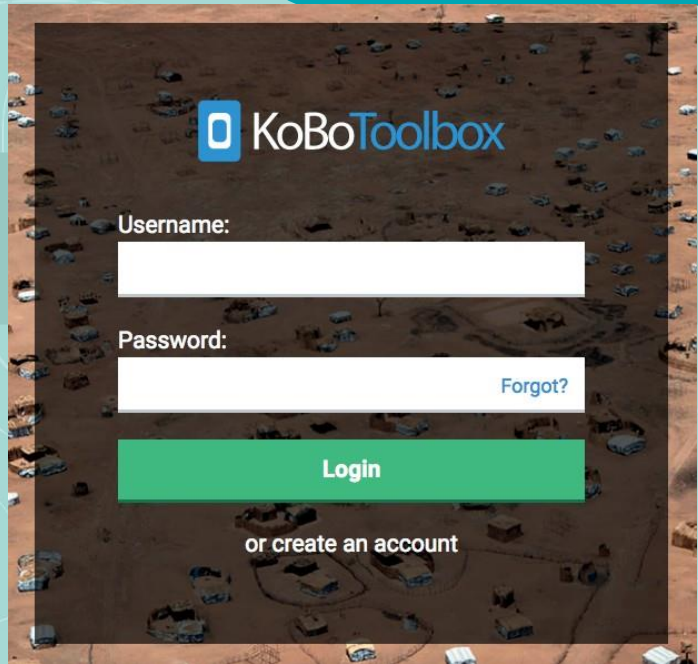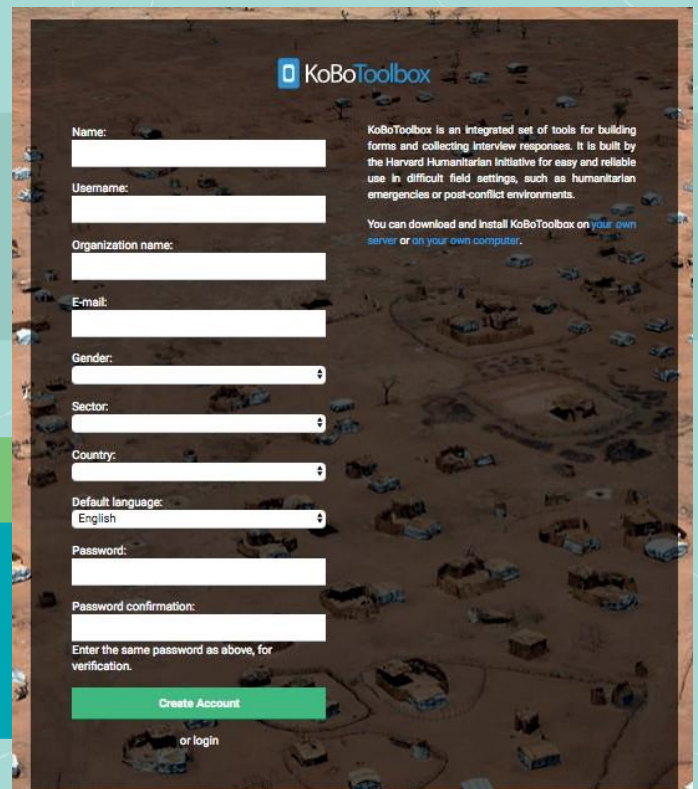- Open source - No license
- MSF Tech Support
- Use XLSForm

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I create my Account

Go to **kobo.msf.org**

Click on "**Create an account**"

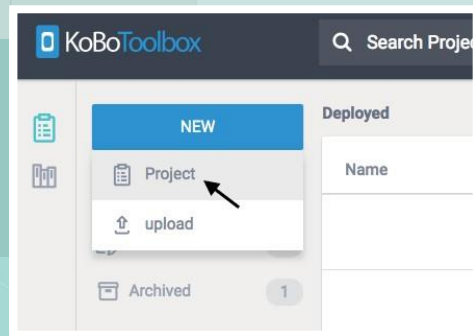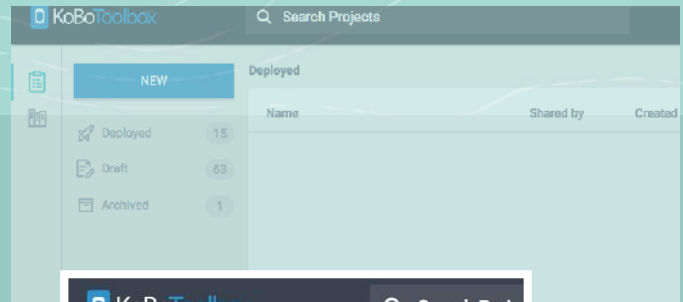Follow the instructions and click on the green **Create Account** button

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My first form

Welcome to your dashboard. This is the place where you'll find all your forms once created, so let's start ! Click on the blue button NEW button to create your form. Click on "project"
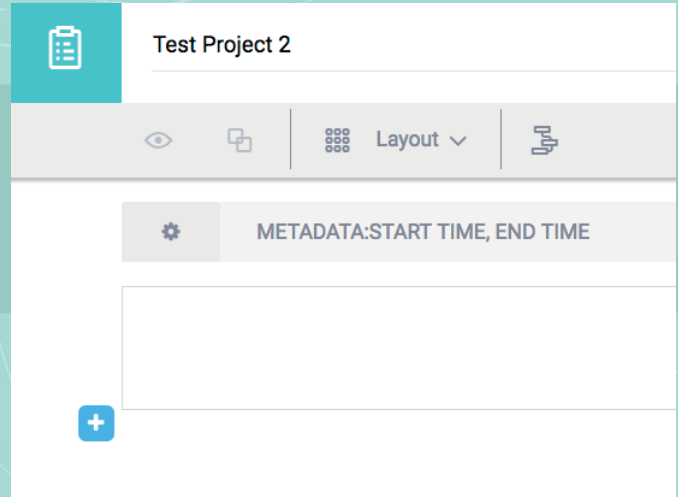

Fill the project information for you to better organize them. These fields are not mandatory.

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To find the best practices to design your form, please reach this website.

Click on the + to create your first question

Test Project 2

👁 ⎘ ▦ Layout ⌄ ⧉

⚙ METADATA:START TIME, END TIME

＋

Type your question and click then on the 'Add Question' button. You can still edit later on by simply clicking on the question text.

Select your question type.. Find extended description of the possibilities via theKobo help center. (+ link)

⚙ METADATA:START TIME, END TIME

What is your favorite color? ✕

◎ Select One	☰ Select Many	abc Text	123 Number
1.0 Decimal	📅 Date	⏱ Time	📅 Date & time
📍 Point	🖼 Photo	🔊 Audio	🎥 Video
⌁ Line	☰ Note	‖‖‖ Barcode	☑ Acknowledge
▦ Area	▦ Matrix / Rating	⬇ Ranking	1+1 Calculate

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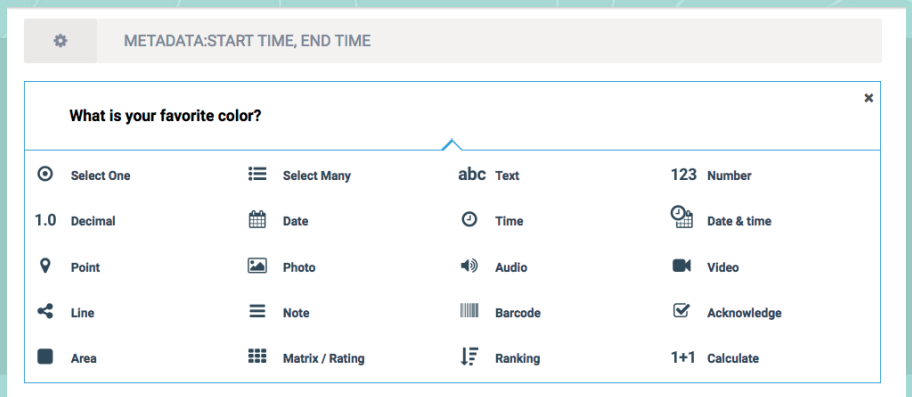
Fill the answers.

What is your favorite color?

		Value:	AUTOMATIC
	Red	Value:	AUTOMATIC
	Blue	Value:	AUTOMATIC
	Option 3	Value:	AUTOMATIC
	+ Click to add another response...	Value:	AUTOMATIC

Options question. Click on the gear icon ⚙ to access the options. Many options about the question are available. Find here detailed explanations on what's possible here.

What is your favorite color?

⚙ Settings

Question Options
Skip Logic
Validation Criteria

Data Column Name: What_is_your_favorite_color

Question Hint:

Mandatory Response: Yes

Default Response:

Appearance (Advanced): select

Continue building your form. When you're done, save your form by clicking on the blue SAVE* button in the upper right corner. Get back to the dashboard by clicking on the X beside the save button.
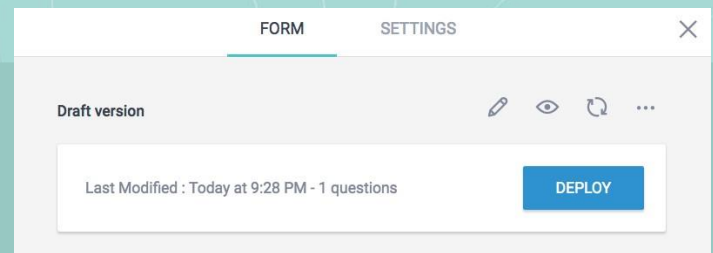
SAVE* ✕

Search Library

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Launch your survey

Your form has now been saved as a draft. A draft is a template you can still work on at any time. It doesn't interact with your Database.

Once your draft form is ready, to launch a survey, deploy it. Click on the blue **DEPLOY** button.

You now get two tabs above your project: Form and Settings. Use the Form tab to manage the encoding of the survey. You can either encode via a laptop or a smartphone. Select your favorite option and follow the instructions.
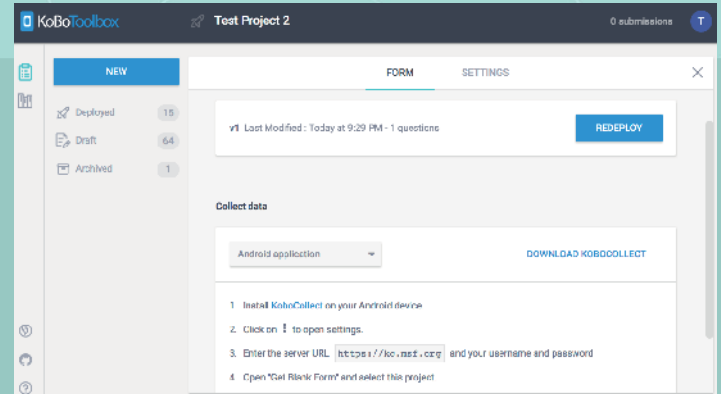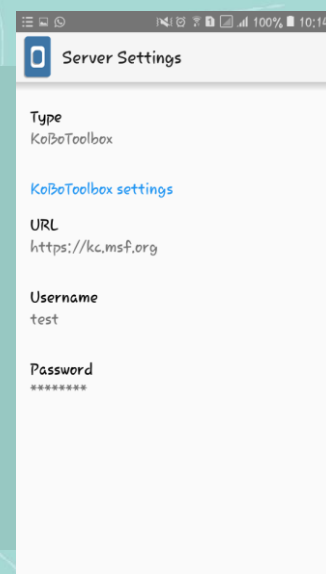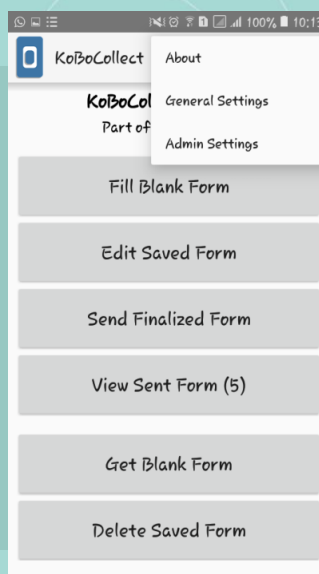

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Collect via smartphone

Install KoboCollect on your Android device. Find it on the Play Store.

Access your online account. Open the app and click on the three dots in the upper right corner. Push on General Settings to open settings. Enter the server URL **https://kc.msf.org** and your username and password.
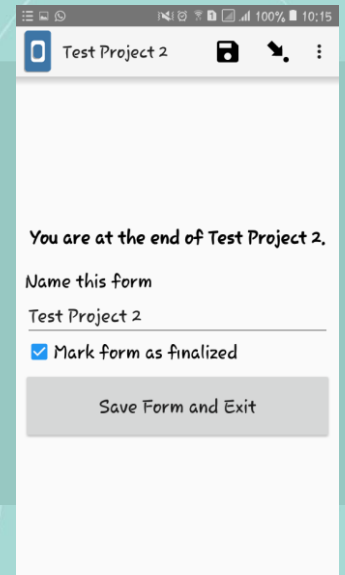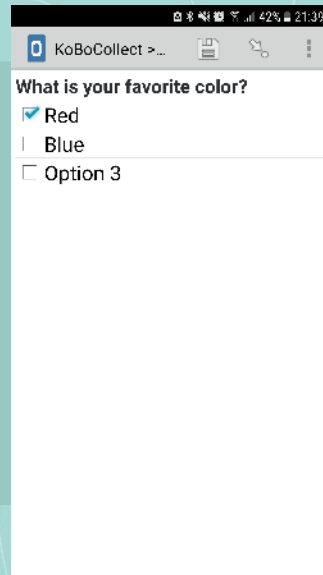

Download the form. Get back to main menu. Open «Get Blank Form», select your project and push on Get selected
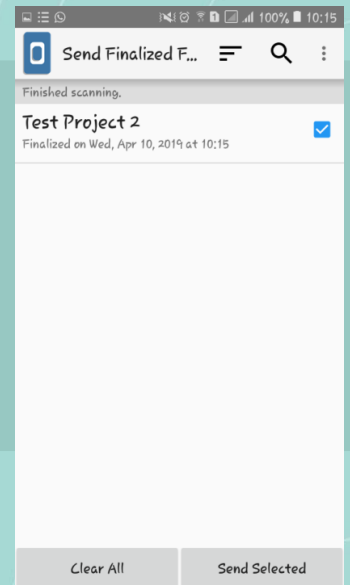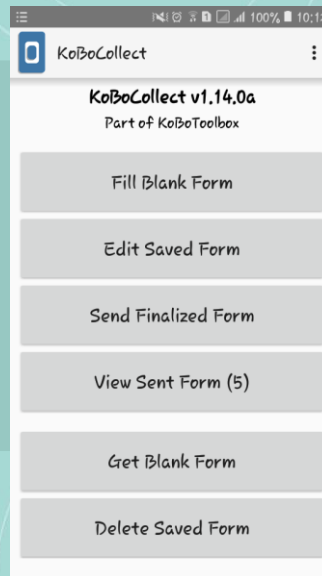

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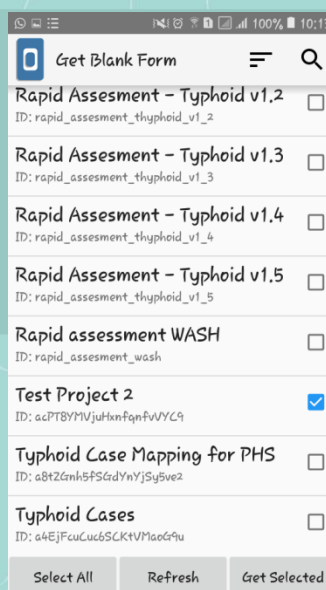
Start your survey. Get back to main menu. Open «Fill Blank form» Select your project and start filling your data. Once done save it and exit the form. You can start over as many times as you want. Online or offline.
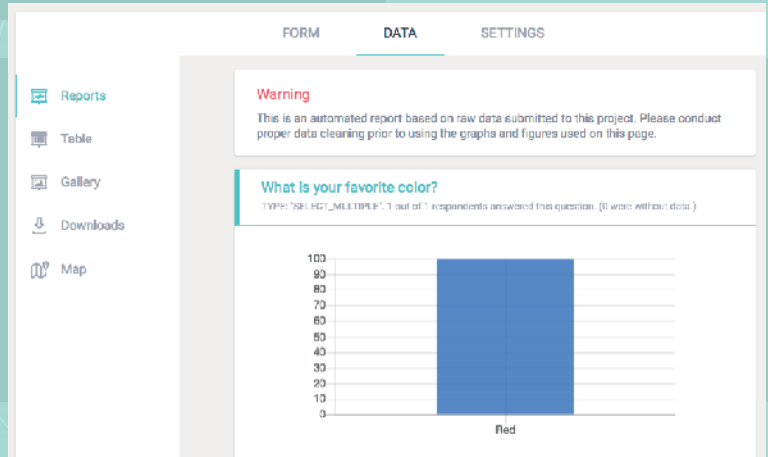
Synchronize your data. Once you recover an internet connection, go to Send Finalized form . Select Toggle All and push on Send Selected .

Your data are online👍

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Use your data

Download your data in Xls for external use from internet

Get back to the web platform at **kobo.msf.org**. On the main page of your project you now get a new tab `DATA`. Select it.

On the left menu click on `Downloads`

Keep default settings and click on the blue button `DOWNLOAD`

Congratulations! You got your data exported.

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If you do not find any answer to your questions in this tutorial, you might find useful to go to the Support and the additional documentation.
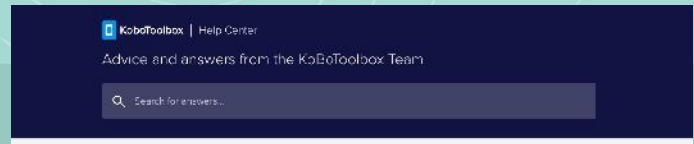
Support   msfocb-harare-gis@brussels.msf.org

MSF Technical
https://jukebox.ocb.msf.org/

Kobo support
http://help.kobotoolbox.org

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