

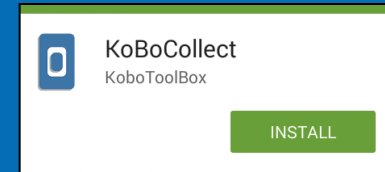
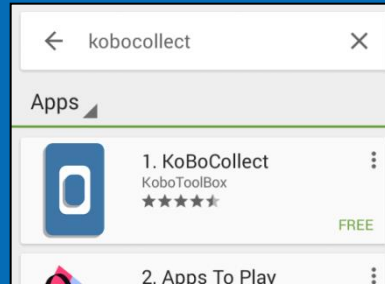
# KoBo Data collection tool

## User Guide

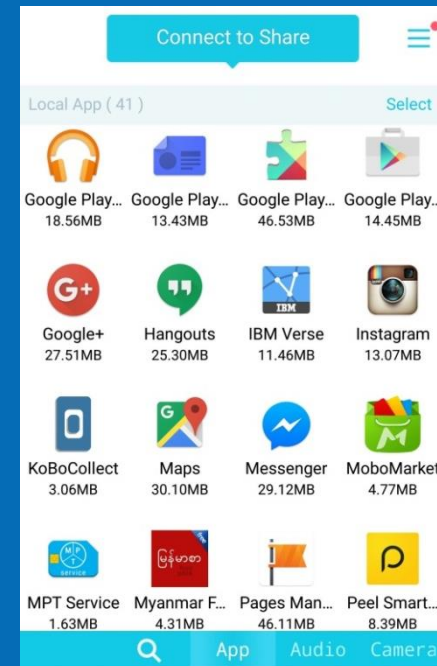


# How to get the application (Android users)

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

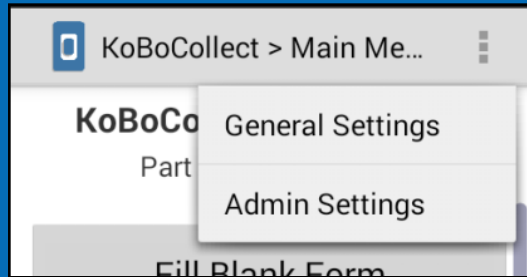


- ❑ Get from someone who has the application by using Zappa or Bluetooth

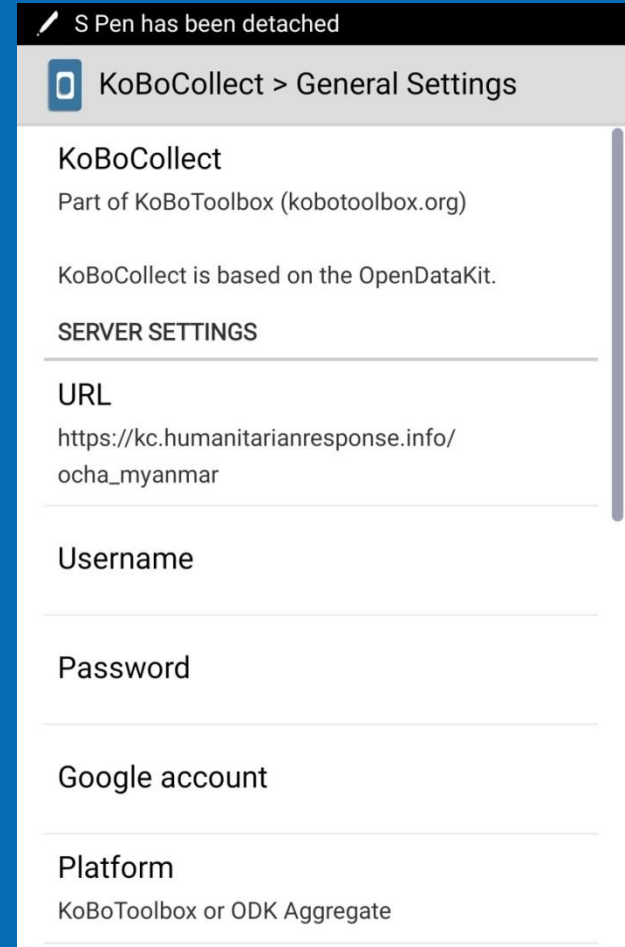


# Installation and OCHA MIRA URL

- ❑ 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

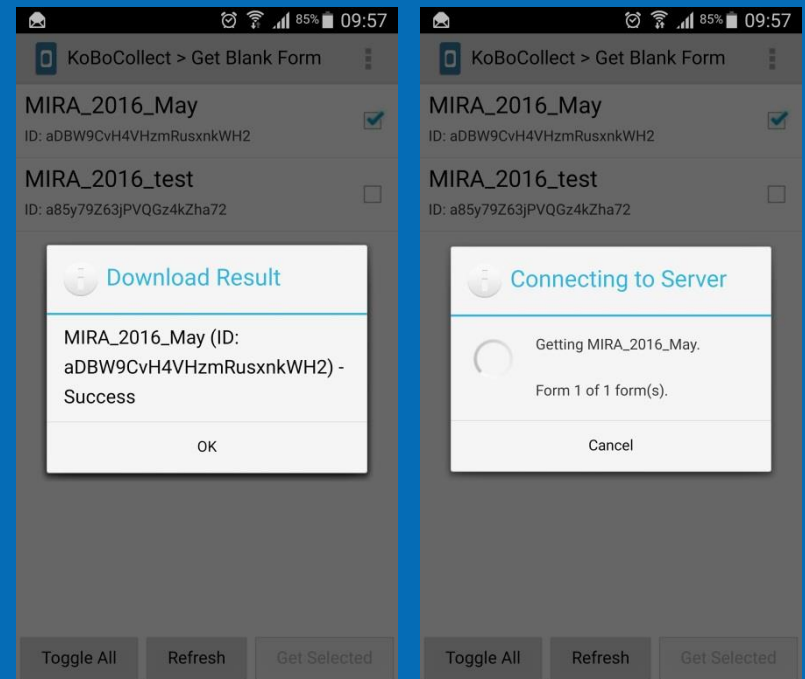
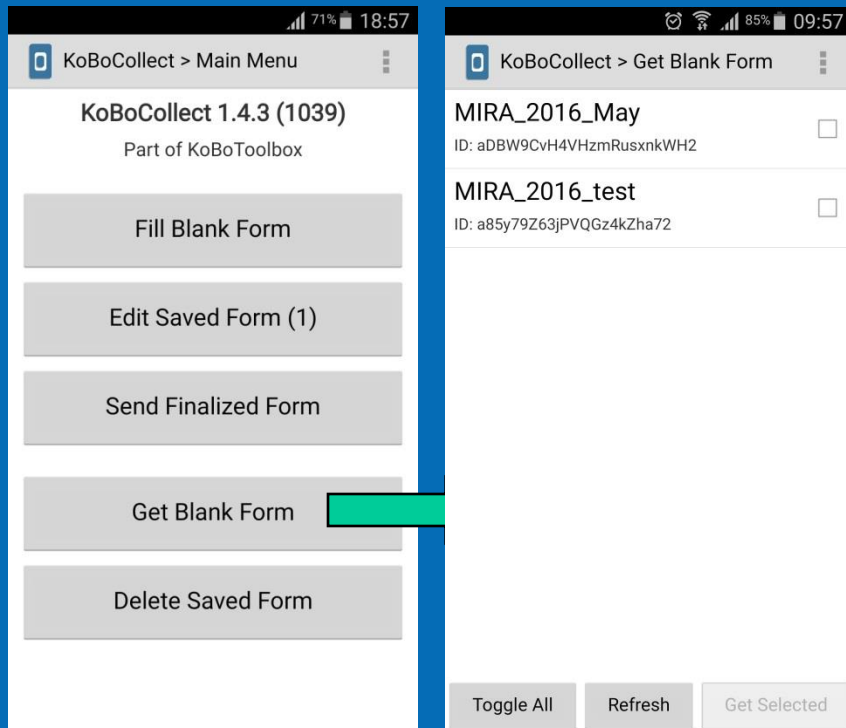


In the URL box, please fill the address of the OCHA server  
[https://kc.humanitarianresponse.info/ocha\\_myanmar](https://kc.humanitarianresponse.info/ocha_myanmar)

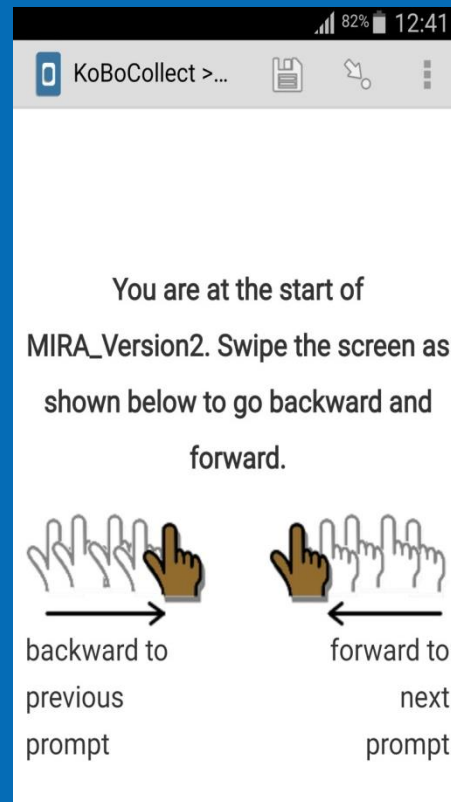
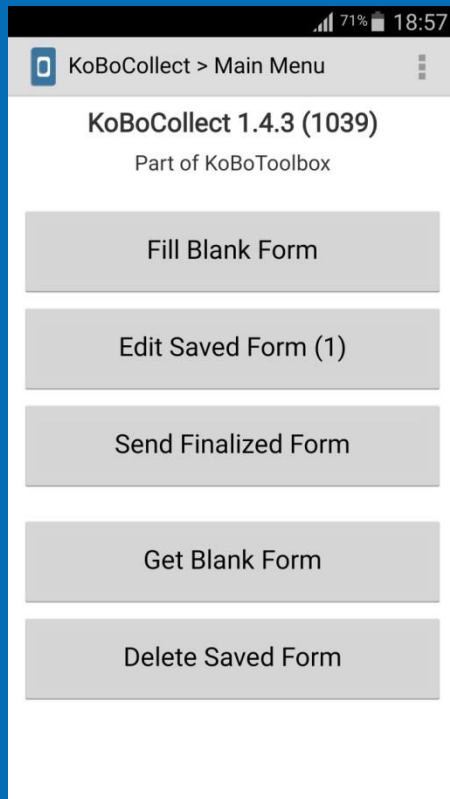
A screenshot of the KoBoCollect application's General Settings screen. The title bar shows 'KoBoCollect > General Settings'. Below the title bar, there is a header 'KoBoCollect' and a sub-header 'Part of KoBoToolbox (kobotoolbox.org)'. Below the header, there is a text field for 'KoBoCollect is based on the OpenDataKit.' Below this, there is a section titled 'SERVER SETTINGS'. Under 'SERVER SETTINGS', there is a 'URL' field with the value 'https://kc.humanitarianresponse.info/ocha\_myanmar'. Below the 'URL' field, there are fields for 'Username', 'Password', 'Google account', and 'Platform'. The 'Platform' field has the value 'KoBoToolbox or ODK Aggregate'.

# 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.



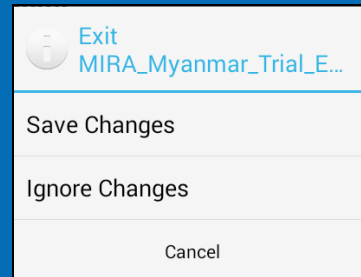
# Filling/ Entering Data



- ❑ 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.

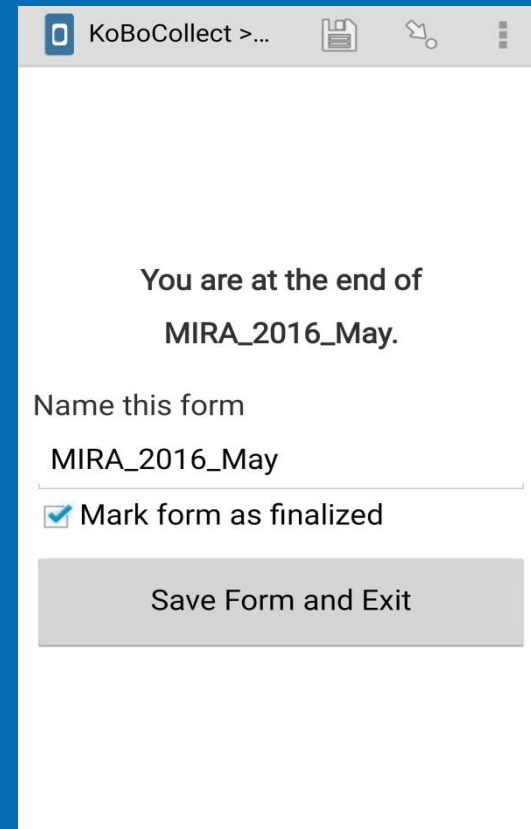
# Save Form before exit

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



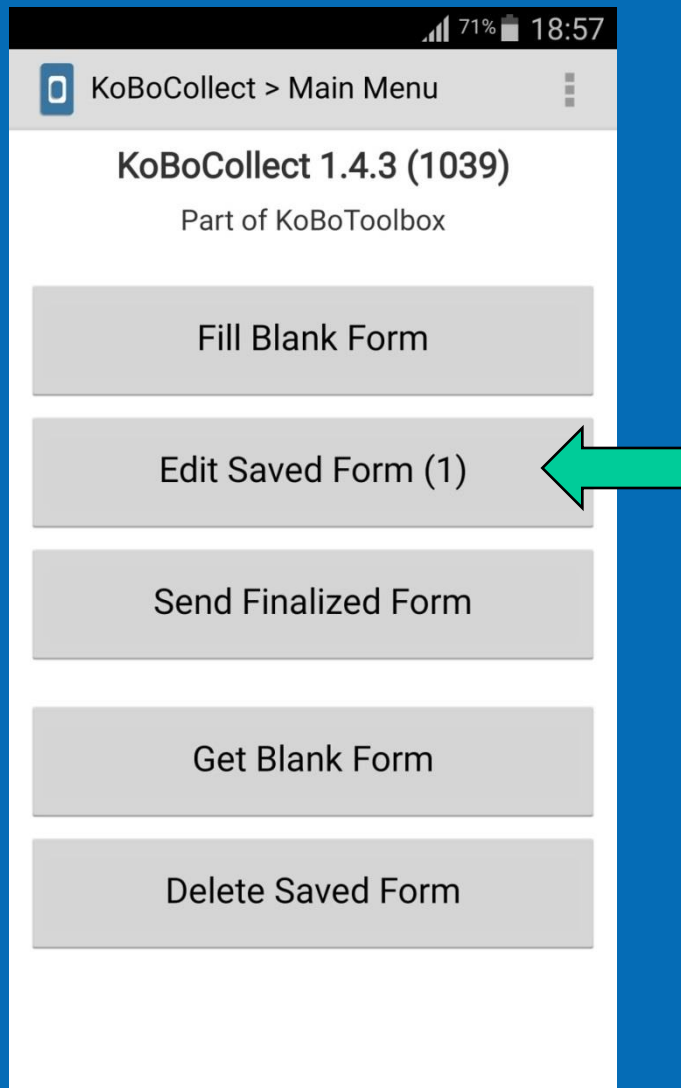
A dialog box with a title bar containing a circular icon and the text "Exit MIRA\_Myanmar\_Trial\_E...". Below the title bar are three buttons: "Save Changes", "Ignore Changes", and "Cancel".

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.

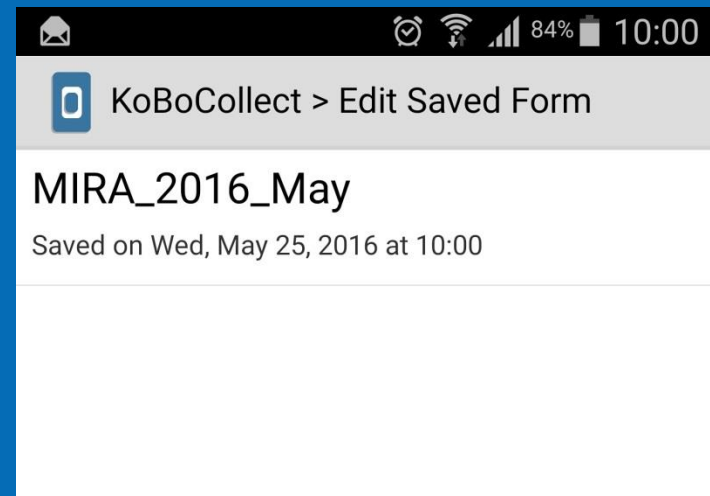


A screenshot of the KoBoCollect application interface. The top bar shows the KoBoCollect logo and the text "KoBoCollect >...". Below the bar, the text "You are at the end of MIRA\_2016\_May." is displayed. Underneath, there is a label "Name this form" followed by a text input field containing "MIRA\_2016\_May". Below the input field is a checkbox labeled "Mark form as finalized", which is checked. At the bottom, there is a large grey button labeled "Save Form and Exit".

# Edit Saved Form

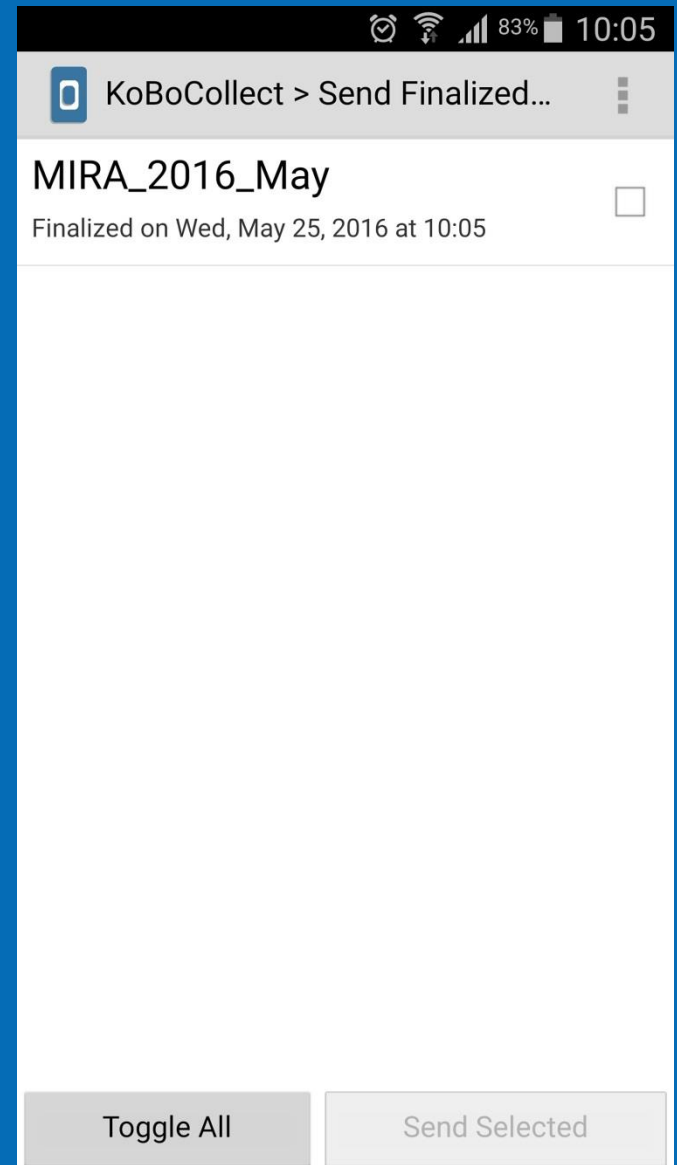
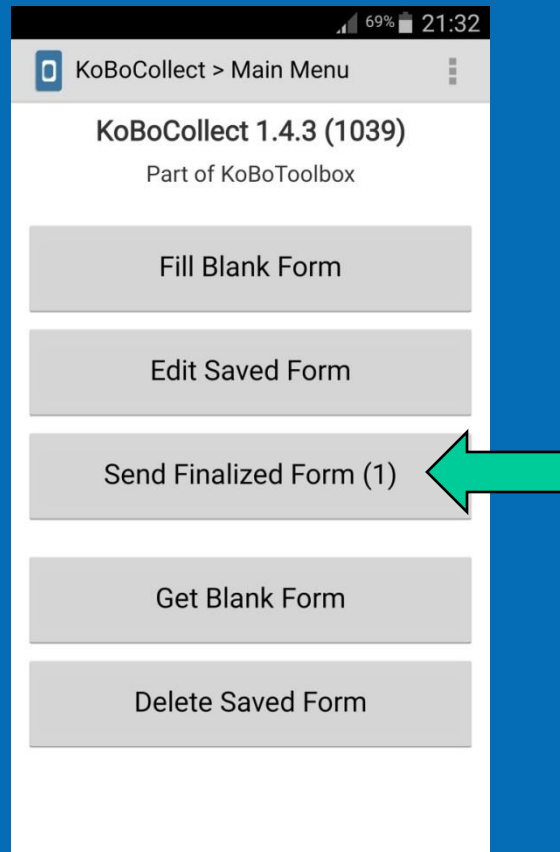


- ❑ “Edit Saved Form” allows you to go back to saved forms (only the non finalized ones) and edit them as necessary.
- ❑ Choose the form you want to edit and fill the missing information in the form.
- ❑ When you finish naming your data entry forms, tick the “Mark form as finalized” you can save and exit. Completed forms will be stored in your device to be sent when internet is available

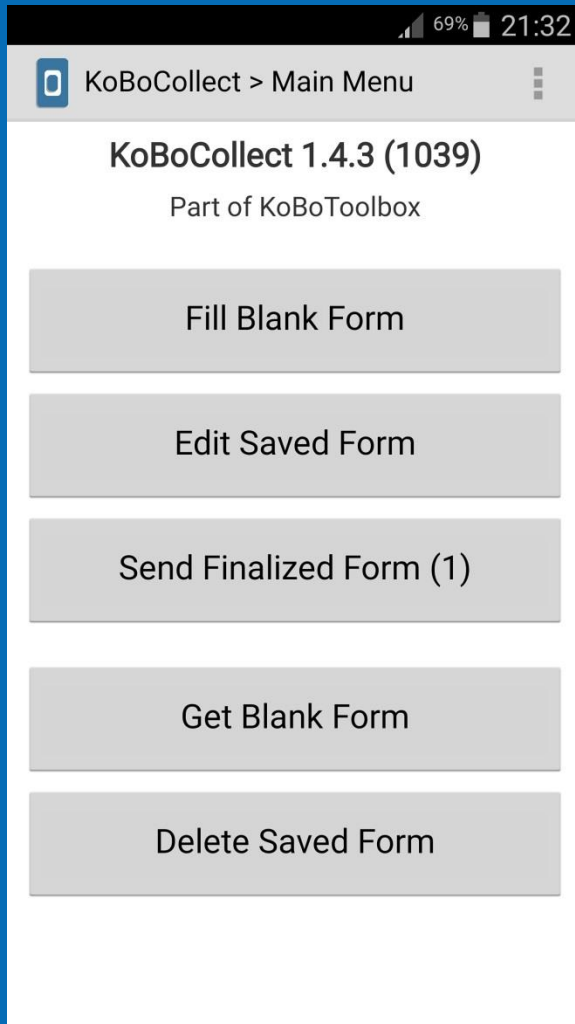


# Send Finalized Form

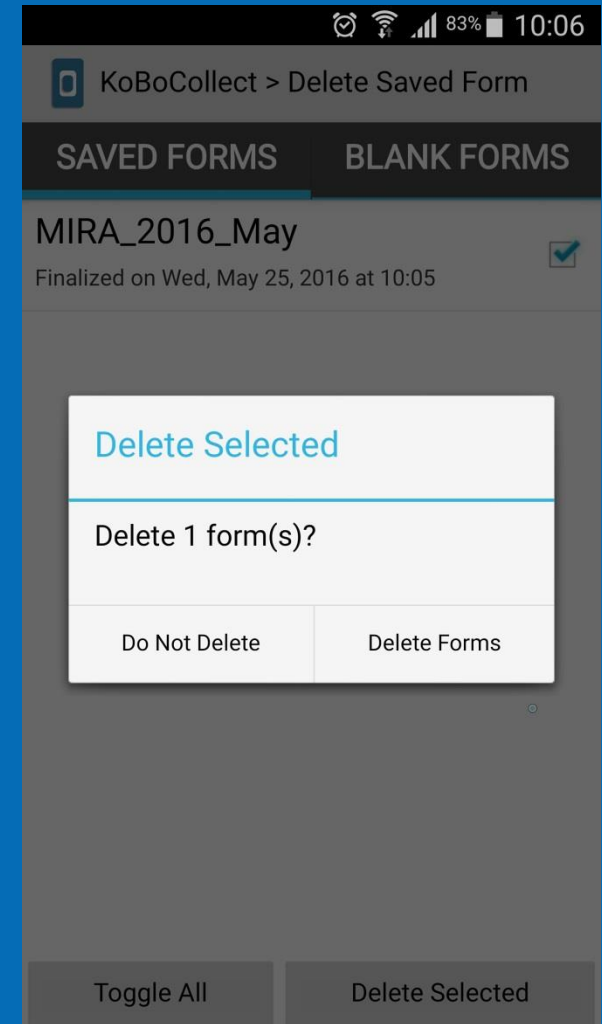
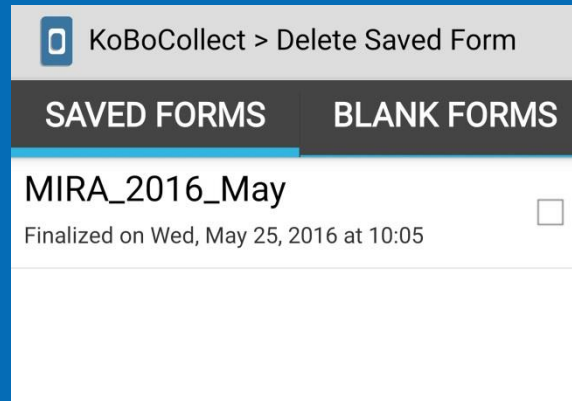
- ❑ All forms you saved as finalized are stored in the lists. You can select individual forms to send only select forms or “toggle all”, to send all forms.
- ❑ Press “Send Selected” to send the forms



# 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>

<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.

 Choose Language 

default

default

Myanmar

English



## MIRA\_2016\_May

### BF: Basic Information

» BF1: Interviewer

Team leader: Names & Organization

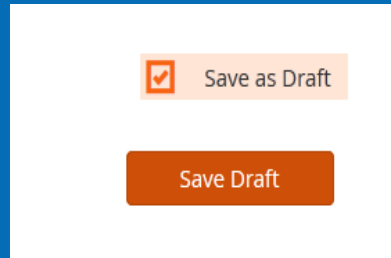
Team Compisition: Name, Gender and organization

Assessment date (dd/mm/yyyy)

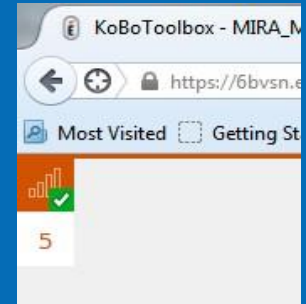
# Using Web Browsers : Internet Explorer, Mozilla, Chrome

## Saving forms

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



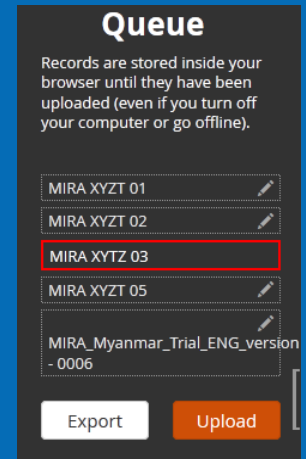
Click in top of the number on the upper left corner. This is the number of forms saved in your browser



Name your form and press "Save and Close"

A screenshot of a 'Save as a Draft' dialog box. It has a title bar with 'Save as a Draft' and a close button. Below the title bar, there is a section for 'Record Name' with a text input field containing 'MIRA XYTZ 01'. Below the input field, there are 'Cancel' and 'Save & Close' buttons.

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.

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

