

# Raising awareness of mobile data collection with OpenDataKit and Kobo Toolbox

Terre des hommes, Training 2 days

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**Terre des hommes**  
Helping children worldwide.

# Training objectives

- 1 Understand what mobile data collection (MDC) is and its advantages and disadvantages
- 2 Have a first level of understanding of the entire chain of mobile data collection from design to analysis
- 3 Be familiar with the different MDC solutions recommended for use by Tdh





# CartONG - Who?

- 👤 The Headquarters in Chambéry
- 👤 But teams often in the field with our partners
- 👤 Multidisciplinary salaried team and volunteer team

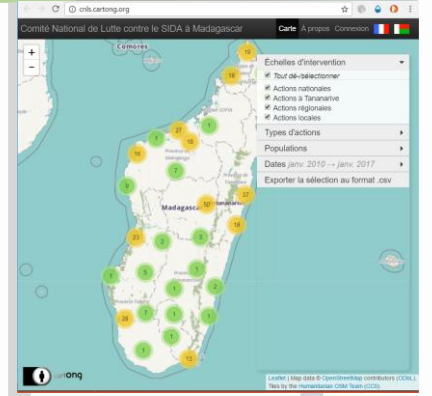
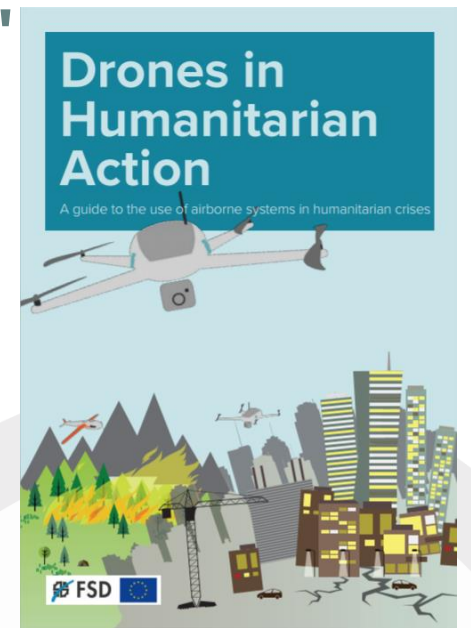


# CartONG - With whom?



# CartONG - operating modes

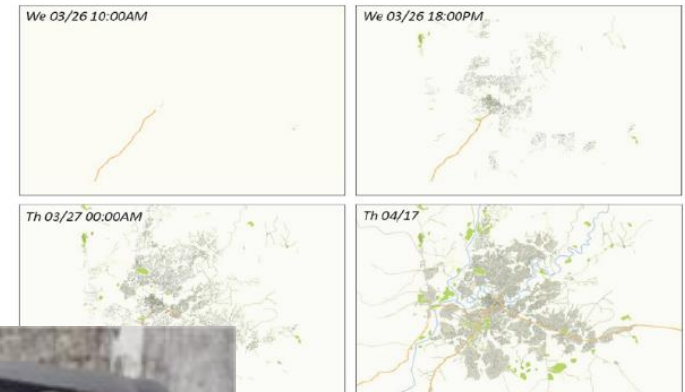
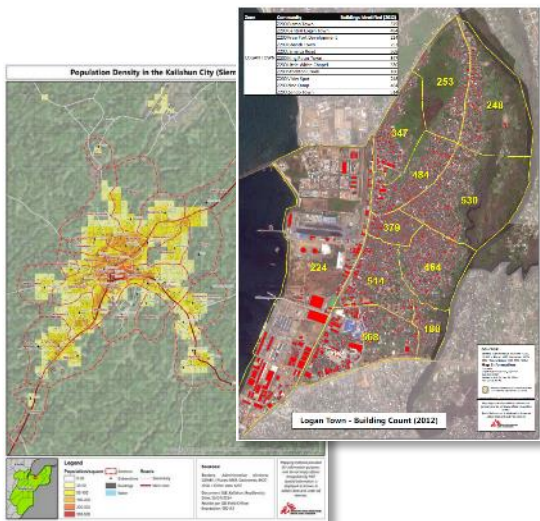
- ❶ **From "Humanitarian to Humanitarian"** interventions funded directly for our partners
- ❷ **Donor-funded research projects**, for example on the use of drones in the humanitarian field (ECHO / SDF)
- ❸ **Volunteer projects for small associations, such as:**
  - Missing card projects
  - Mapping of all AIDS-related initiatives in Madagascar
- ❹ *For more information: <http://drones.fsd.ch/>,  
<https://humanitarian-nomad.org/>,  
<http://cnls.cartong.org/> ,  
<http://www.missingmaps.org/>*



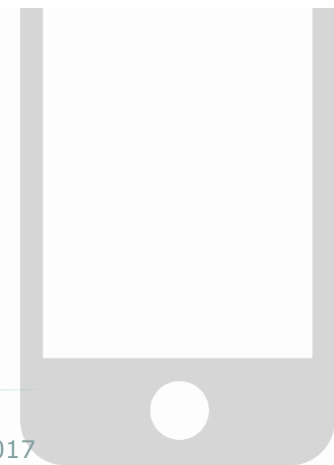


# Mapping and GIS (1/2)

- Assist organizations in their long-term GIS strategy
- Help to collect information, create links between organizations
- Implement long-term office and webmapping solutions

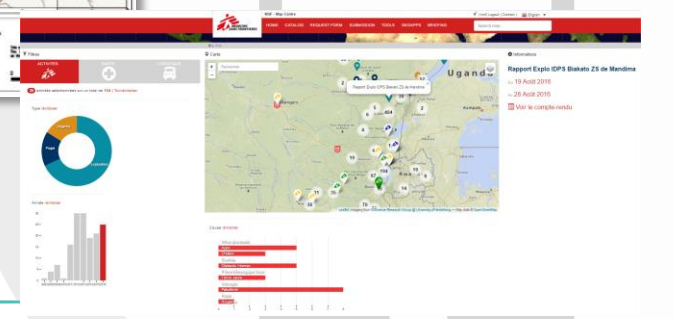
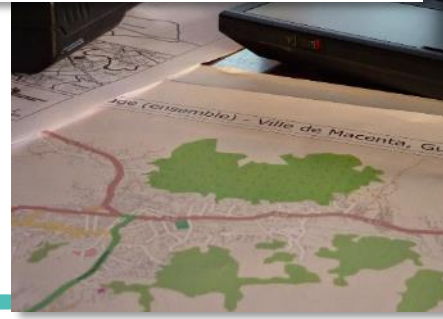
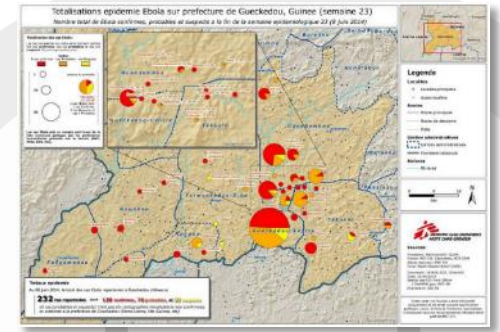
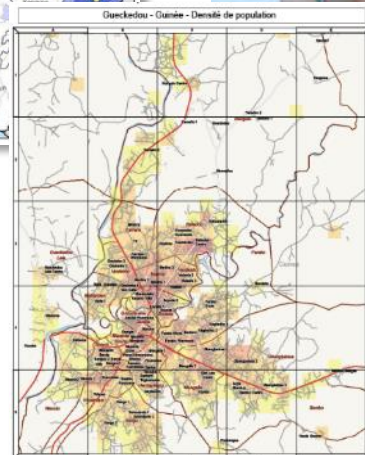
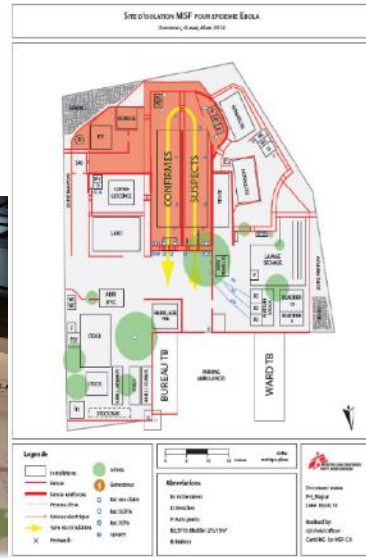
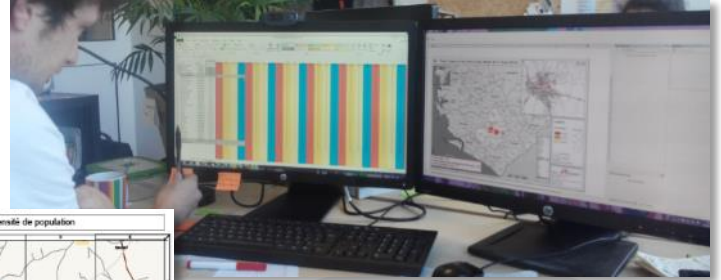
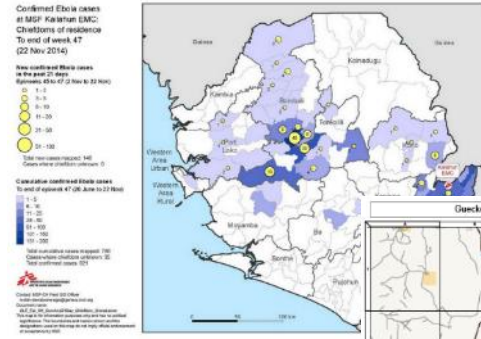
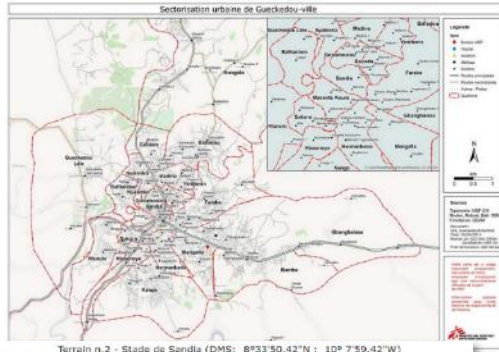


as completed by the OSM volunteers within three days. Volunteers continued to after that period (see image bottom right).



# Mapping and GIS (2/2)

And we also make cards! *Ex: 1000 for MSF in 2014/15*





# Information Management and MDC

- 👤 Develops and uses MDC since 2009
- 👤 Various training courses provided to many partners (UNHCR, UNICEF, Solidarités, REACH, Caritas, Terre des hommes, Bioforce, SOS Faim etc.)
- 👤 Large scale deployment, e.g. SENS (several dozen deployments)
- 👤 Build MI capacity overall, focus on training and development of sustainable projects
- 👤 Regular benchmarking of solutions for shared with the community if possible ([blog.cartong.org](http://blog.cartong.org))



# Capacity building (1/2)

- 👤 Some examples since 2006:
  - Inter- and intra-NGO training sessions
  - CartoBlog: technical blog to share best practices and tips
- 👤 Open to collaborations, our projects are always based on the requirements of a partner (INGO, local community...)
- 👤 <http://www.cartong.org>  
[capacity-building](http://www.cartong.org/capacity-building)



carto-blog

name	label::Français	relevant	constrai
NEEDPRIORW_1	11.M What is the		not(selected(\$[NEEDPRIORW_1]),'0')
NEEDPRIORW_2	11.M What is the second		not(selected(\$[NEEDPRIORW_1]),'0') and not(selected(\$[NEEDPRIORW_2]),'0')
NEEDPRIORW_3	11.M What is the third		not(selected(\$[NEEDPRIORW_1]),'0') and not(selected(\$[NEEDPRIORW_2]),'0')

**OPEN DATA REBEL**

**11** Advanced XLS forms coding – part 1 of 2  
Posted in Mobile Technologies

**11** Tutorial: Mapping points in Excel with PowerView  
Posted in Information Management

**11** Tuto : Exporter la donnée d'OpenStreetMap et l'utiliser sous QGIS  
Posted in GIS

**MOST RECENT ARTICLES**

**OPEN DATA REBEL** Advanced XLS forms coding – part 1 of 2  
Posted by Franck Nadeau on Aug 11, 2015 in Mobile Technologies, What's new | 0 comments  
By now, many adepts of mobile data collection know the basics about how to code XLS forms, with good online resources for support. However, past the basics of the syntax needed to make a form work, not that much...

**X** Tutorial: Mapping points in Excel with PowerView  
Posted by Franck Nadeau on Jun 10, 2015 in Information Management, Mapping, What's new | 0 comments  
Today's tutorial will present how to use the new PowerView add-in in Excel to produce simple dashboards and maps.

# Capacity building (2/2)

- **GeOnG**, the largest (independent) international conference on humanitarian GIS
  - Organized every 2 years in Chambéry, France (70 organizations present in 2016)
  - Its objective: capacity building, exchanges between NGOs, international organizations, academics and the private sector on current practices and future challenges



# CartONG/Terre des Hommes

- 👤 **Collaboration since 2013** - started with a delegation (BFA) and is now transversal to CA and the field
- 👤 **Memorandum of Understanding** since 2015
- 👤 **Type of activities:**
  - Tools and implementation of the methodology
  - Capacity building (training, documentation, etc.)
  - Training/Tutorials
  - Strategic support
  - Support for technical recruitment
  - Studies (needs analysis, benchmarks, etc.)
  - Hotline\_([mobile.data@tdh.ch](mailto:mobile.data@tdh.ch))
  - Tool customizations....

# Focus on Mobile Data Collection

- 👤 Number of delegations using the MDC:
  - In 2013: 1
  - Early 2017: 12 (+ regional training planned in 2017)
- 👤 Number of people at Headquarters familiar with the MDC
  - In 2015: 3
  - Early 2017: 25
- 👤 Themes: EHA, Protection, JJ (juvenile justice, Health
- 👤 Example - Iraq (1 year):
  - 38 surveys deployed
  - 11881 submissions





Question

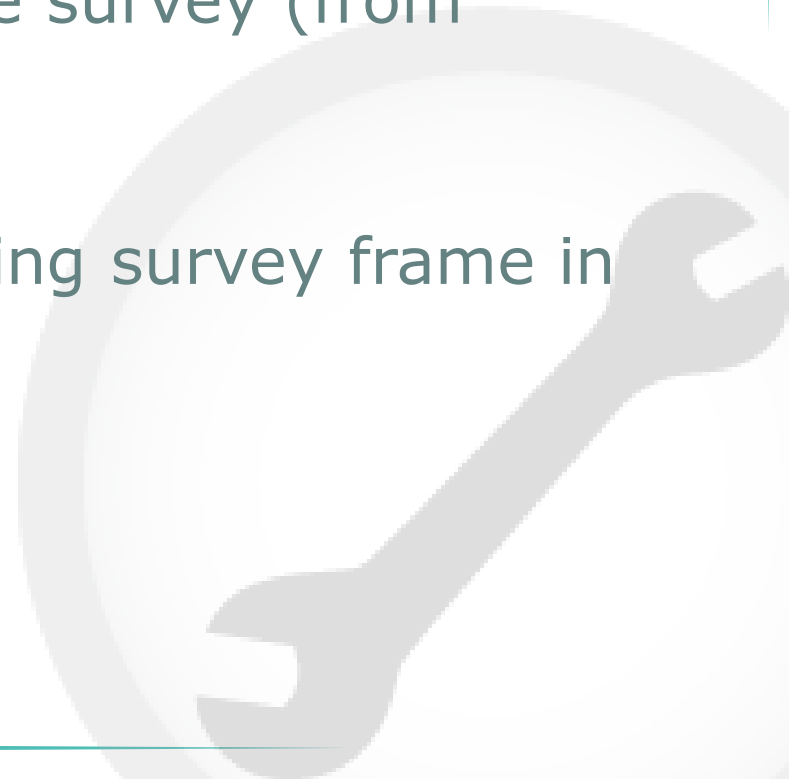
# Training planning

## Day 1:

- Understand the interest of the MDC
- Know different uses of MDC by Tdh
- Know how to set up a simple survey (from collection to analysis)

## Day 2:

- Know how to adapt an existing survey frame in Excel for a new context



# Data collection and surveys: definitions and examples

# Exercise

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- 👤 What is data collection?
- 👤 What is an investigation?



# What is data collection?

- ① **Data collection** is the act of obtaining and compiling information from different sources
- ① A survey is the **methodical search for precise information.**





# What are the types of data collection?

## Qualitative

- **Observation:** based on the careful monitoring of people's facts and practices, without the will to change them, using an appropriate procedure
- **Individual interview:** goal-oriented conversation
- **Focus Group:** a formally constituted and structured group to understand the ideas, beliefs, practices and behaviours of the community being studied, and to provide a valid estimate of the population's opinion of the project.
- **Socio-cultural diagnosis:** the analysis of the factors that influence a given situation and in particular the health of populations

 Quantitative: quantify and measure a phenomenon through the use of questionnaires and statistical processing of the information collected

 Of course, a mix of methods can (and must!) be used!

# Exercise

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- 👤 Can you list for me some examples you realize in your projects of:
  - Data collection
  - Investigations



# Examples of survey types

- 👤 Baseline survey
- 👤 Market survey
- 👤 Survey Knowledge Practical Skills
- 👤 Socio-economic survey
- 👤 Post-distribution surveys
- 👤 Post-harvest survey
- 👤 Nutritional survey
- 👤 Water point attendance survey
- 👤 Satisfaction survey
- 👤 Etc.

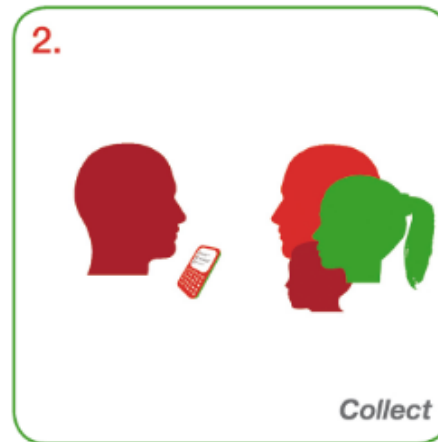


# Mobile data collection: introduction and principles



# A major step forward

- 👤 Mobile technology is a major advance in the field of **Information Management (IM)**
- 👤 It is now possible, in real time or almost in real time:





# What is Mobile Data Collection (MDC)?

- ❶ MDC: **use of telephones** (mainly Smartphones or tablets) **for data collection** instead of paper forms
- ❷ Wide range of solutions depending on the **operating system, requirements** (SMS, export formats, online / offline, cloud storage, paid or free...)
- ❸ Tested by CartONG since 2009, widely used since 2010

# Exercise

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- 👤 Examples of MDC use in Terre des hommes commonly?



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# Examples of use in Terre des hommes (slide of 01/2017)

## Burkina Faso (since 2013)

- Biannual food security assessment in selected areas
- Follow-up of children from 0 to 5 years old

## Philippines (2014/2015)

- Monitoring of shelter construction

## Guinea (since summer 2015)

- Monitoring medical knowledge and practices related to healthy Ebola
- Assessment of EHA needs in different schools/health facilities

## Mali (since summer 2015)

- Evaluation of community health associations

## Iraq (since spring 2016)

- Market assessments (access to resources)
- PDI - location and site information
- Post-monitoring of Hygiene/Winter/BNA/Cash distribution

## Ukraine (since spring 2016)

- Household / livelihood surveys

- 
- 👤 Communication video produced this year:
  - 👤 [www.cartong.org/news/video-communication-terre-des-hommes-mobile-data-collection-success-stories](http://www.cartong.org/news/video-communication-terre-des-hommes-mobile-data-collection-success-stories)



# Exercise

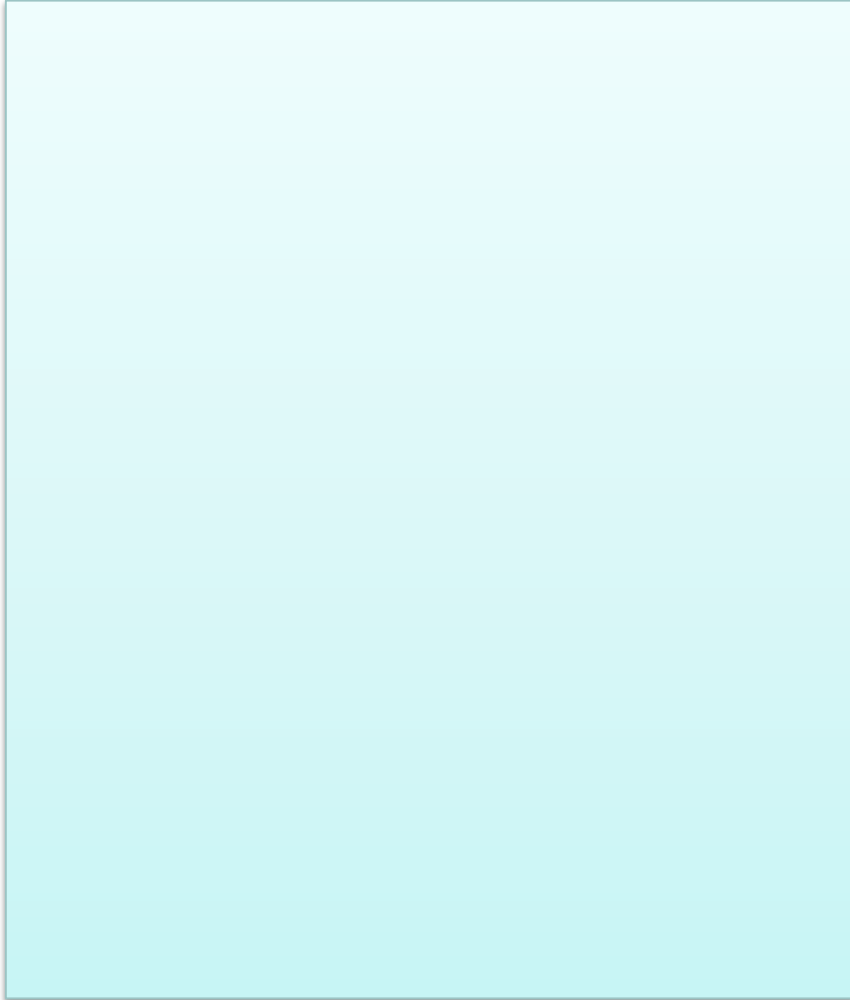
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- 👤 Organize yourself into 3 groups and list all the **advantages** and **disadvantages** you see in Mobile Data Collection (**compared to paper data collections**)

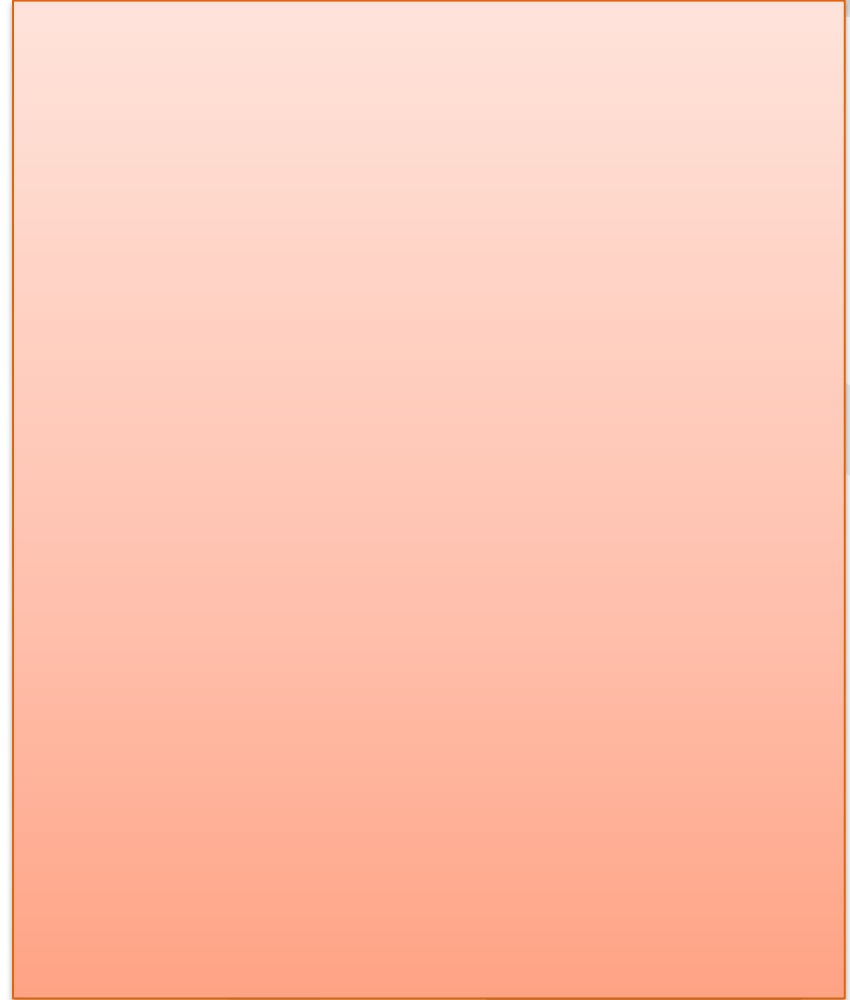


# Exercise

## Advantages



## Disadvantages



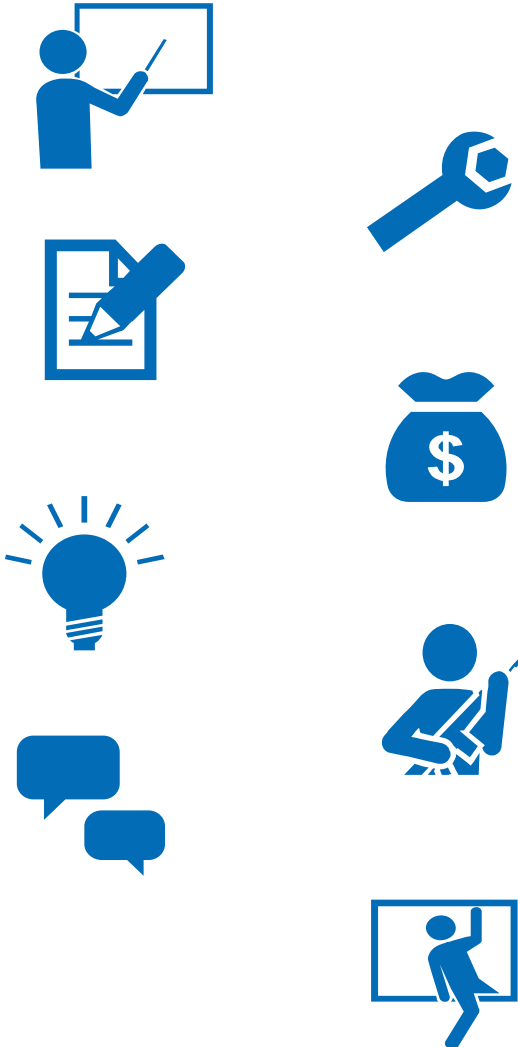


# Advantages

- 📍 Better data quality (input checks, skip patterns, calculations etc.)
- 📍 Faster data entry (no double entry)
- 📍 Results ready for analysis as soon as the Internet is available (3G - wifi)
- 📍 Cheaper if used frequently
- 📍 A tool for images, GPS, videos, barcodes, signatures, etc. -multi-language possible
- 📍 Investigators go lighter in the field



# Disadvantages

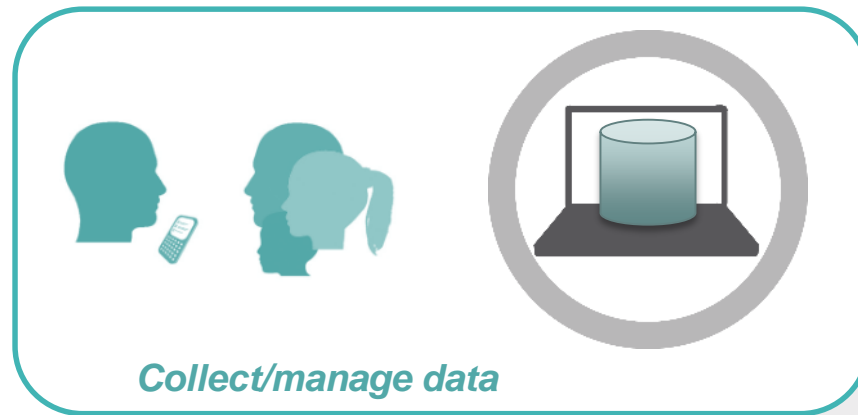


- ❶ Requires longer training and more IT skills in the project
- ❷ Longer preparation of the survey
- ❸ The survey is not as visual as it can be on paper
- ❹ Fragile and expensive technology at first glance
- ❺ Dependency on electricity
- ❻ May be a security issue if not properly managed
- ❼ Not suitable for qualitative surveys
- ❽ Can be intimidating to some / create a distance from the interviewee / not appropriate in some contexts

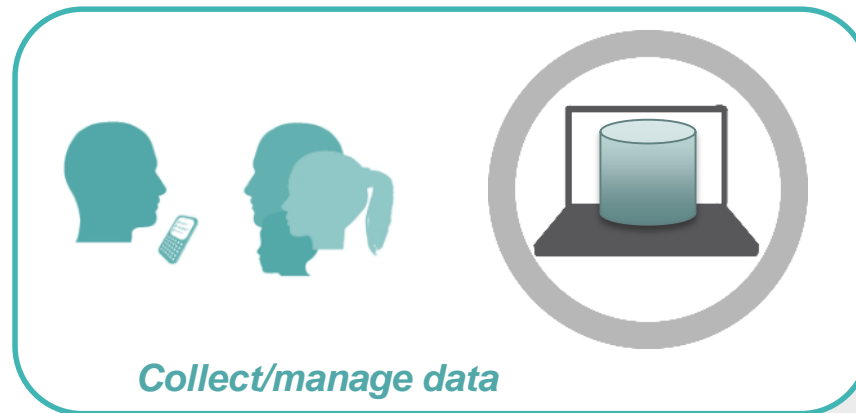
# Training planning

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- 👤 Day 2:
  - Know how to adapt an existing survey frame in Excel for a new context

# The steps of the MDC



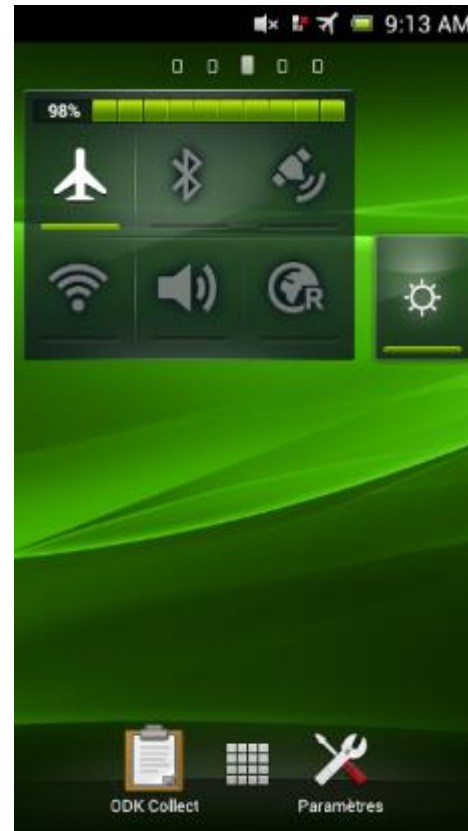
# The steps of an MDC



# The ODK Collect application

# Getting started with the ODK application

- 1 Open the "**ODK Collect**" application





# Exercise

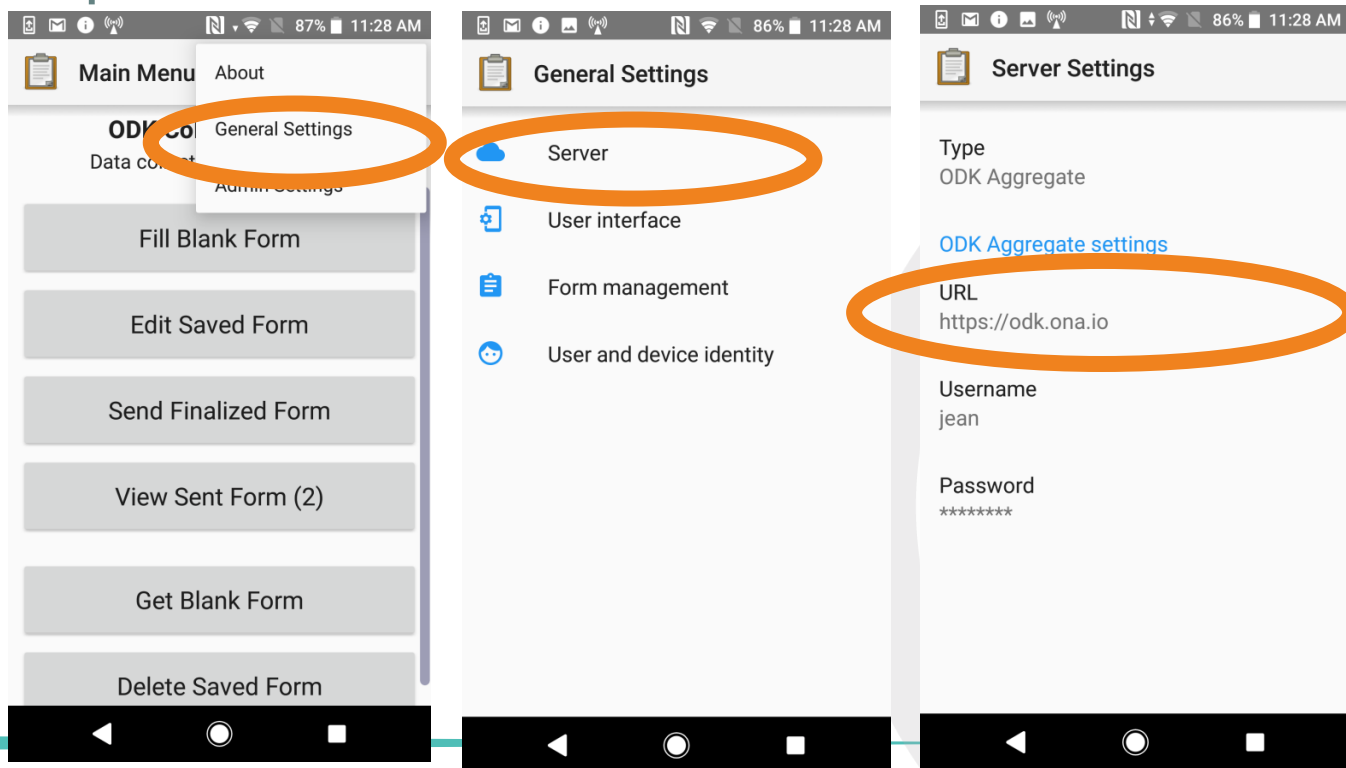
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Open the "**getting to know you**" form, fill it out, finalize the form (check the box on the last screen) and save the submission



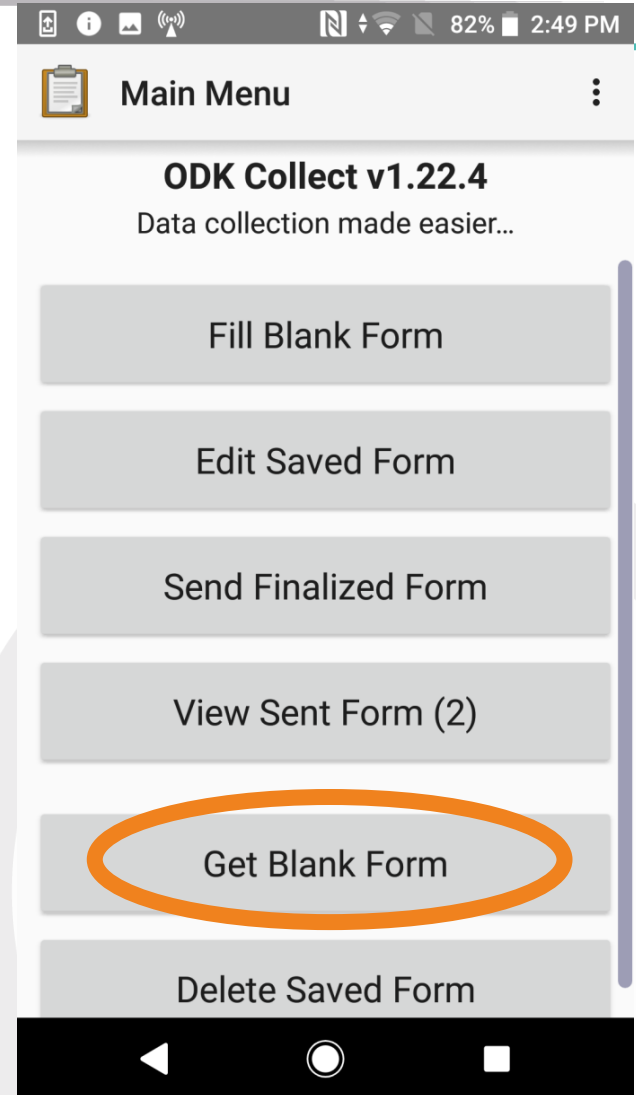
# Connect your phone to Kobo Toolbox

- 👤 You must connect to the right website in order to:
  - To be able to access blank forms
  - Be able to send completed form submissions to the right place



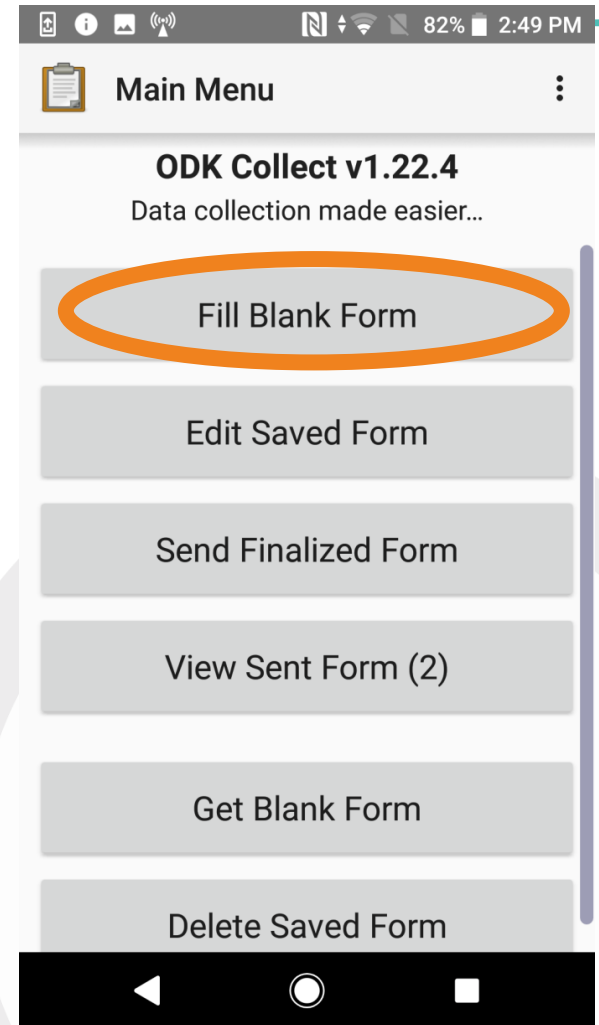
# Download a new form

- 👤 To download a blank form:
  - Make sure you have wifi enabled (ON)
  - Click on « **Get blank form** ».
  - Select the form(s) you are interested in and click on "**download selection**".



# ODK: Main menu

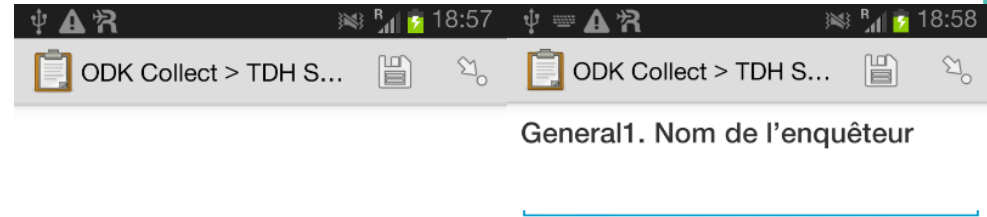
- ① The enumerators will mainly use the **"Fill blank form"** button where they can select the necessary blank form



# ODK: Navigation through the questionnaire

When you get screen, you are beginning of the survey

You must **"slide"** your finger on the screen to switch from one question to another.



Vous êtes au début de TDH SECU ALIM BFA Menage v1. Faites glisser votre doigt sur l'écran pour avancer ou reculer.



retourner à previous prompt

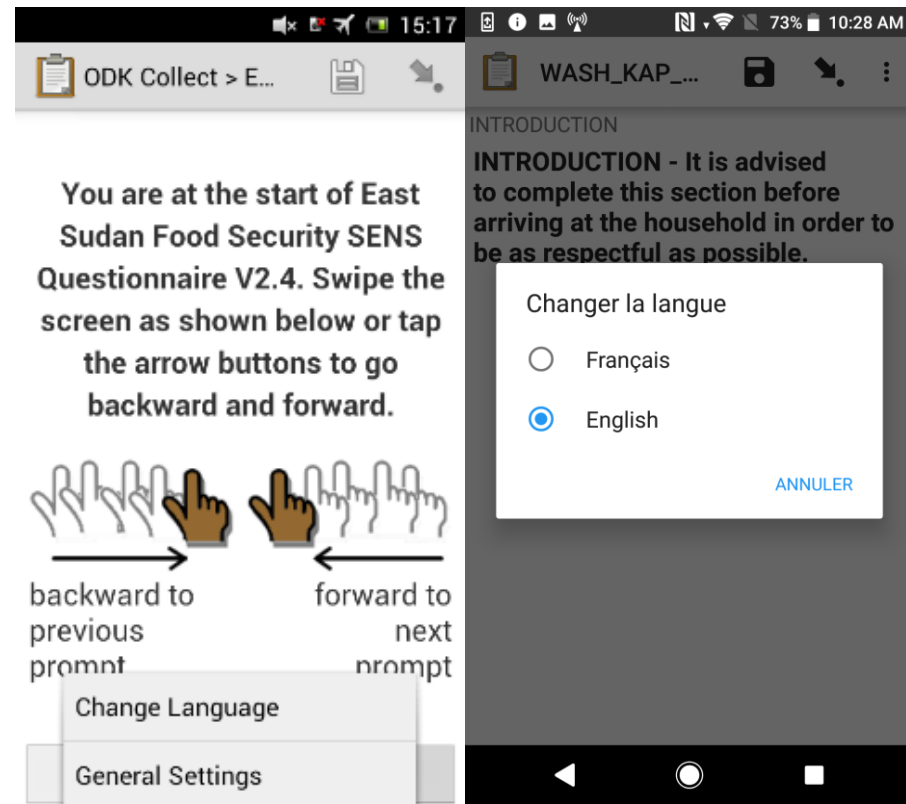


Avancer à la prochaine entrée



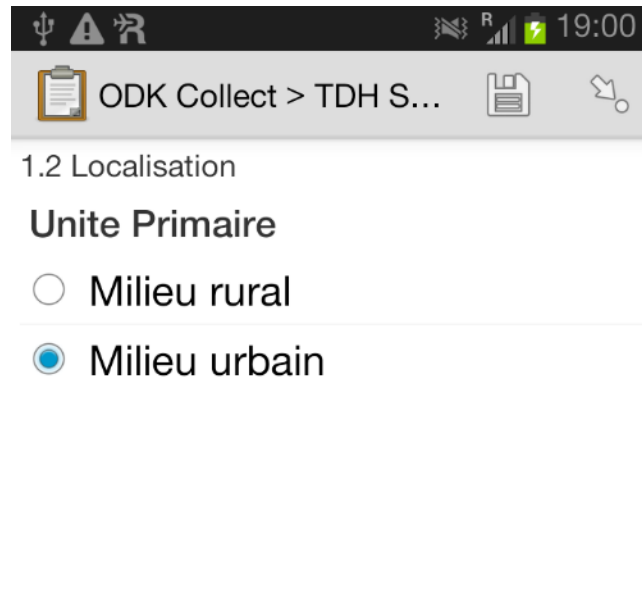
# ODK: Change the language

- 👤 To change the language of a questionnaire, once in the questionnaire, click on the button (bottom button on the phone) and choose "**change language**".



# ODK: Select an option

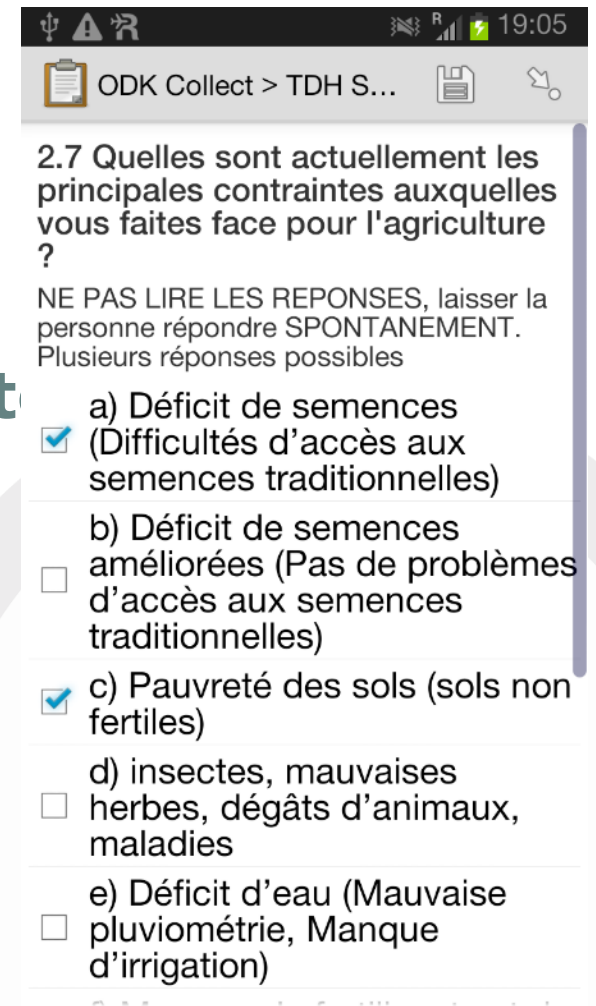
- 👤 This is an example of a single-choice question from a list of options.
- 👤 A **circle (radio button)** indicates only one possible choice.





# ODK: Select several options

 Here are **checkboxes (squares) tick**. One or more answers be given.



ODK Collect > TDH S...

2.7 Quelles sont actuellement les principales contraintes auxquelles vous faites face pour l'agriculture ?

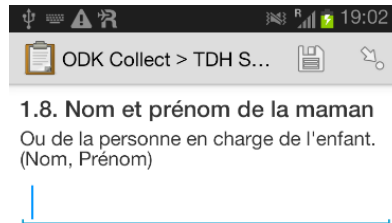
NE PAS LIRE LES REPONSES, laisser la personne répondre SPONTANEMENT.  
Plusieurs réponses possibles

- a) Déficit de semences (Difficultés d'accès aux semences traditionnelles)
- b) Déficit de semences améliorées (Pas de problèmes d'accès aux semences traditionnelles)
- c) Pauvreté des sols (sols non fertiles)
- d) insectes, mauvaises herbes, dégâts d'animaux, maladies
- e) Déficit d'eau (Mauvaise pluviométrie, Manque d'irrigation)

# ODK: Enter numbers/text

## Example:

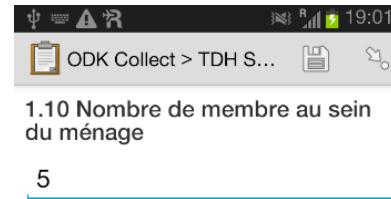
- When an interviewer must fill in these types of fields.
- The interviewer can use the keyboard or touch screen.
- Some fields can only be filled in with numbers or letters. Sometimes the values are checked.



ODK Collect > TDH S...

1.8. Nom et prénom de la maman  
Ou de la personne en charge de l'enfant.  
(Nom, Prénom)

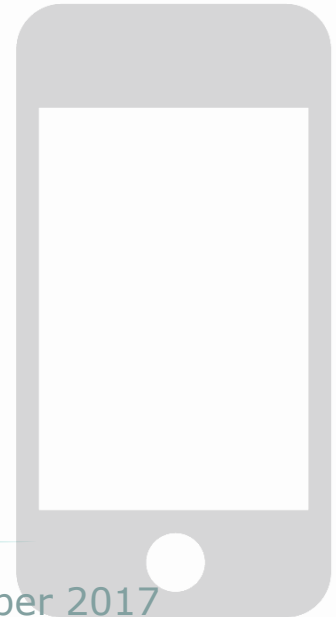
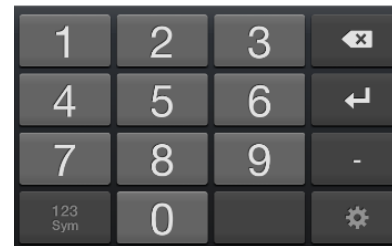
\_\_\_\_\_



ODK Collect > TDH S...

1.10 Nombre de membre au sein  
du ménage

5

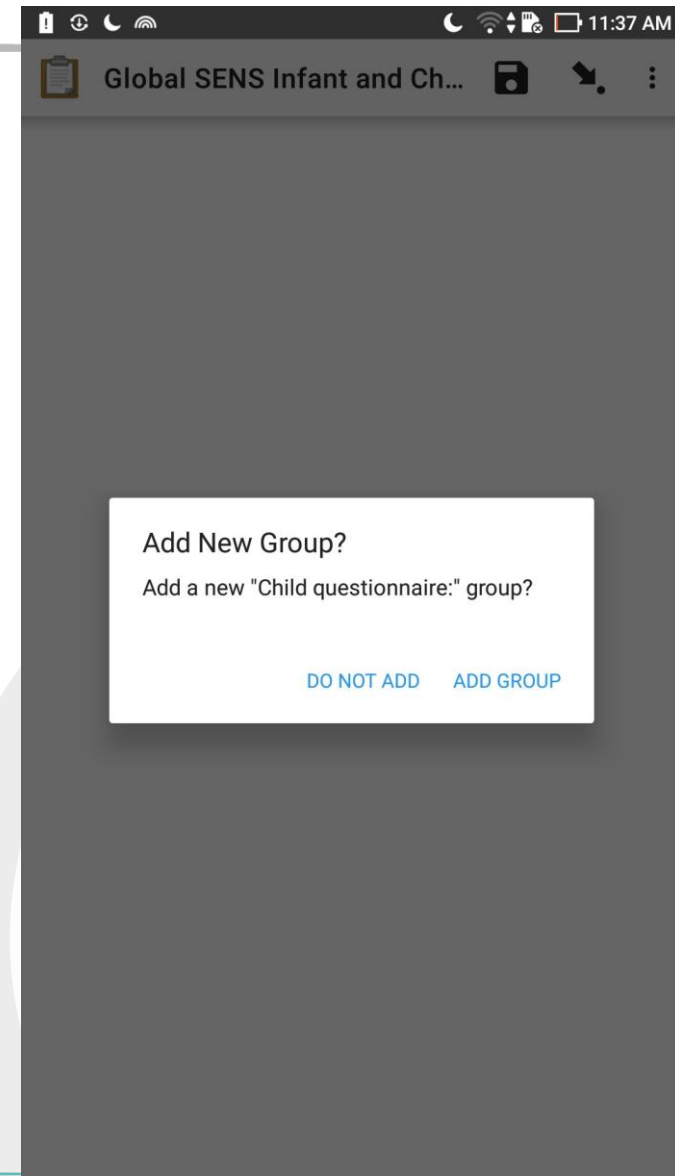


# ODK: Add a group

Example:

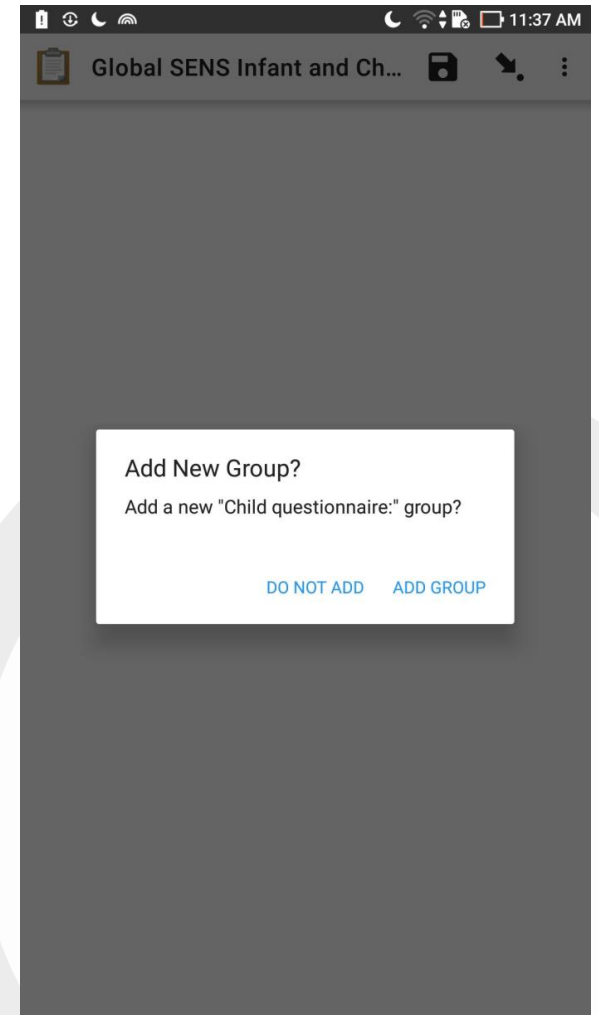
- 👤 Add a group if there is more than one child whose actions will be taken

How can I remove one too many added groups?



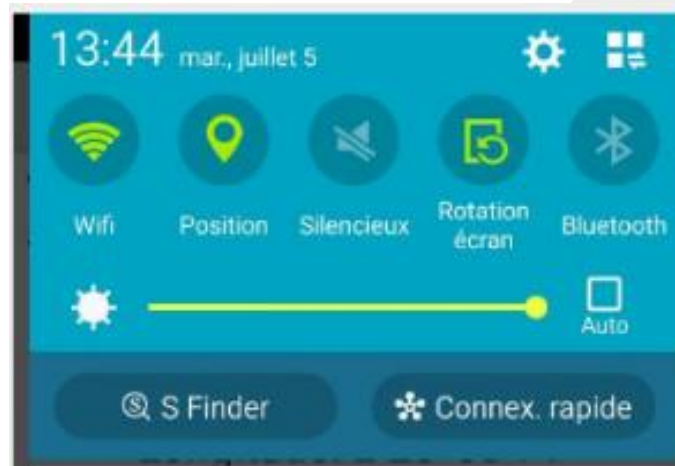
# ODK: Delete one too many groups

If you add one too many groups, you can go back and choose « do not add ».



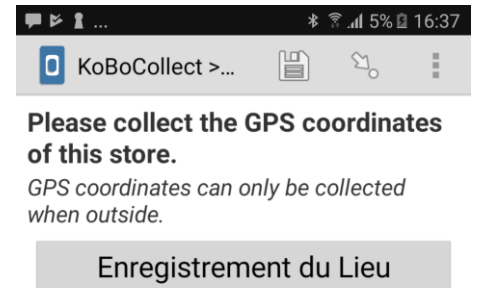
# ODK: Save GPS coordinates (1/2)

- 1 Pull the top of the screen down. This will bring up a different menu - one of the icons will be for the GPS.
- 2 **Make sure that the GPS icon activated** (touch to activate/deactivate) - **"Position"**.
- 3 May look slightly different on your phone



# ODK: Save GPS coordinates (2/2)

- ⓘ Wait until sufficient accuracy is achieved (10m suggested - to be adapted to the context)
- ⓘ Take the check-in outside, not inside.
- ⓘ Launch the GPS test application once a day.
- ⓘ Turn off the GPS when you don't need it - it consumes a lot of battery power!



# ODK: Save and finalize a form

- 👤 Click on "**Mark the form as finalized**"
  - This indicates to Kobo that the form is ready to be sent to the server
  - **Warning:** the form can no longer be modified if it is finalized

- 👤 Click on "**Save form and Exit**".

The screenshot shows the ODK Collect mobile interface for a survey titled "Hectacre Survey". The status bar at the top indicates 89% battery and the time 16:53. The app title "Hectacre Survey" is displayed in the header. The main content area shows a message: "You are at the end of Hectacre Survey." Below this, there is a form with the following fields and options:

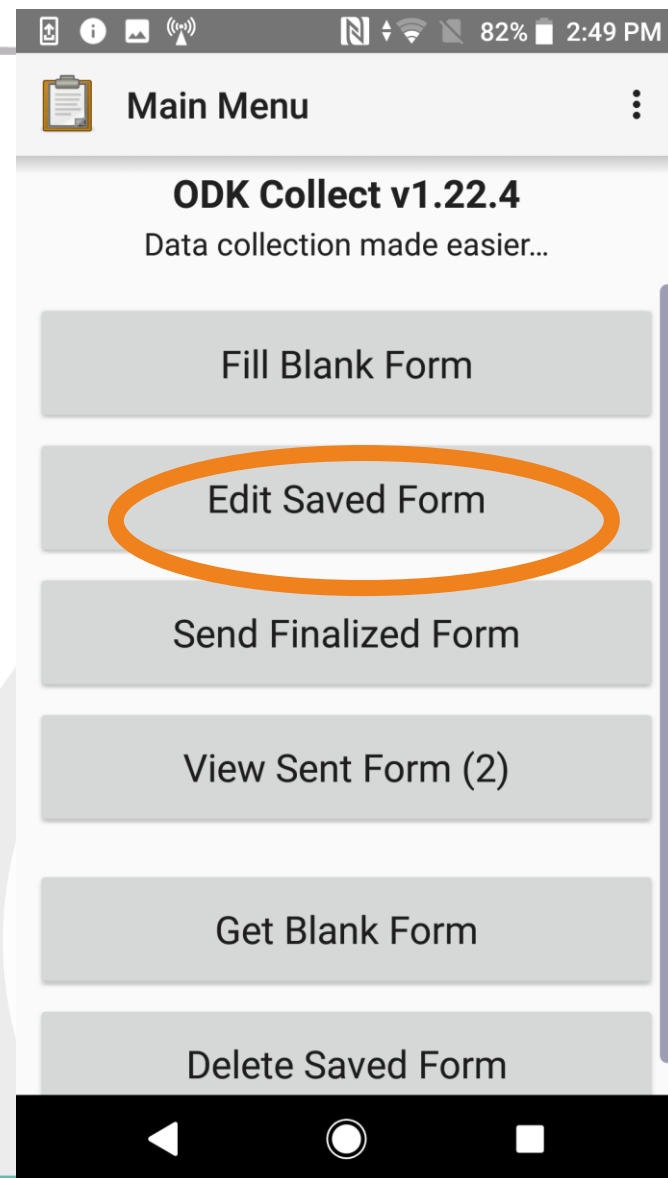
- Field: "Name this form" with the value "Hectacre Survey".
- Checkbox: "Mark form as finalized" which is checked.
- Button: "Save Form and Exit".

The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps buttons.

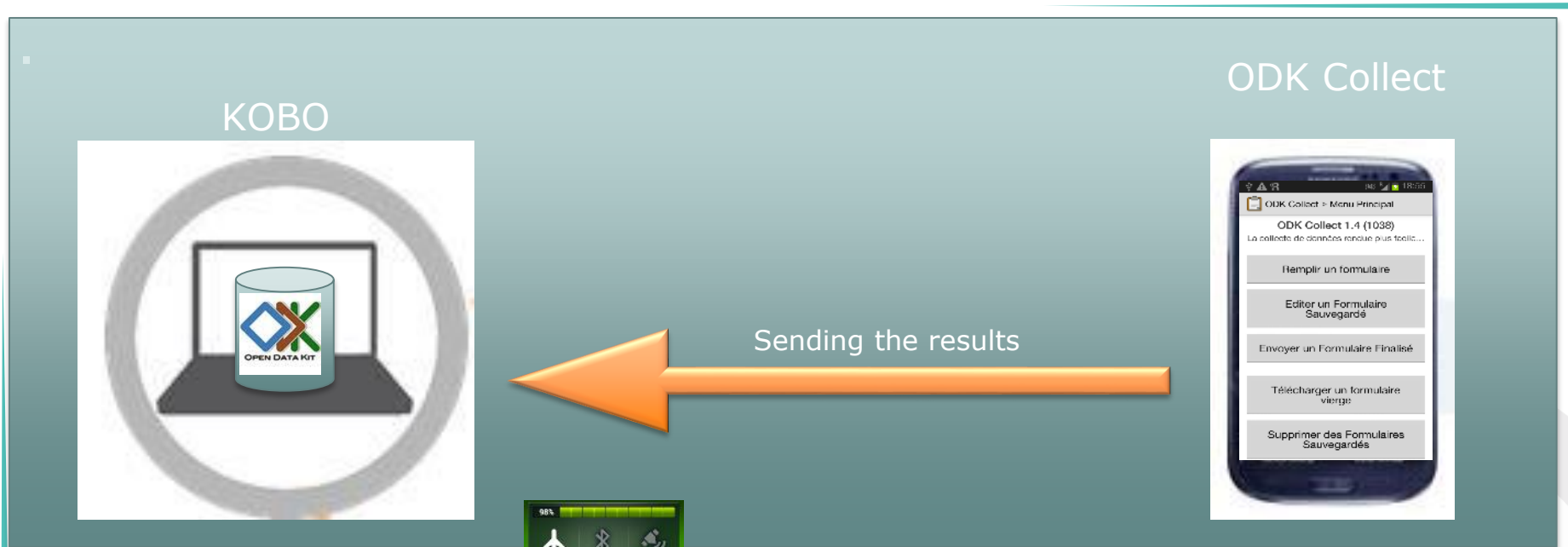



# ODK: Reviewing data

- 🕒 You can review completed (but not finalized) forms to revalidate your data by going to the "**Edit Saved Form**" section from the main ODK screen.



# ODK: Send results to the server



- 👤 Enable wifi 
- 👤 Make sure you have "marked the form as finalized" (last page) and saved it
- 👤 Go to "Sending a finalized form", select it and send it

# Introduction to OpenDataKit (ODK)

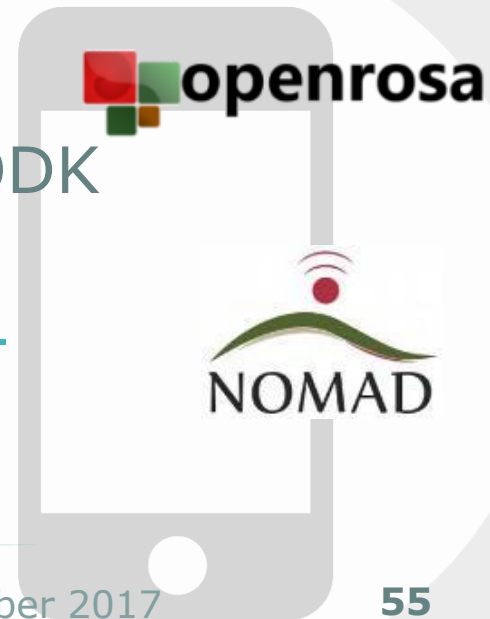
- ① Open source solution for Android:
  - Very widely used
  - Basis for many systems
  - Powerful and flexible
  - Secure storage on your own possible servers



- ① Several possible deployment profiles (offline with USB, offline on the local network, online, etc.)





# The OpenDataKit ecosystem

- ❶ ODK is one of the most widely used solutions in MDC
- ❷ It is ultimately a suite of solutions, running under Android and based on OpenRosa
- ❸ Many applications are designed from this Platform: free or paid, private sector or research, completely autonomous from ODK tools or sharing certain aspects
- ❹ During this training, we will focus on: ODK Collect and KoBo Toolkit
- ❺ To compare them: <http://humanitarian-nomad.org/>



# The main MDC tools

- ⓘ Different tools are used in humanitarian aid for the MDC based more or less on ODK, here are the most frequent ones:

Tool	Summary of the report
	Open source and free tool for humanitarian and development actors. Suitable for simple surveys, without very sensitive data, sometimes a little unstable
ONA 	Paid tool similar to Kobo, easy to set up, with some additional visualization features
	Quite advanced paying tool in terms of functionalities for simple (and related) surveys, with a complete offline solution and good management of sensitive data (a little more complex to set up, however)
	Open source and paid tool adapted to health case tracking (including SMS component), but more complex to implement

# Android Smartphone Settings


# Introduction to Smartphones (1/2)

## ON/ OFF

You can put the phone in plane mode by using this button)



 **MENU**  
(Button for options)

 **MENU**  
(unlock + return to main screen)

 **RETURN**

# Introduction to Smartphones (2/2)

**1 STATUS BAR:**  
WIFI/Network/aircraft mode/USB connection

Here you can see the status of your phone. When you are in aircraft mode, a small aircraft will appear in the status bar. It is also the status bar that tells you how much battery you have left.

**3 ODK Collect:**

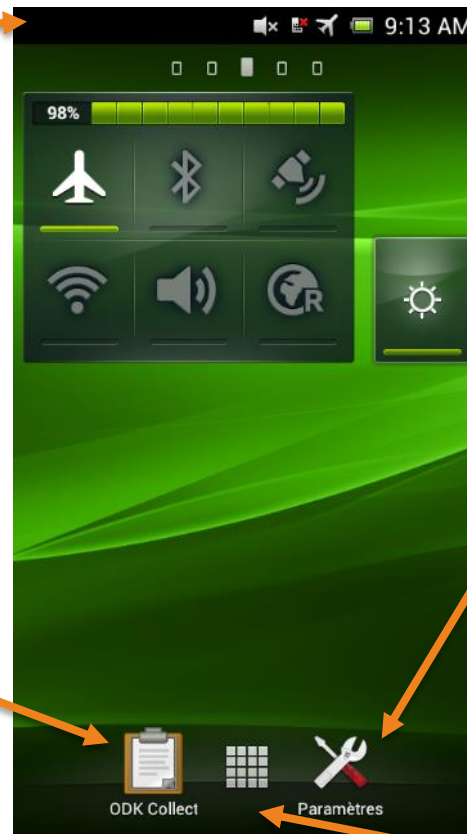
This is the application we will use for data collection

**2 Parameters:**

Change the phone settings (Wifi, USB debug mode) here.

**4 Applications:**

This button allows you to access other applications on the phone





# Exercise

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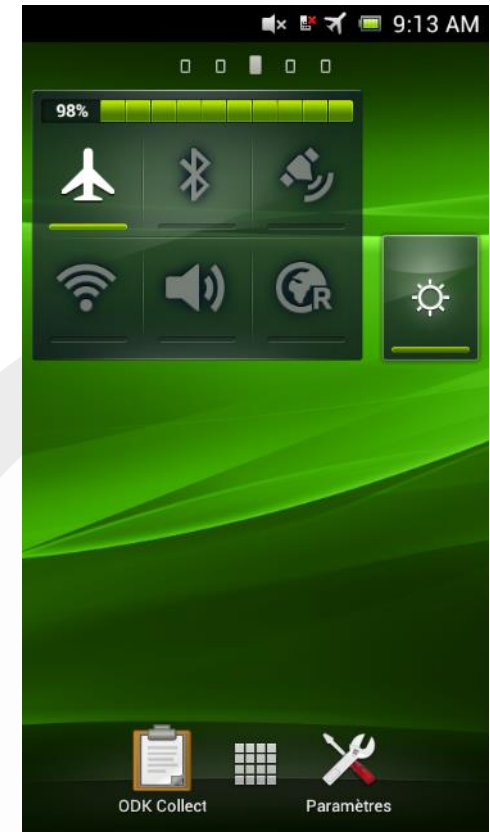
1. In your opinion, what are the different Smartphone settings that have an impact on the battery?

1. Why do you think it is important to have the date and time set correctly on Smartphones?

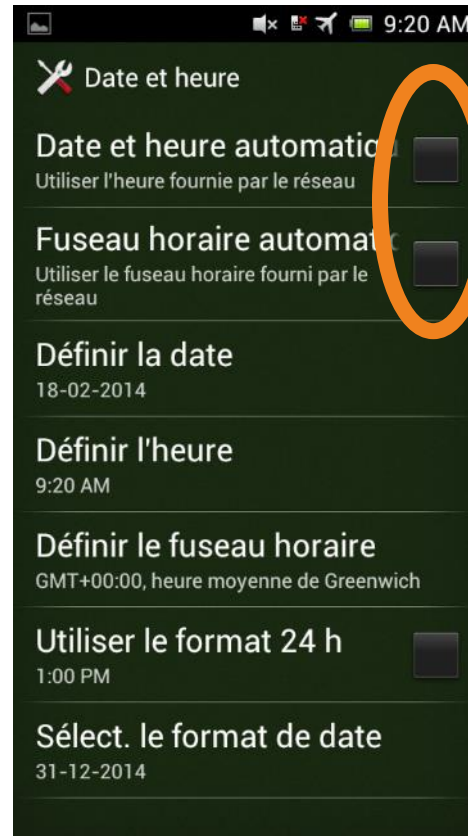
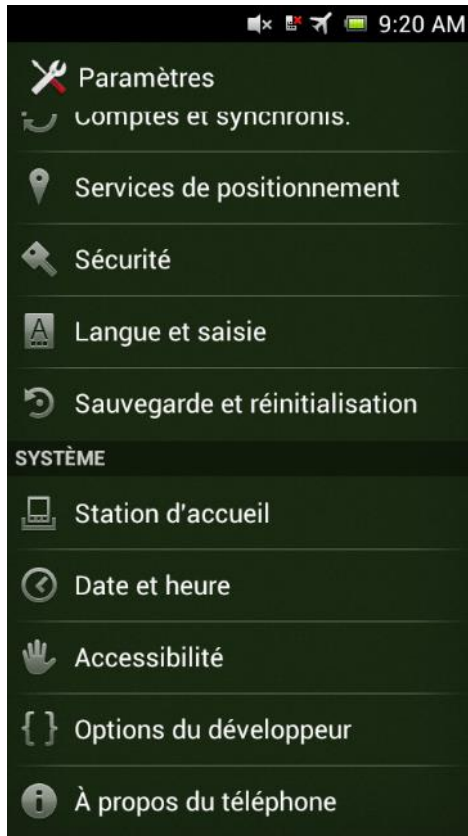



# Battery management and other settings

- ❶ To keep battery....
  - Aircraft mode
  - WIFI OFF
  - GPS off when not in use
  - The brightness of the phone should be low
  - Set the standby mode to standby
  - Make sure that no application rotates in the background
  - Recharge the battery if necessary
- ❷ In case of difficult circumstances:
  - Plan a second battery
  - Provide a portable charger
  - Plan chargers in cars



# Battery management and other settings

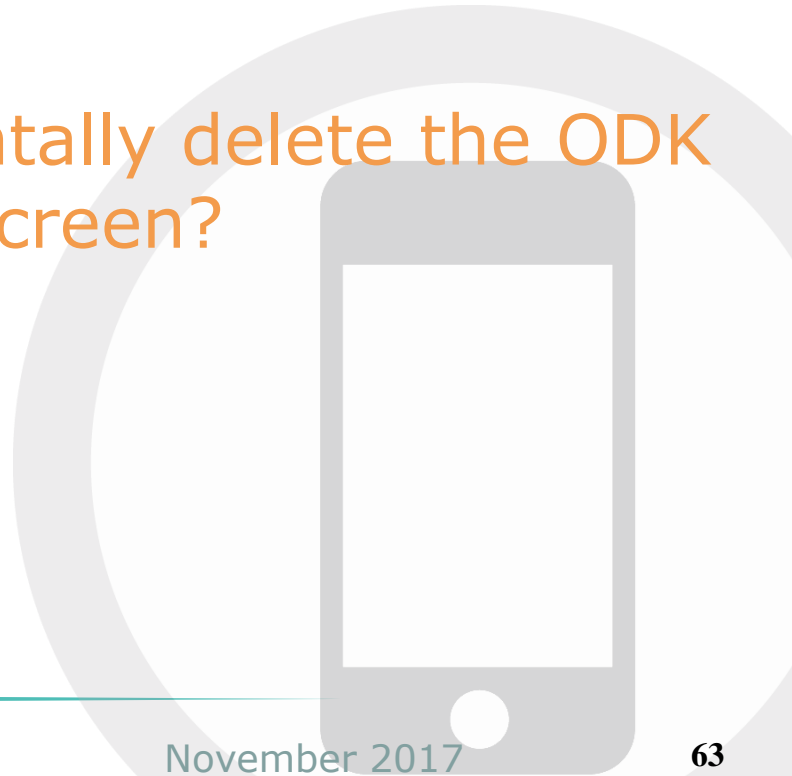


 If the automatic settings are not correct, deselect "automatic" and adjust the date manually

*First set the time zone, then set the date and time*

# Exercise

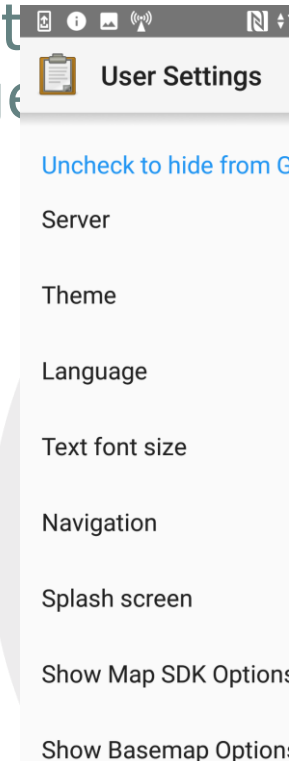
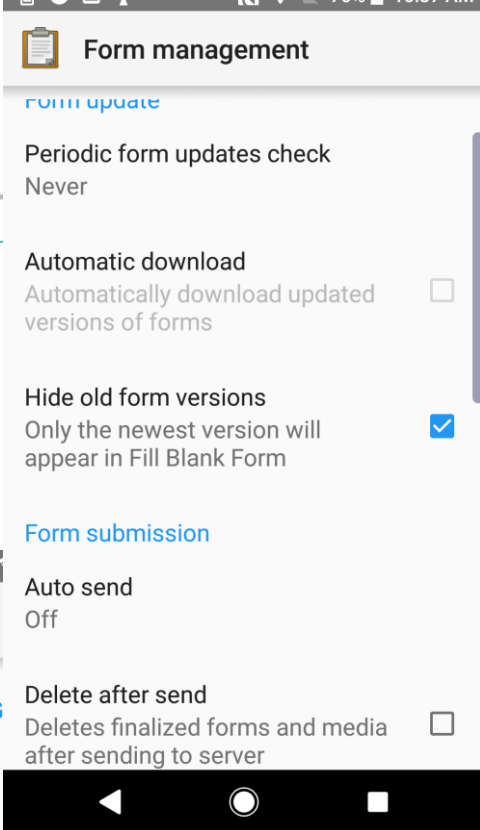
1. Set the date to today's date and time.
1. Make sure your phone is in Airplane Mode, wifi is off and the phone's brightness is set to reduced
2. What happens if you accidentally delete the ODK application from the Home screen?



# The ODK Collect application - Settings

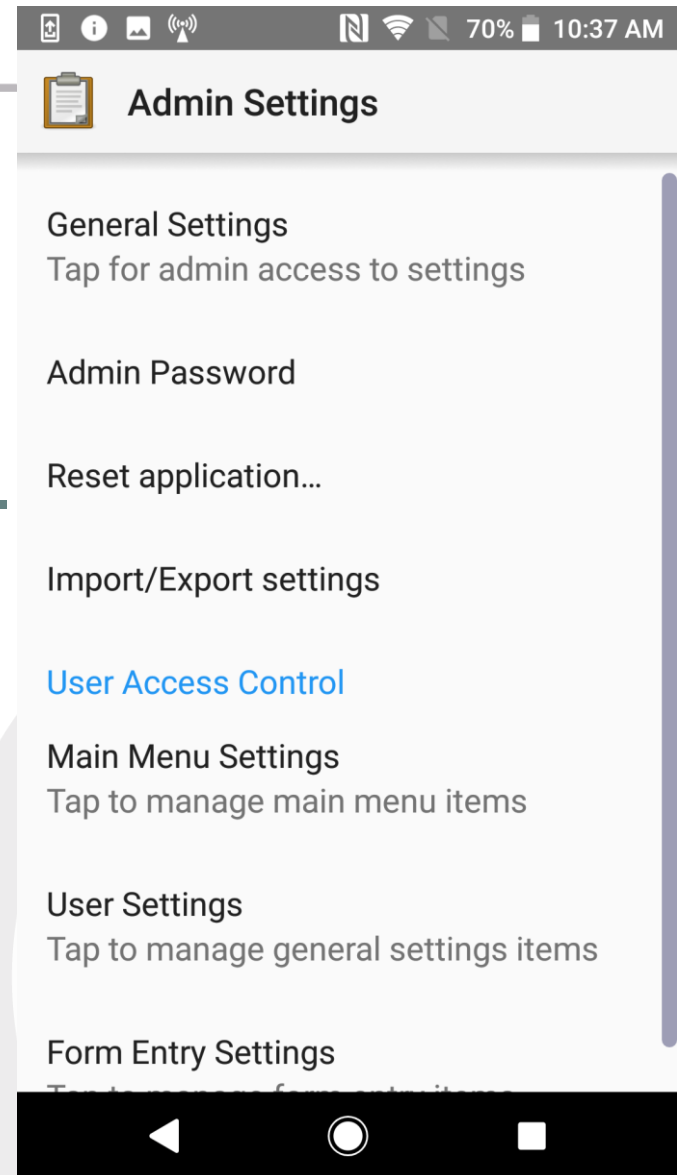
# ODK: General settings

- 👤 **"Automatic sending"** uncheck it if you want to check all the data before sending it to the server
- 👤 **"Navigation"** you can choose to add the buttons or use the finger slide (recommended to have both)
- 👤 **"Default final version"** If checked, it means that the enumerator does not need to check this himself when completing the questionnaire (it will depend on the SOPs)



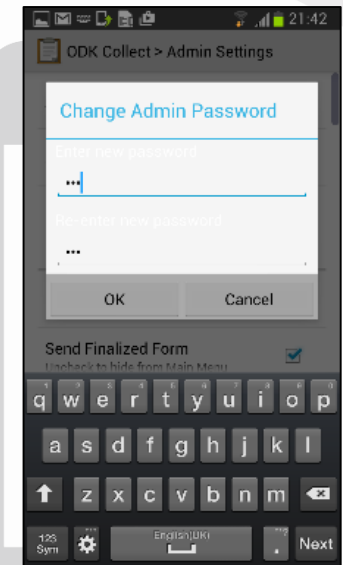
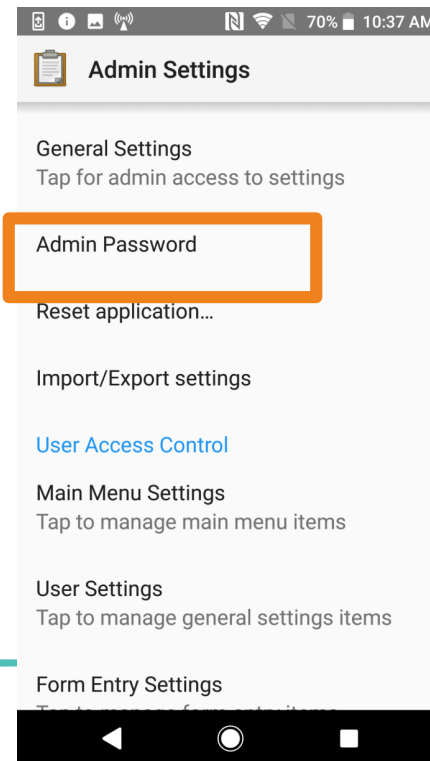
# ODK: Advanced settings

- ❶ You can choose to **hide some buttons from the main menu** to avoid errors in handling the enumerators (such as deleting a blank form or a submitted form).
- ❷ You can set an **admin password** to restrict access to this menu (but make sure that this password is known to the concerned parties in order to avoid downloading the ODK Collect application again!



# Security in ODK - Admin settings

- ❶ Make the URL password invisible in the general settings through the admin settings
- ❷ Set up an admin password to restrict access to admin settings (general settings always visible)
- ❸ Warning: do not do this on these phones, otherwise we will have to reinstall the application



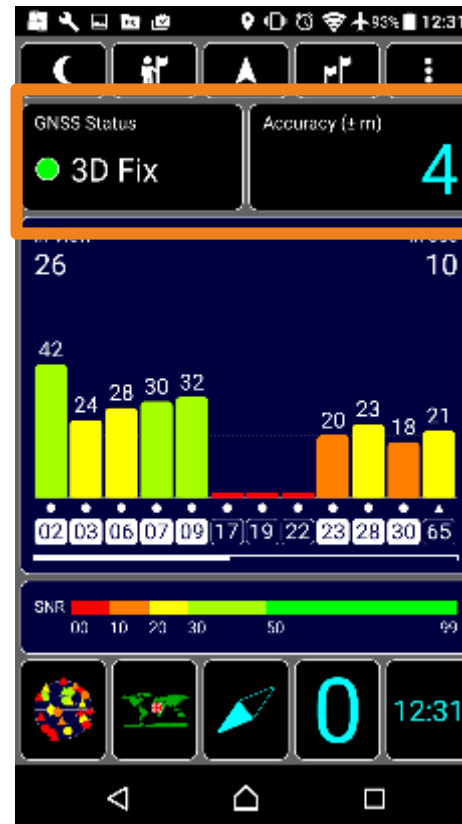
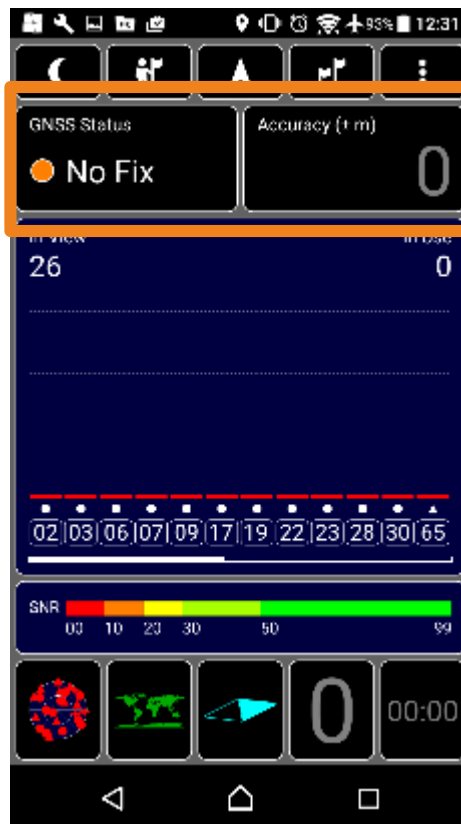


# Other interesting applications include

- 👤 Depending on your needs, you can also install the following applications:
  - GPS test+ : allows you to improve/accelerate the recording of GPS points
  - Barcode Scanner: for a survey that requires barcode scanning
- 👤 These can be installed from the Play Store (they are free) or by means of a USB key

# How to increase the speed of your GPS

- Some applications optimize GPS operation (e. g. GPS Test)



# Initial phone checks

- 👤 Before starting a survey, always check the following points on each phone:
  - Date and time
  - Sleep mode of the phone in an appropriate timing
  - GPS functional (use GPS plus)
  - Barcode application installed if necessary
  - On ODK Collect:
    - Version
    - Server address
    - Blank forms and past entries deleted
  - If you have a problem with the GPS, remember to "fix" it by having the wifi on once during the location search - you will then no longer need wifi or 3G the next time

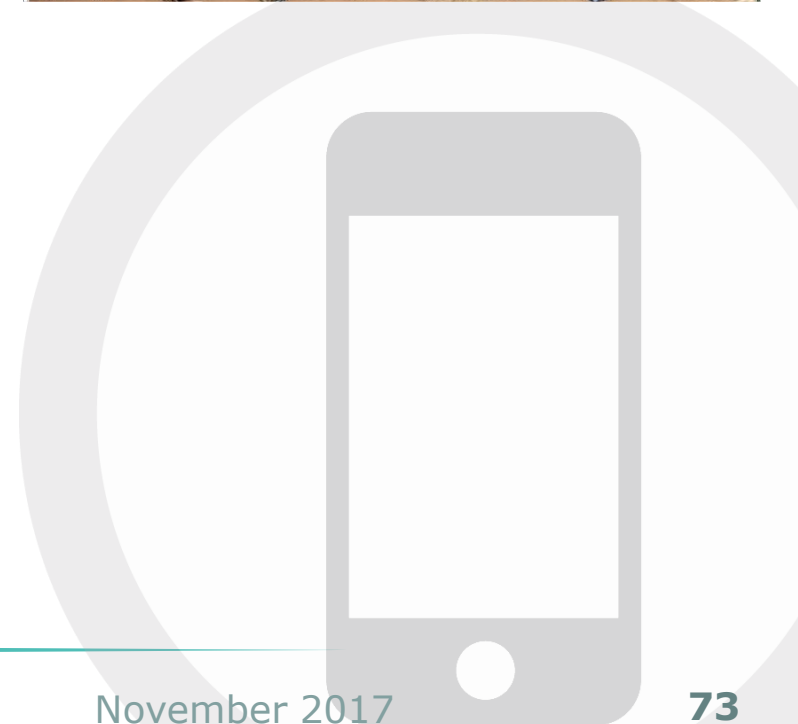
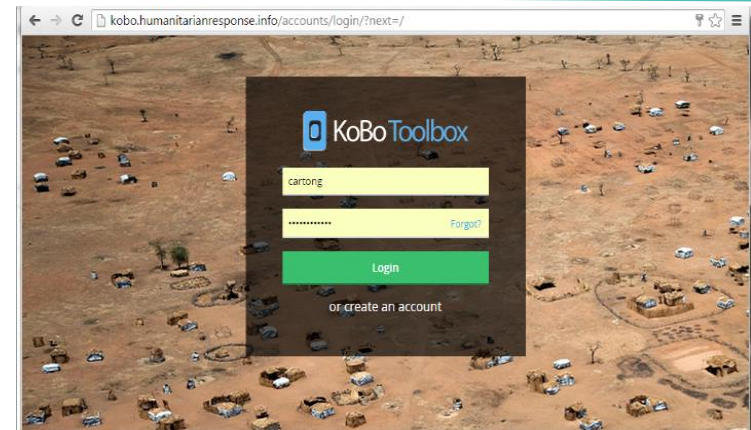
# First overview of Kobo Toolbox

# The phases of an MDC



# Kobo: Create your account

- 👤 On your computer, go to: [kobo.humanitarianresponse.info/](http://kobo.humanitarianresponse.info/)
- 👤 Select "create an account"
- 👤 Fill in the necessary information and validate your account from your email address
  - It takes a few minutes.
  - Be careful not to inadvertently double-click on the validation link
  - If you do not find the email, check that it is not classified as spam/junk mail

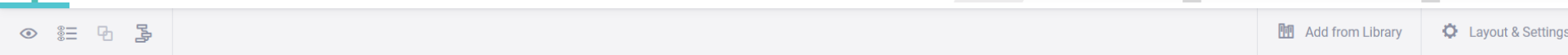


# Exercise: Evaluation in Education

- 👤 Create a new form containing the following questions:
  - Date of the survey
  - Investigator's name
  - GPS Points
  - Displaced schoolchildren:
    - Please provide the number of displaced girls in this school?
    - Please provide the number of displaced boys in this school?
  - Are schoolchildren or teachers at risk when they are in school or on their way to school?
  - If so, what are the risks?

# Create a form with Kobo Toolbox

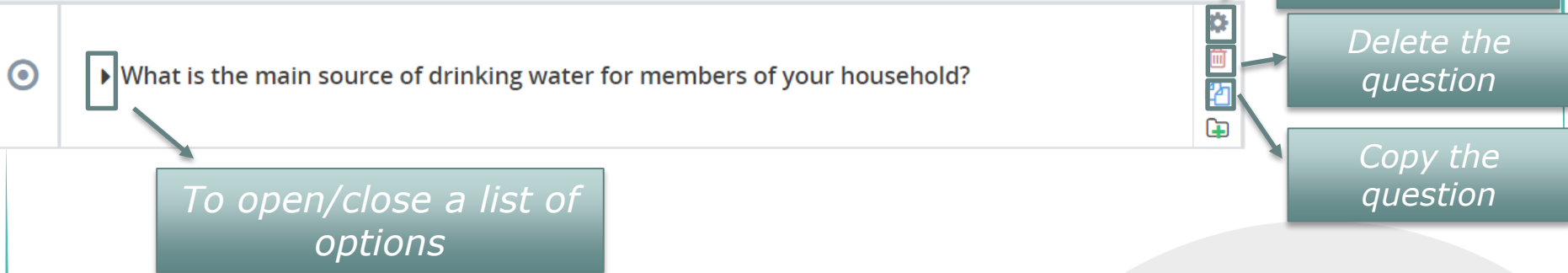
- 1. Click on **"New" "Create a form"**.
- 2. Fill in the information (name of the form etc.) "Create project"
- 3. Create each necessary question:
  1. Question type: click on "+" to choose the question type
  2. Define possible response options if necessary

A screenshot of the Kobo Toolbox interface showing a text input field and a green '+ Add Question' button. The text input field is empty and has a cursor at the beginning. The button is green with white text and a small 'x' icon in the top right corner.



# Question parameters (1/3)

## General information:



The screenshot shows a question editor interface. The question text is "What is the main source of drinking water for members of your household?". To the right of the question is a vertical toolbar with icons for settings, delete, copy, and add. Three callout boxes point to these icons: "Question parameters" points to the settings icon, "Delete the question" points to the delete icon, and "Copy the question" points to the copy icon. A fourth callout box points to a play button icon on the left side of the question text, with the text "To open/close a list of options".

What is the main source of drinking water for members of your household?

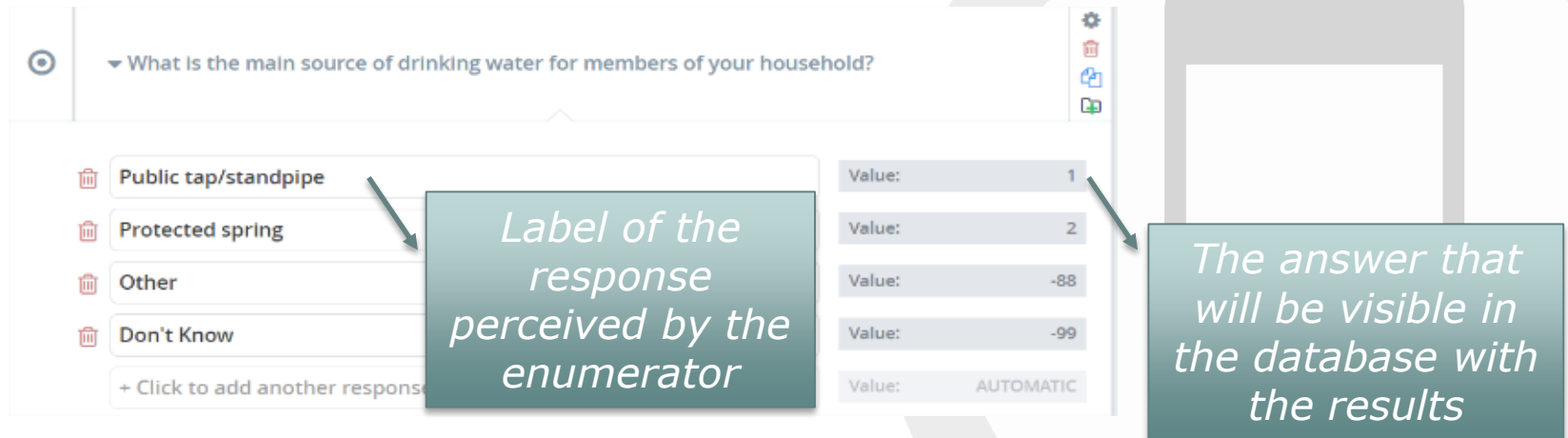
Question parameters

Delete the question

Copy the question

To open/close a list of options

## List of options:



The screenshot shows the same question editor interface, but with the list of options expanded. The question text is "What is the main source of drinking water for members of your household?". The list of options includes "Public tap/standpipe", "Protected spring", "Other", and "Don't Know". To the right of the list is a vertical toolbar with icons for settings, delete, copy, and add. Two callout boxes point to the list and the values: "Label of the response perceived by the enumerator" points to the "Public tap/standpipe" option, and "The answer that will be visible in the database with the results" points to the "Value:" field for "Public tap/standpipe".

What is the main source of drinking water for members of your household?

Public tap/standpipe

Protected spring

Other

Don't Know

+ Click to add another response

Value: 1

Value: 2

Value: -88

Value: -99

Value: AUTOMATIC

Label of the response perceived by the enumerator

The answer that will be visible in the database with the results

# Question parameters (2/3)

## 👤 General options of the question:

The screenshot shows the settings for a question with ID 123: "How many people live in this household and slept here last night?". The settings are organized into a sidebar and a main panel. The sidebar includes "Settings", "Question Options", "Skip Logic", and "Validation Criteria". The main panel contains the following fields:

- Data Column Name:** HHSIZE (Callout: *The name of the column in the results database*)
- Question Hint:** (Callout: *A clue for the question, in italics*)
- Mandatory Response:**  Yes (Callout: *Option to make the question mandatory*)
- Default Response:** (Empty text field)
- Appearance (Advanced):** (Empty text field) (Callout: *Settings concerning the appearance of questions*)

Additional callouts on the right side of the interface include:

- The name of the column in the results database* (pointing to the Data Column Name field)
- A clue for the question, in italics* (pointing to the Question Hint field)
- Option to make the question mandatory* (pointing to the Mandatory Response checkbox)
- Settings concerning the appearance of questions* (pointing to the Appearance (Advanced) field)

# Question parameters (3/3)

## Parameters for question conditionality:

The screenshot shows a question editor for a question with ID 'abc' and text 'If other, please specify'. The 'Skip Logic' tab is selected in the left sidebar. The main area displays the condition: 'This question will only be displayed if the following conditions apply'. Below this, a condition is defined: 'What is the main source of drinking water for ... = Other'. A green button '+ Add another condition' is visible at the bottom of the condition list.

*This question will only appear if the answer to the previous question is "Other".*

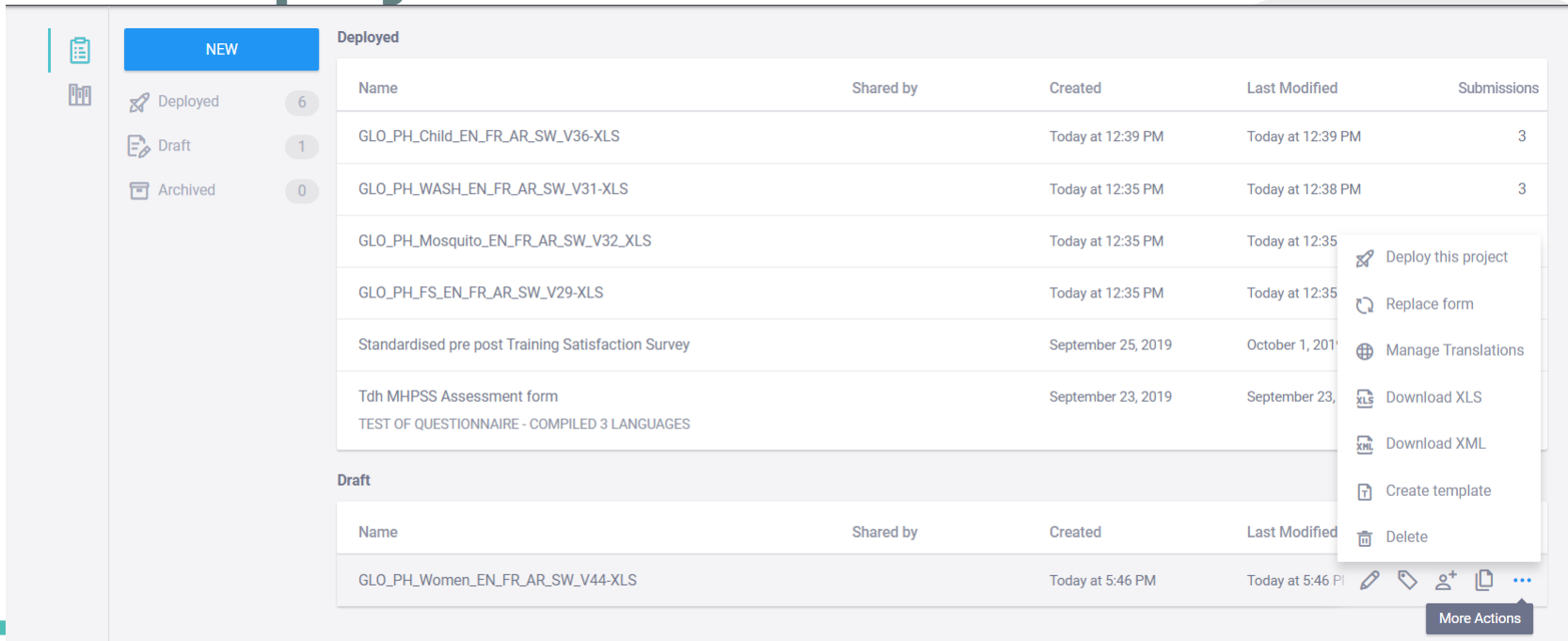
## Criteria for validating a question:

The screenshot shows a question editor for a question with ID '123' and text 'How many people live in this household and slept here last night?'. The 'Validation Criteria' tab is selected in the left sidebar. The main area displays the validation rule: 'This question will be valid only if the following conditions apply'. Below this, a condition is defined: 'This question's response has to be > 0'. A green button '+ Add another condition' is visible at the bottom of the condition list. At the bottom of the editor, an 'Error Message' field contains the text: 'The value cannot be null or interior to 0'.

*The answer to this question will be refused (with an associated error message) if this number is below 0.*

# And then what?

- 🕒 Remember to save your form regularly! Otherwise, you have to start over...
- 🕒 Once you are happy with the preview, you can:
  - Exit the form and click **"deploy the form as a new project"**.



The screenshot shows a web interface for managing forms. On the left, there is a sidebar with a 'NEW' button and three categories: 'Deployed' (6 items), 'Draft' (1 item), and 'Archived' (0 items). The main area is divided into two sections: 'Deployed' and 'Draft'. The 'Deployed' section contains a table with columns for Name, Shared by, Created, Last Modified, and Submissions. A context menu is open over the row for 'Standardised pre post Training Satisfaction Survey', showing options: 'Deploy this project', 'Replace form', 'Manage Translations', 'Download XLS', 'Download XML', 'Create template', and 'Delete'. The 'Draft' section contains a table with columns for Name, Shared by, Created, and Last Modified, with one row for 'GLO\_PH\_Women\_EN\_FR\_AR\_SW\_V44-XLS'.

Name	Shared by	Created	Last Modified	Submissions
GLO_PH_Child_EN_FR_AR_SW_V36-XLS		Today at 12:39 PM	Today at 12:39 PM	3
GLO_PH_WASH_EN_FR_AR_SW_V31-XLS		Today at 12:35 PM	Today at 12:38 PM	3
GLO_PH_Mosquito_EN_FR_AR_SW_V32-XLS		Today at 12:35 PM	Today at 12:35	
GLO_PH_FS_EN_FR_AR_SW_V29-XLS		Today at 12:35 PM	Today at 12:35	
Standardised pre post Training Satisfaction Survey		September 25, 2019	October 1, 2019	
Tdh MHPSS Assessment form TEST OF QUESTIONNAIRE - COMPILED 3 LANGUAGES		September 23, 2019	September 23, 2019	

Name	Shared by	Created	Last Modified
GLO_PH_Women_EN_FR_AR_SW_V44-XLS		Today at 5:46 PM	Today at 5:46 PM

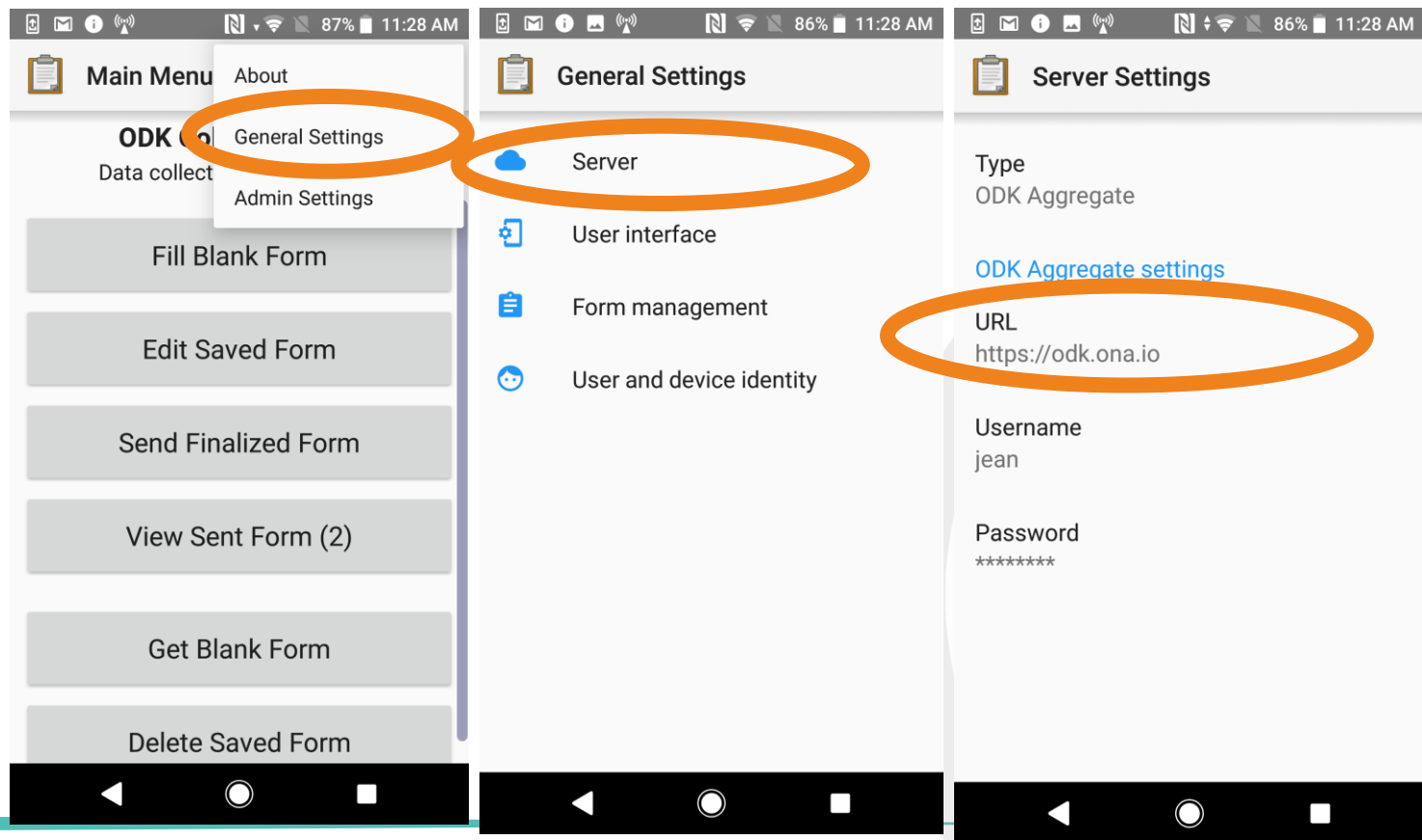
# First test your form on your browser

- 1 Select a project and check that you are in the **"form"** tab
- 2 Under « **Collect data** », select **"Online-only (multiple submissions)"** or **"Online-offline (multiple submissions)"**.
- 3 Click on **"open"**, enter the data in the form and click on **"submit"**.
- 4 Wait until the submission is completed and return to your project page where you will see that your submission will appear!
- 5 Take a look at the different possible visualizations in the **"data"** tab

The screenshot shows the 'FORM' tab of a data collection interface. At the top, there are four tabs: 'SUMMARY', 'FORM' (selected), 'DATA', and 'SETTINGS'. Below the tabs, there is a 'Current version' section with a 'REDEPLOY' button. The version information is 'v1 Last Modified : Today at 12:39 PM - 69 questions'. Below this, there is a 'Languages' section with 'English, Français, العربية, Swahili' and a globe icon. The 'Collect data' section has a dropdown menu set to 'Online-Offline (multiple submission)' and 'OPEN' and 'COPY' buttons. A description below reads: 'This allows online and offline submissions and is the best option for collecting data in the field.'

# Connect your phone to Kobo Toolbox

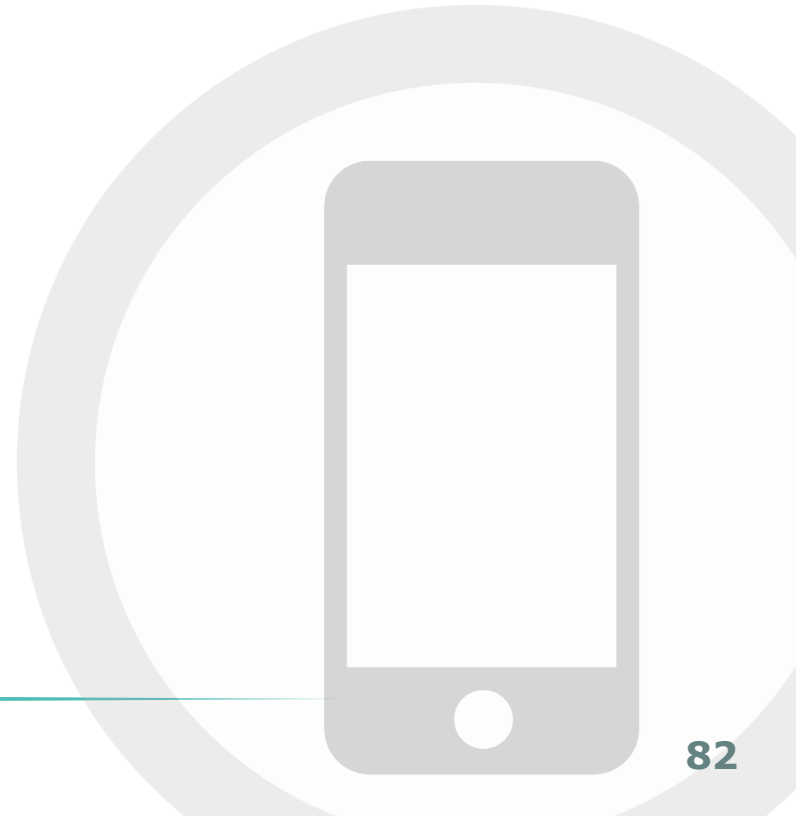
- 👤 You must update your Kobo address on your smartphone in order to be able to download the new form and send data to the Kobo server



# Test the form on your Smartphone!

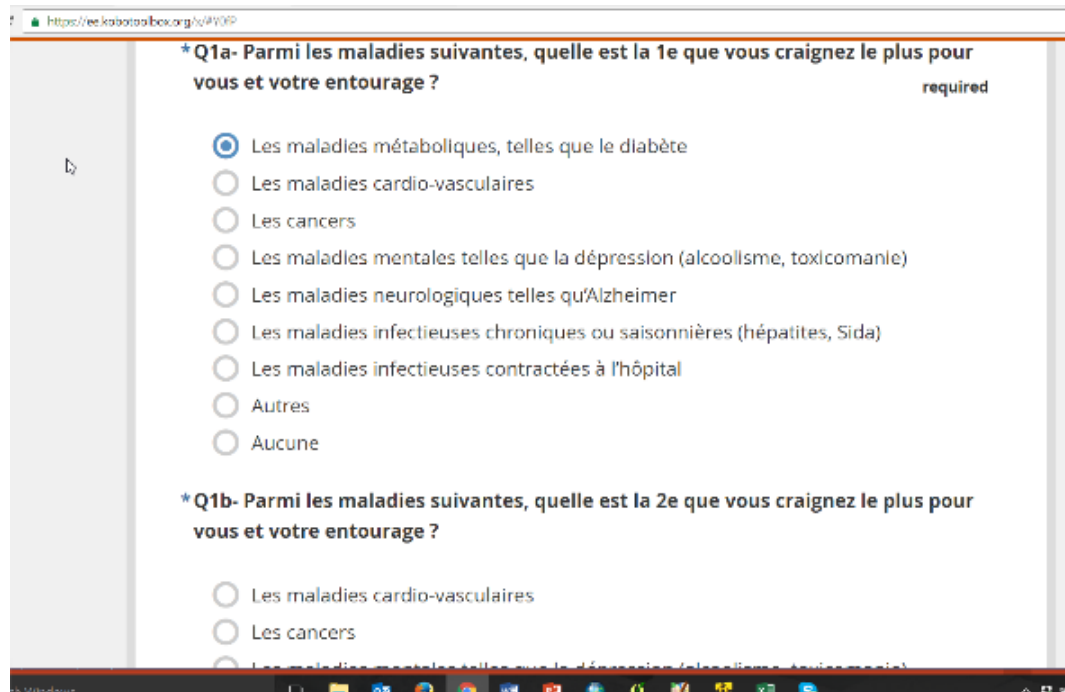
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- 🕒 Now you can download the blank form you created and test it on your smartphone!



# Entering on a computer (connected)

- 👤 You also have the option of completing the survey on the computer if necessary (sometimes, if the data entry cannot be done in the field by telephone directly)



https://rec.kobotoolbox.org/#/V01P

**\*Q1a- Parmi les maladies suivantes, quelle est la 1e que vous craignez le plus pour vous et votre entourage ?** required

- Les maladies métaboliques, telles que le diabète
- Les maladies cardio-vasculaires
- Les cancers
- Les maladies mentales telles que la dépression (alcoolisme, toxicomanie)
- Les maladies neurologiques telles qu'Alzheimer
- Les maladies infectieuses chroniques ou saisonnières (hépatites, Sida)
- Les maladies infectieuses contractées à l'hôpital
- Autres
- Aucune

**\*Q1b- Parmi les maladies suivantes, quelle est la 2e que vous craignez le plus pour vous et votre entourage ?**

- Les maladies cardio-vasculaires
- Les cancers
- Les maladies mentales telles que la dépression (alcoolisme, toxicomanie)



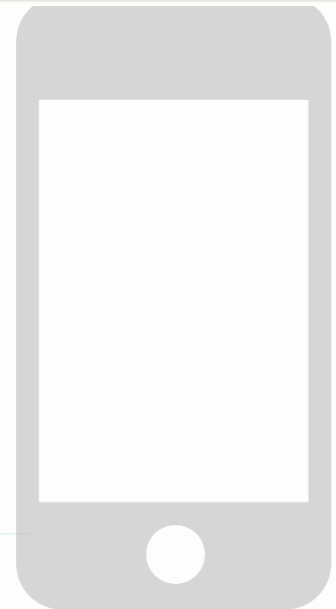
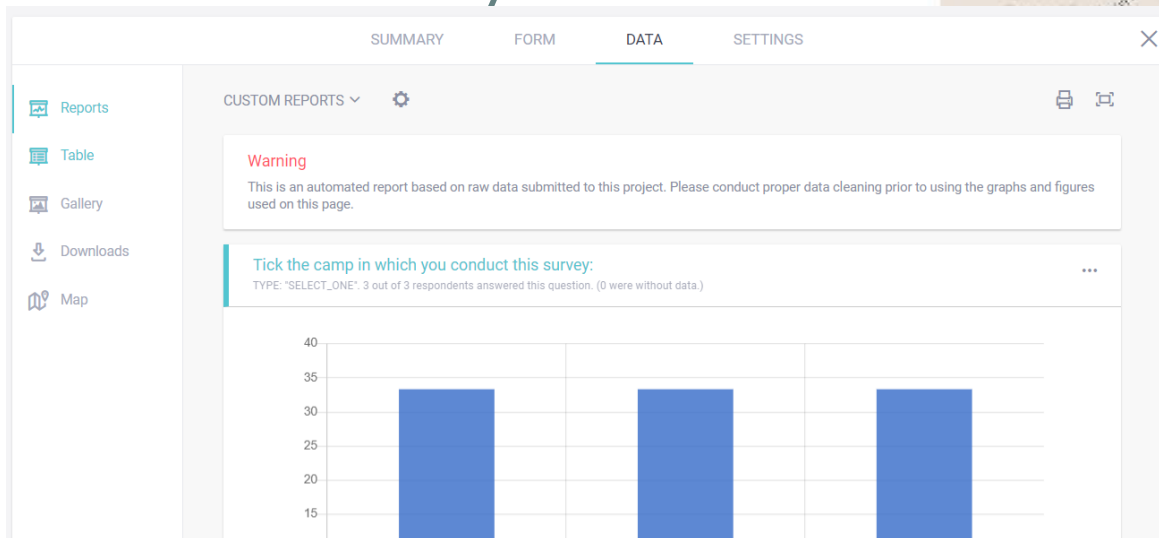
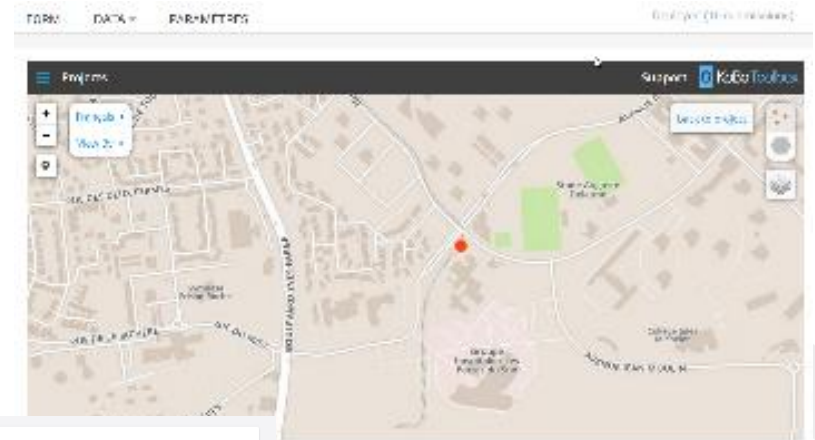
# The phases of an MDC



# Viewing your data

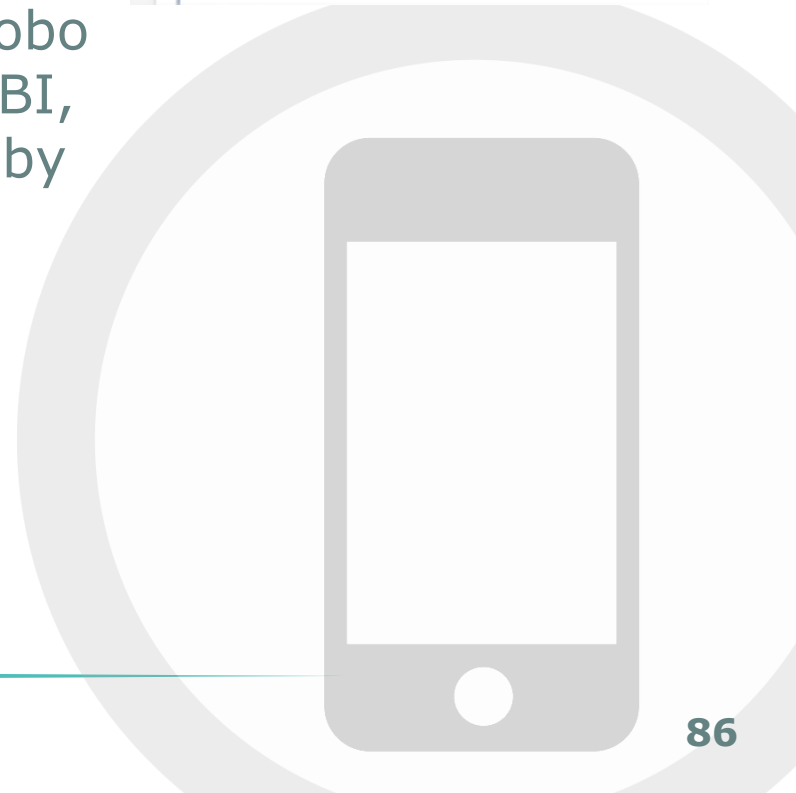
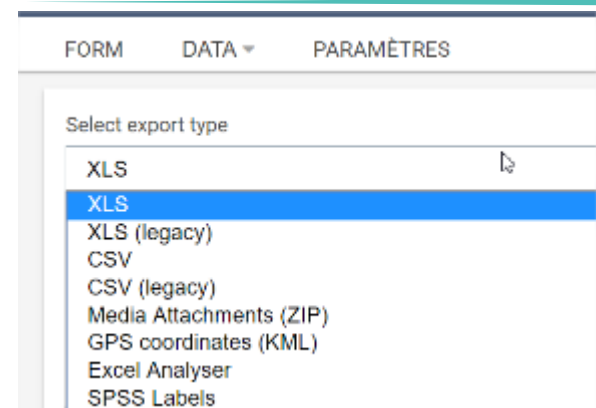
 You can view your data in different ways:

- Table
- Graphics integrated
- Card
- Photo library....



# Downloading data

- ❶ They can also be downloaded in many formats for use in Excel, Google Earth, SPSS or other analysis tools, the Excel Analyser offered by OCHA (see associated documentation)
- ❷ There are also solutions to be able to set up a direct interface with your Kobo data in external tools (Table, Power BI, Qlik or other dashboards developed by you) through the Kobo API



# CSV/XLS export

- 👤 Analyze in Excel or other solution (SPSS, Access, etc.)

SUMMARY FORM **DATA** SETTINGS

Reports  
Table  
Gallery  
Downloads  
Map

**Download Data**

Select export type: XLS  
Value and header format: English  
 Include groups in headers  
Group separator: /  
EXPORT

Download data in XLS

# Kobo: Export a questionnaire composed of groups

- Example: Questionnaire for all beneficiaries in a household
- Result in XLS:

	K	L	M	N	O	P	Q	R	S	T
1	W/FEREC	W/WMHB	W/REFER	_id	_uuid	_submissic	_index	_parent_table_name	parent_index	tags
2		10					1	GLO_PH_Women_EN_FR_V2.5-XLS	1	
3		11.2					2	GLO_PH_Women_EN_FR_V2.5-XLS	1	
4										
5										
6										
7										
8										
9										

The identifier makes it possible to make the link between "parents" and "children" (in the computer sense of the term).

Hand  
Questionnaire

loop part part