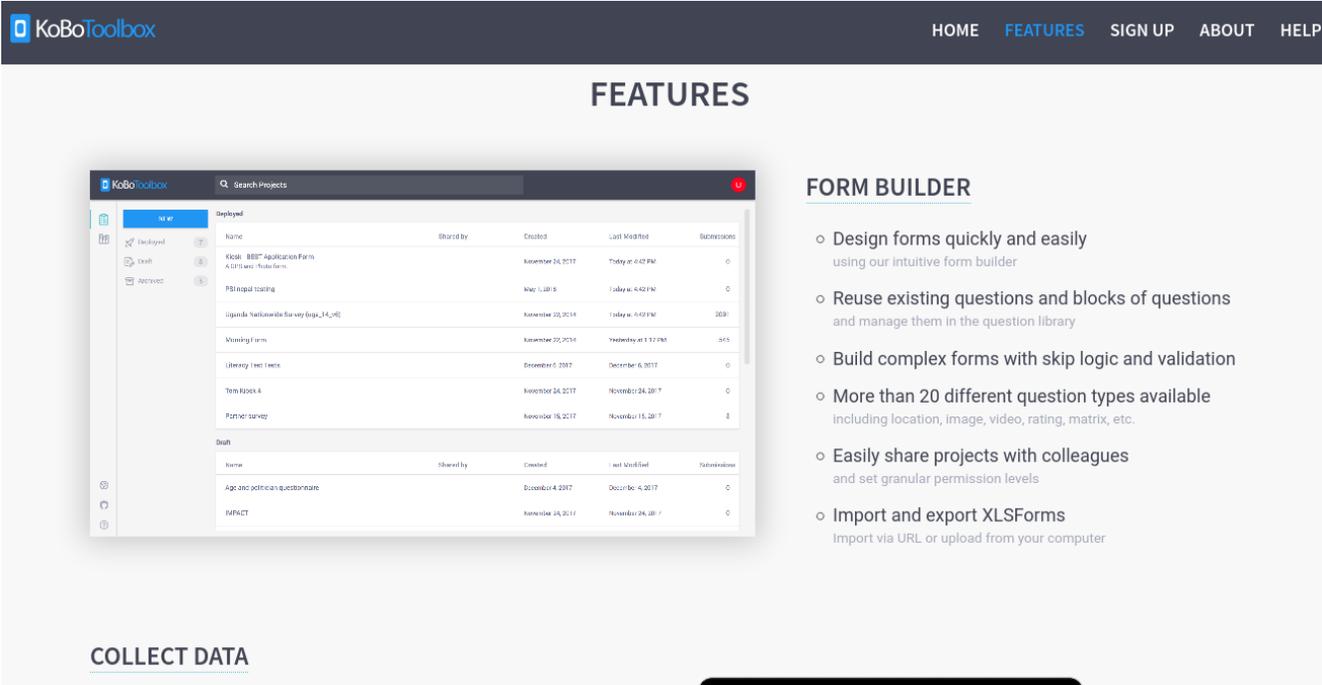


# KoBo Toolbox Training Part 1

## 1. What is the KoBo Toolbox?

KoBo Toolbox is a free open-source tool for mobile data collection, available to all. It allows you to collect data in the field using mobile devices such as mobile phones or tablets, as well as with paper or computers.

KoBo Toolbox is designed to provide digital tools for traditional paper based surveys. The surveys are designed with online form builder, the data collected is stored in a database online. It also allows for basic analysis of data and reporting.



The screenshot shows the KoBo Toolbox website. At the top, there is a navigation bar with the KoBo Toolbox logo and links for HOME, FEATURES, SIGN UP, ABOUT, and HELP. The main heading is 'FEATURES'. Below this, there is a 'FORM BUILDER' section with a list of features:

- Design forms quickly and easily using our intuitive form builder
- Reuse existing questions and blocks of questions and manage them in the question library
- Build complex forms with skip logic and validation
- More than 20 different question types available including location, image, video, rating, matrix, etc.
- Easily share projects with colleagues and set granular permission levels
- Import and export XLSForms (Import via URL or upload from your computer)

Below the features list, there is a 'COLLECT DATA' section. The screenshot also shows a preview of the KoBo Toolbox interface, which includes a search bar and a table of projects.

View	Deployed	Name	Shared by	Created	Last Modified	Submissions
Deployed	3	KoBo: BBP Application Form		November 24, 2017	Today at 4:42 PM	0
Archived	5	PR Impact tooling		Nov 1, 2015	Today at 4:42 PM	0
		Uganda National Survey for way (nsp_14_16)		November 22, 2014	Today at 4:42 PM	2634
		Monitoring forms		November 22, 2014	Yesterday at 11:17 AM	1413
		Library: Test Items		December 5, 2017	December 6, 2017	0
		Tom Kooza		November 24, 2017	November 24, 2017	0
		Partner survey		November 16, 2017	November 15, 2017	8

Below the table, there is a 'Draft' section with a similar table structure.

## 2. Signing Up

Visit <https://kobotoolbox.org> to create a new account and scroll down the page to create an account. If you work for a humanitarian organization, please sign up at <https://kobo.humanitarianresponse.info> instead. After activating your account through the emailed link, you can log in to access your account.

## Unlimited Use for Humanitarian Organizations

Provided by UN OCHA  
Unlimited Submissions  
Unlimited Data Storage  
Unlimited Projects

[CREATE AN ACCOUNT](#)

or [login](#)

## Researchers, Aid Workers & Everyone Else

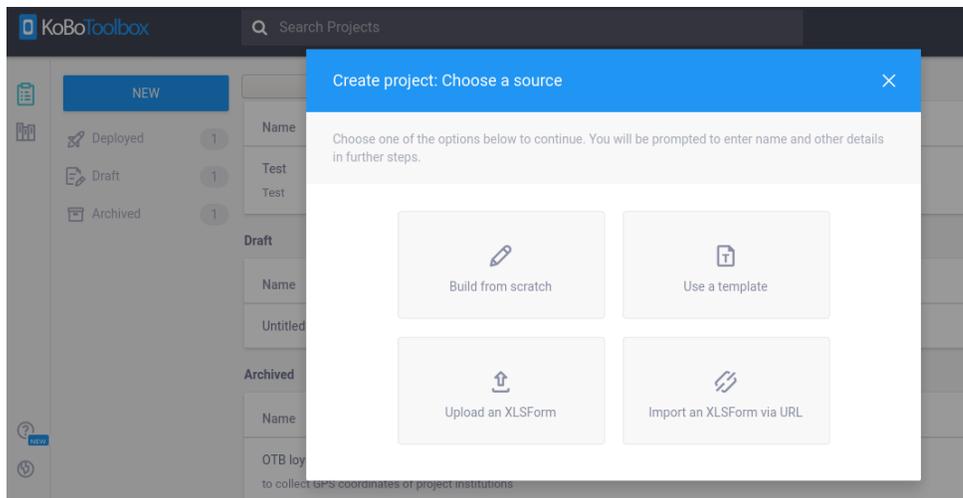
Provided by KoBoToolbox  
10,000 Submissions Per Month  
5GB of Data Storage Per Month  
Unlimited Projects

[CREATE AN ACCOUNT](#)

or [login](#)

### 3. Creating a simple survey

1. Let's create a simple survey, click on **New**, then choose **Build from Scratch**.



2. Create a new project and type a description of your project details.

Create project: Project details×

Project Name  
**MyFirstSurvey**

---

Description  
**KoBoToolBox Demo**

---

Please specify the country and the sector where this project will be deployed.

Sector: **Environment** × ▾      Country: **Thailand** × ▾

---

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.

BACKCREATE PROJECT

3. Click on the + button to add your first question.

Project **MyFirstSurvey**SAVE ×

👁️ 📄 🗑️Add from Library⚙️ Layout & Settings

This form is currently empty.  
You can add questions, notes, prompts, or other fields by clicking on the '+' sign below.

+

- After typing in the question label, click Add Question “Community Forest Name” and choose a response type as **Text**. You can enter a question in either English or Thai.

- You can practice additional fields like ‘**State/Region**’, ‘**District**’, ‘**Province**’ etc.
- Every question has a lot of icons on the right, these allow you to change the settings of the question, delete the question, duplicate the question or add it to the library for later use.

abc	Community Forest Name <i>Question hint</i>	⚙️ 🗑️ 📄 📁
abc	State / Region <i>Question hint</i>	⚙️ 🗑️ 📄 📁
abc	District <i>Question hint</i>	⚙️ 🗑️ 📄 📁
abc	Provence <i>Question hint</i>	⚙️ 🗑️ 📄 📁

- Let’s add a ‘Community Forest Area’ question. We will select the number response type for this.
- You can see additional information about the question by click ‘**gear**’ icon on right hand side of the question. In this form, I provide a hint ‘Enter the area of community forest in Rai’. You can also make a question mandatory or optional.

123 Community Forest Area  
Question hint

**Settings**

Question Options

Skip Logic

Validation Criteria

Data Column Name: Community\_Forest\_Area

Guidance Hint: Enter the area of community forest in Rai

Mandatory Response:  Yes  
 No  
 Custom logic

Default Response:

HXL: #tag Attributes

Appearance (Advanced):

- You preview how your survey looks by clicking 'eye' icon on the top right hand corner. You can enter some information and click 'Validate' button on the bottom to check there are any error messages.

Project MyFirstSurvey

SAVE+

Form Preview

KoBoToolbox

MyFirstSurvey

Community Forest Name

State / Region

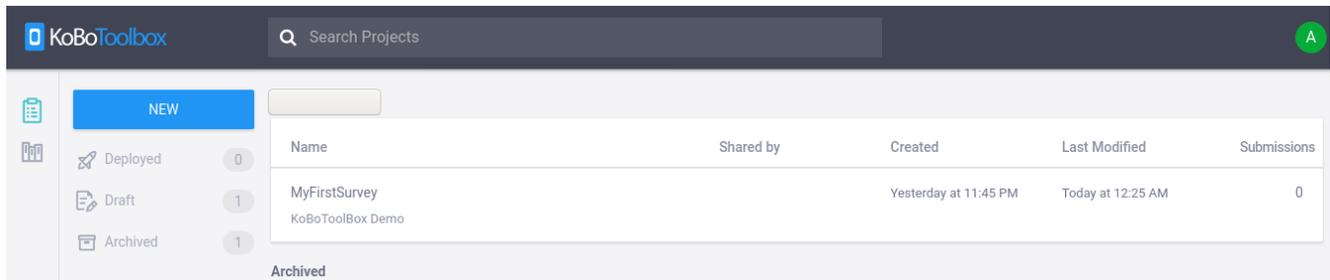
District

Layout & Settings

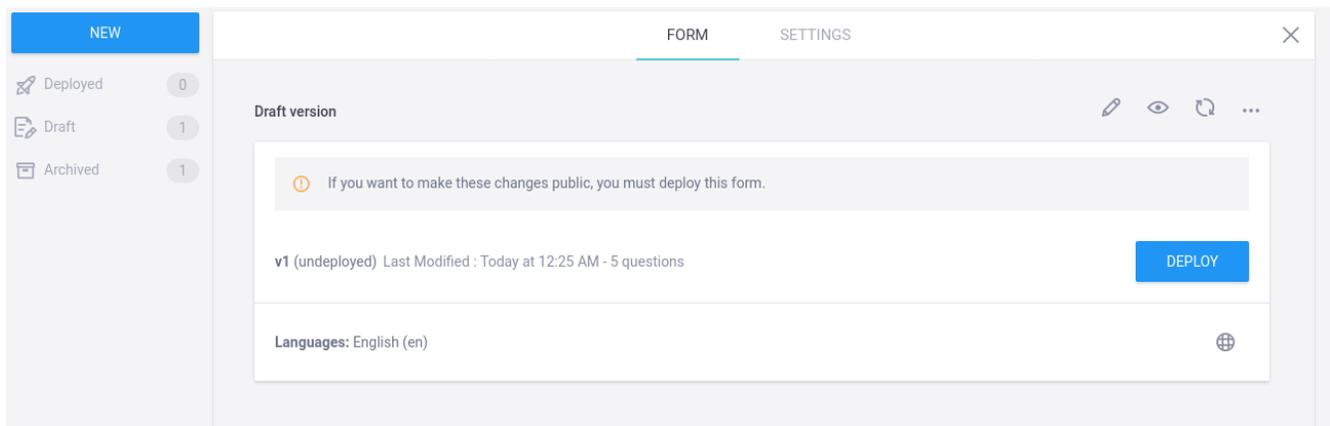


10. To save the form click the Create/Save button, then 'X' to close the form.

11. Click on Kobo icon on top right hand corner, to return to your default project page. You will be returned to project page, click on the 'MyFirstSurvey' form.



12. Now you will be in the settings form, Click on Deploy button to launch your survey.



13. Once the form is deployed. You can set 'Online-Offline (Multiple submission)' in the collect data section of the form. You can copy the link of the form by clicking 'COPY' icon and pasting it into an email.

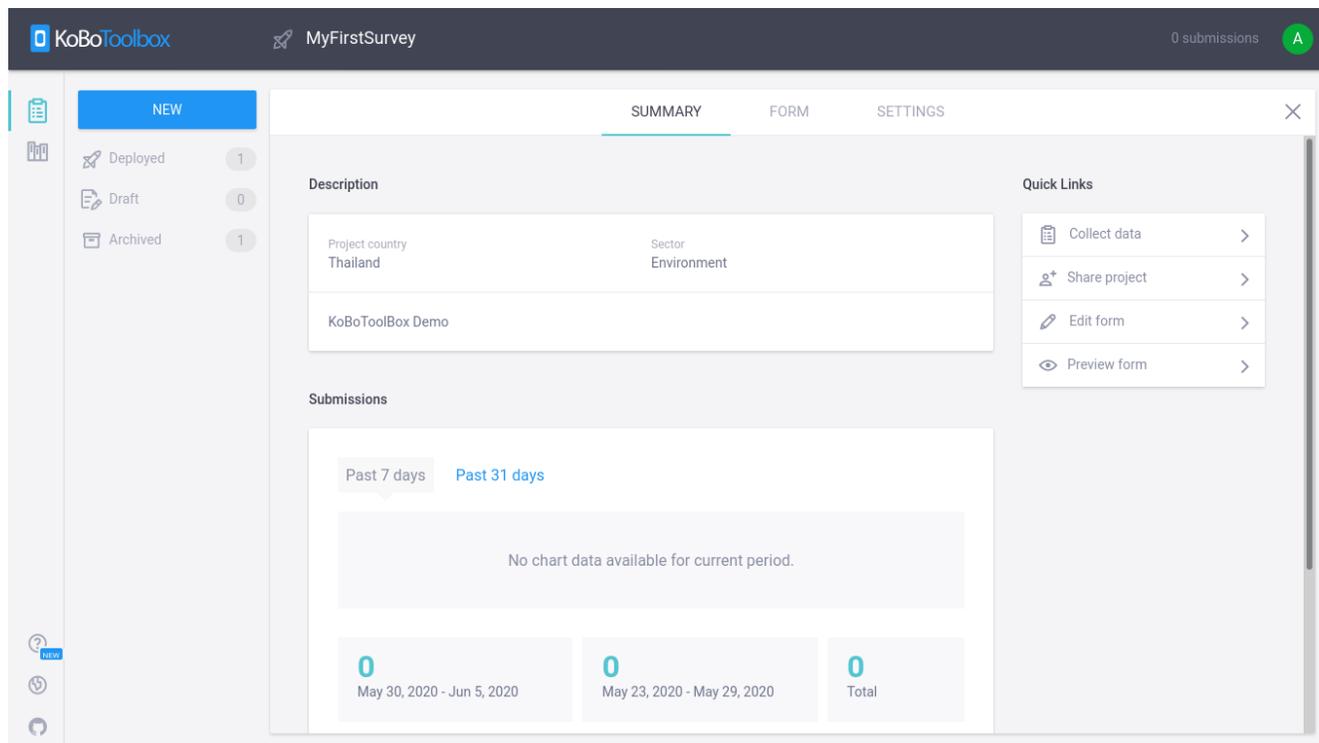
The screenshot displays the KoBoToolbox interface for a survey titled "MyFirstSurvey". The top navigation bar includes the KoBoToolbox logo, the survey name, and a "0 submissions" indicator. The main content area is divided into three tabs: "SUMMARY", "FORM" (which is active), and "SETTINGS".

On the left side, there is a sidebar with a "NEW" button and a list of survey statuses: "Deployed" (1), "Draft" (0), and "Archived" (1). Below this sidebar are icons for help, refresh, and a circular arrow.

The "FORM" tab contains the following sections:

- Current version:** Shows "v1 Last Modified : Today at 12:30 AM - 5 questions" with a "REDEPLOY" button. Below this, it lists "Languages: English (en)" with a globe icon.
- Collect data:** Features a dropdown menu currently set to "Online-Offline (multiple submission)". To the right of the dropdown are "COPY" and "OPEN" buttons. Below the dropdown, a text box explains: "This allows online and offline submissions and is the best option for collecting data in the field."

14. The Summary Tab of the form gives full overview of your survey. It will allow you to look at the results of your survey, share the project with other co-workers and edit the form the form. If you edit the form, you will need to do a re-deploy as described in step 12 again.



15. In the next part of the training we will look how to collect survey using Android application called 'Kobo Collect'.

