2. How to: share a form

KoBoToolbox guidelines

January 2022

Share your form

Once you have created your form, you can share it with other users. You can share an editable and non-editable version of the form. When it is editable, other users can directly edit your form. Non-editable means that other users can only edit the form when they clone it. Both options are explained below.

> It is only possible to share a form with users that also have an account from https://kobo.humanitarianresponse.info/ NOT from https://kf.kobotoolbox.org or https://kobocat.unhcr.org/.
> In case the other user creates a clone, this project is not automatically shared with you. So you won't be able to view the form, submissions, etc.

Editable

Follow the next steps to share your form with other users, with them being able to make adjustments to your original form:

1. Go to: **KoBoToolbox homepage**
2. You can find your form under **Draft**
   If you already deployed the form, you can find it under **deployed.**
   (You can find more about deploying in guidelines 4. How to: use KoBoCollect.)
3. Find your form and hover your cursor over it.
4. Different buttons will appear, click: **Share**

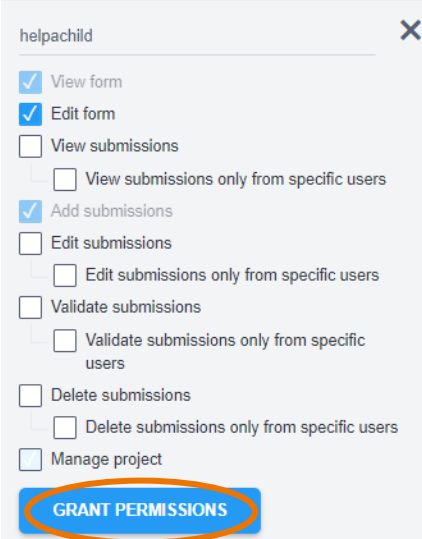| Name	Shared by	Created	Last Modified	Submissions
Example Project		Today at 10:09 AM	Today	

5. Click: **ADD USER**
6. Fill in the username(s) of the person(s) you want to share the form with
7. Select all the options you want to give the other person permission for.
   For example: **Edit form**
8. Click: **GRANT PERMISSIONS**

> If you want the other person to be co-manager of the project, then choose: **Manage project.**

Non-editable

1. Follow the first 7 steps mentioned above
> Do NOT select options that allow the other user to edit your form. **View form** and **add submissions** are automatically selected and allow others to use the form for data collection, without allowing them to make adjustments to your original form. If they do want to edit the form, they can clone it (as explained in guidelines 1).
2. Click: **GRANT PERMISSIONS**