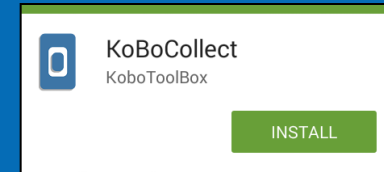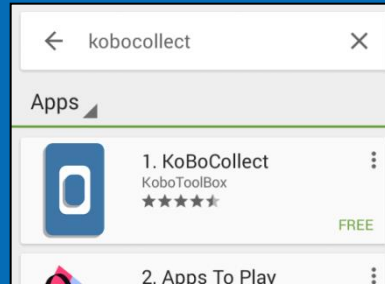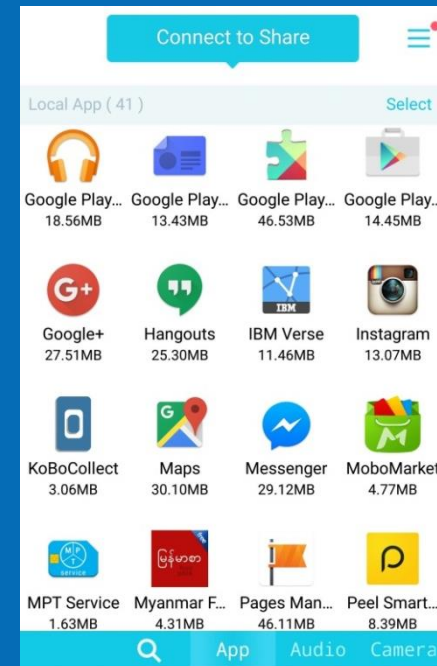# KoBo Data collection tool

User Guide

How to get the application
(Android users)

❑ **Search for KoboCollect application in PlayStore or MoBoMarket and install it in your mobile/tablet**
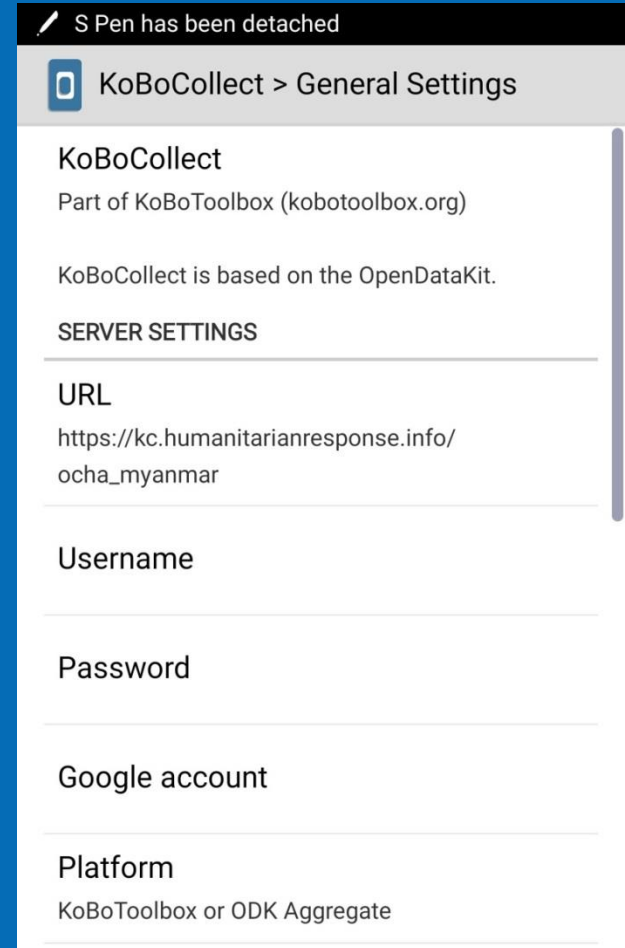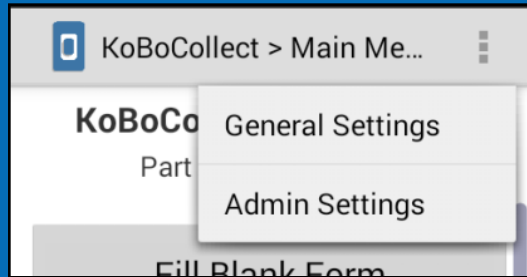

❑ **Get from someone who has the application by using Zapya or Bluetooth**

Installation and OCHA MIRA URL

❑ **When Kobo application opens, start by pressing general settings on the top-right corner of the screen.**

❑ **For some android phones, you need to press Menu Key**

KoBoCollect > Main Me...

KoBoCo

Part

General Settings

Admin Settings

Fill Blank Form

S Pen has been detached

KoBoCollect > General Settings

KoBoCollect
Part of KoBoToolbox (kobotoolbox.org)

KoBoCollect is based on the OpenDataKit.

SERVER SETTINGS

URL
https://kc.humanitarianresponse.info/
ocha_myanmar

Username

Password

Google account
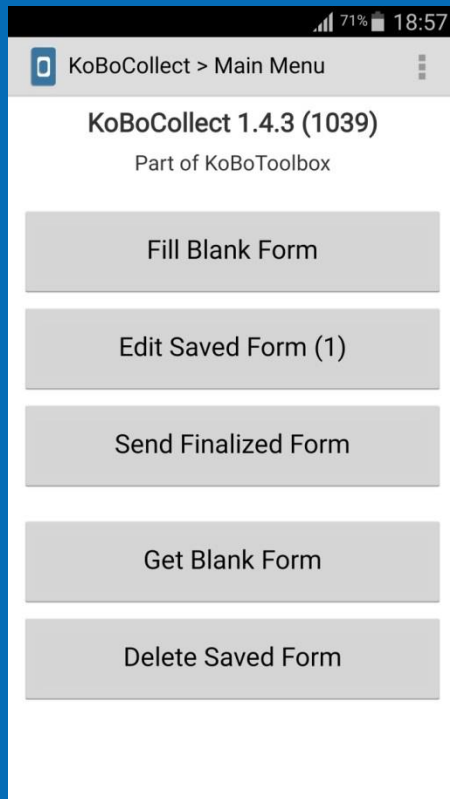
Platform
KoBoToolbox or ODK Aggregate

In the URL box, please fill the address of the OCHA server
https://kc.humanitarianresponse.info/ocha_myanmar

Getting Blank Form

❑ **Press "Get Blank Form" to see which forms are available from OCHA Myanmar**
❑ **Tick (√) check box beside the form you want to select and press "Get Selected" in the bottom.**
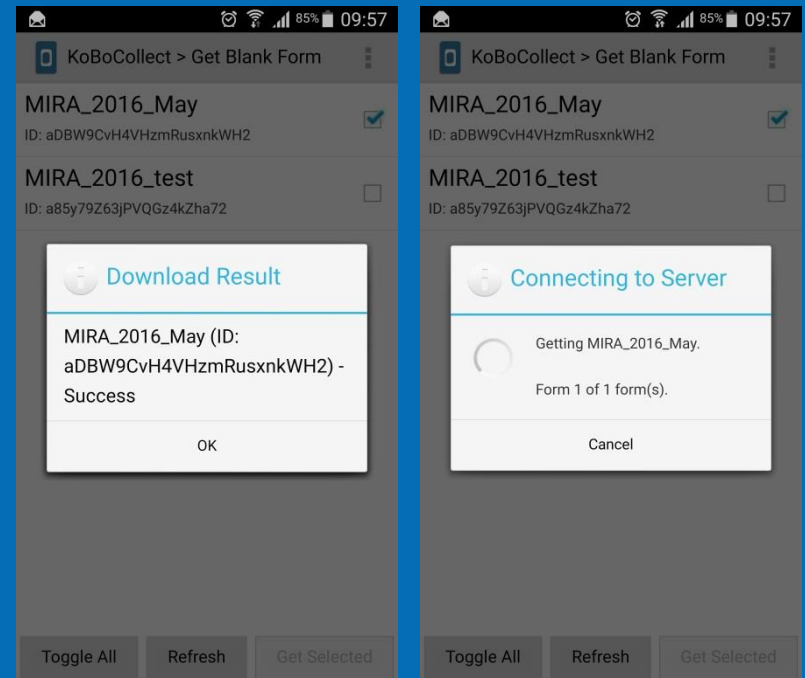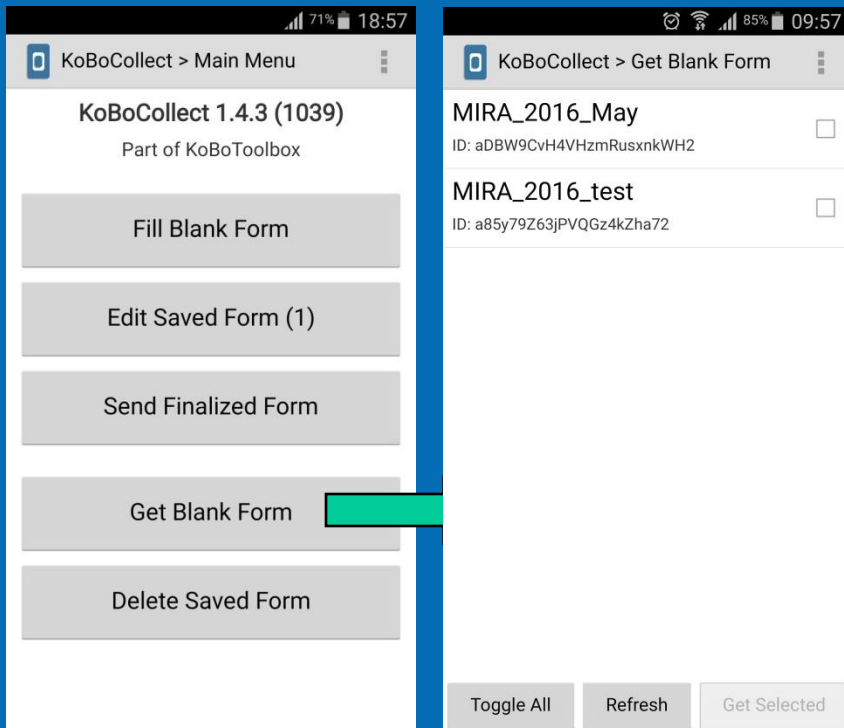
Filling/ Entering Data
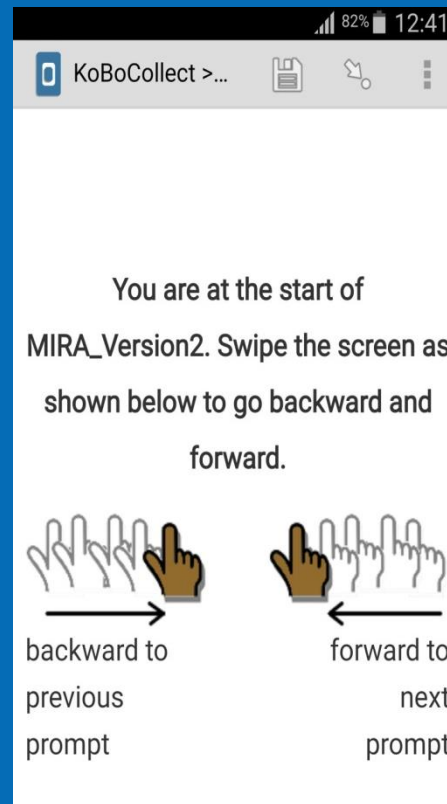
- ❑ **Press "Fill Blank Form" to enter the data to respective form.**
- ❑ **Once you have the right form for data entry, please choose the language that you want to see.**
- ❑ **Swipe the screen to see the questions.**
- ❑ **Some of the questions are required. So, you can not continue without entering them.**
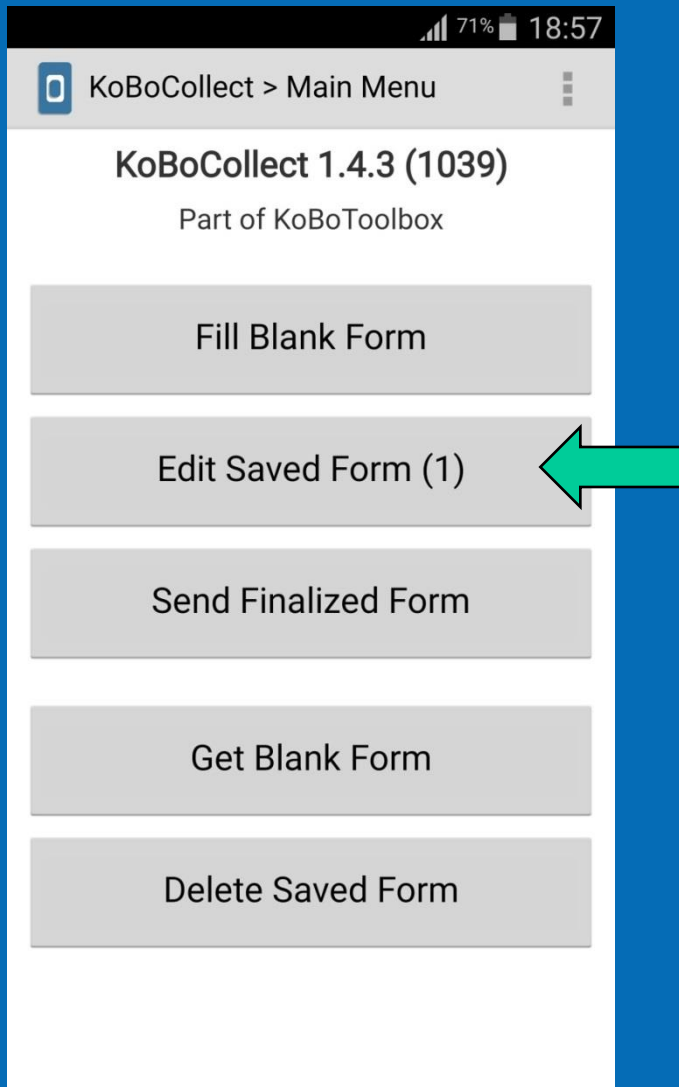
Save Form before exit

If you need to stop entering data, you can always save the form for later (see next)
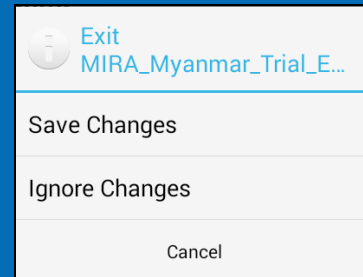

When you finish naming your entry form, tick the "Mark form as finalized" you can save and exit. Completed forms will be stored in your device and you can sent them when internet is available.
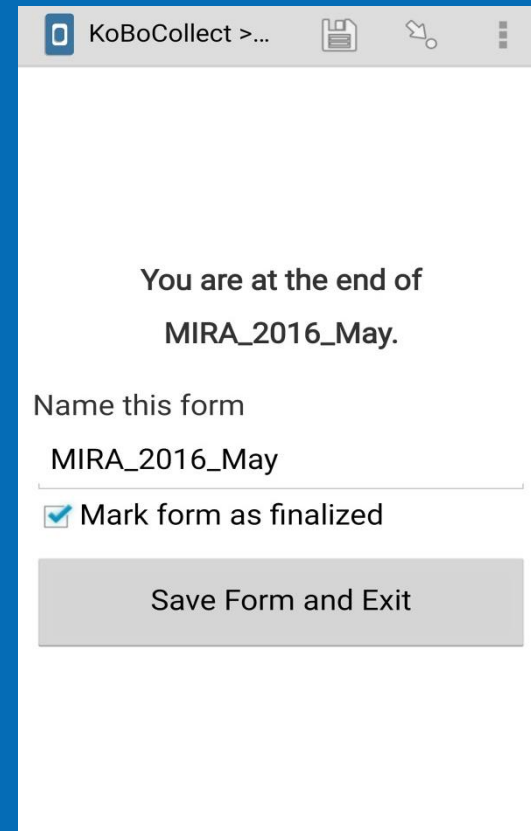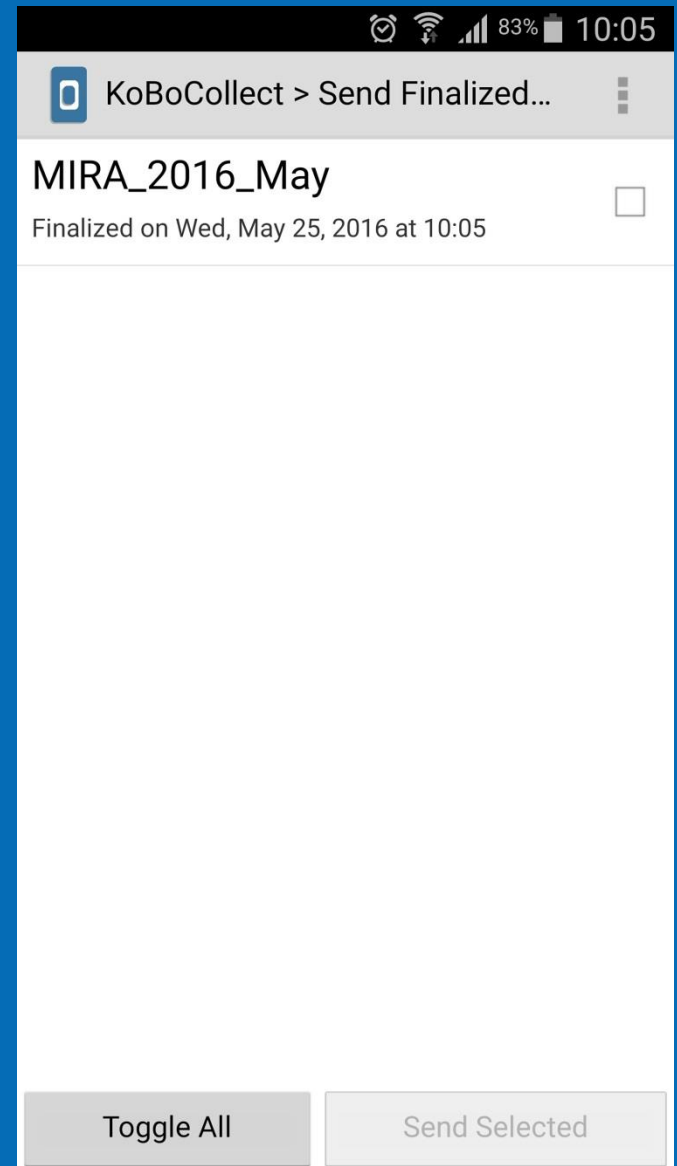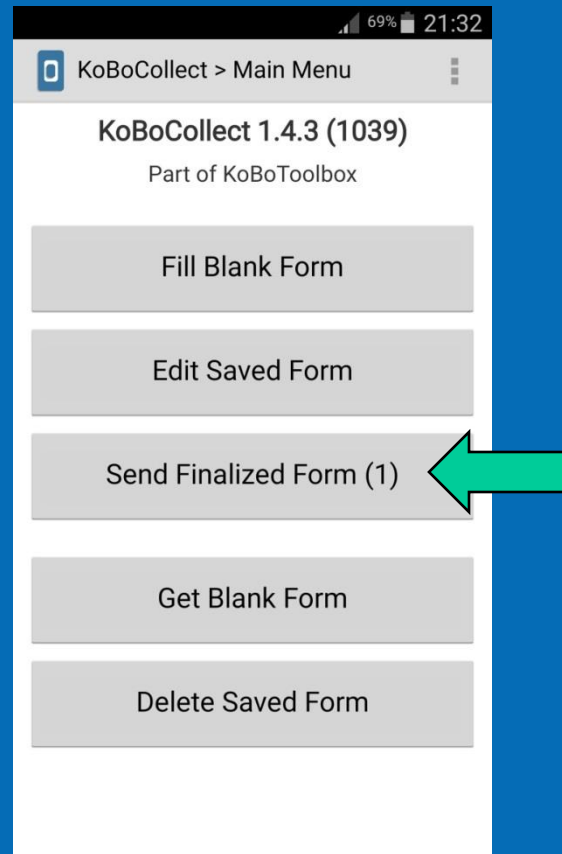
Edit Saved Form

- ❑ **"Edit Saved Form" allows you to go back to saved forms (only the non finalized ones) and edit them as necessary.**

- ❑ **Choose the form you want to edit and fill the missing information in the form.**

- ❑ **When you finish naming your data entry forms, tick the "Mark form as finalized" you can save and exit. Completed forms will be stored in your device to be sent when internet is available**
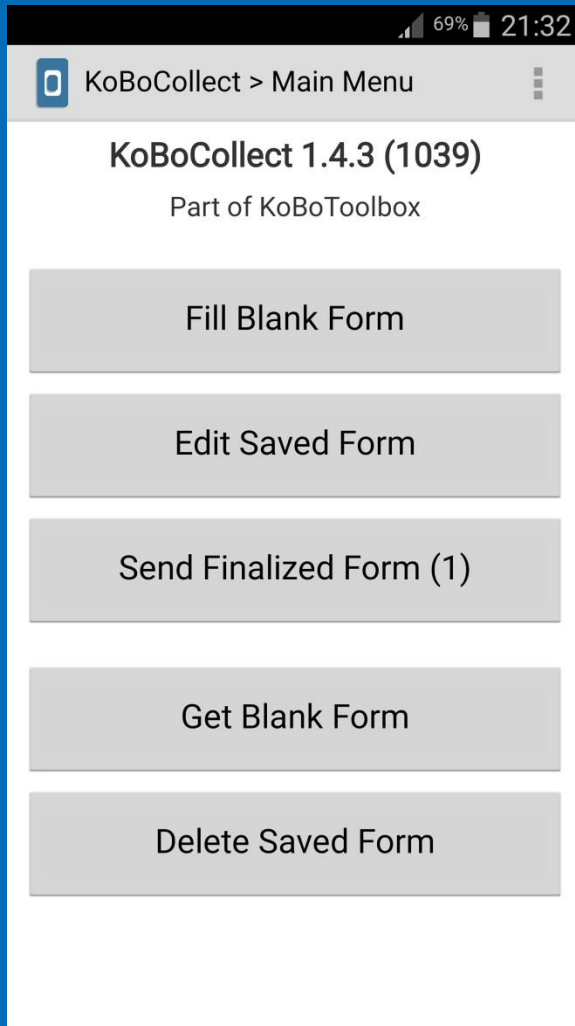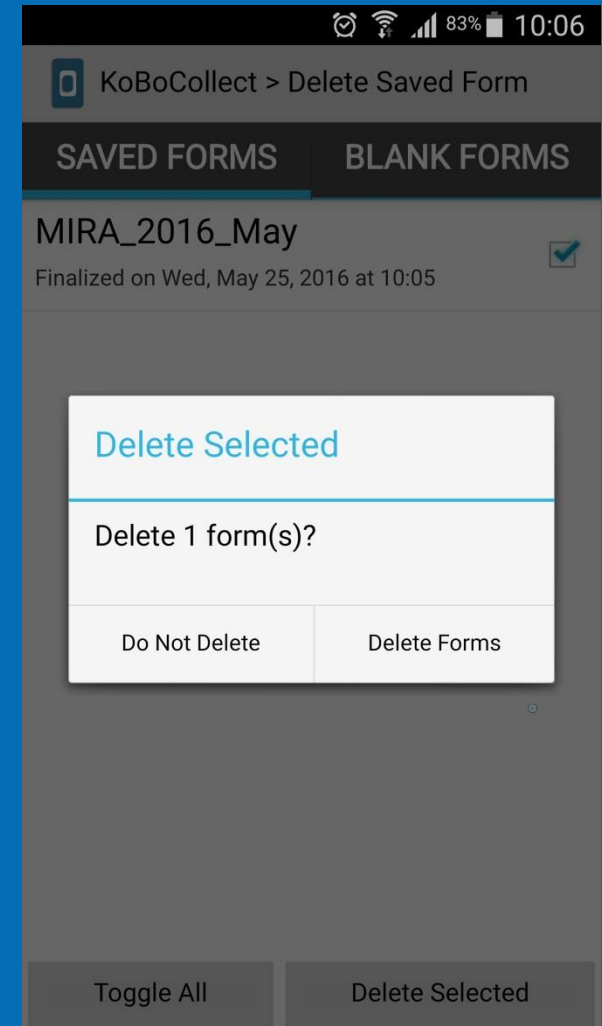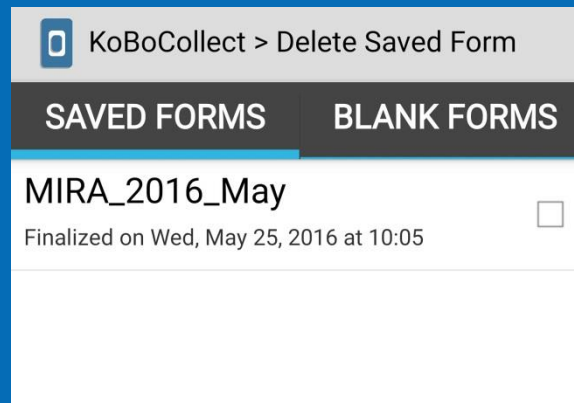

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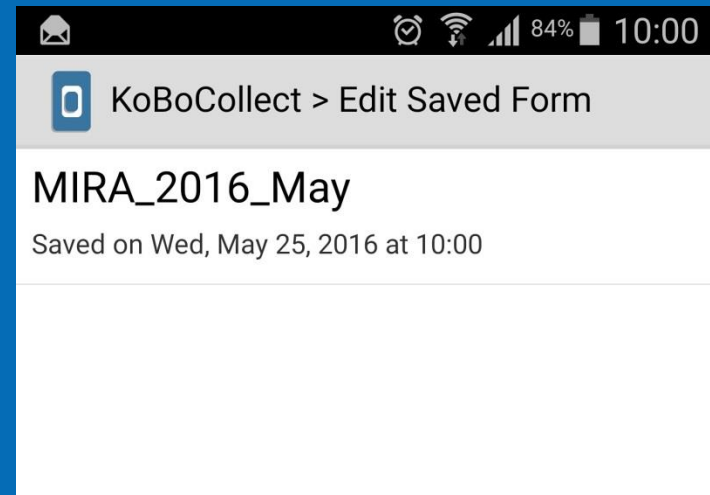
Send Finalized Form

❑ **All forms you saved as finalized are stored in the lists. You can select individual forms to send only select forms or "toggle all", to send all forms.**

❑ **Press "Send Selected" to send the forms**

Delete Saved Form

☐ **You must clean the test forms or unrelated forms with from the "Blank Forms" lists.**

☐ **You can also delete the records from the "Save Forms" lists**

Using Web Browsers : Internet Explorer, Mozilla, Chrome

https://e9a2w.enketo.kobotoolbox.org/webform

❑**OCHA Myanmar will send you in a email the links for the forms When you follow the links sent by OCHA Myanmar, you will get to the web form.**

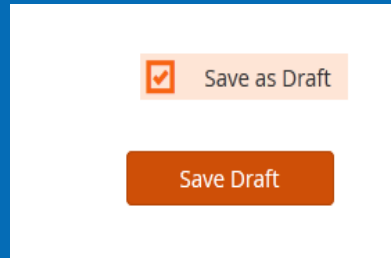❑**When you load the form, you might be prompted to allow "Store files on this device" and "Know your location". Please ensure that you allow "Store files on this device option"**

❑**Once you have the form, you can start entering data.**

https://e9a2w.enketo.**kobotoolbox**.org/webform

KoBoToolbox

Choose Language   default

default
Myanmar
English

MIRA_2016_May

BF: Basic Information

» BF1: Interviewer

Team leader: Names & Organization

Team Compisition: Name, Gender and organization

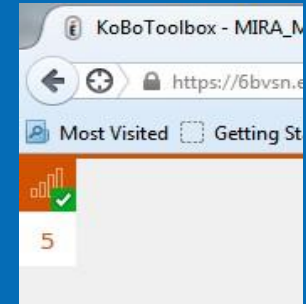**Assessment date (dd/mm/yyyy)**

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Using Web Browsers : Internet Explorer, Mozilla, Chrome

Saving forms

If you need to stop entering data, scroll down to the bottom of the page, click save draft.

Name your form and press "Save and Close"

In the top of the browser, system will notify that draft has been saved.

Click in top of the number on the upper left corner. This is the number of forms saved in your browser
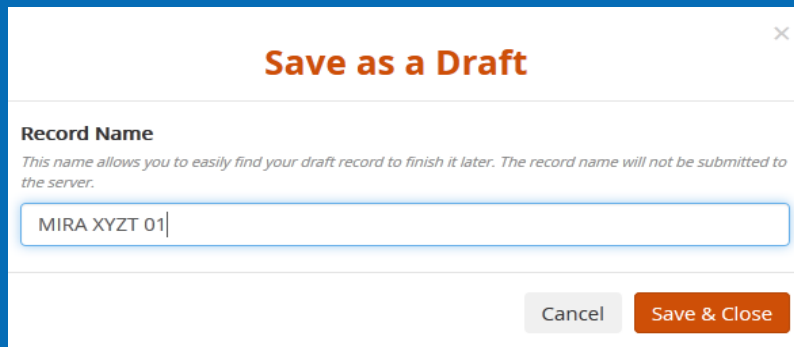
You will see how many forms are in the queue. You can select any form that has not been finalized with grey border.
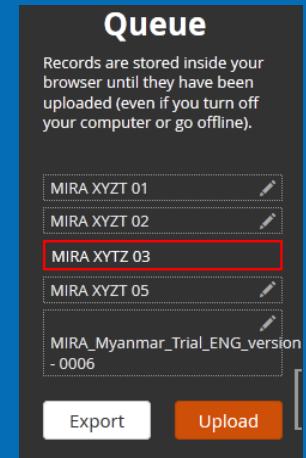
The forms in the queue with red border has been finalized and are ready to send to server.

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