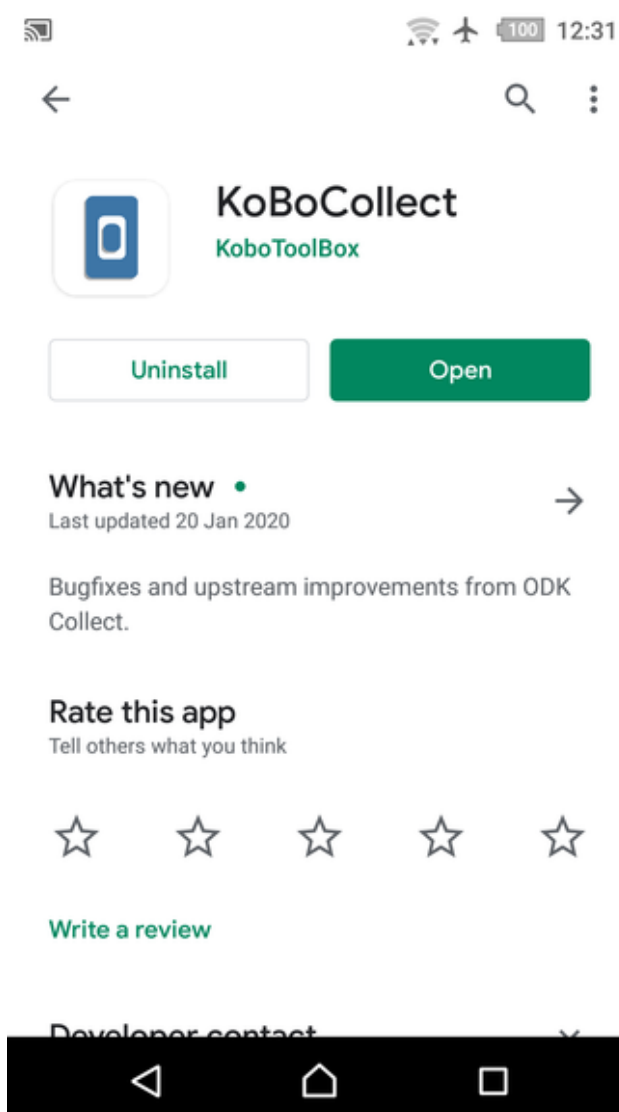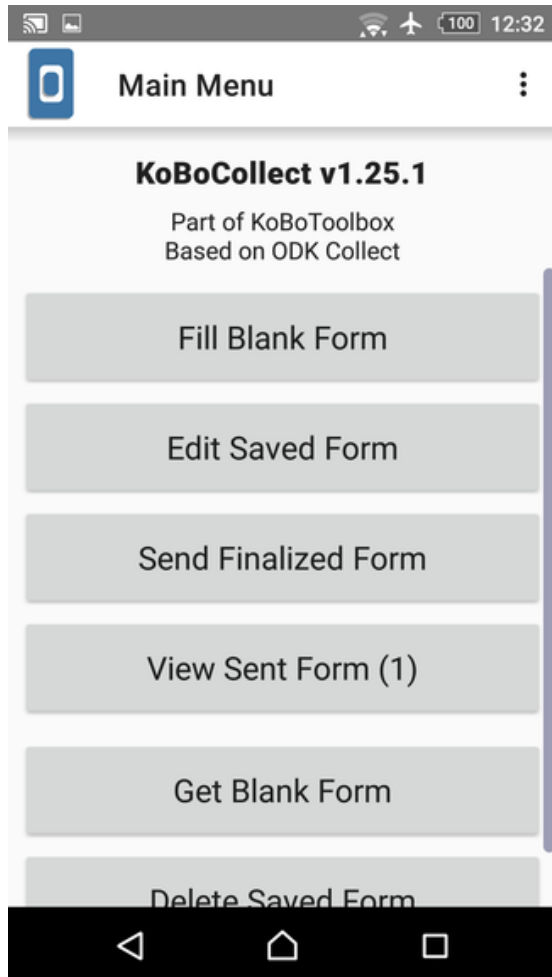# KoBo Toolbox Training Part 2

1.What is KoBo Collect?

KoBoCollect is KoBoToolbox's data collection app and can be installed on any Android phone or tablet through the Google Play Store. To install the app on your Android device, Open Google Play Store and Search 'KoBoCollect' or go to this link (https://play.google.com/store/apps/details?id=org.koboc.collect.android)
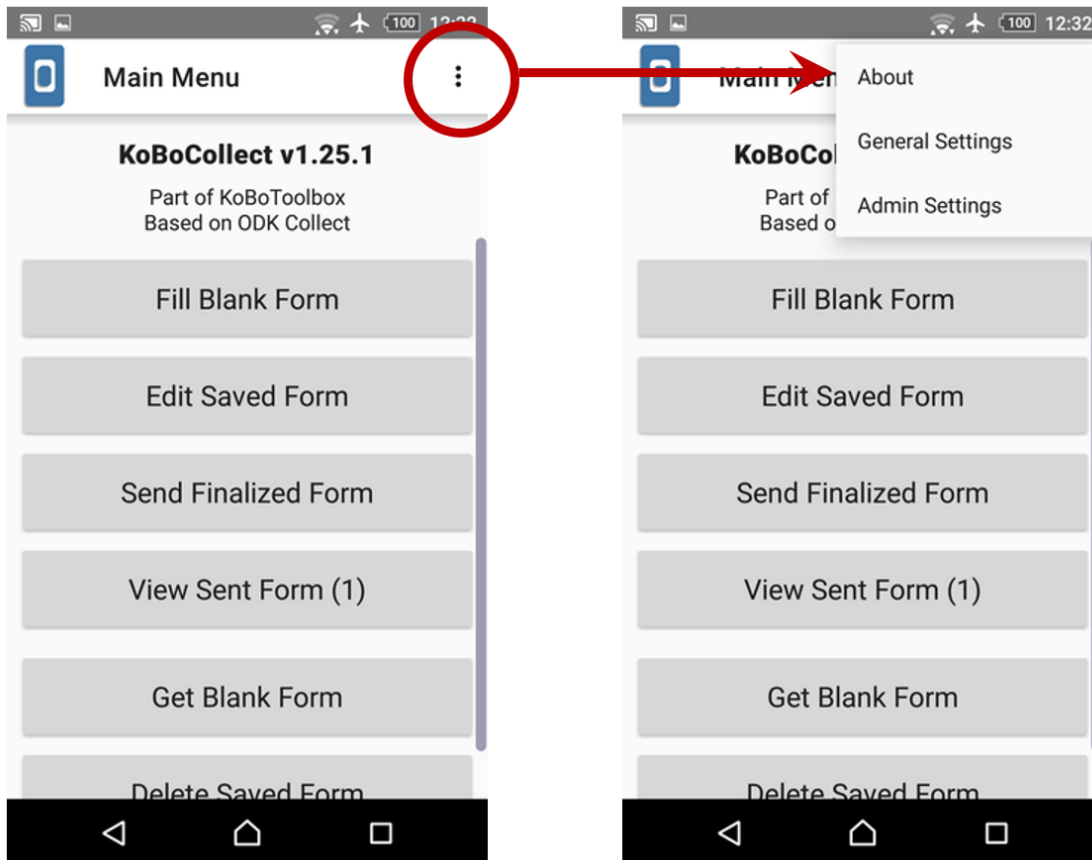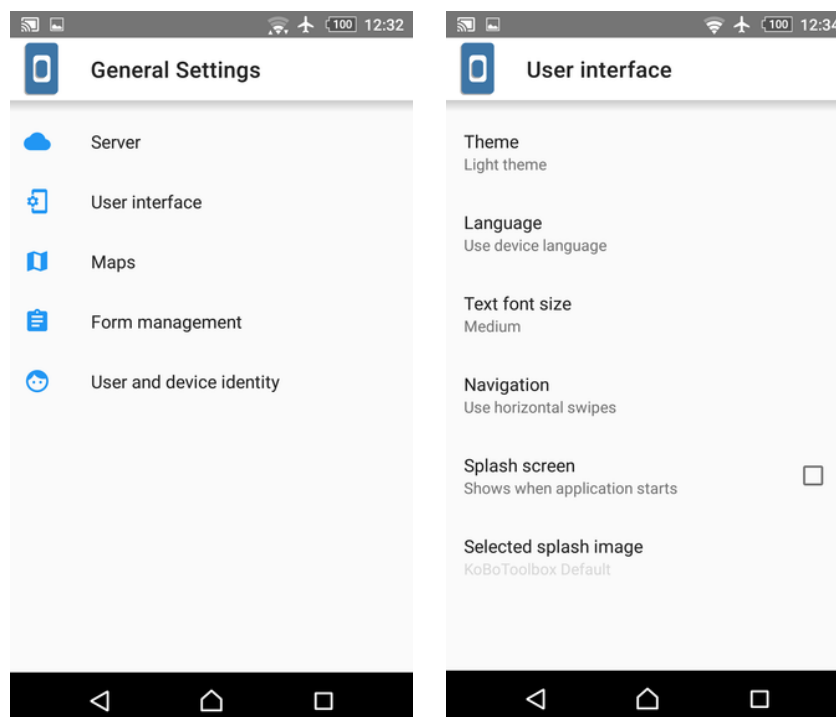
2. Overview of KoBo Collect App

The KoBoCollect main screen consists of set menu items to fill blank forms, edit, view and delete saved forms. Once a form is filled (called Finalized) it can be submitted through the internet.

You can access the settings menu by clicking on three vertical dots "**…**" icon. You will see "**About**", "**General Settings**" and "**Admin Settings**" menu items
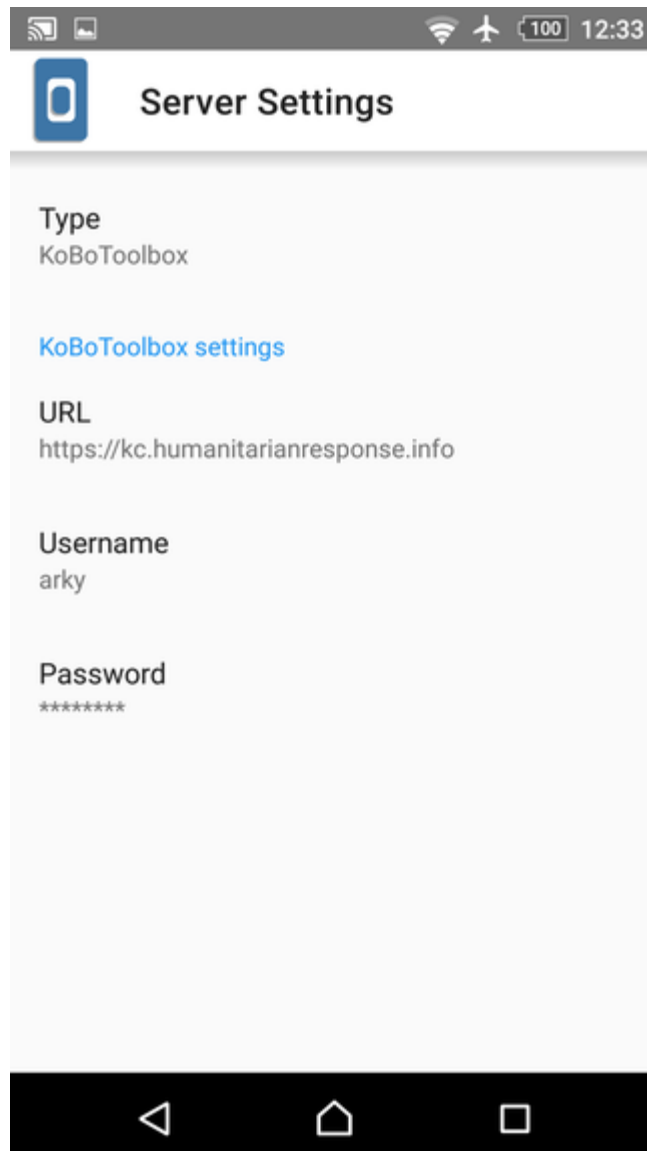
In '**General Settings**' Menu Select '**User Interface**'. In this screen you can change the application language to Thai.
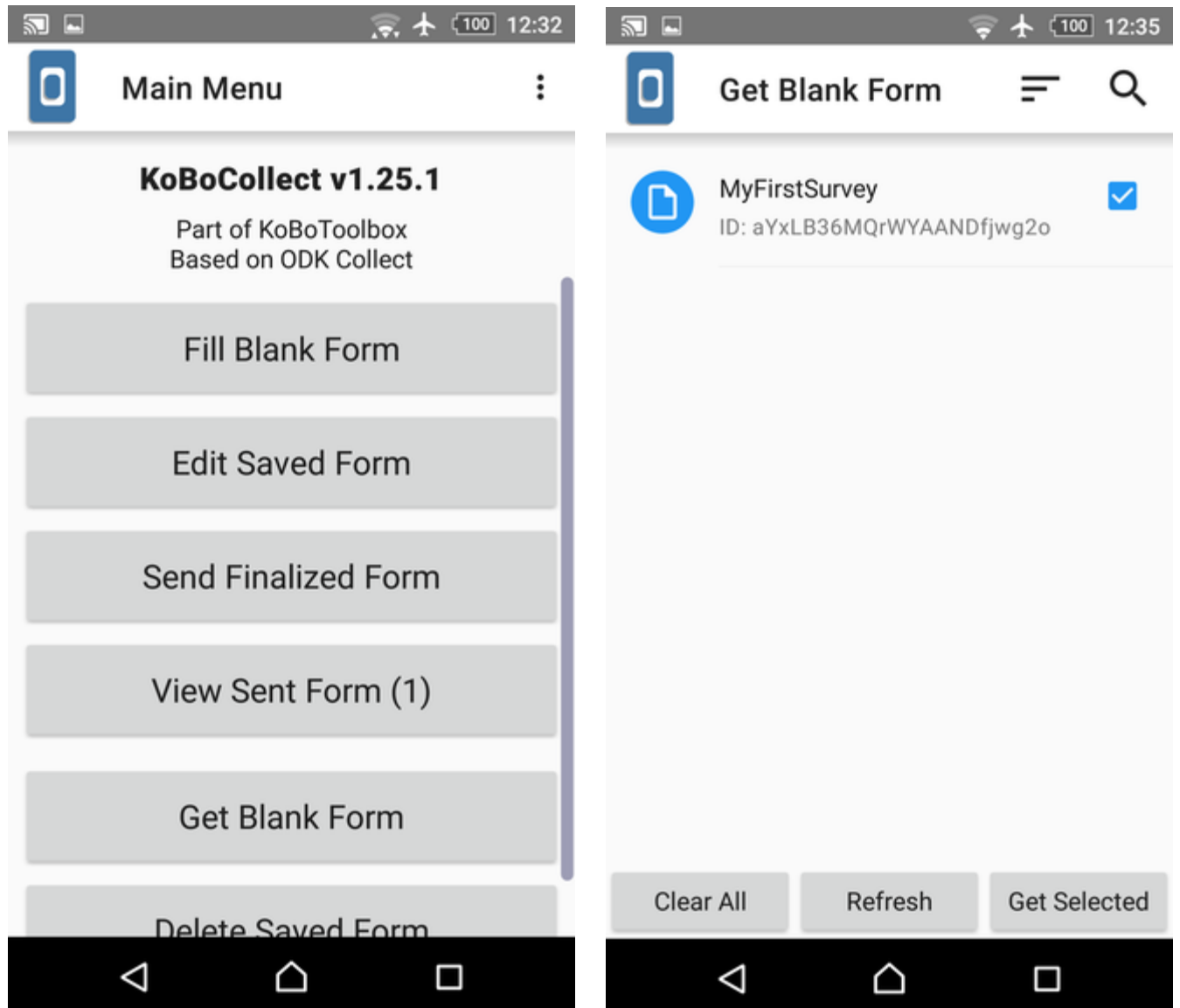
3. Signing In

The first step in KoBoCollect App is to connect to KoBo Toolbox server and get the form you created in the last session. To sign in to the server, Go to General Settings > Server. Select 'URL' as https://kc.humanitarianresponse.info and your KoBo Toolbox Username and password.

4. Getting Forms

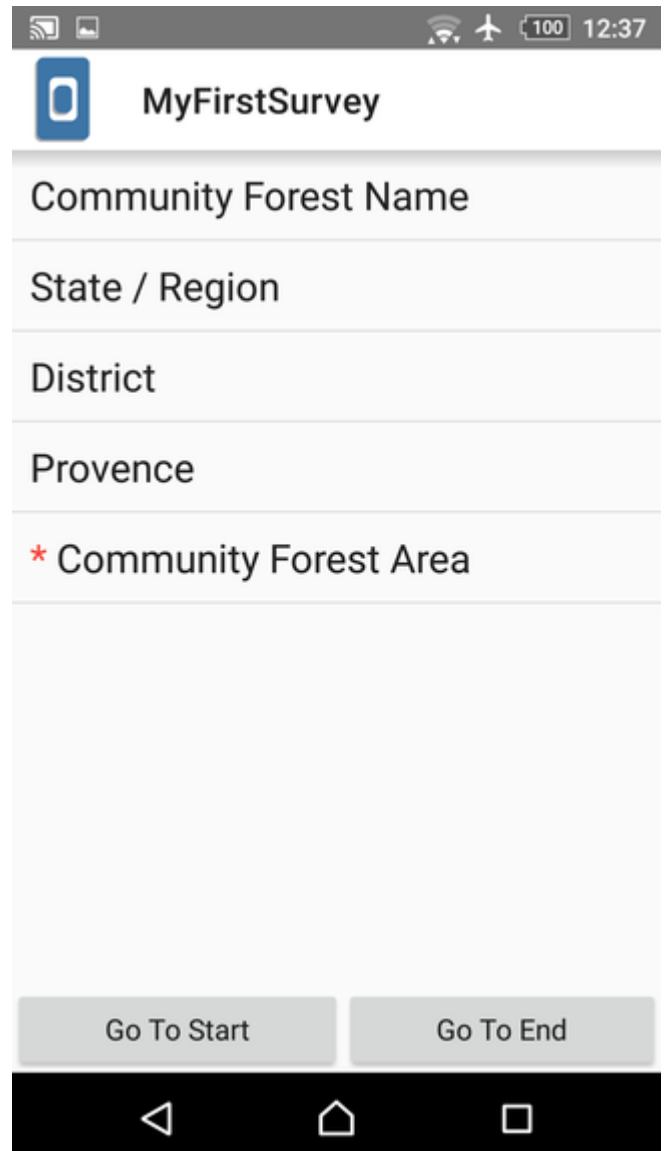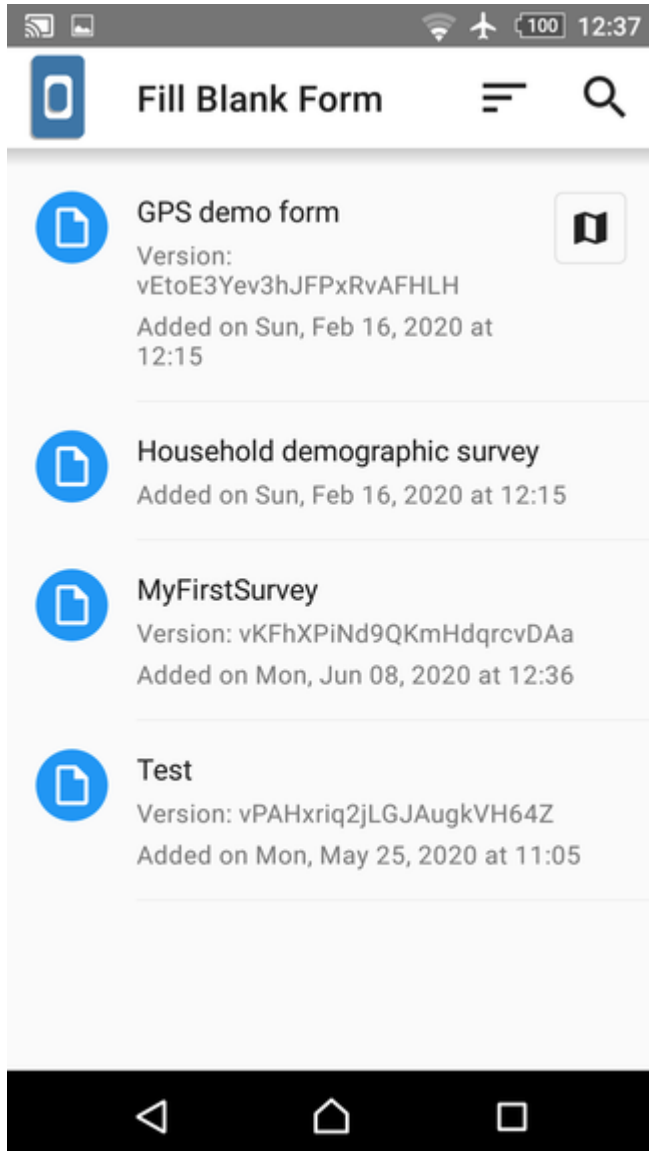Once you are logged in. From **Main Menu Screen**, Select 'Get Blank Form'. The application will try to connect to the server in a few seconds. Next select the checkbox next to form 'MyFirstSurvey' and press 'Get Selected' to download the form.
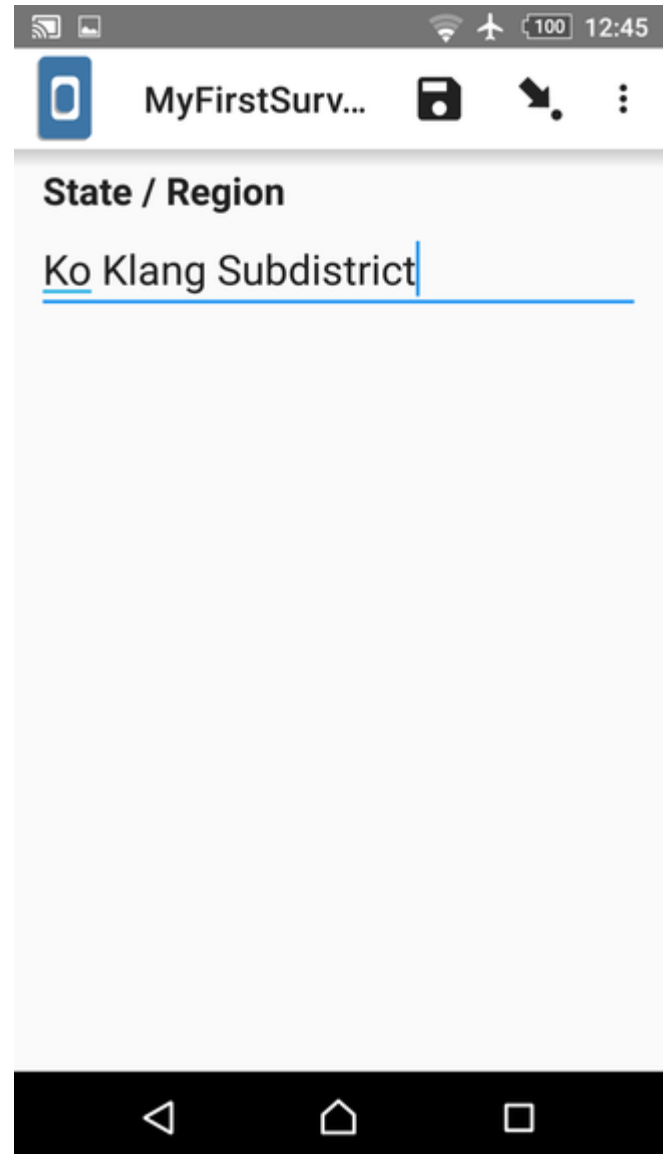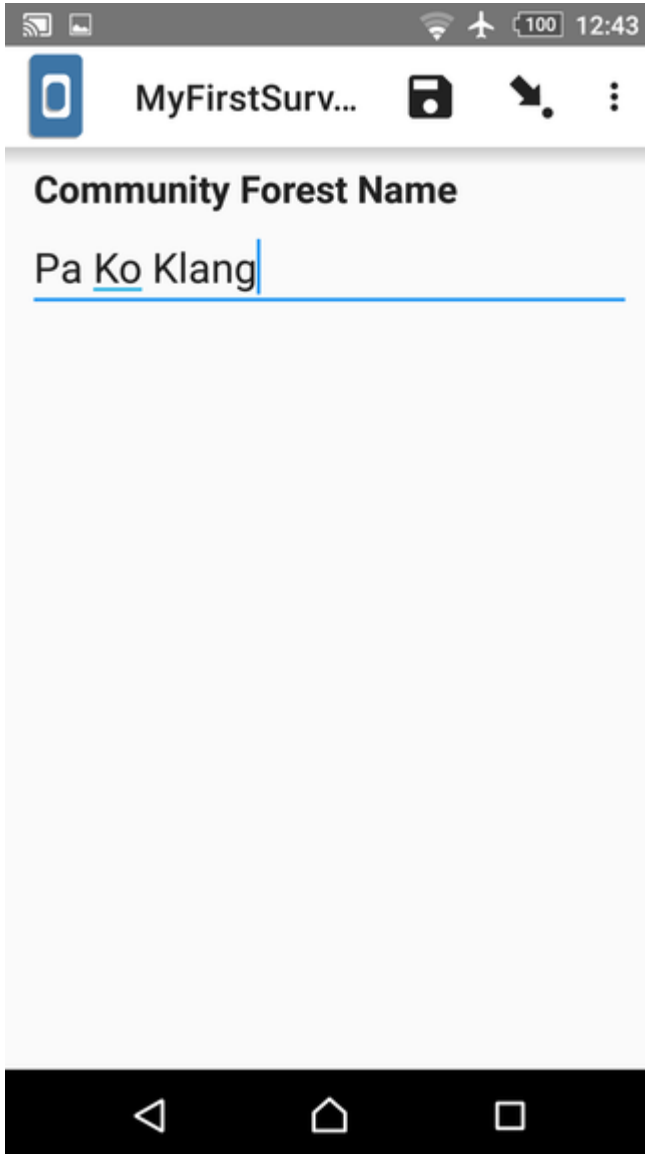

You can share the KoBo Toolbox project you have created with your co-workers or data collectors as explained in Step 14 in the previous session.

5. Filling the Survey (Offline)

Let's start begin the survey with the form, first select the form '**MyFirstSurvey**' you downloaded. The form fields with red star are mandatory. This step could be done offline without Internet.
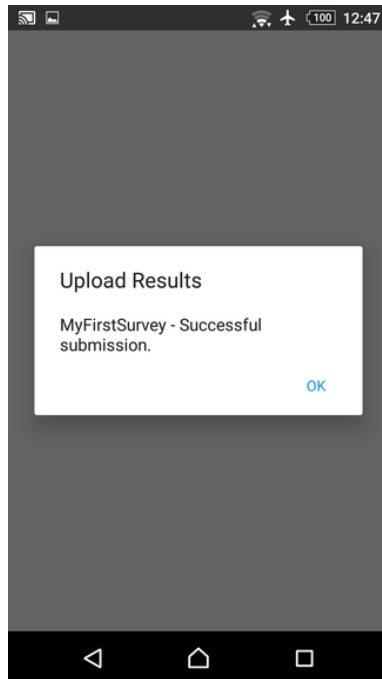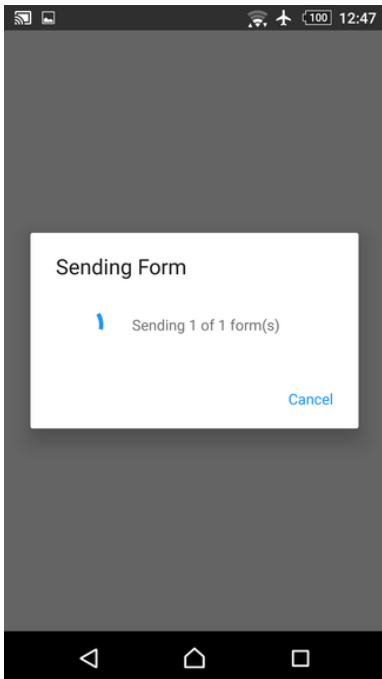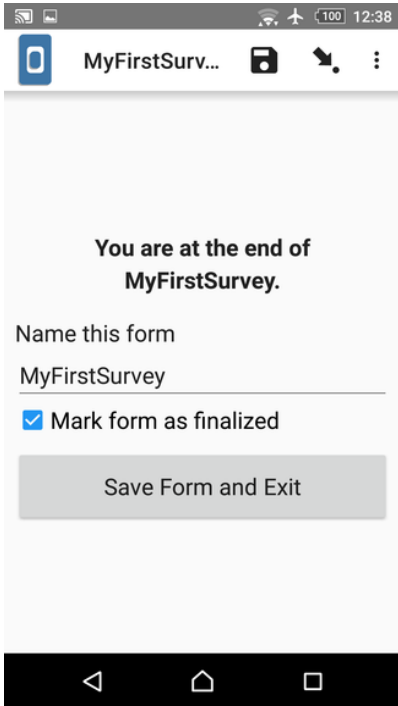
To save a form field tap the 'Save' Floppy disk icon and 'Contents' Arrow Dot icon would show you all the fields of the form.

6.Saving Form, Finalizing Form and Submitting

Every time a survey form is filed it is saved. These forms are available by clicking 'Edit Saved Forms' menu. This enables you to stop and continue filling entries, to complete a survey.

To complete a form and submit it, you need to make it 'Finalized' by clicking 'Mark form as finalized' checkbox. Then, we'll send all these finalized forms to server in the next step.

To send all forms Select 'Send Finalized Form' and select all the finalized forms to send.

7. Reviewing on Kobo Toolbox

In KoboToolbox default screen, you'll see the Submissions field is updated.

Click on 'Reports' in the 'Data' to view details reports. You can generate custom charts and graphs directly.

KoBoToolbox — MyFirstSurvey — 1 submissions — A

NEW

Deployed 1
Draft 0
Archived 1

SUMMARY | FORM | **DATA** | SETTINGS

CUSTOM REPORTS ⌄

Reports
Table
Gallery
Downloads
Map

Warning
This is an automated report based on raw data submitted to this project. Please conduct proper data cleaning prior to using the graphs and figures used on this page.

Community Forest Name
TYPE: "TEXT". 1 out of 1 respondents answered this question. (0 were without data.)

Value	Frequency	Percentage
Pa Ko Klang	1	100

State / Region
TYPE: "TEXT". 1 out of 1 respondents answered this question. (0 were without data.)

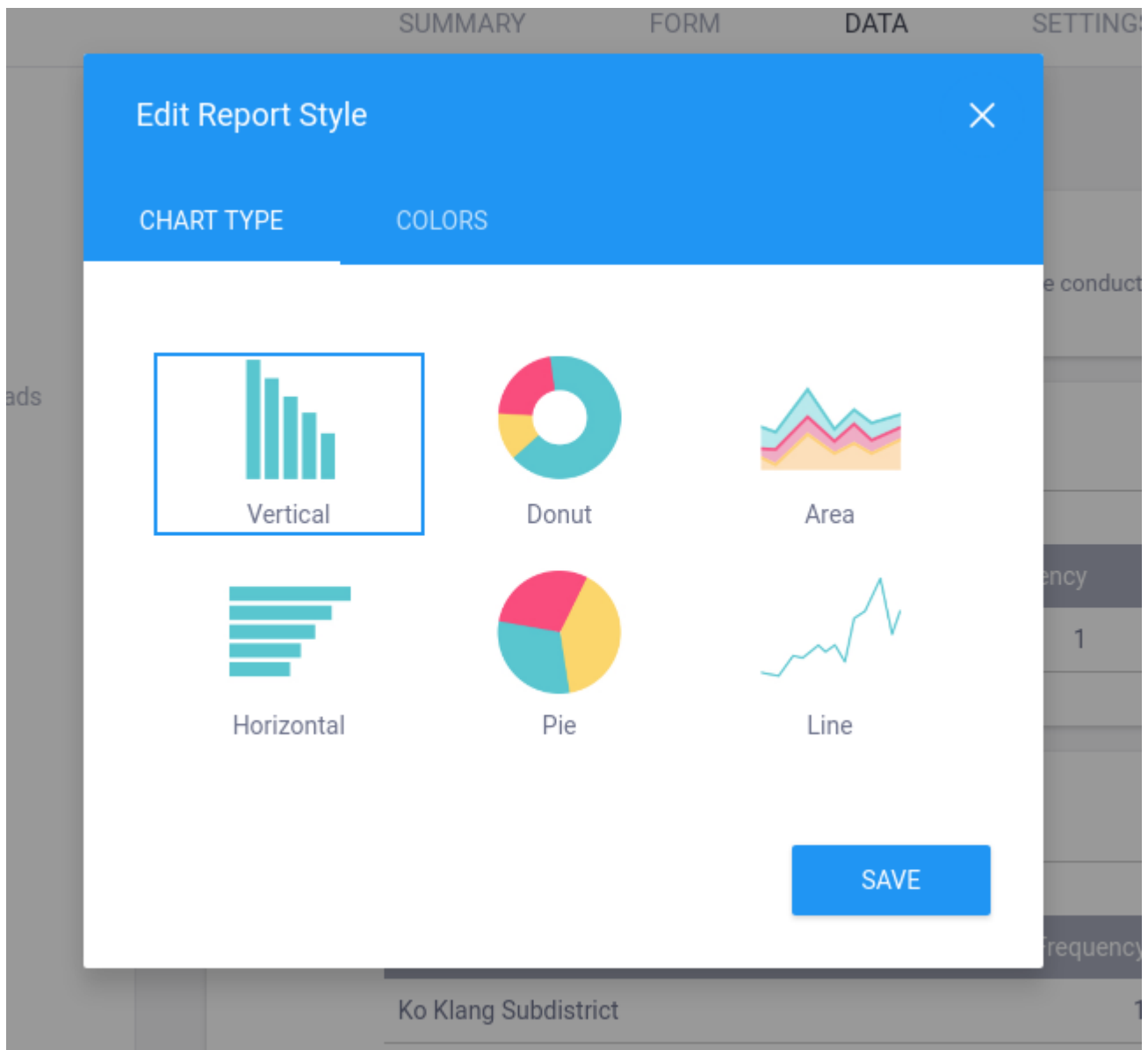---

SUMMARY | FORM | **DATA** | SETTINGS

CUSTOM REPORTS ⌄

Default Report
Create New Report

...mitted to this project. Please conduct proper data cleaning prior t
graphs and figures used on this page.

Community Forest Name

8. You can view the contents of the submission using 'Table'.

9. You can download all the submitted data in various formats such as CSV, XLS or Zipped files.