

USING KOBO- ONLINE VERSION

I. Kobo: General information

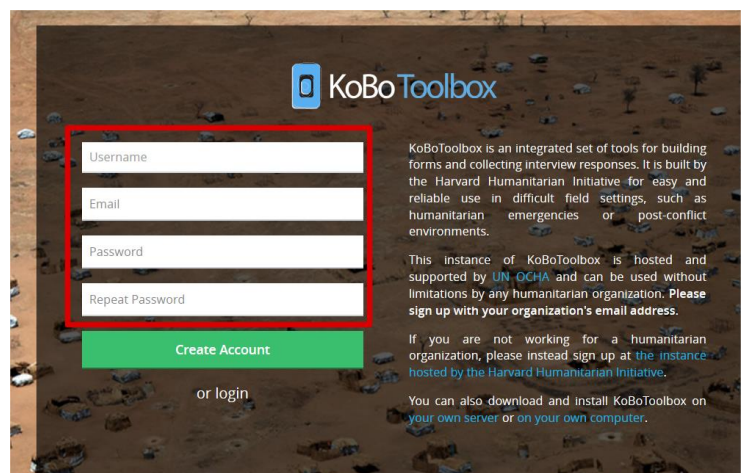
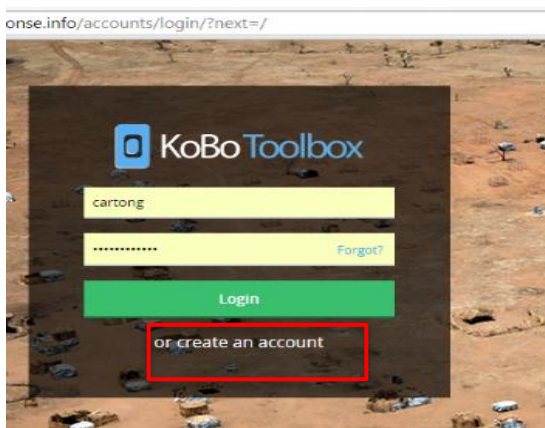
- Website: <https://kobo.humanitarianresponse.info/>
- Username: (your_username)
- Password: (your_password)
- Address to add to the phones so they can connect to the server:
http://kc.humanitarianresponse.info/your_username

II. Kobo: Create an account

To create an account if this is necessary, follow the following steps:

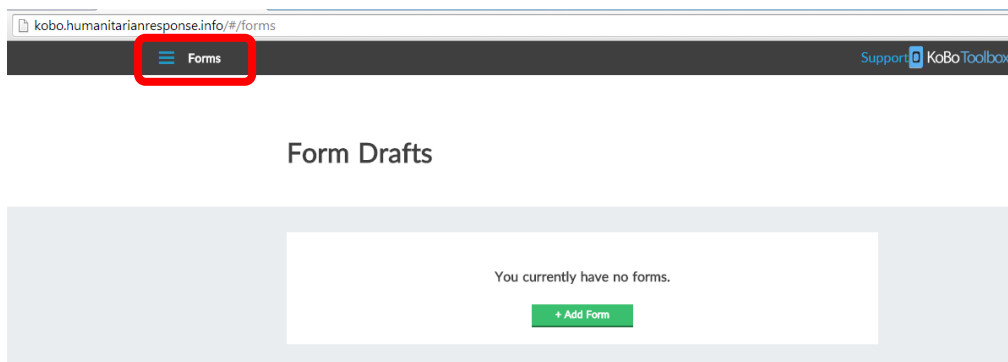
- Go to kobo.humanitarianresponse.info/
- Fill in the necessary information and then check your emails for the validation email
- Once you receive it, click to activate the account- you can now access the Kobo website!

⚠ The validation email can take a few minutes (check your spam if you cannot find it in your inbox) - once you receive the email, be careful not to click on the link twice by mistake

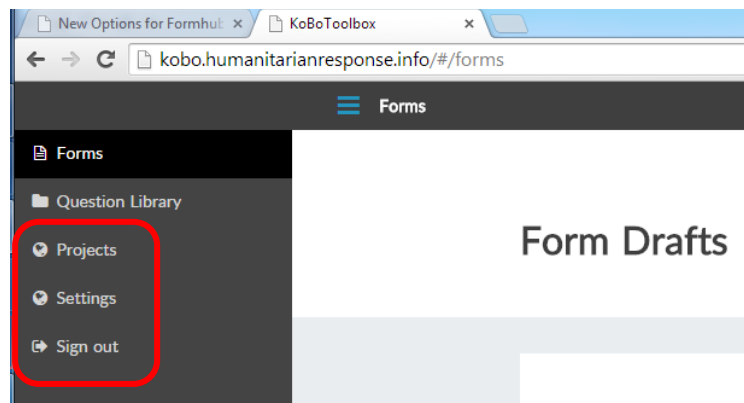


III. Uploading your forms on the server

- Go to the website
- Once logged in, you arrive at this screen:



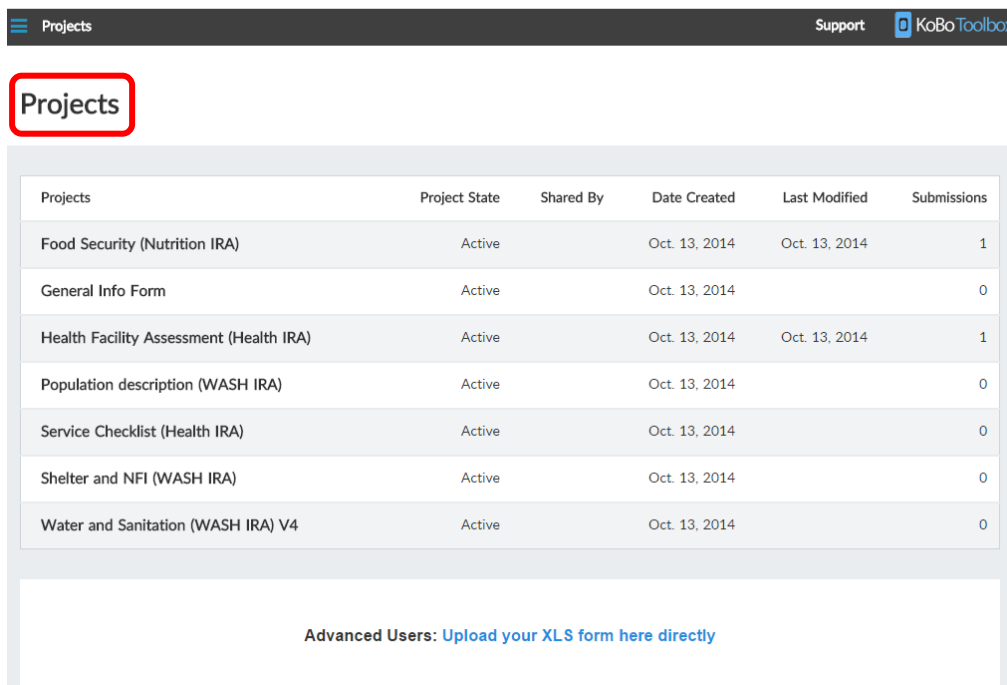
By default, you arrive at the “Forms” page. This is of little interest to you if you want to add forms that you want to use in the field. For this, you need the “Project” page. To go to the “Project” page, you have to click the blue lines left of “Forms”, inside the red square. On the left, a hidden panel opens:



Of interest to you in this panel:

- Projects
- Settings
- Sign out

First, let’s click on “Projects”. A screen similar to the first one opens, but says “Projects” instead of “Forms”. If you have already added some surveys to your account, they will be listed there (as shown below), otherwise it will be blank.

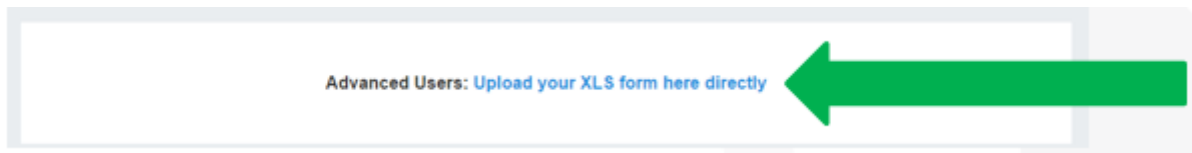


Projects	Project State	Shared By	Date Created	Last Modified	Submissions
Food Security (Nutrition IRA)	Active		Oct. 13, 2014	Oct. 13, 2014	1
General Info Form	Active		Oct. 13, 2014		0
Health Facility Assessment (Health IRA)	Active		Oct. 13, 2014	Oct. 13, 2014	1
Population description (WASH IRA)	Active		Oct. 13, 2014		0
Service Checklist (Health IRA)	Active		Oct. 13, 2014		0
Shelter and NFI (WASH IRA)	Active		Oct. 13, 2014		0
Water and Sanitation (WASH IRA) V4	Active		Oct. 13, 2014		0

Advanced Users: [Upload your XLS form here directly](#)

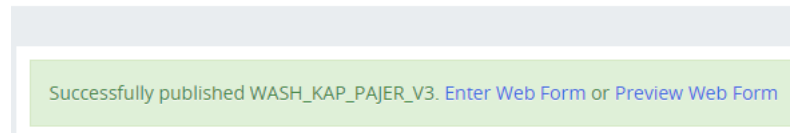
III.1. Adding a new form

To upload your XLS Forms, clicking “Upload your XLS...” will open a window where you can select where the file (“PREPARE: Step 3- WASH KAP mobile template”) is located on the computer:

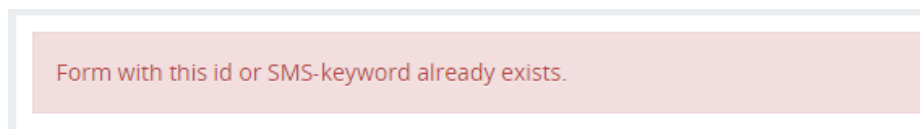


It is only possible to upload one form at a time. When it is done, a message appears at the top. If it is green, it means the upload is successful:

Projects



If it is red, it means the upload was unsuccessful, and it will always provide a reason for the failure to add this form:



The error message will help you understand what went wrong. Most of the time, it will be because you have made a change in the XLS form ("PREPARE: Step 3- WASH KAP mobile template") that isn't allowed. Check out the WASH KAP mobile template instructions and troubleshooting for more information (specific tabs).

Do this for all the forms that you want to manage with your account.

- ⚠️ If you get the message above "form with this id or SMS-keyword already exists", it signifies that you already have a form on your Kobo site that has the same ID in the "settings" tab of your XLS form. In other words, you are trying to upload the same survey twice on the website. You will need to either modify this ID in the XLS, delete your previous project if it is no longer of interest or else simply update the form in the actual project page by clicking on the arrows indicated below (this is only available if you have no existing submissions for this project).



IV. Configuring the phones

- PREPARE: “Step 4- Installing ODK on the phones” and “Step 4- Adapting the ODK Collect settings” explains how to configure the phones.

V. Getting your data

When you are on the “Project” page, you have a list of all forms on your account:

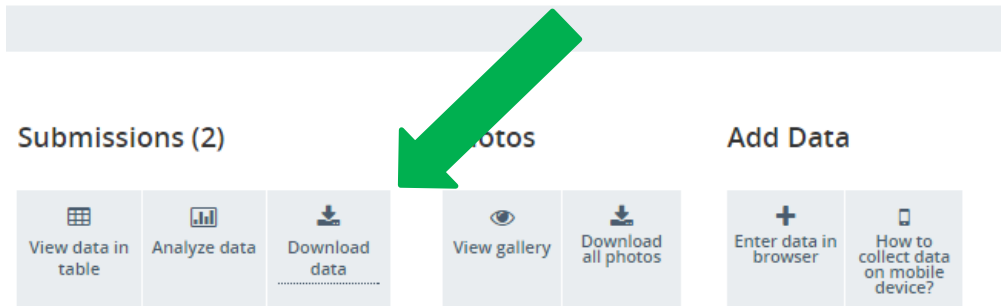
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Service Checklist (Health IRA)	Active		Oct. 13, 2014		0
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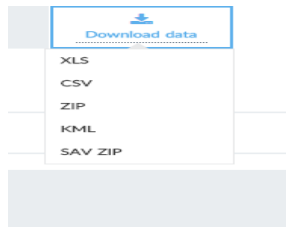
Click on the form for which you want to access the data (submissions made for this project). This will open a new screen:

Global WASH Questionnaire V6

🔗 Global WASH Questionnaire V6

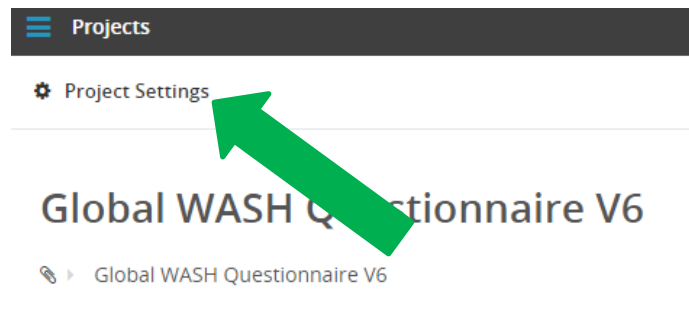


You can choose to view the data in a table, to analyze data (basic functions only), or download the data. If you click "Download data", a drop-down appears to select the format you want:



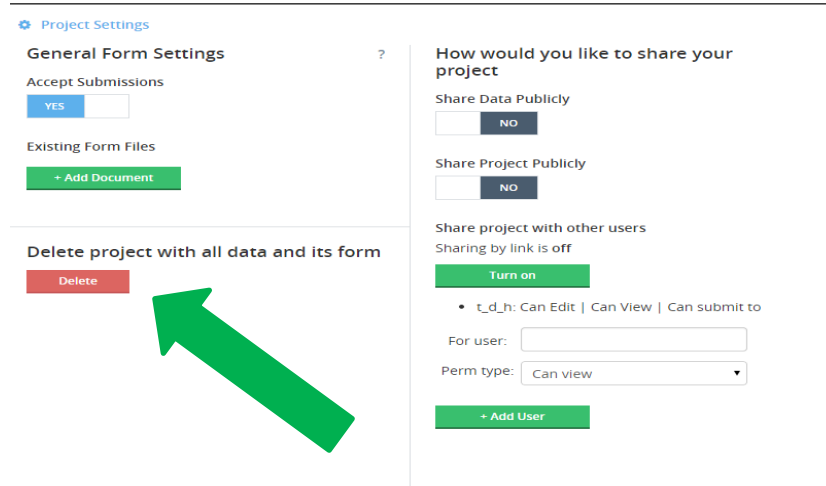
For analysis, XLS is the most interesting format. Select XLS, which will direct you to the link for downloading the data (you might have to wait a few seconds for the link to appear).

To delete a form, you can go to "Project settings" on the upper-left corner:



Which will open a new menu for that form:





You can delete your form here, along with setting other parameters.

⚠️ If you delete a form on your account, it will also delete all the data that has been submitted!

VI. Using webforms for capturing of data

A useful feature of Kobo is the webform. This allows you to enter the data from a web browser: this could be used for data-entry, if paper forms have been used in the field. To open a webform, you can click on the form you wish to use as a webform from the list of all your projects:

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Advanced Users: [Upload your XLS form here directly](#)

Then, to the left of that screen, you can find "Enter data in browser":

Add Data




Overall, the form that appears is the same as it is on the phones, but with a different presentation:

Global WASH Questionnaire V6

INTRODUCTION


Date of Interview *

Tick the camp in which you conduct this survey *

- AAA
 BBB

You can then enter the data & click "Submit" at the end. The data entered will then be added to those collected with the phones.

 It is possible to use webforms offline- all you need to do is charge it in your browser while you are still online. The submissions will however only be sent to your Kobo account once you are online again.

