**RAW Data preparation**

**Sequence of the process**

1. **:** prepare KoBo XLSX form dictionary

One time only- if changes in the KoBo XLSFORM file- then run again

* Run kobo\_dico function to create the data dictionary for aggregation

1. **:** Download list of projects

* r\_ps\_kobo\_export\_form\_list.R

This list of forms/projects will be required for download

One time only- if additional form is uploaded in the kobo account, then download and prepare the list again.

1. **:** Download data in CSV

* 00\_0\_r\_ps\_kobo\_export\_data.R
* can also be downloaded manually
  + format -> Legacy CSV

1. **:** Save downloaded data in XLSX format
2. **:** Recode data

* 02\_r\_ps\_kobo\_recoding\_files.R
  + Saved in XLSX format

1. **:** Checking/Cleaning

* Refer data cleaning check list

1. : Merge files

* Check headings alignment
* Check number of records

1. : Discarding records

* Discarding criteria

1. : Anonymise

* Refer list of information to anonymize

1. : FINAL MERGED DATASET