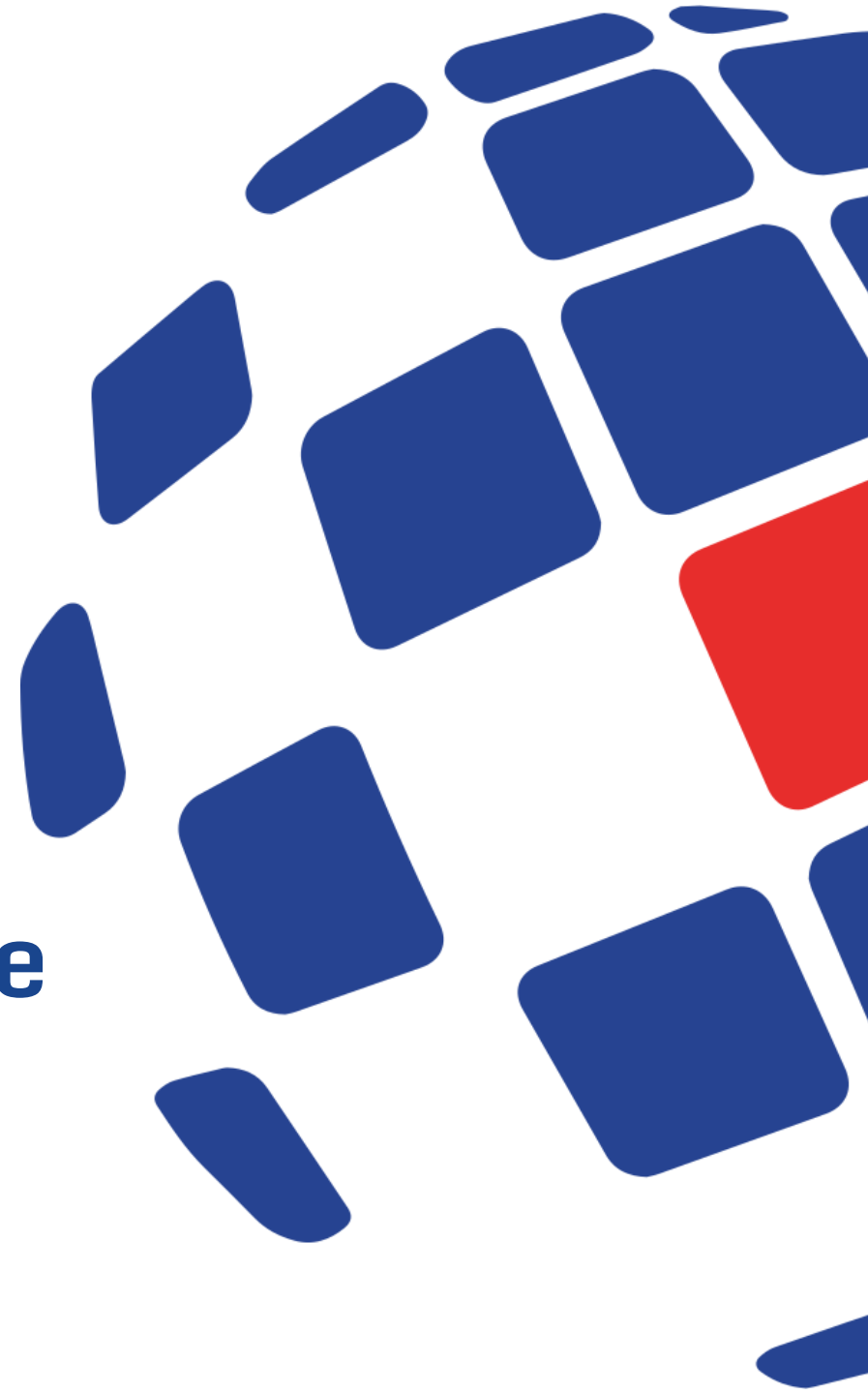




October 2023 - Barbados

# Field Data Collection using the KoBo Toolbox



# Why collect field data?

## All data comes from somewhere

- Organisations gain access to the most critical information by collecting data in “the field”.

## Collected field data can be used for analysis

- Analysis of this data can give a clearer view of a situation and whether it is evolving.

## Changing situations require (re-)collection of data

- Sometimes, data becomes obsolete due to evolving situations. Such data then needs to be recollected to keep up to date.

# What is KoboToolbox?

**KoboToolbox is a free open-source tool for mobile data collection**

- Data using this tool can be collected using mobile devices such as phones and laptops

**KoboToolbox is optimised for humanitarian data collection**

- Offline functionality allows surveyors to access remote locations
- Surveys can be designed quickly and easily in urgent and harsh situations.
- Paper forms can be integrated with KoboToolbox

# Advantages of mobile data collection

## It is faster

- Data does not need to be transcribed from paper to computers before it can be analysed

## It is more accurate

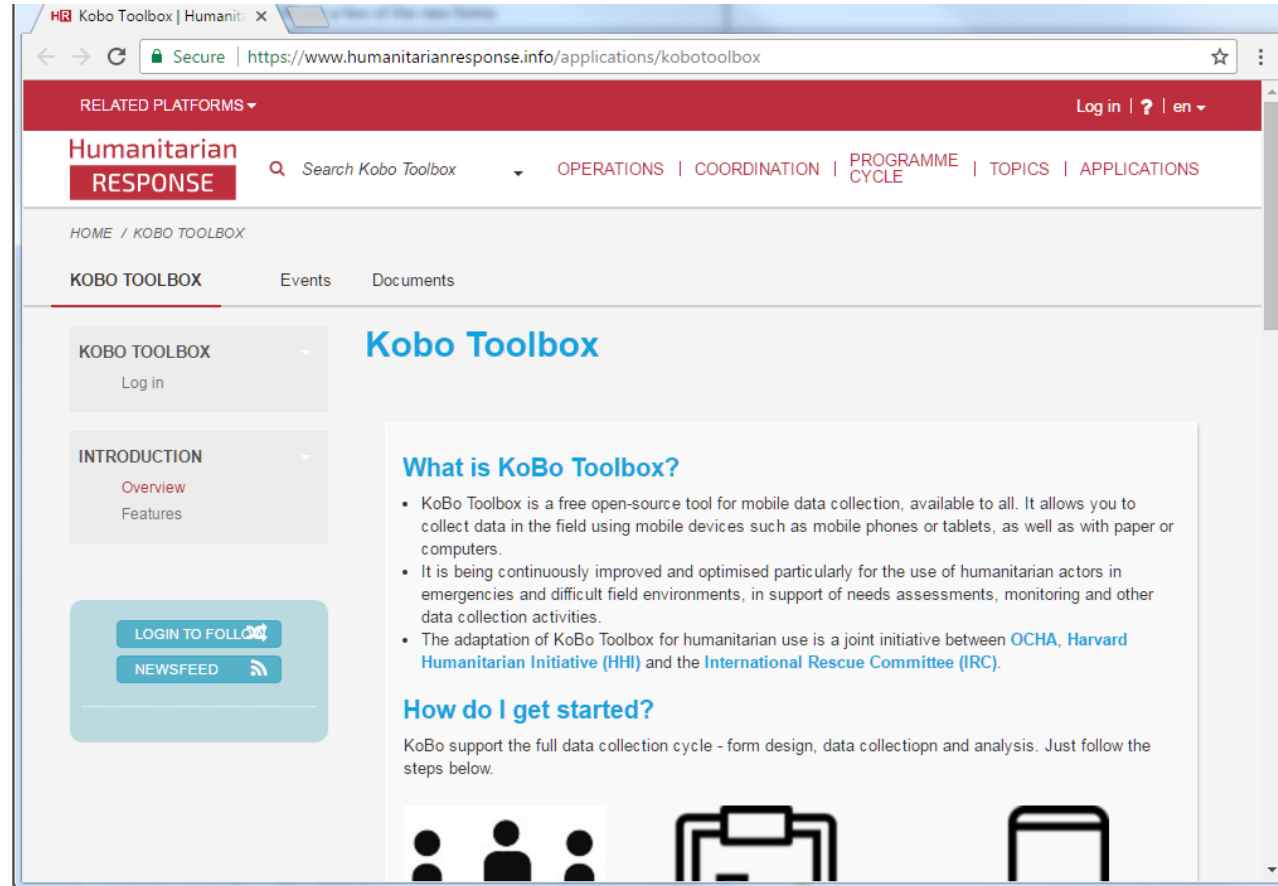
- Input errors can be minimised from data validation when answering questions in real-time.

## It enables multiple data types

- Locations, photos, recordings can be integrated as responses alongside traditional text and choices

# KoBo: Guidance

[www.humanitarianresponse.info/applications/kobotoolbox](https://www.humanitarianresponse.info/applications/kobotoolbox)



The screenshot shows a web browser displaying the KoBo Toolbox page on the Humanitarian Response website. The browser address bar shows the URL: <https://www.humanitarianresponse.info/applications/kobotoolbox>. The page features a red navigation bar with 'Humanitarian RESPONSE' and a search bar. Below the navigation bar, there are tabs for 'KOBO TOOLBOX', 'Events', and 'Documents'. The main content area is titled 'Kobo Toolbox' and includes a 'Log in' button, an 'INTRODUCTION' section with 'Overview' and 'Features' links, and a 'What is KoBo Toolbox?' section. The 'What is KoBo Toolbox?' section contains a bulleted list of key features and a 'How do I get started?' section with introductory text. At the bottom of the page, there are icons representing people, a document, and a tablet.

RELATED PLATFORMS ▾ Log in | ? | en ▾

**Humanitarian RESPONSE** Search Kobo Toolbox ▾ OPERATIONS | COORDINATION | PROGRAMME CYCLE | TOPICS | APPLICATIONS

HOME / KOBO TOOLBOX

KOBO TOOLBOX Events Documents

KOBO TOOLBOX Log in

INTRODUCTION Overview Features

LOGIN TO FOLLOW NEWSFEED

## Kobo Toolbox

### What is 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.
- It is being continuously improved and optimised particularly for the use of humanitarian actors in emergencies and difficult field environments, in support of needs assessments, monitoring and other data collection activities.
- The adaptation of KoBo Toolbox for humanitarian use is a joint initiative between [OCHA](#), [Harvard Humanitarian Initiative \(HHI\)](#) and the [International Rescue Committee \(IRC\)](#).

### How do I get started?

KoBo support the full data collection cycle - form design, data collection and analysis. Just follow the steps below.

# KoBo Toolbox Exercise

## Aim

- To implement a primary data collection project

## Groups

- Teams of 2

## Equipment

- Laptop
- Smartphone or tablet

## Instructions

- See separate sheet

# Steps in a Data Collection Project



Build a survey form, using a web or desktop application

Put the form on mobile devices

Collect data in the field (offline)

Move collected data to a central database

Create maps and other products

# KoBo: Build a form

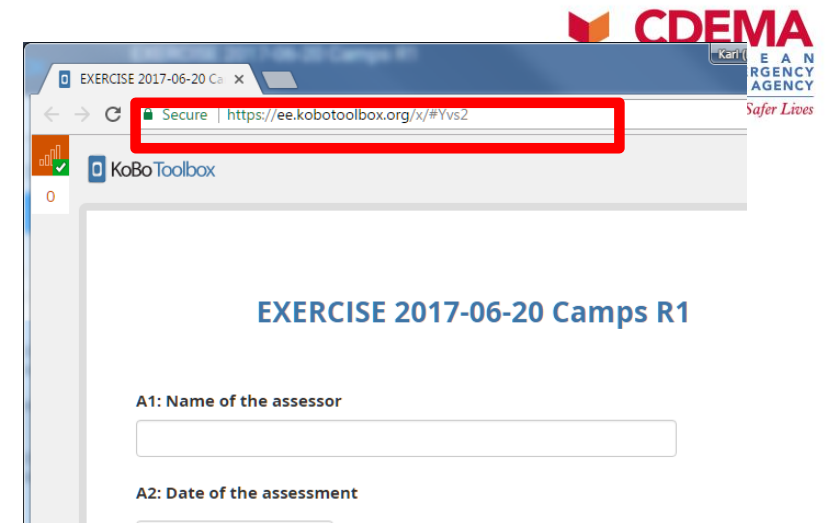
- Using Kobo Toolbox
- Based on existing paper form



# KoBo: Deploy the form

To Chrome browser

<https://ee.kobotoolbox.org/...>



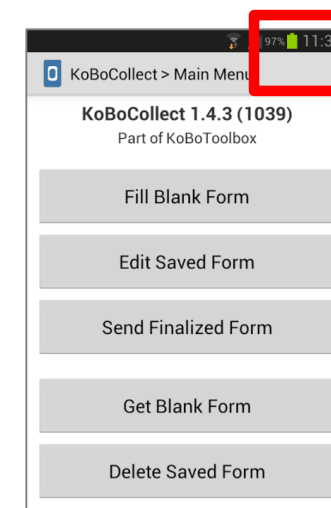
To KoBo Collect app

Settings > General Settings > URL > [https://kc.humanitarianresponse.info/<your\\_user\\_name>](https://kc.humanitarianresponse.info/<your_user_name>)

> Exit Settings

Get Blank Form >

EXERCISE 2017-06-20 Camps R1

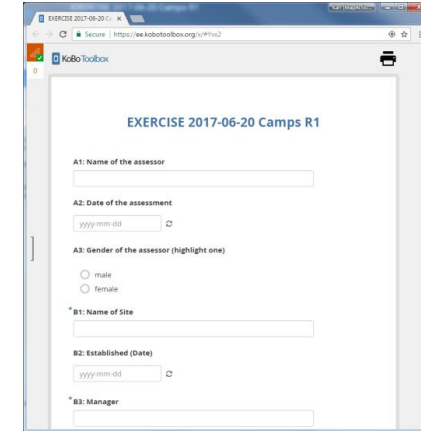


# KoBo: Collect

## In Chrome browser

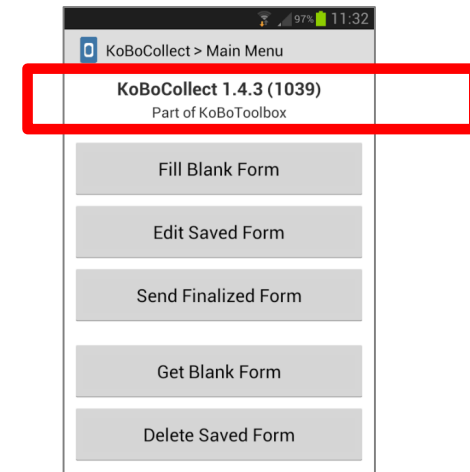
Fill out your data collection forms in the browser.

You can work offline. Forms are cached.  
See left slider for upload queue.



## In KoBo Collect app

1. Tap Fill blank form
2. Select a form
3. Fill the form
4. 'Save Form and Exit' - check 'finalized'
5. Repeat



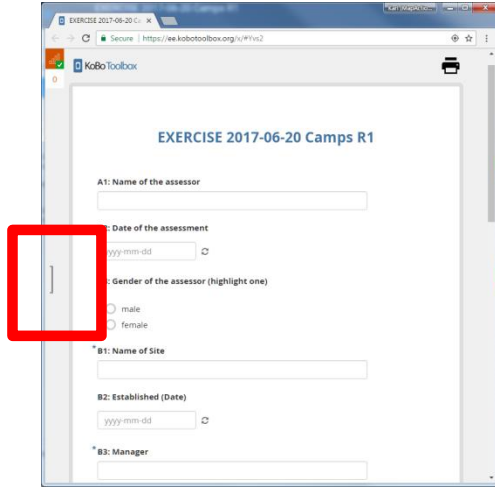
# KoBo: Collect

In teams of 2, go outside, survey at least 5 sites



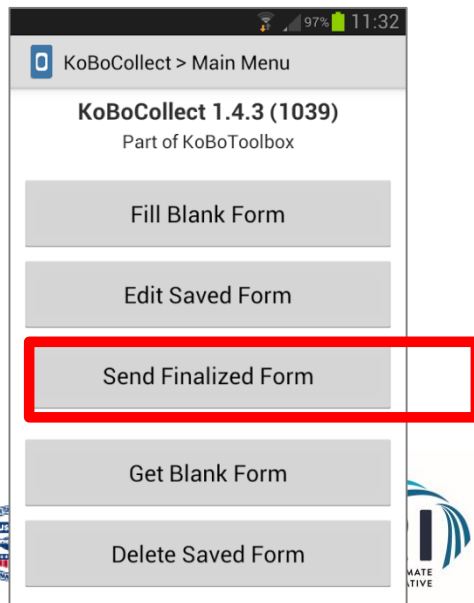
# KoBo: Aggregate

You returned from field data collection. Your device is online again.



A screenshot of a web browser displaying the KoBoToolbox interface. The page title is "EXERCISE 2017-06-20 Camps R1". The form contains several fields: "A1: Name of the assessor" (text input), "B: Date of the assessment" (calendar picker), "Gender of the assessor (highlight one)" (radio buttons for male and female), "B1: Name of Site" (text input), "B2: Established (Date)" (calendar picker), and "B3: Manager" (text input). A red box highlights a vertical slider on the left side of the form, which is used to manage the upload queue.

You collected data in the Chrome browser  
See left slider for upload queue



A screenshot of the KoBoCollect mobile application main menu. The title bar shows "KoBoCollect > Main Menu". Below the title, it says "KoBoCollect 1.4.3 (1039)" and "Part of KoBoToolbox". The menu consists of several buttons: "Fill Blank Form", "Edit Saved Form", "Send Finalized Form" (highlighted with a red box), "Get Blank Form", and "Delete Saved Form". The status bar at the top shows 97% battery and the time 11:32.

You collected data in the KoBo Collect app  
> Send Finalized Form

# KoBo: Analyse

Use built in KoboToolbox tools

Leverage [KoboToolbox Excel Data Analyser](#)

Download data and make a map!

# KoBo: Exercise

Use laptop/PC

[Instructions Here](#)

(Day 2 -> Tutorials -> Kobo Practical  
Primary data collection...)

# KoBo: Exercise

## QUESTIONS?

This programme is  
gratefully supported  
by







# MAP ACTION

[mapaction.org](http://mapaction.org)