



4. How to: use KoBoCollect

KoBoToolbox guidelines

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Deploy your form

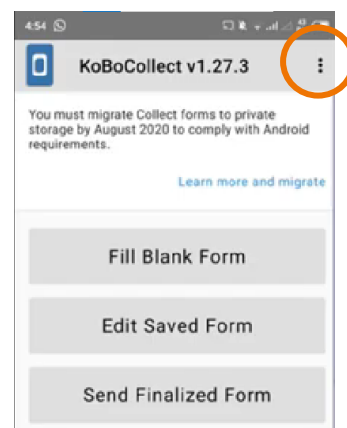
Once your form in KoBoToolbox is finished, follow the next steps to start collecting data:

1. Find your form (in the Draft folder) and click on it
2. Click: **Deploy**
3. Make sure: **Online-Offline (multiple submission)** is selected. This allows the data collector to collect data offline, which is the best option for collecting data in the field.

› Every time you make changes to your form you have to redeploy it.

Install KoBoCollect on your device

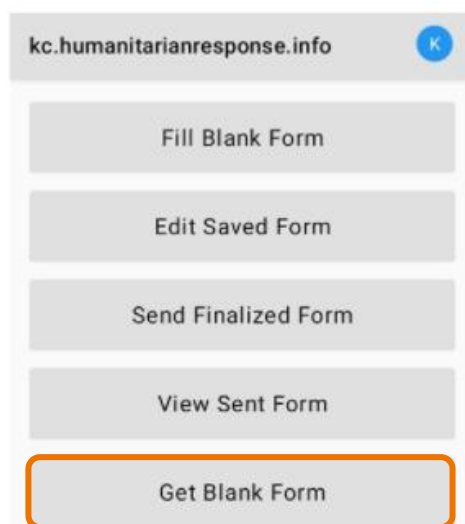
1. Go to the **Google Play Store**
2. Download the KoBoCollect App and open it, the following screen will be displayed:
3. Click the '**More Actions**' icon (3 dots)
4. Click: **General Settings**
5. Click: **Server**
6. Click: **URL** and enter: `https://kc.humanitarianresponse.info`
7. Click: **Username** and type in your username
8. Click: **Password** and type in your password



Download your form

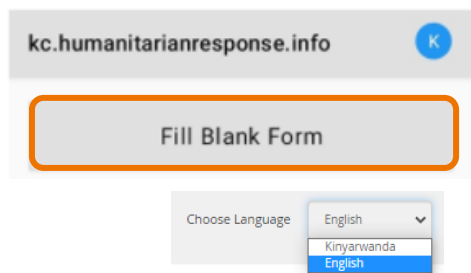
Follow the next steps to download your deployed forms from KoBoToolbox into your KoBoCollect App, after it is installed:

1. Open the KoBoCollect App on your phone/tablet
2. Click: **Get Blank Form**
KoBo will connect to your server and display all deployed forms
3. Select the form you want to collect data for
4. Click: **Get Selected**
KoBo will tell you when your download results were successful.
5. Click: **OK**
KoBo automatically brings you to the start page



Collect data

1. Open the KoBoCollect App on your phone/tablet
2. Click: **Fill Blank Form**
3. Select the project you want to collect data for
4. You can start collecting data
5. If translation is added to the form it is possible to select a language
6. At the end of the survey, select **Save Form and Exit**
7. You can now continue with the next form

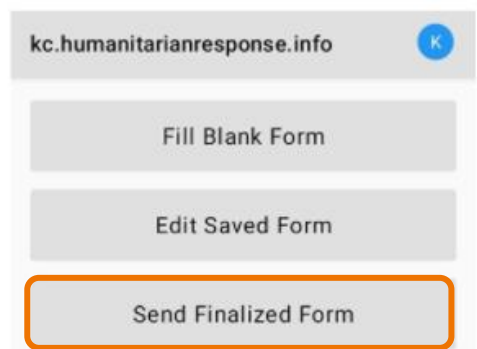


- › Once the form is downloaded to your device, you don't need internet to collect data. You only require internet connection to upload your data to the server.
- › There are no limits on the number of forms, questions, or submissions (including photos and other media) that can be saved on your device.

Submit data to server

The blank forms and the filled in forms will stay on the device until you delete them from the app or submit them to the server. In order to submit your finalized forms you need internet connection.

1. Open the KoBoCollect App on your phone/tablet
2. Click: **Send finalized form**



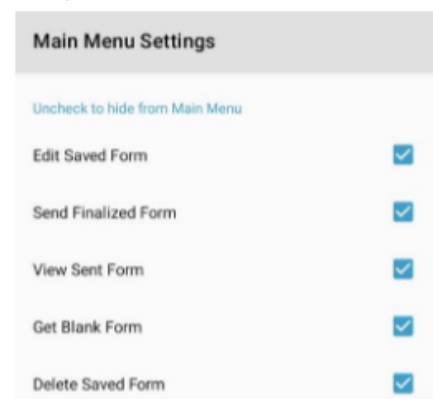
Hiding buttons in KoBo

In some cases, it is recommended to hide certain buttons in the app from interviewers to prevent them from editing or changing collected data, decreasing the risk of data loss.

1. Open: **KoBoCollect**
2. Click on the: circled in **K** icon that is located at the top right of your screen



3. Click: **Settings**
4. Under the Project settings, select: **Access control**, which includes Main Menu Settings, User Settings, and Form Entry Settings
5. Click: **Main Menu Settings** to hide buttons from the main menu
6. Do the same for **User Settings** and **Form Entry Settings** to hide buttons from those menus as well



Setting up an admin password

To limit access to the app's admin settings, you can set up an admin password:

1. Open KoBoCollect
2. Click on the circled in **K** icon that is located at the top right of your screen



3. Click: **Settings**
4. Under the Project settings, select **Set admin password**
5. You will be requested to Enter New Password
6. After entering a new password, click: **OK**

► Do not lose the admin password! Keep it in a safe place where only the qualified persons can find it.