

KOBO TOOLBOX

10 min onboarding

(Adapted for ZWE WASH Regional)



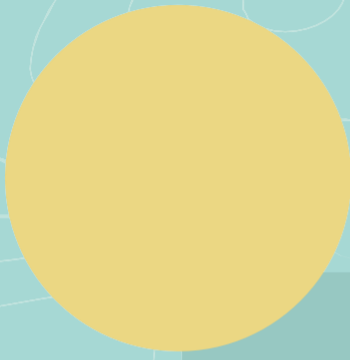
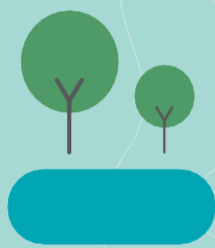


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KoboToolBox in a nutshell

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

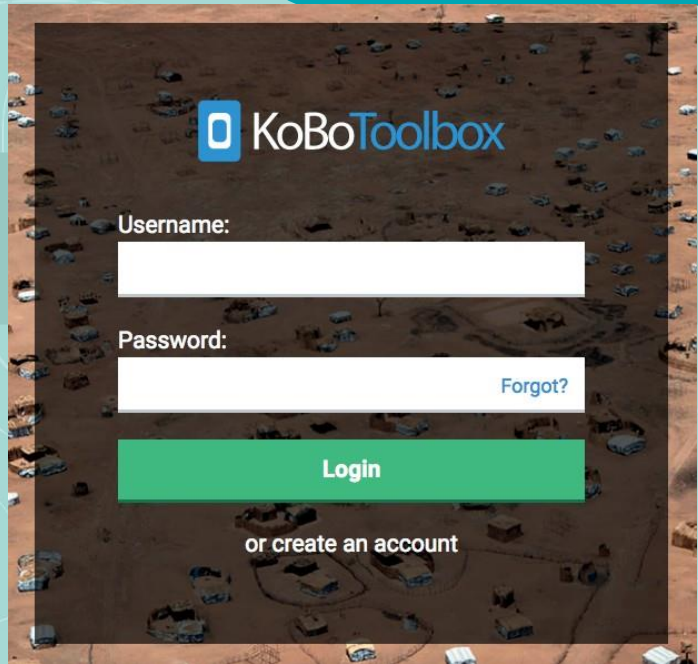
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I create my Account

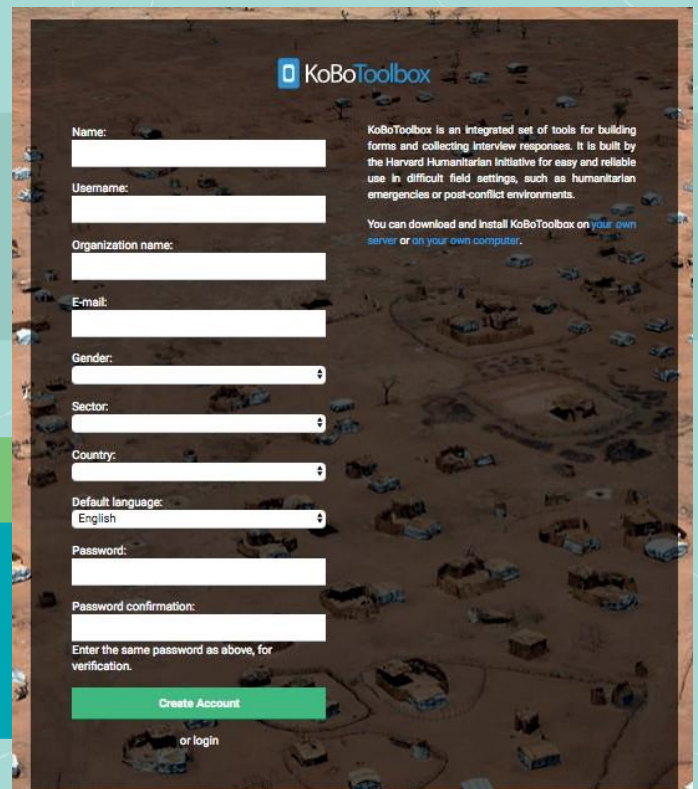
Go to kobo.msf.org

Click on "Create an account"

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



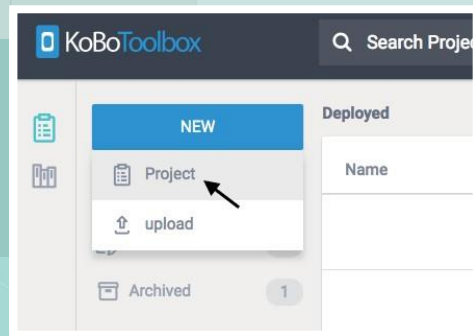
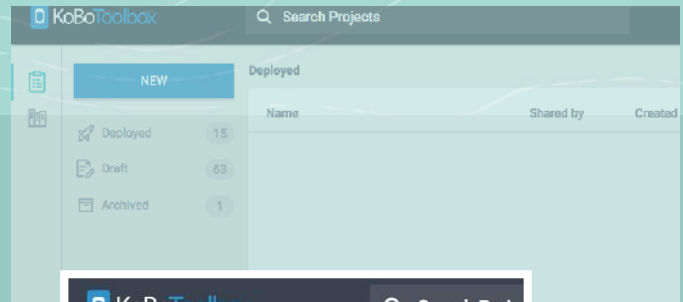
The screenshot shows the KoBoToolbox login interface. At the top is the KoBoToolbox logo. Below it are two input fields: "Username:" and "Password:". To the right of the password field is a "Forgot?" link. A green "Login" button is centered below the fields. At the bottom, the text "or create an account" is displayed. The background is an aerial view of a settlement in a dry, dusty environment.



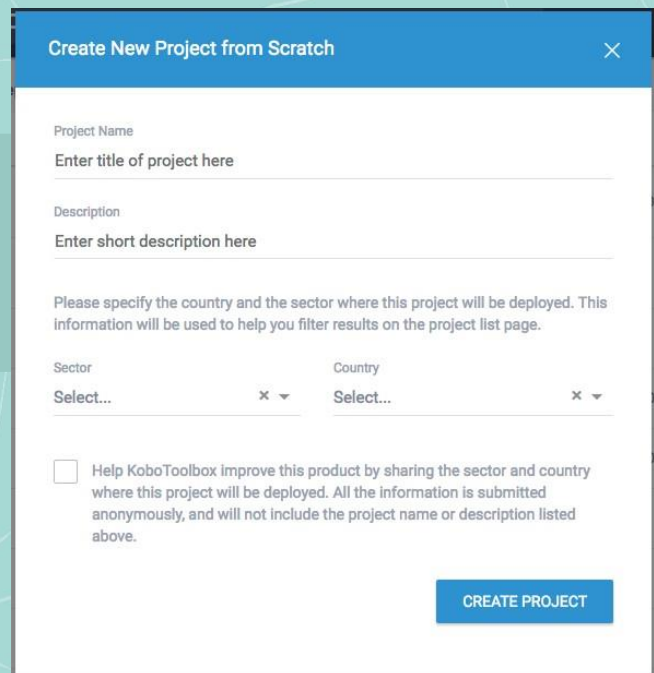
The screenshot shows the KoBoToolbox account creation page. It features the KoBoToolbox logo at the top. On the left, there are several input fields: "Name:", "Username:", "Organization name:", "E-mail:", "Gender:", "Sector:", "Country:", "Default language:" (with "English" selected), "Password:", and "Password confirmation:". Below these fields is a green "Create Account" button. To the right of the fields, there is explanatory text: "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." Below this text, it says "You can download and install KoBoToolbox on your own server or on your own computer." At the bottom, the text "or login" is visible. The background is the same aerial view of a settlement as in the previous screenshot.

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"



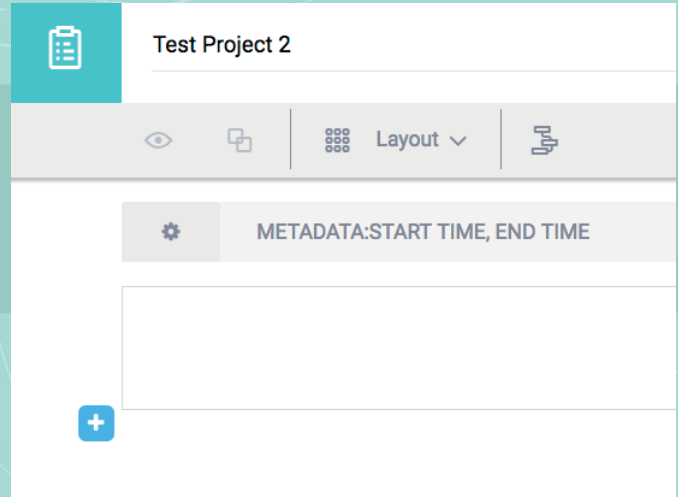
Fill the project information for you to better organize them. These fields are not mandatory.

A screenshot of the 'Create New Project from Scratch' form. It has a blue header with a close button. The form contains the following fields:

- Project Name: Enter title of project here
- Description: Enter short description here
- Sector: Select... (dropdown menu)
- Country: Select... (dropdown menu)
- 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. (checkbox)
- CREATE PROJECT (button)

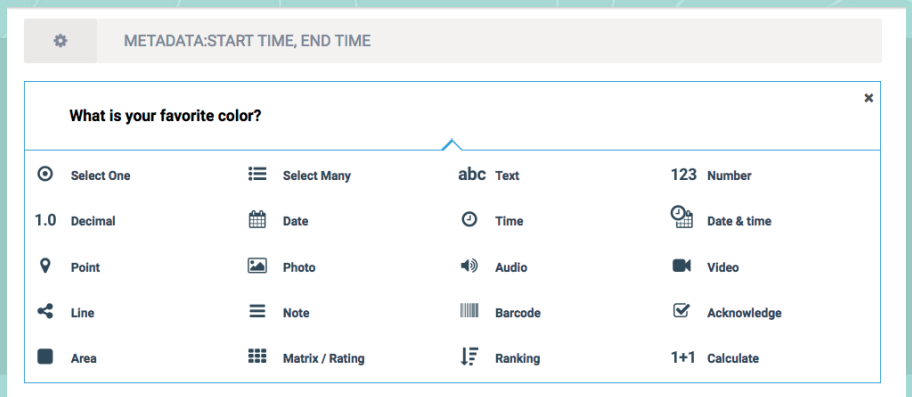
To find the best practices to design your form, please reach this website.

Click on the **+** to create your first question



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 the Kobo help center. (+ link)



Fill the answers.

▼ What is your favorite color?

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: Data Column Name: What_Is_your_favorite_color
- Skip Logic: Question Hint: [empty]
- Validation Criteria: Mandatory Response: Yes; Default Response: [empty]
- 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.

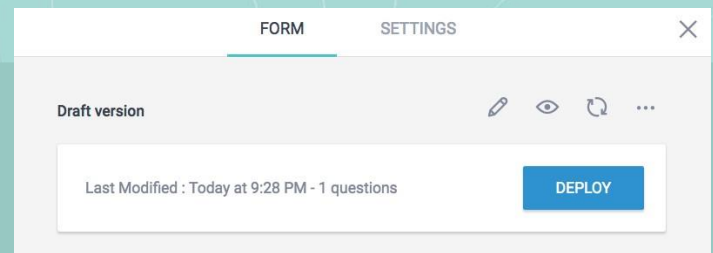
SAVE*

Search Library

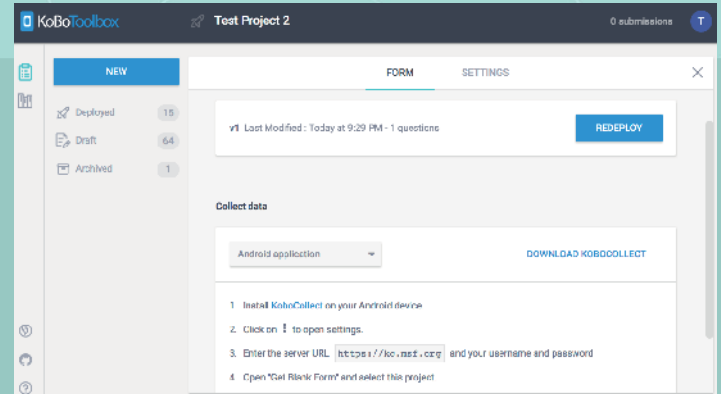
Launch your survey

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.

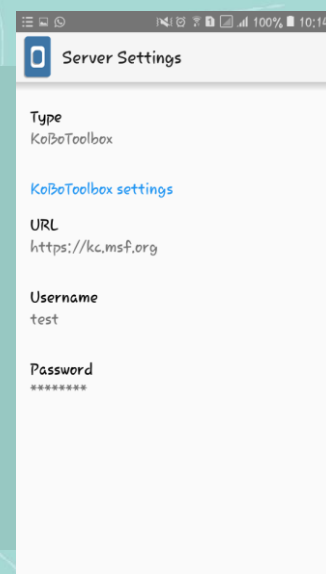
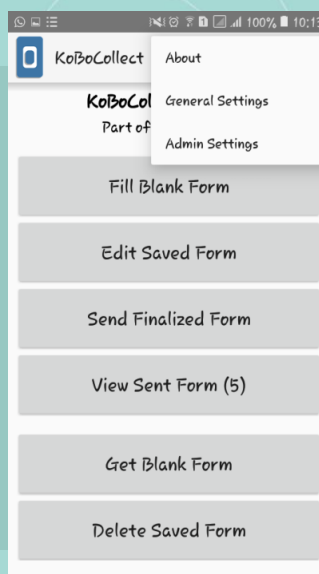


Collect via smartphone



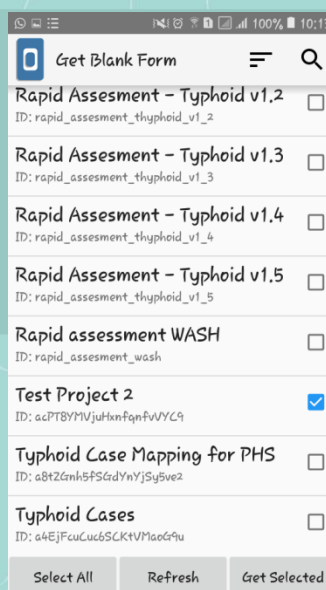
Install KoboCollect on your Android device. Find it on the Play Store.

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.

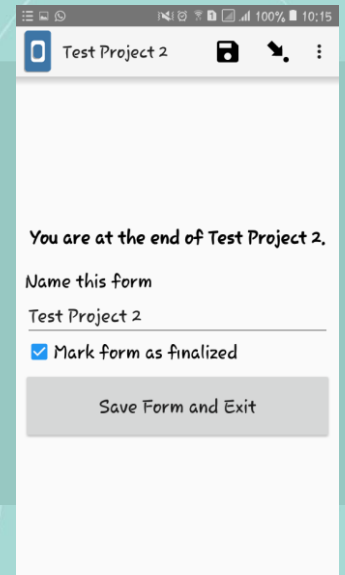
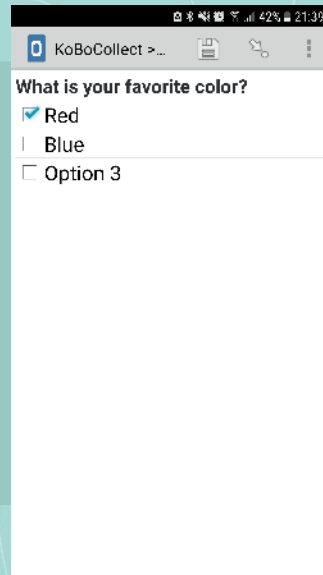


Download the form. Get back to main menu. Open «Get Blank Form», select your project and push on

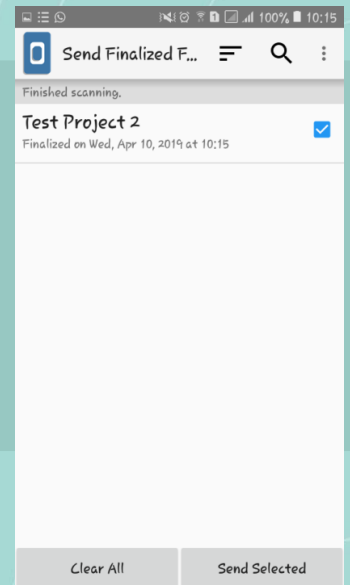
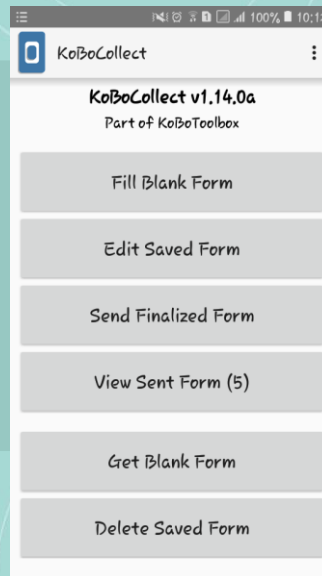
Get selected



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.



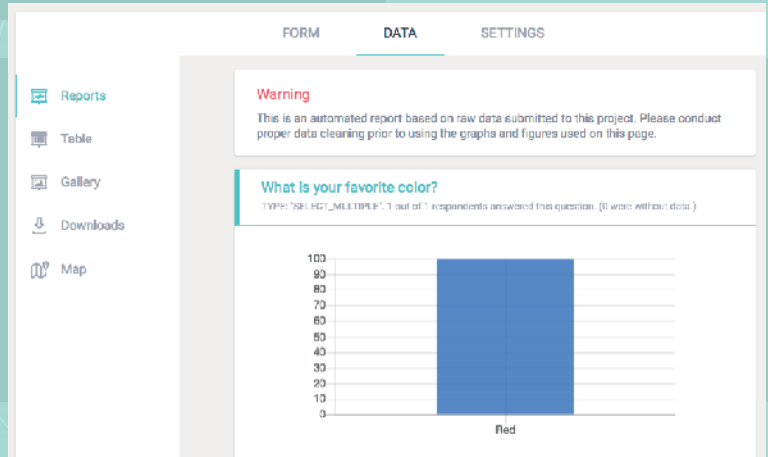
Synchronize your data. Once you recover an internet connection, go to **Send Finalized form**. Select **Toggle All** and push on **Send Selected**. Your data are online 👍



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**

FORM DATA SETTINGS

Select export type
XLS

Value and header format
Labels

Include groups in headers

DOWNLOAD

Congratulations! You got your data exported.

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

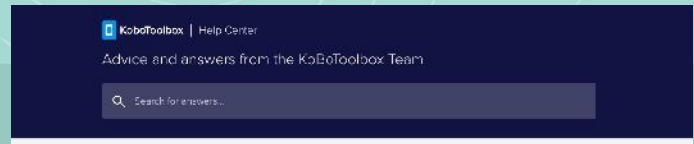
MSF Technical

<https://jukebox.ocb.msf.org/>



Kobo support

<http://help.kobotoolbox.org>



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