Office for the Coordination of Humanitarian Affairs (OCHA) in West and Central Africa

Manual Kobo Toolbox

Office for the Coordination of Humanitarian Affairs (OCHA) in West and Central Africa
September 2019

Contents

1. Kobo on Website 2
   a. Connect to kobo 2
   b. Create a form 2
   c. Edit a form 5
   d. Publish form 7
   e. View and download data 8
      i. Summary 8
      ii. Reports 9
      iii. Download data 11
2. Kobo on Android 13
   a. Install Kobo on your android device 14
   b. Set your login credentials 14
   c. Download form 16
   d. Open, fill form and submit 17
   e. Send submitted data to the server 19
3. Connect Excel to Kobo to get data automatically 19
   a. Login to kobo and get token 19
   a. Download Postman to test the APIs 20
      i. Download and install 20
      ii. Testing the Kobo API 20
      iii. Test the API recovery of submitted data on Kobo 20
   b. Connect Excel to Kobo data 27

1. Kobo on Website

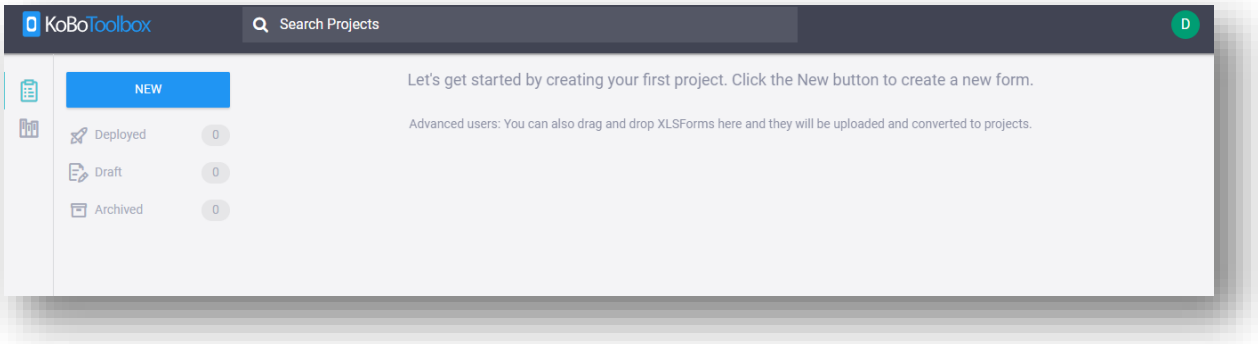
On the website you can

- Create, Edit and delete a form
- Deploy or publish a form
- Download submitted data

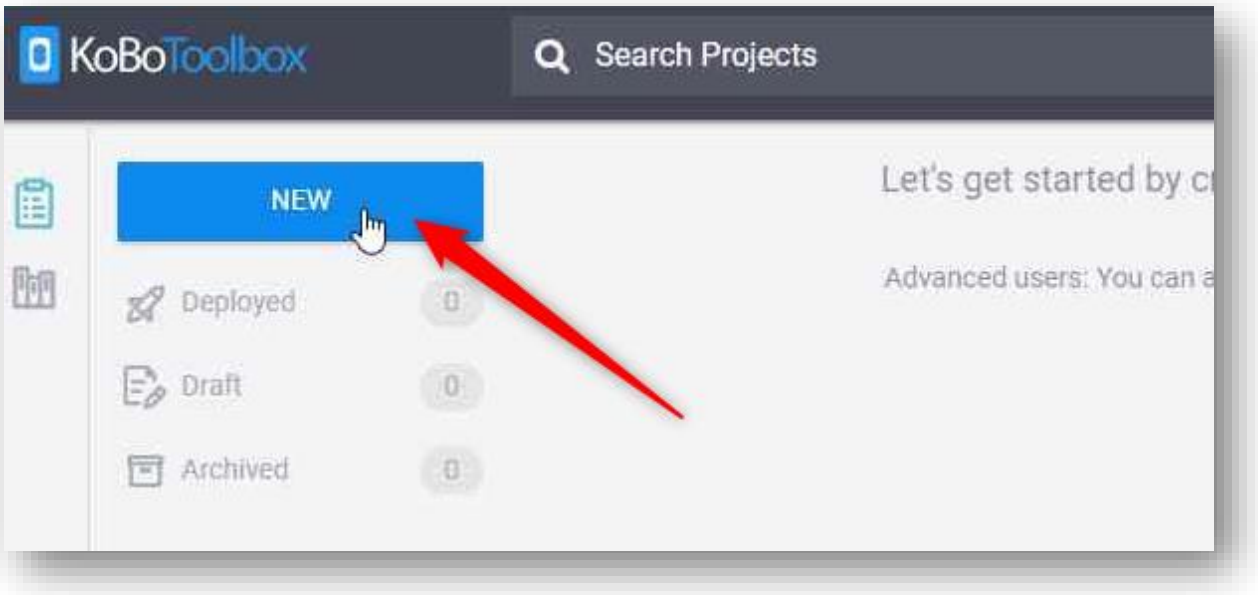
a. Connect to kobo

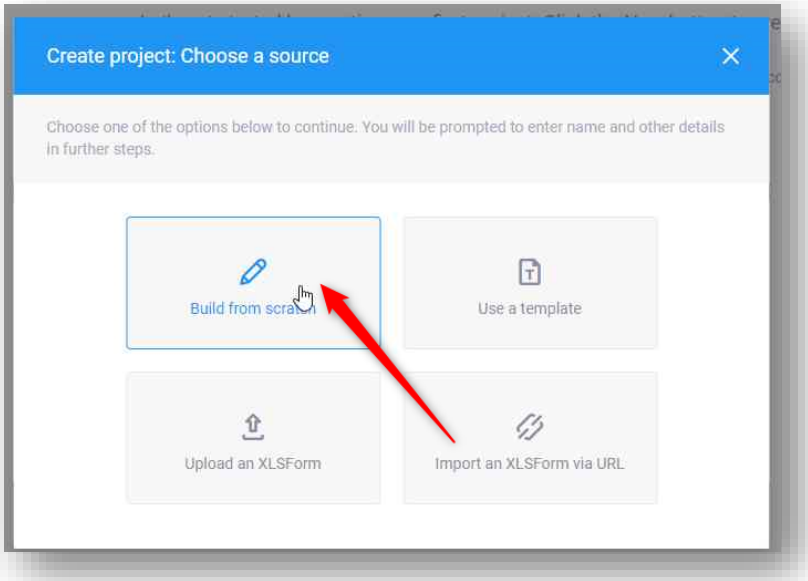
Go to https://kobo.humanitarianresponse.info

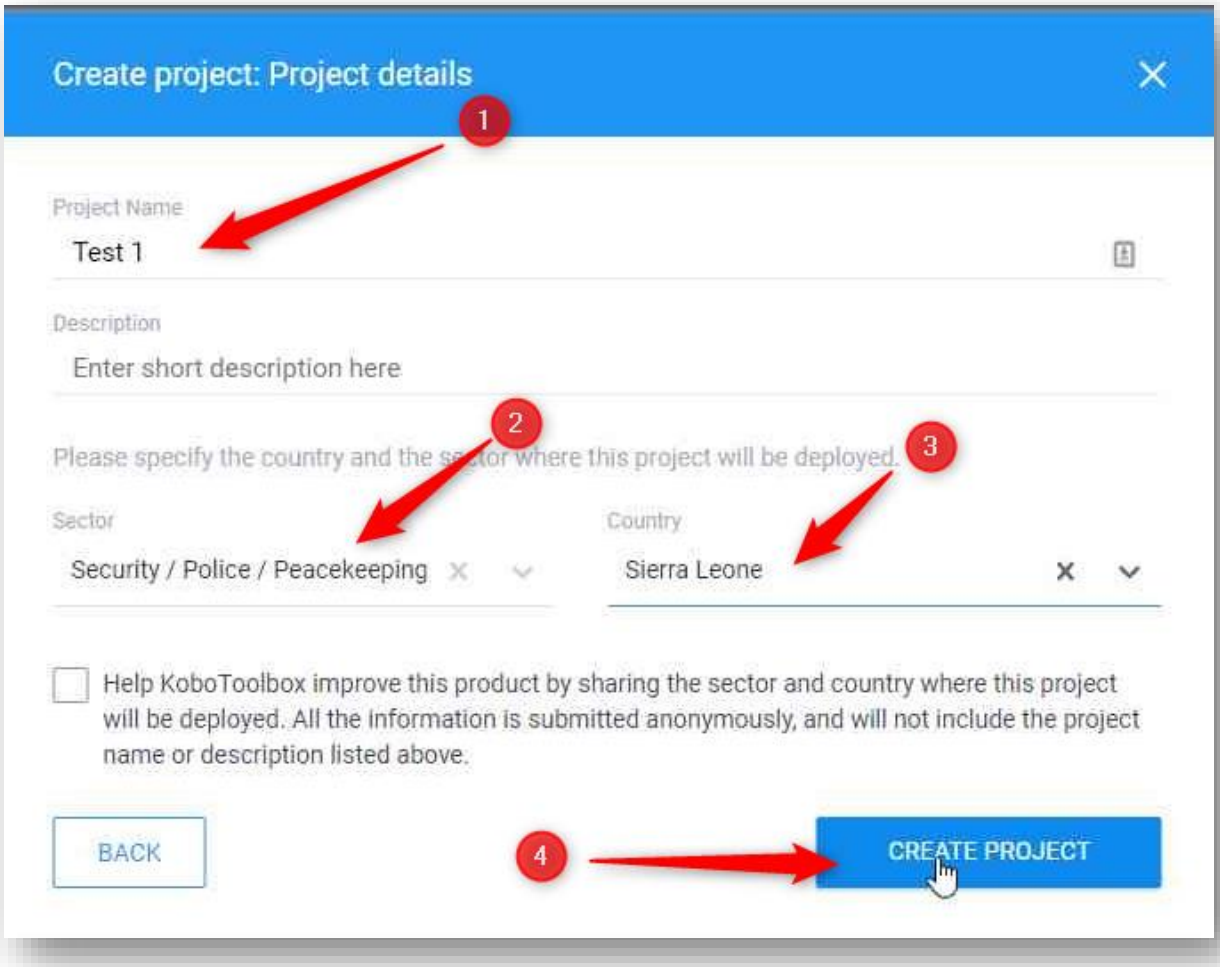
Connect ONS username and password

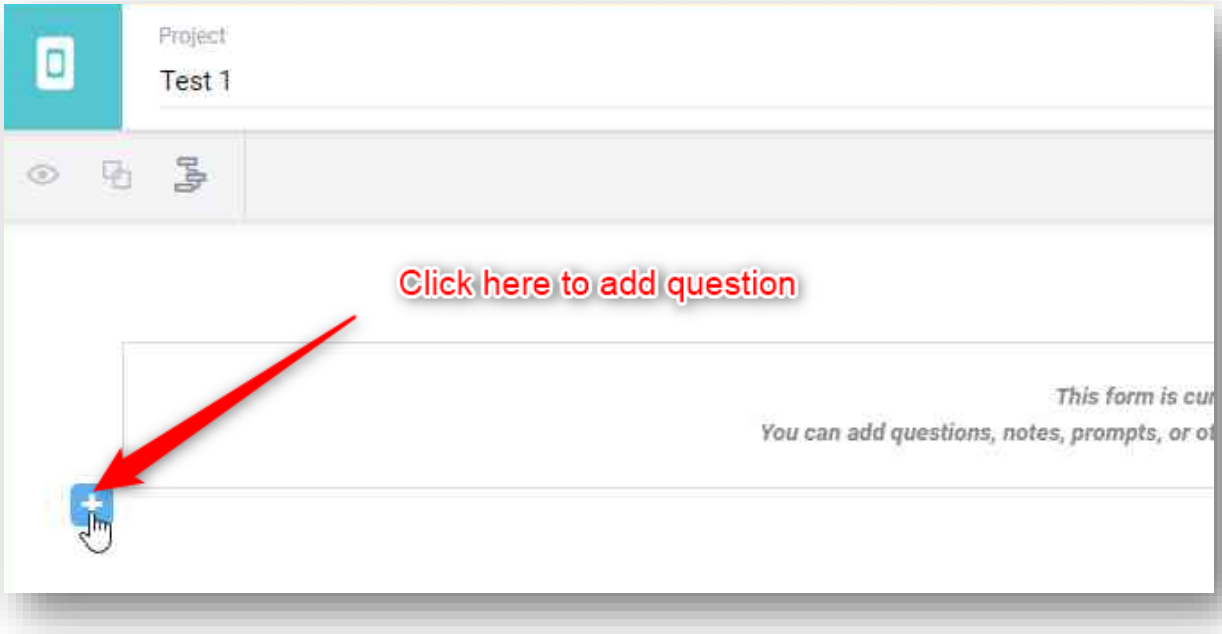


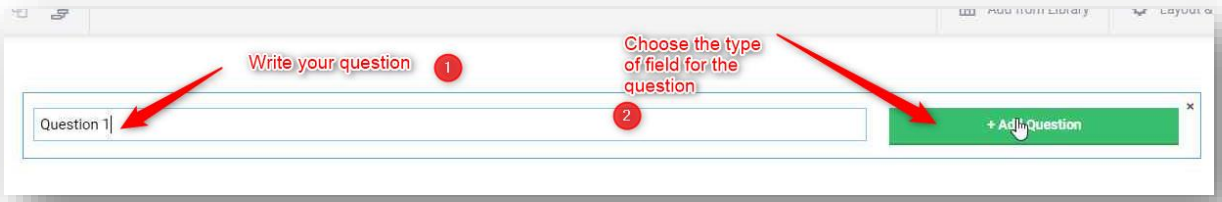
b. Create a form

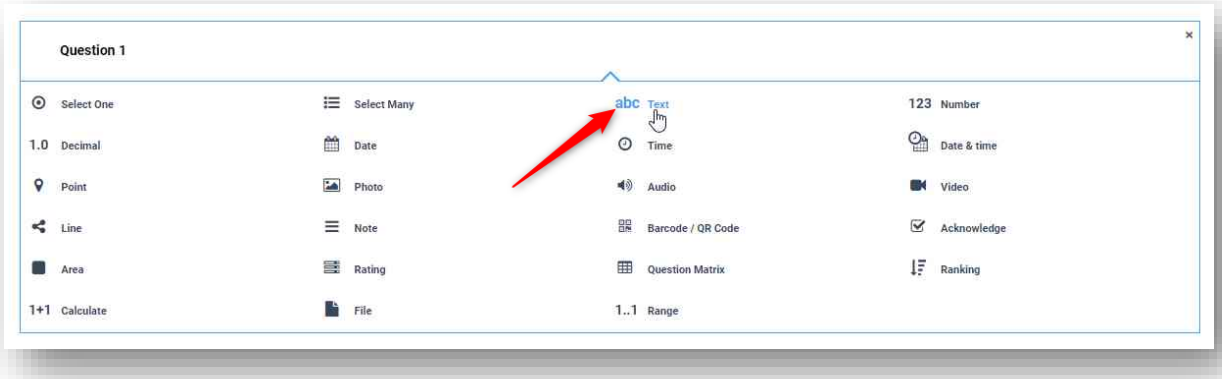


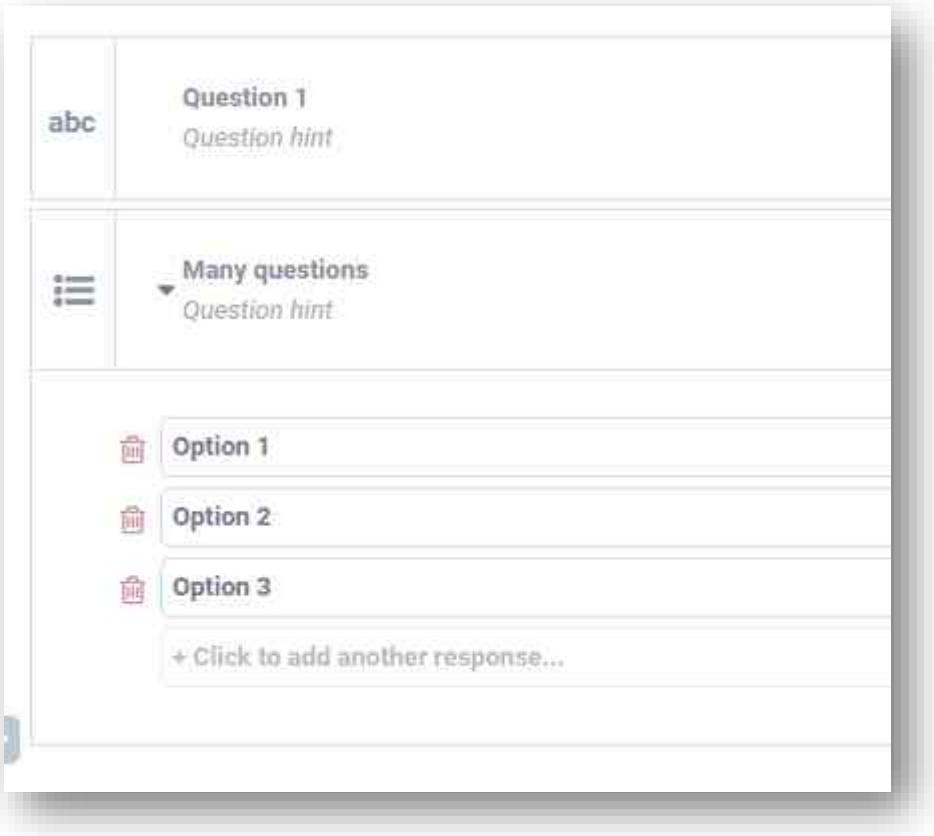

Create project: Choose a source
Choose one of the options below to continue. You will be prompted to enter name and other details in further steps.
Build from scratch
Use a template
Upload an XLSForm
Import an XLSForm via URL


Create project: Project details
1
Project Name
Test 1
Description
Enter short description here
2
3
Please specify the country and the sector where this project will be deployed.
Sector
Security / Police / Peacekeeping
Country
Sierra Leone
Help KoboToolbox improve this product by sharing the sector and country where this project will be deployed. All the information is submitted anonymously, and will not include the project name or description listed above.
BACK
4
CREATE PROJECT

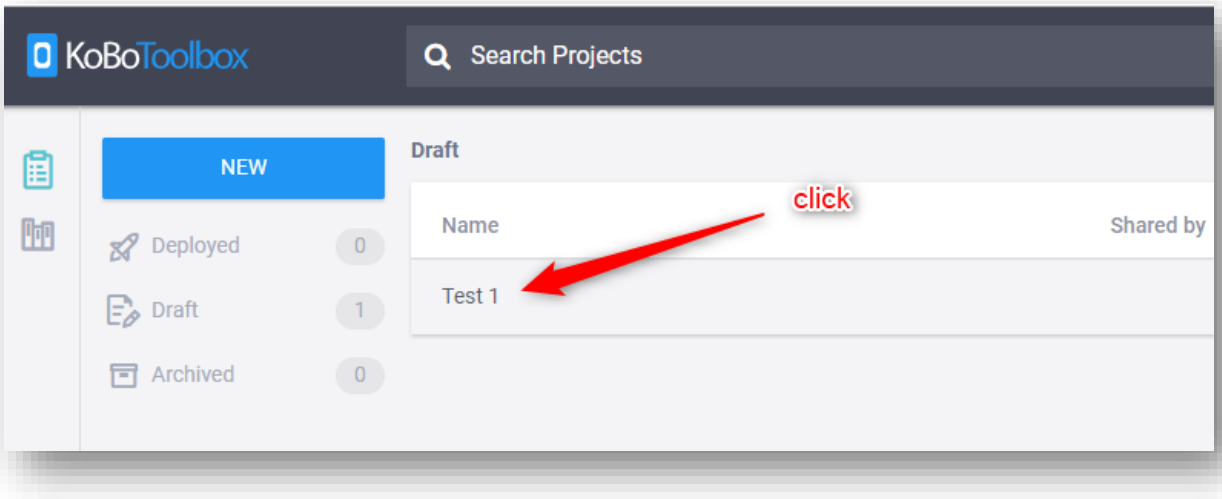

Project
Test 1
Click here to add question
This form is cur
You can add questions, notes, prompts, or ot

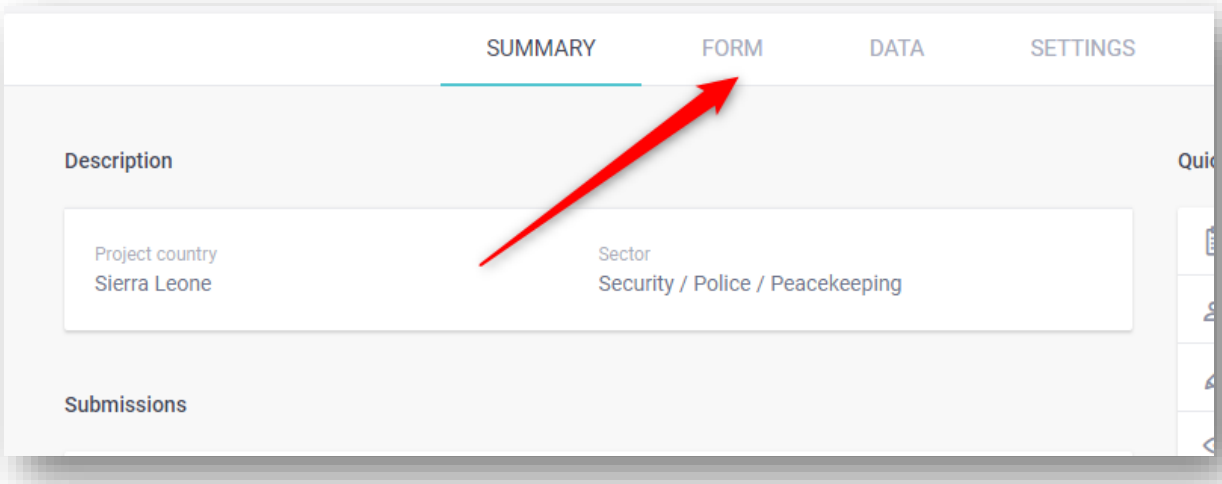

Write your question
1
Choose the type of field for the question
2
Question 1
+ Add Question

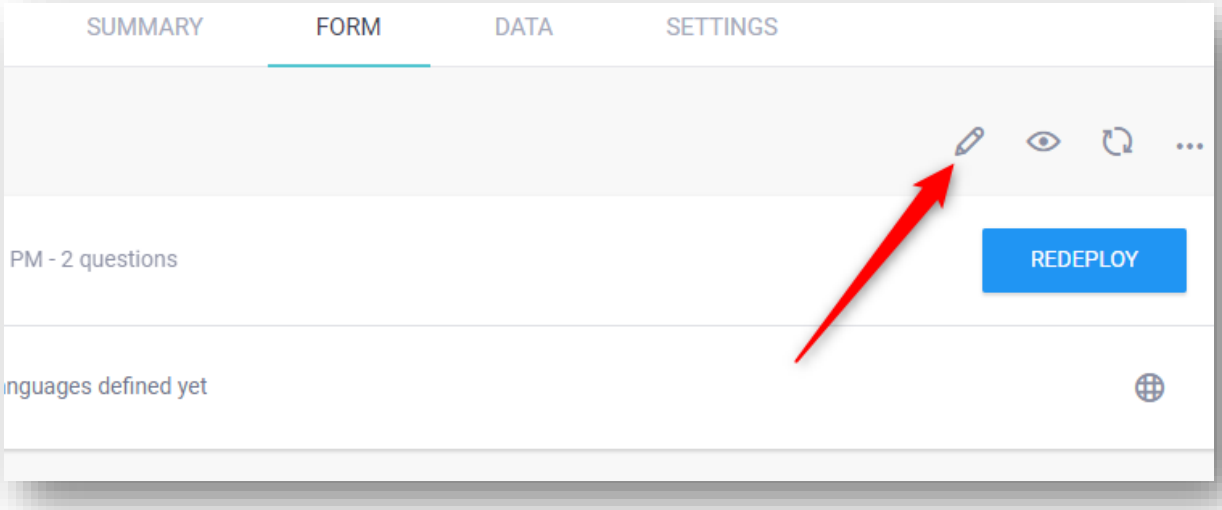

Question 1
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

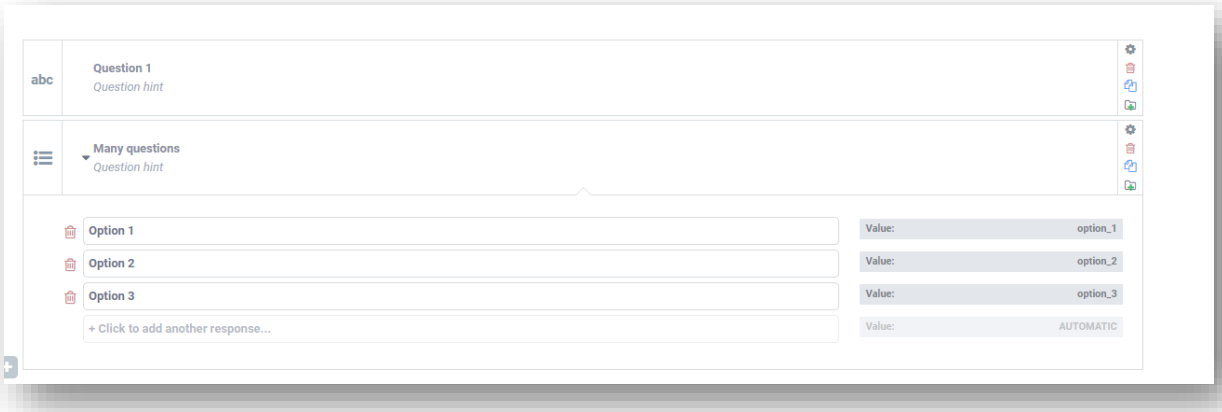

abc
Question 1
Question hint
Many questions
Question hint
Option 1
Option 2
Option 3
+ Click to add another response...

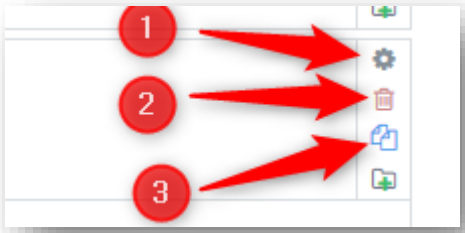
c. Edit a form


KoBoToolbox
Search Projects
NEW
Deployed 0
Draft 1
Archived 0
Draft
Name
Shared by
Test 1
click


SUMMARY
FORM
DATA
SETTINGS
Description
Project country
Sierra Leone
Sector
Security / Police / Peacekeeping
Submissions

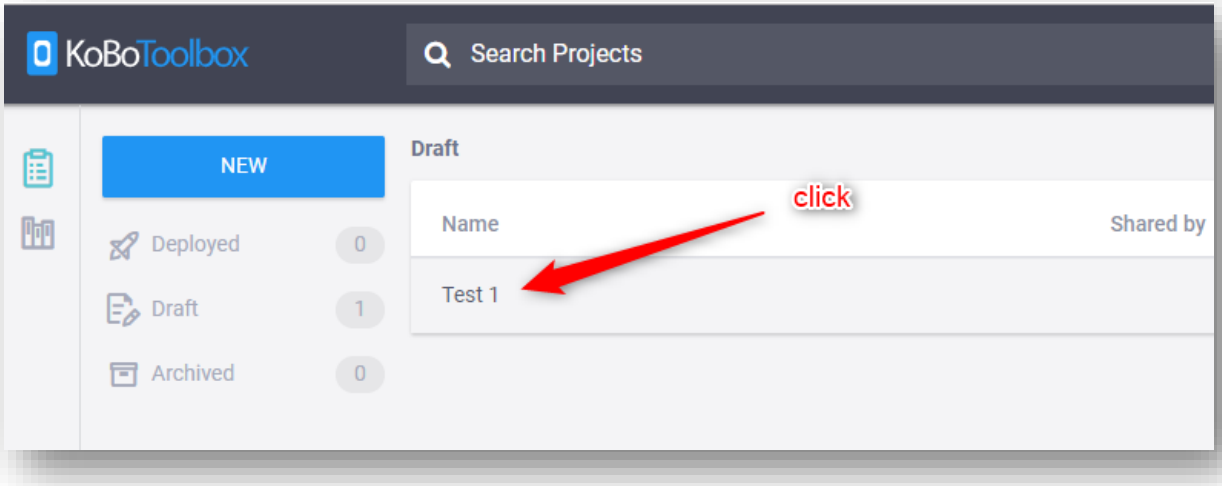

SUMMARY
FORM
DATA
SETTINGS
PM - 2 questions
REDEPLOY
nguages defined yet

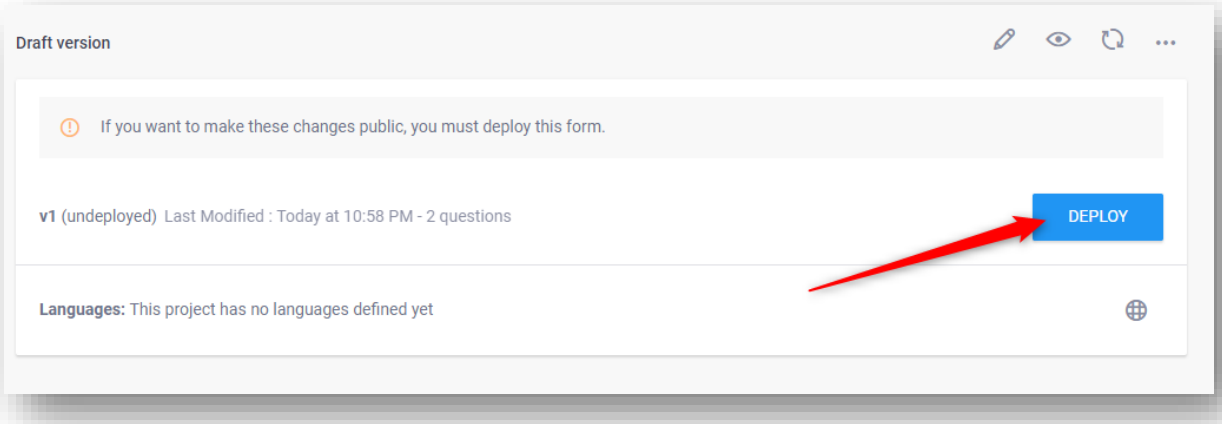

abc
Question 1
Question hint
Many questions
Question hint
Option 1
Option 2
Option 3
+ Click to add another response...
Value:
option_1
Value:
option_2
Value:
option_3
Value:
AUTOMATIC

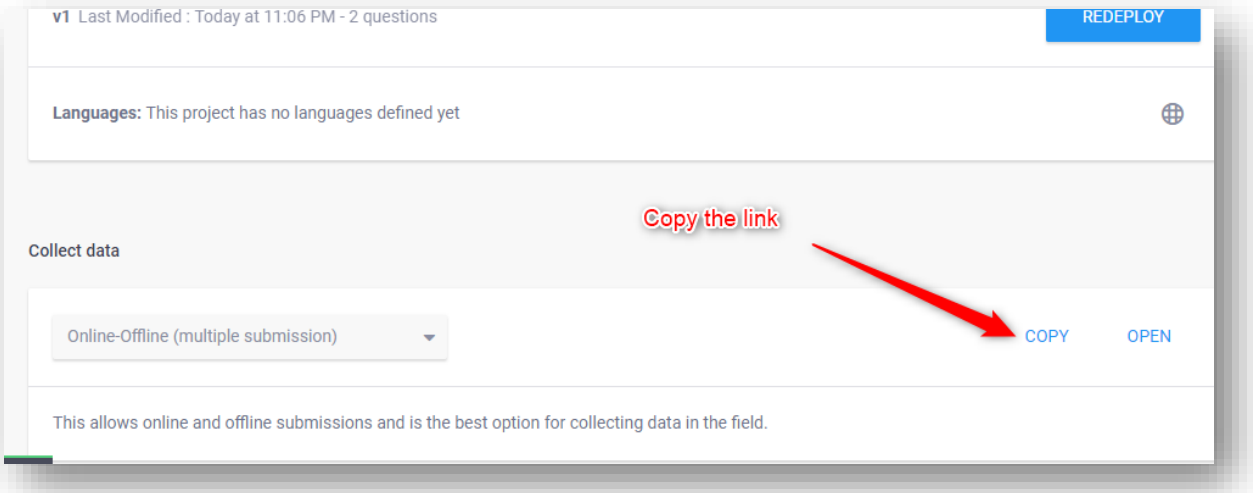


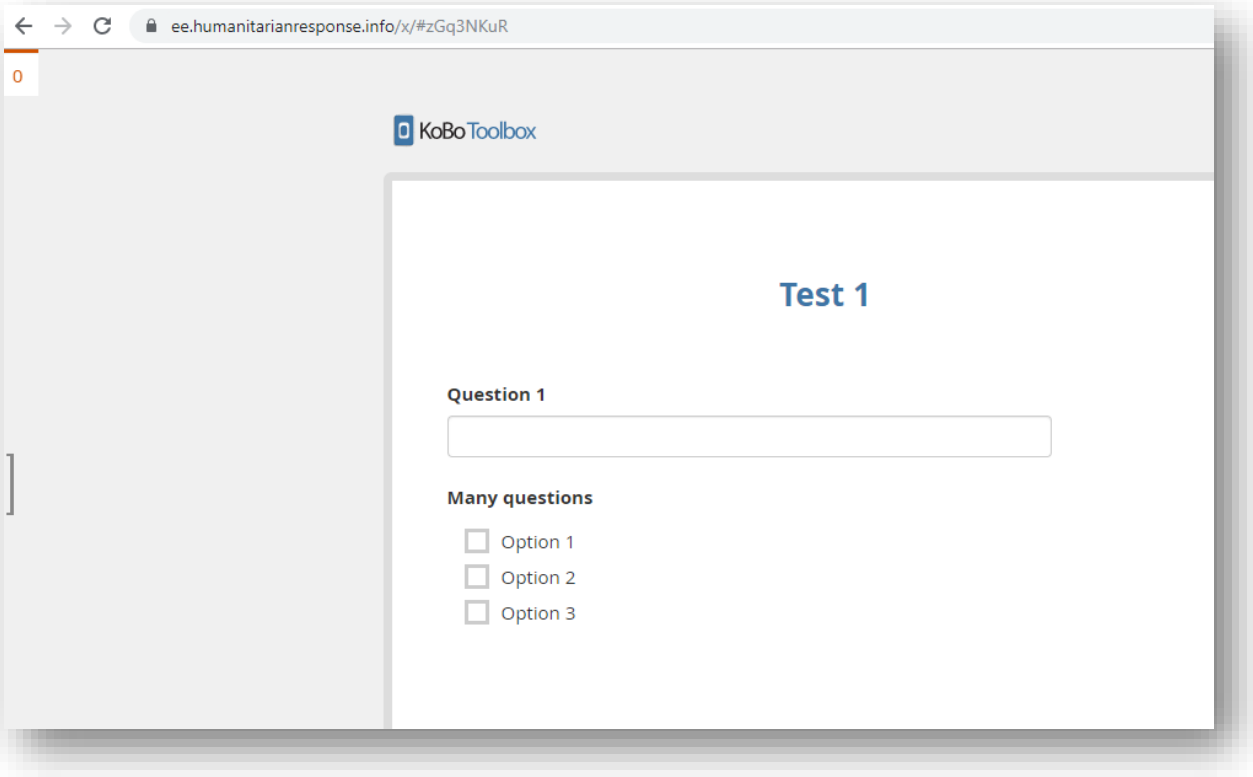
1 – Show field parameters
2 – delete field
3 – copy field

d. Publish form

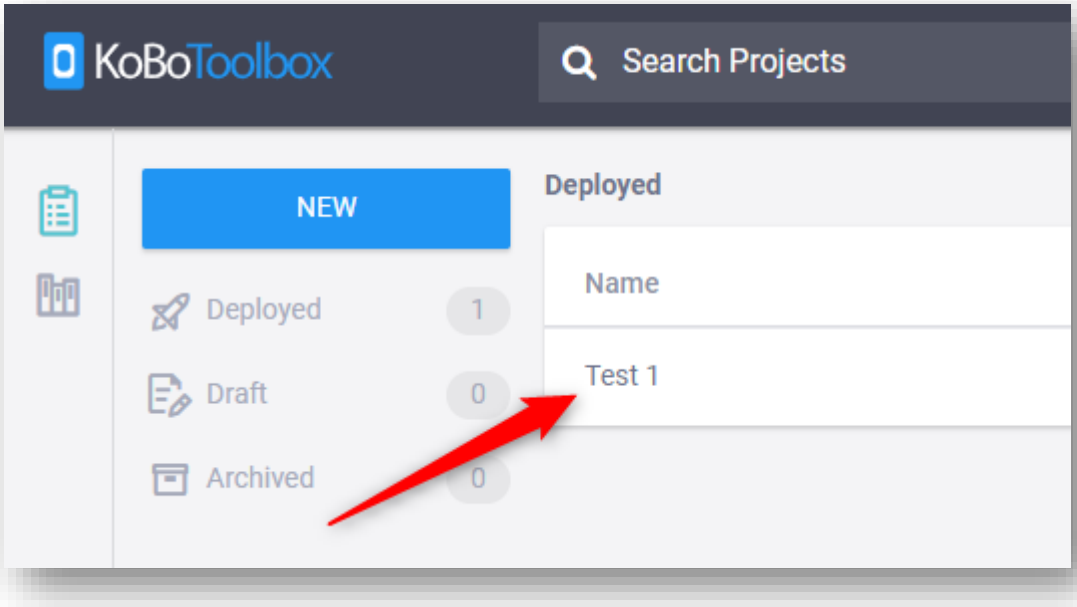


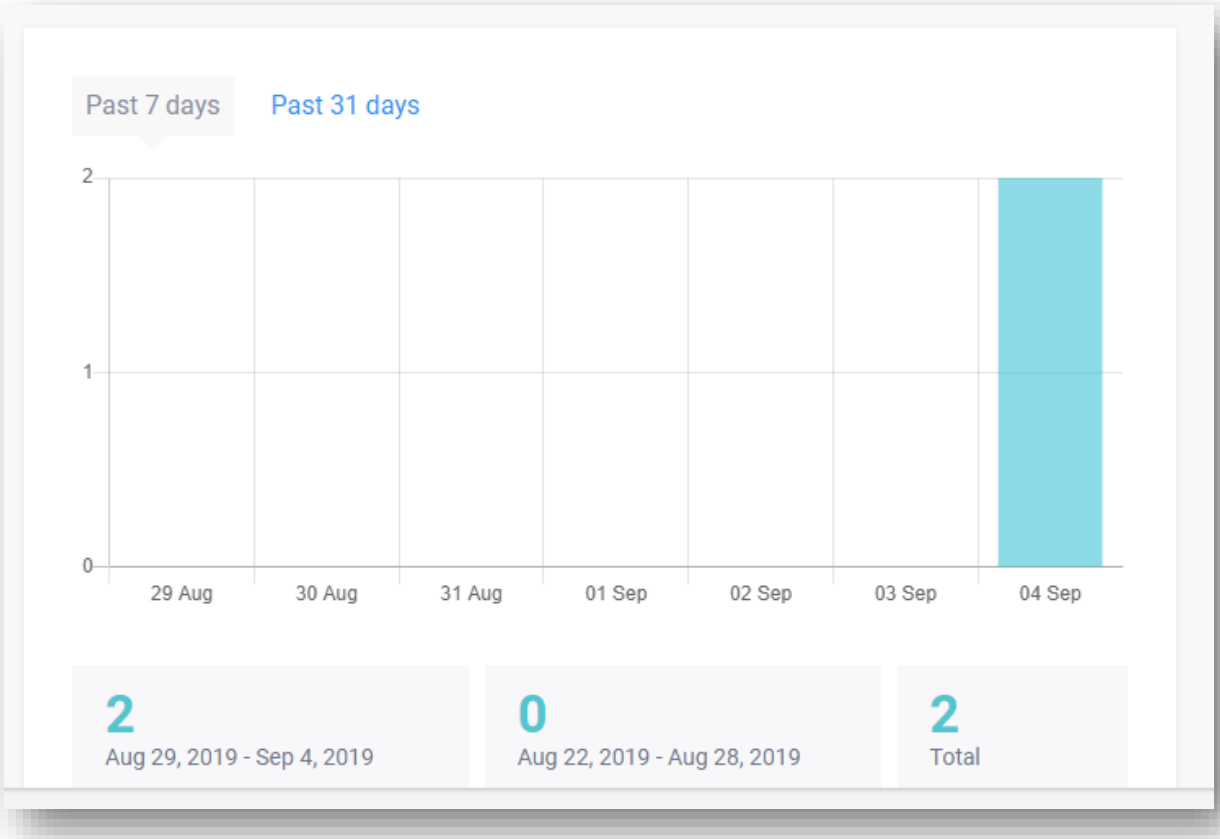




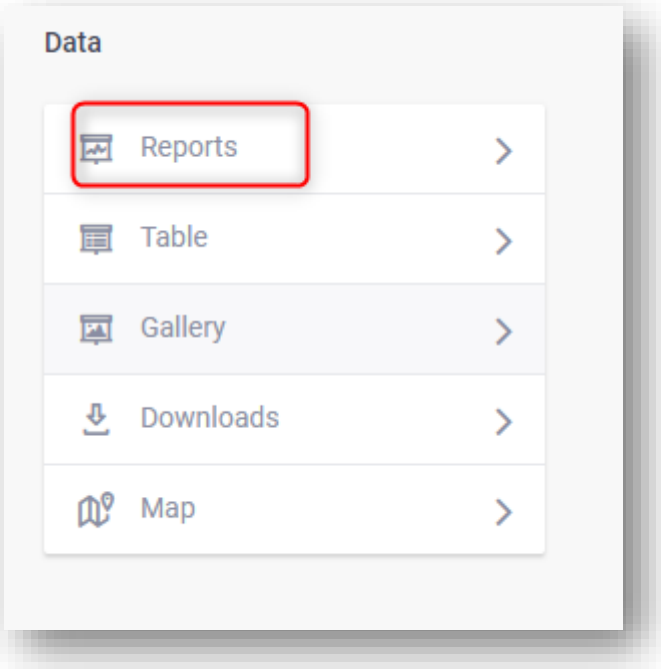


e. View and download data
    i. Summary

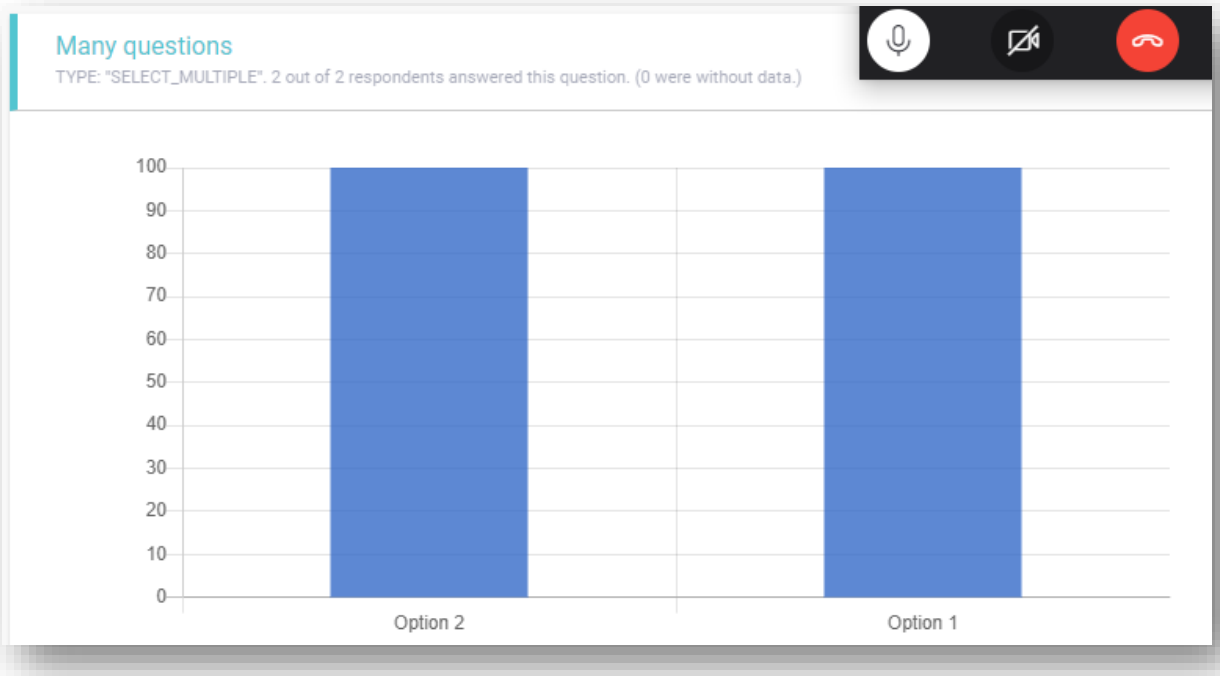

KoBoToolbox
Search Projects
NEW
Deployed
1
Draft
0
Archived
0
Deployed
Name
Test 1


Past 7 days
Past 31 days
2
1
0
29 Aug
30 Aug
31 Aug
01 Sep
02 Sep
03 Sep
04 Sep
2
Aug 29, 2019 - Sep 4, 2019
0
Aug 22, 2019 - Aug 28, 2019
2
Total

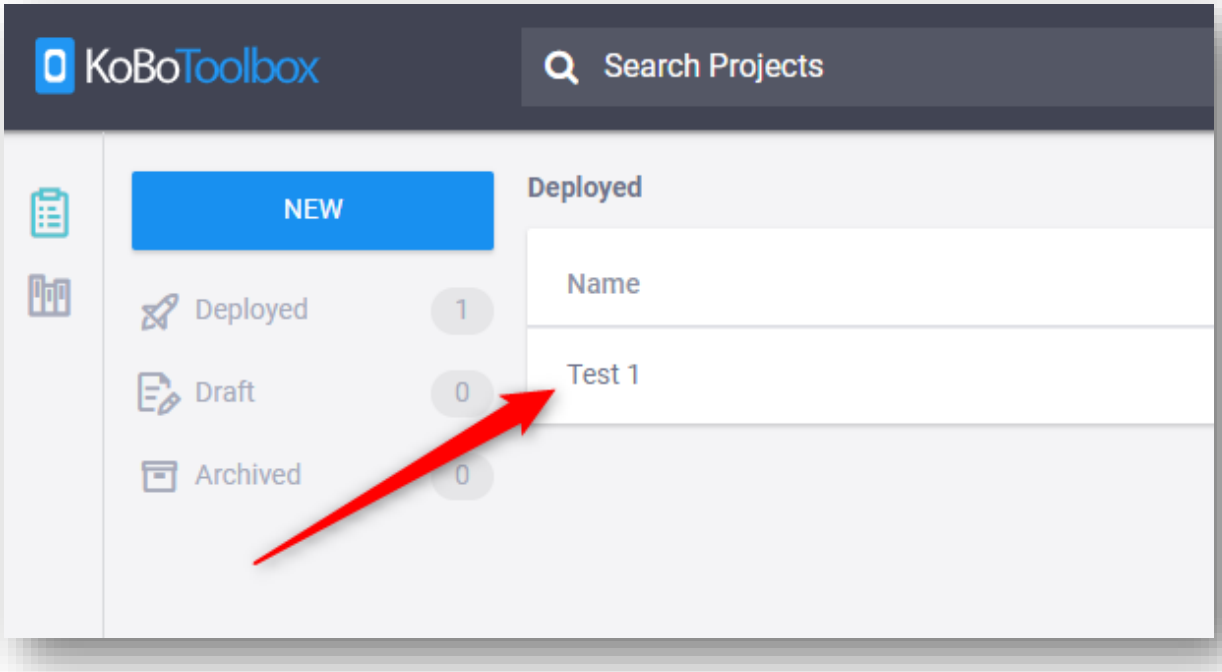
ii. Reports

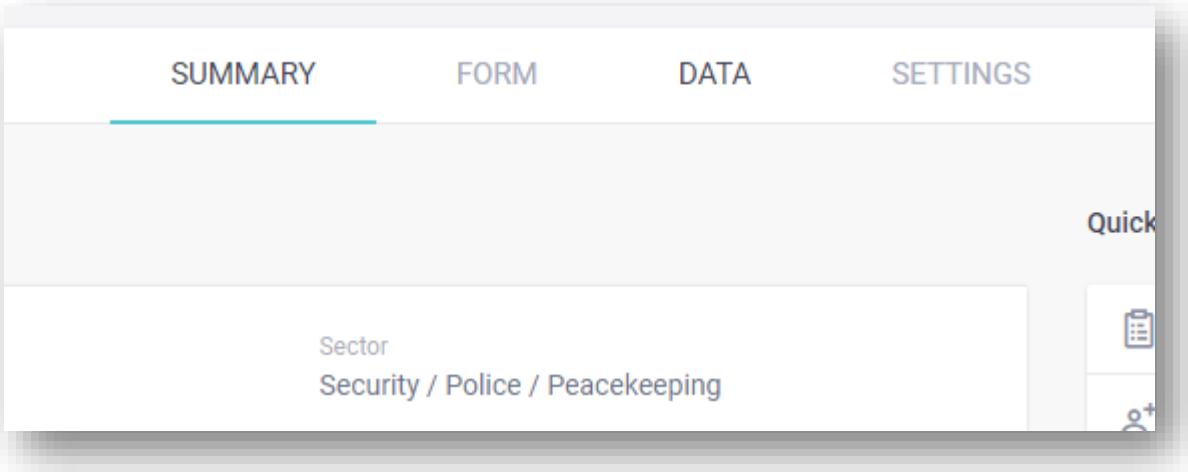

Data
Reports
Table
Gallery
Downloads
Map

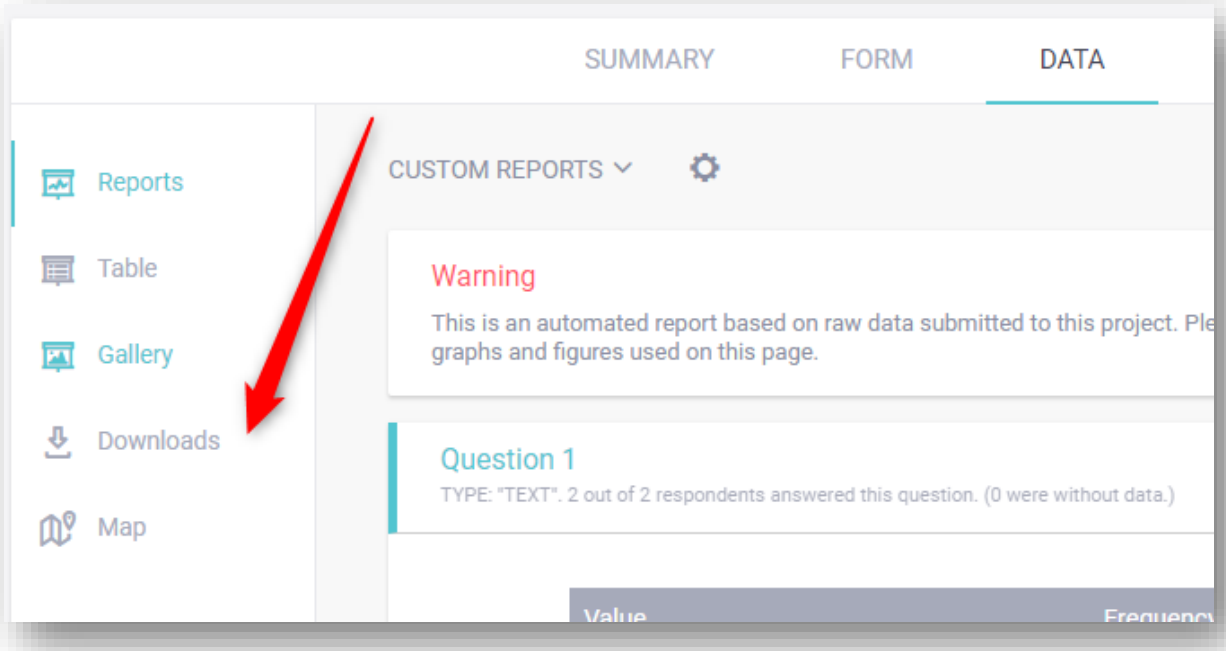
Warning
This is an automated report based on raw data submitted to this project. Please conduct proper data cleaning prior to using the graphs and figures used on this page.
Question 1
TYPE: "TEXT". 2 out of 2 respondents answered this question. (0 were without data.)
Value
Frequency
Percentage
test
1
50
test2
1
50
Many questions
TYPE: "SELECT_MULTIPLE". 2 out of 2 respondents answered this question. (0 were without data.)

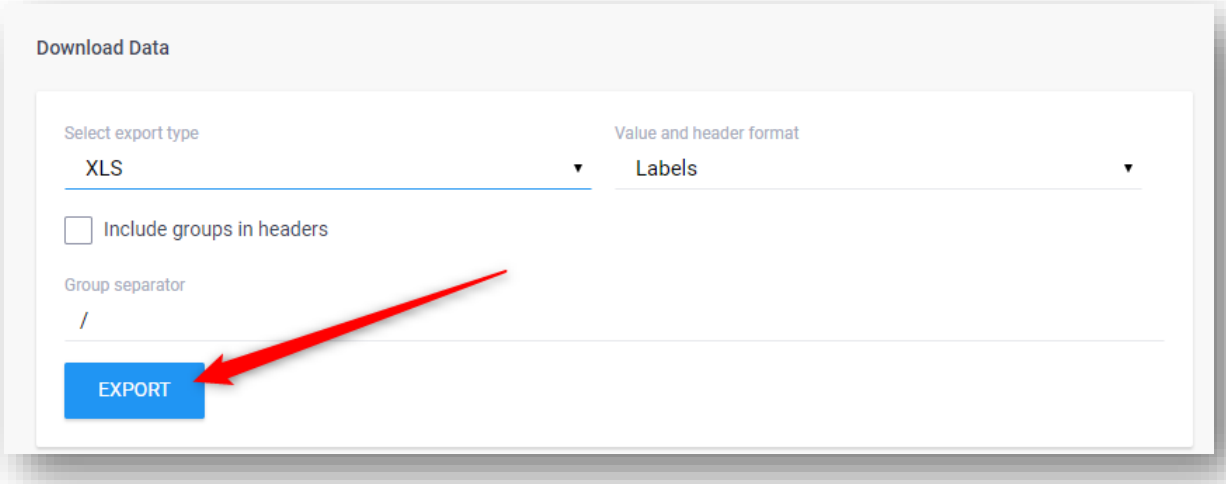


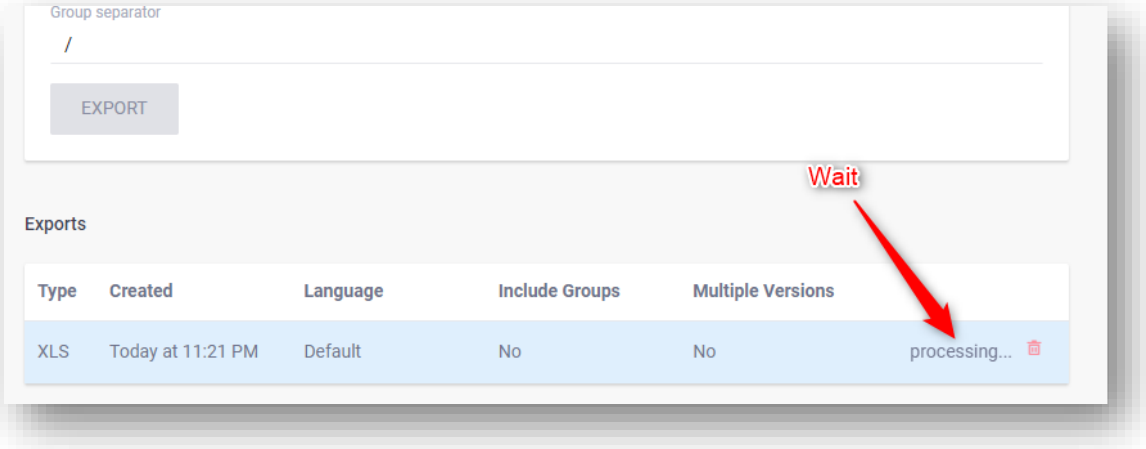
iii. Download data

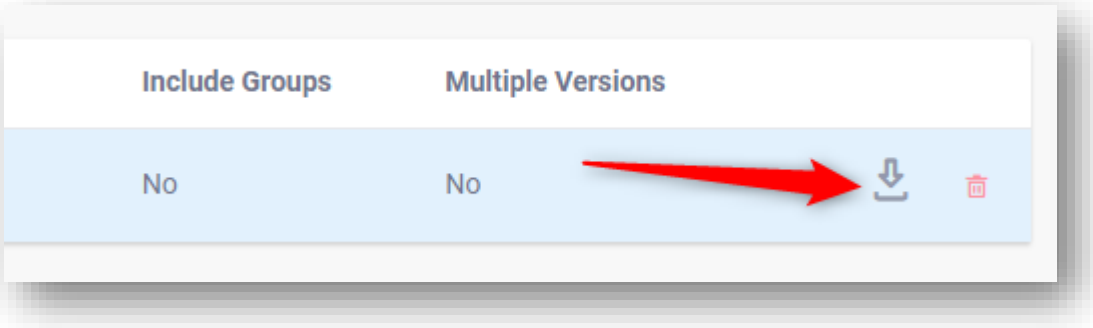


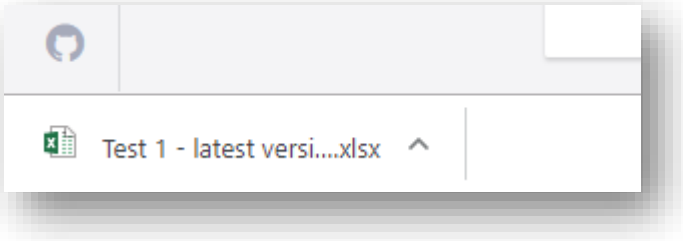

SUMMARY
FORM
DATA
SETTINGS
Quick
Sector
Security / Police / Peacekeeping

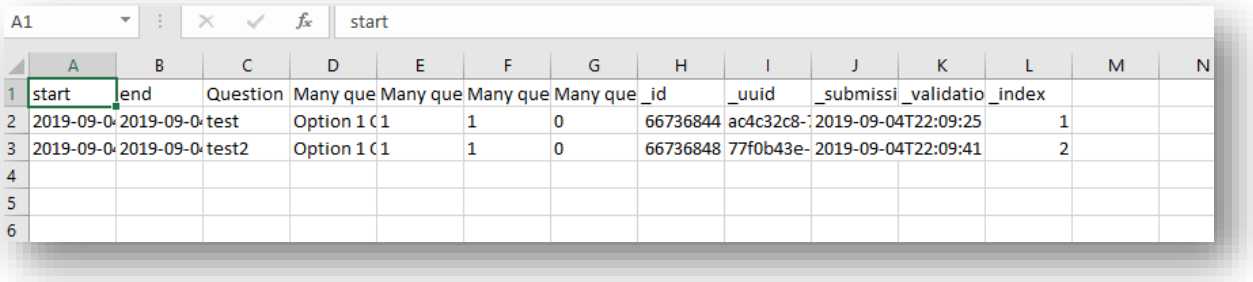

SUMMARY
FORM
DATA
Reports
Table
Gallery
Downloads
Map
CUSTOM REPORTS
Warning
This is an automated report based on raw data submitted to this project. Ple
graphs and figures used on this page.
Question 1
TYPE: "TEXT". 2 out of 2 respondents answered this question. (0 were without data.)
Value
Frequency


Download Data
Select export type
XLS
Value and header format
Labels
Include groups in headers
Group separator
/
EXPORT







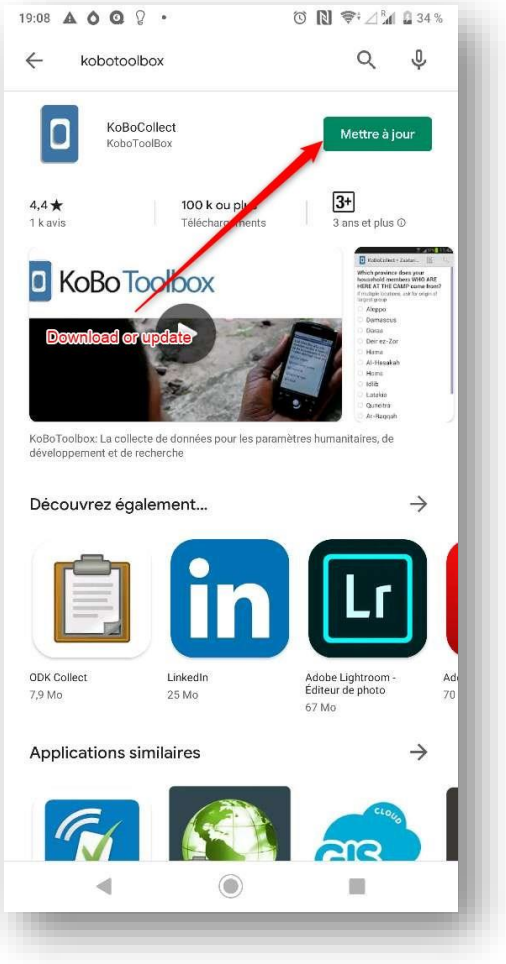


2. Kobo on Android

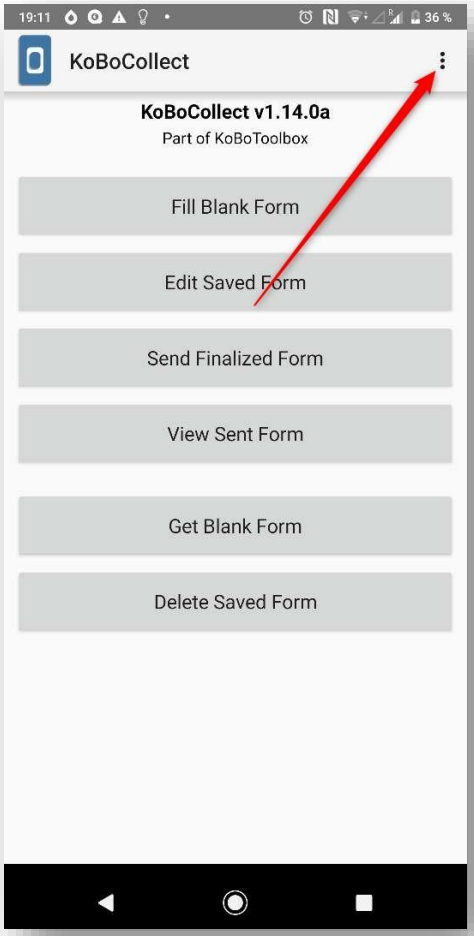
On Android you can

- Get a blank from
- Fill a form and submit it
- Send data to server

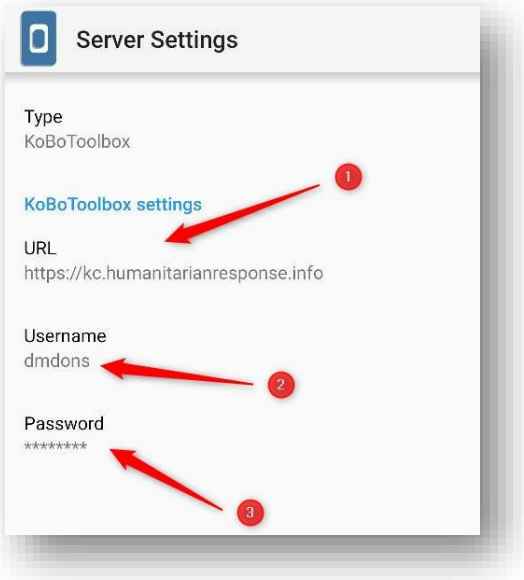
a. Install Kobo on your android device



b. Set your login credentials


19:11
36 %
KoBoCollect
KoBoCollect v1.14.0a
Part of KoBoToolbox
Fill Blank Form
Edit Saved Form
Send Finalized Form
View Sent Form
Get Blank Form
Delete Saved Form

KoBoCollect
About
KoBoCollect
General Settings
Admin Settings
Fill Blank Form
Edit Saved Form

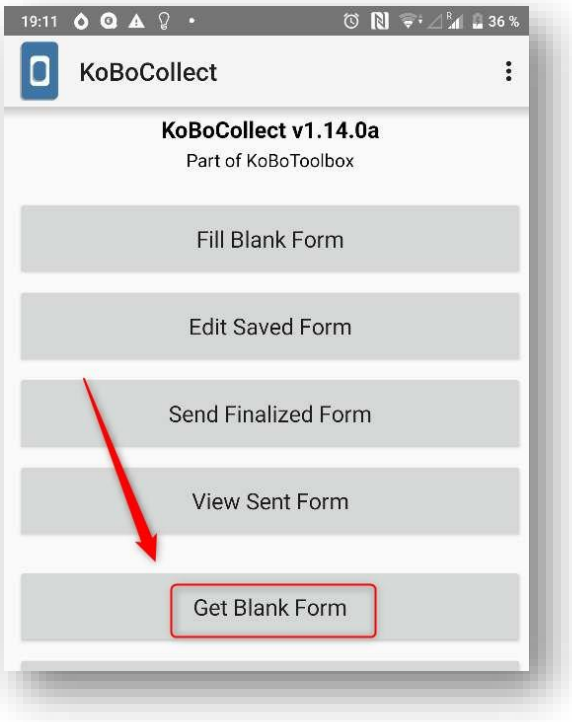


1: Set server URL
https://kc.humanitarianresponse.info

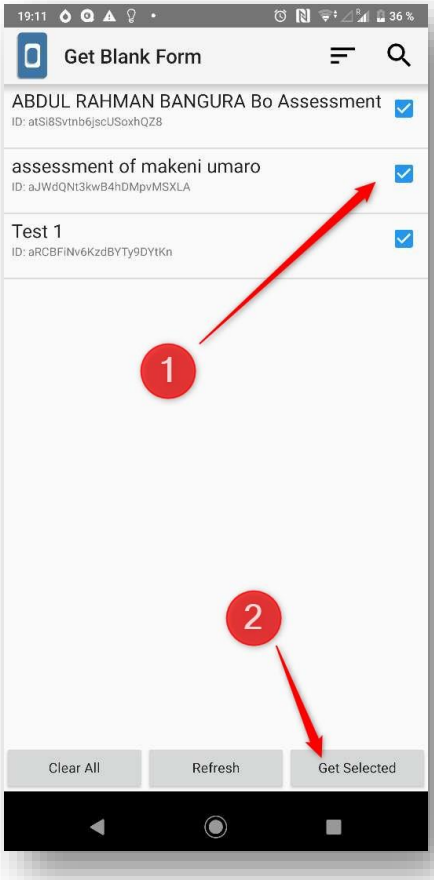
2: Set your username

3: Set your password

c. Download form

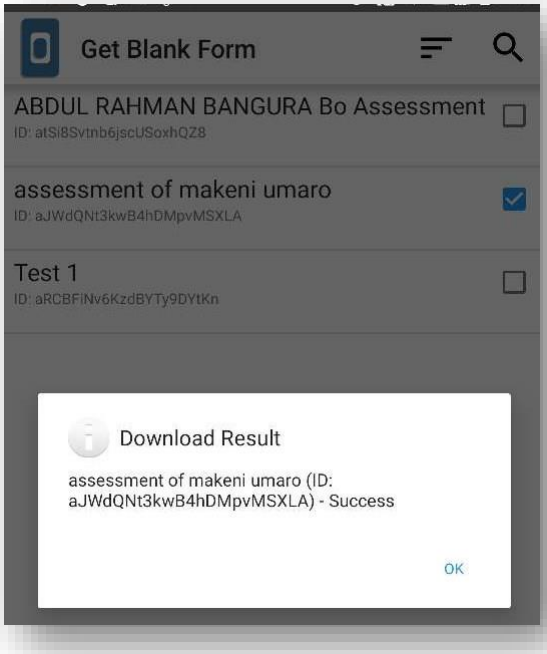


You will be asked to fill your credentials, put your username and your password and press OK.

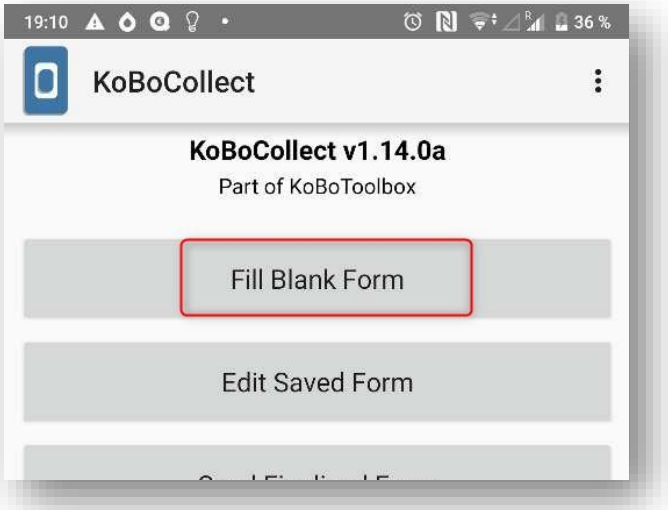


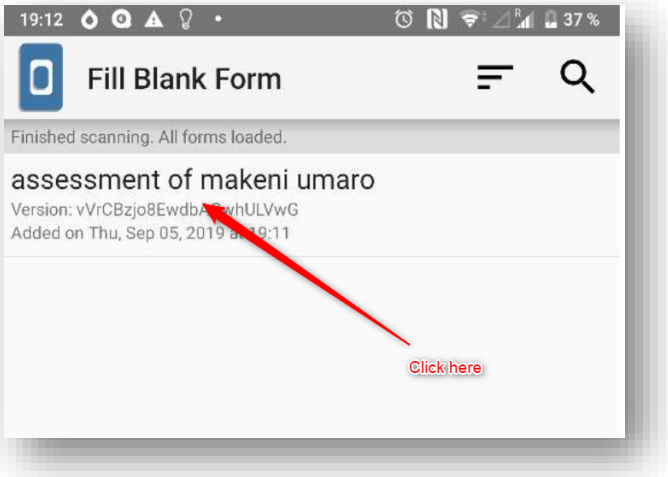
1: Select your form

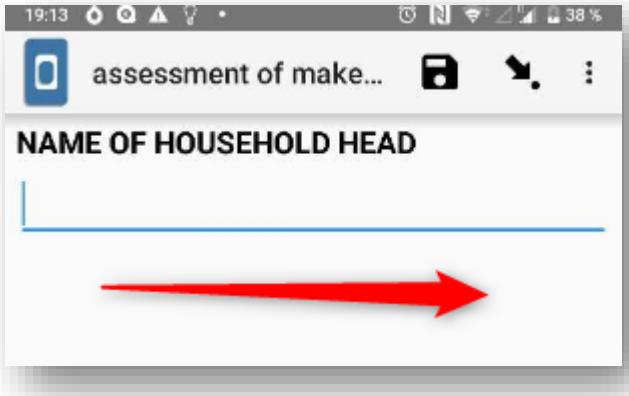
2: Download the selected form



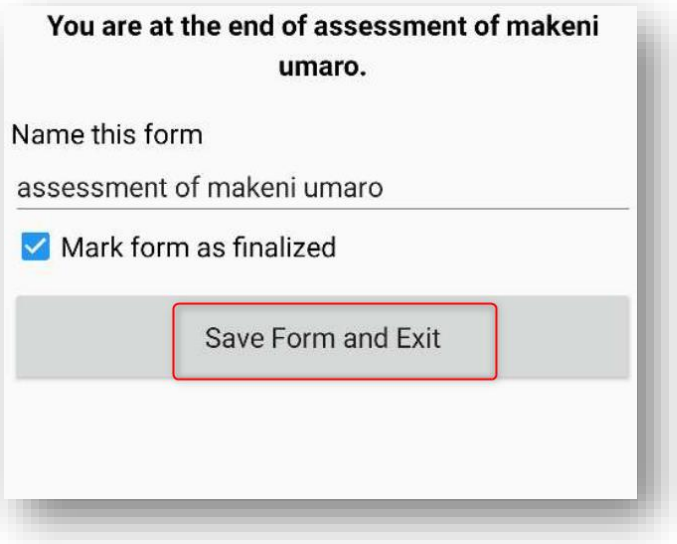
d. Open, fill form and submit



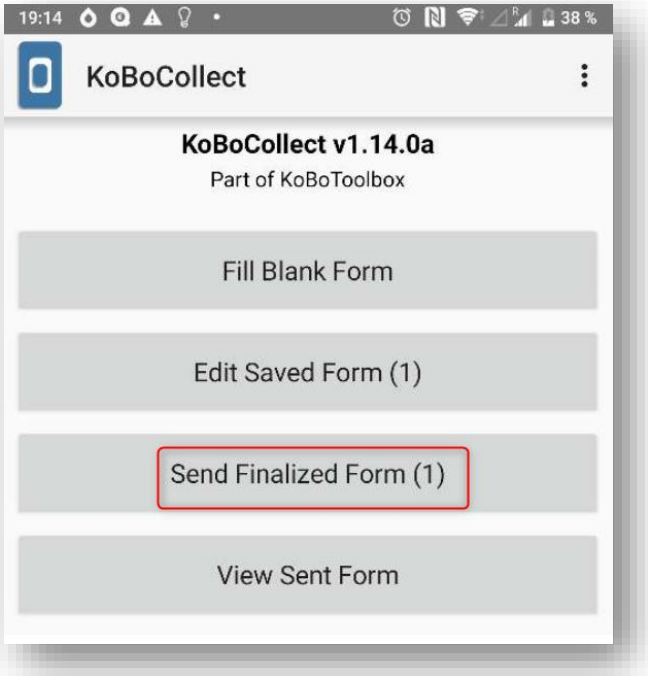


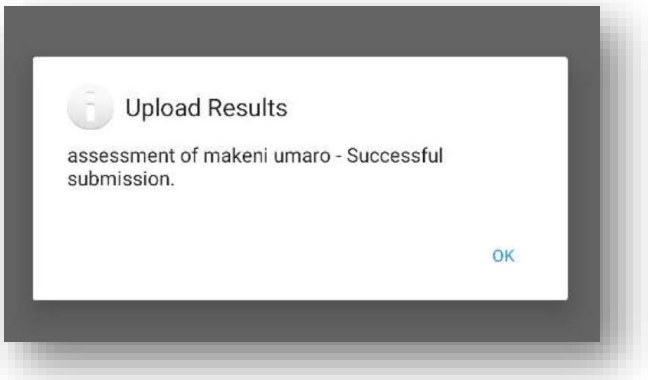


Swipe to move to the next question



e. Send submitted data to the server





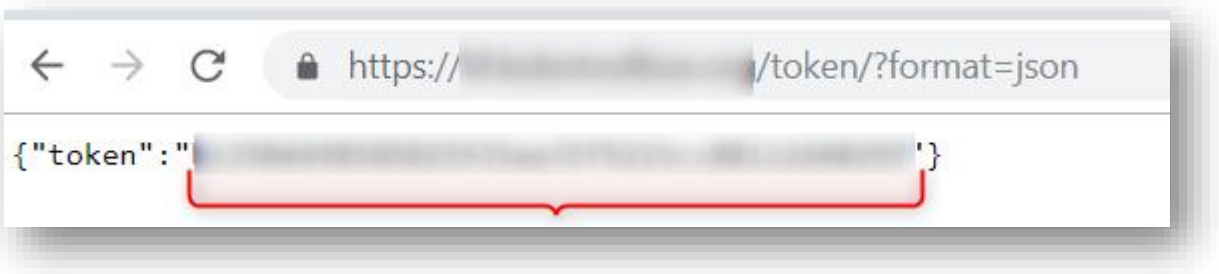
3. Connect Excel to Kobo to get data automatically
    a. Login to kobo and get token

Connect to https://kobo.humanitarianresponse.info/ and login

A token is an identifier that allows you to uniquely identify your account to make consultation or editing requests on a platform without having to enter your password and login at each request.

It should not be shared with external persons and should be confidential.

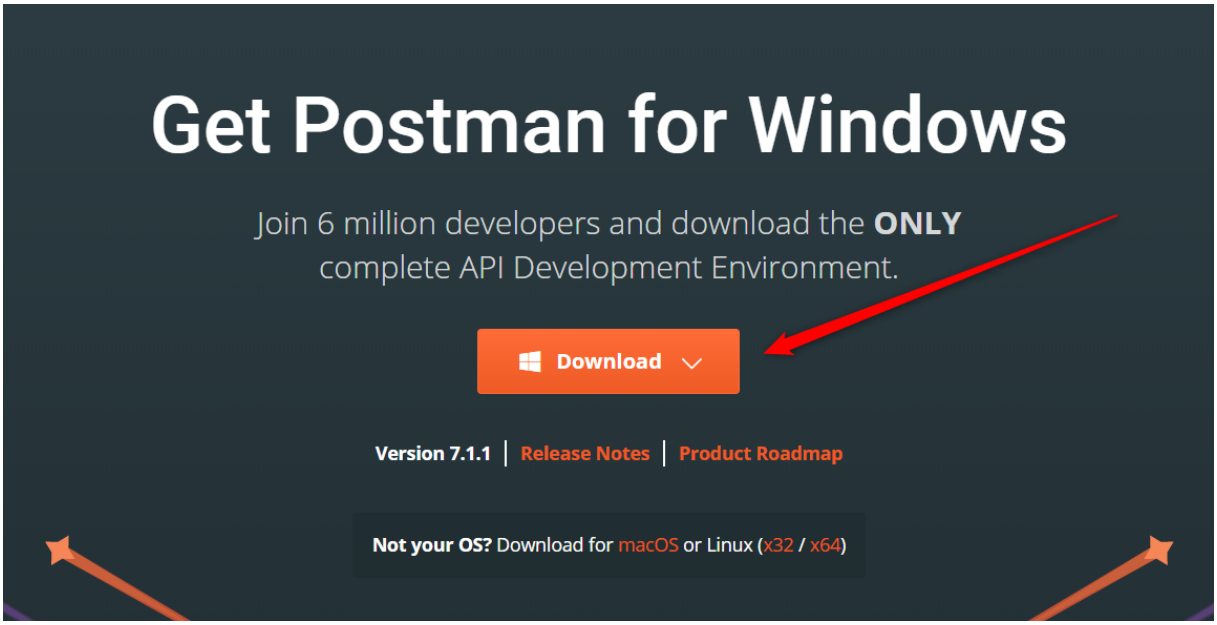
After logging in go to the link https://kobo.humanitarianresponse.info/token/?format=json



Copy the code you token and keep it somewhere

a. Download Postman to test the APIs
    i. Download and install

Go to the link https://www.getpostman.com/downloads/ and download the setup

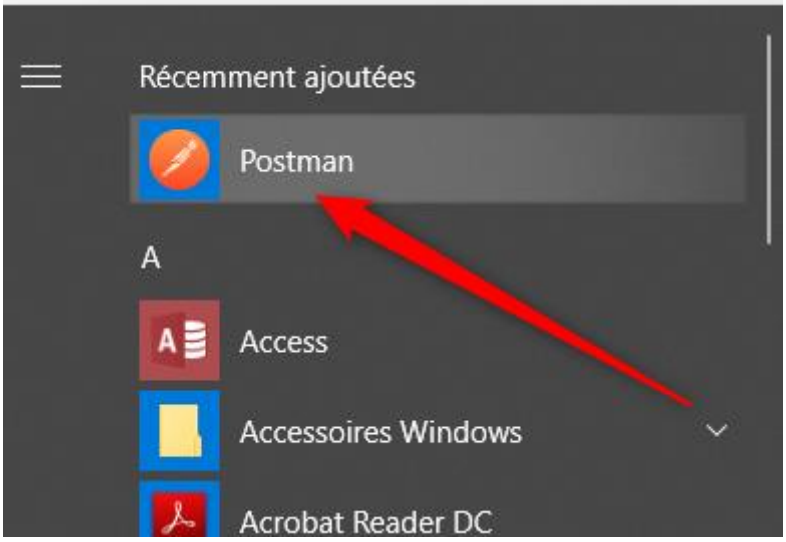


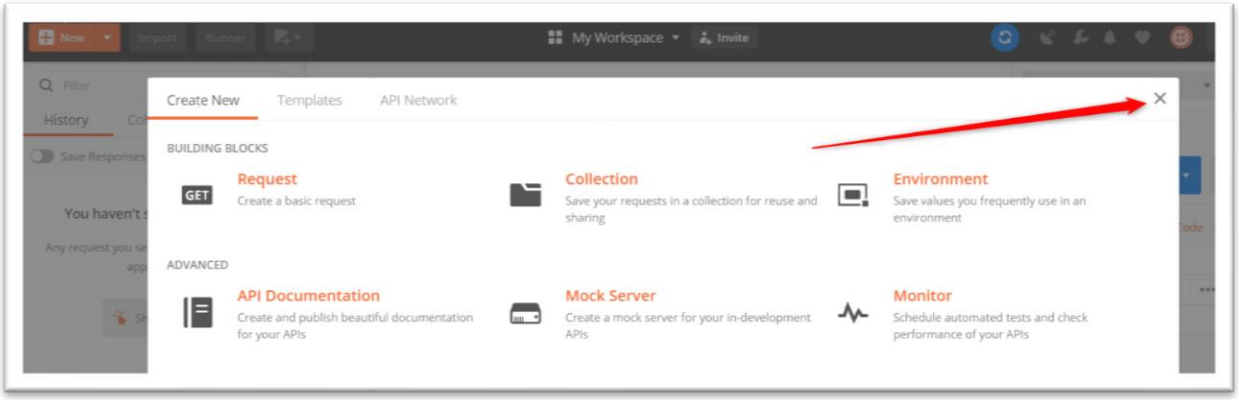
    ii. Testing the Kobo API

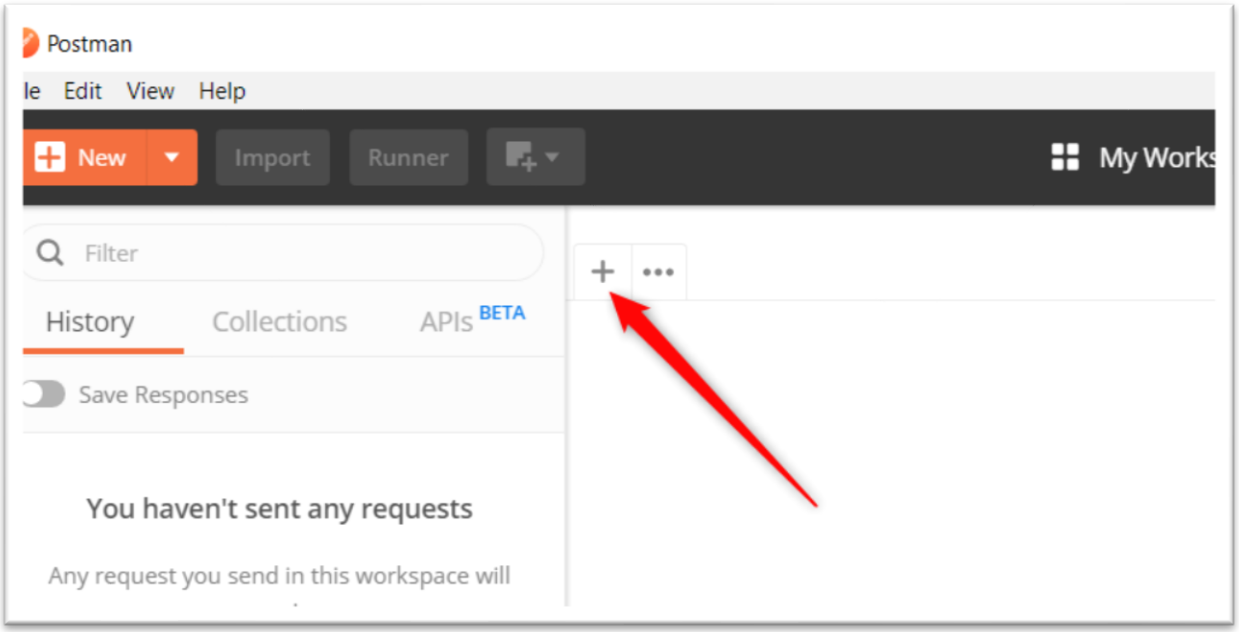
Go to this link to find the API Endpoints https://kc.humanitarianresponse.info/api/v1/

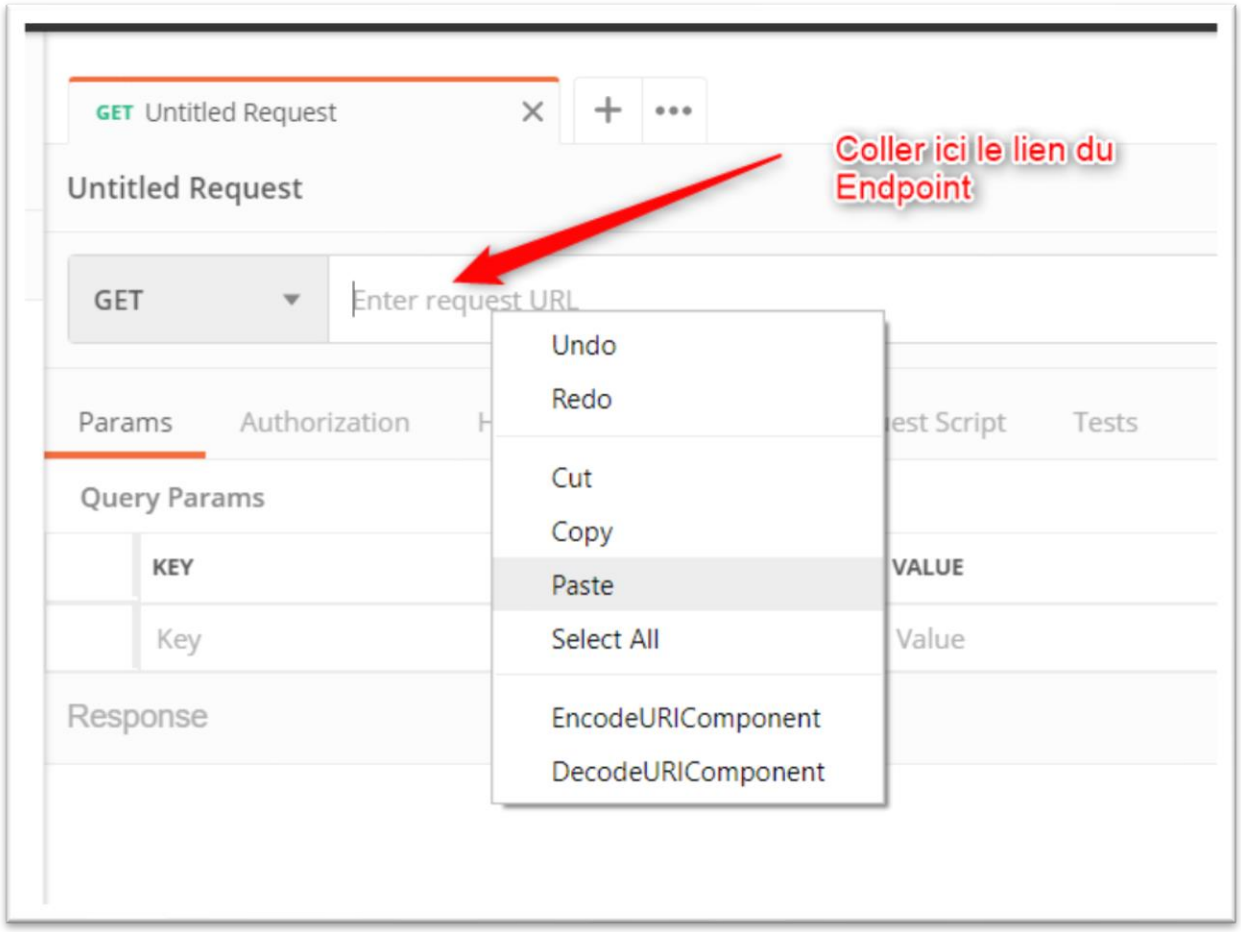
    iii. Test the API recovery of submitted data on Kobo

Here is the Endpoint for the data submitted on kobo
https://kc.humanitarianresponse.info/api/v1/data copy the link of this Endpoint and open Postman

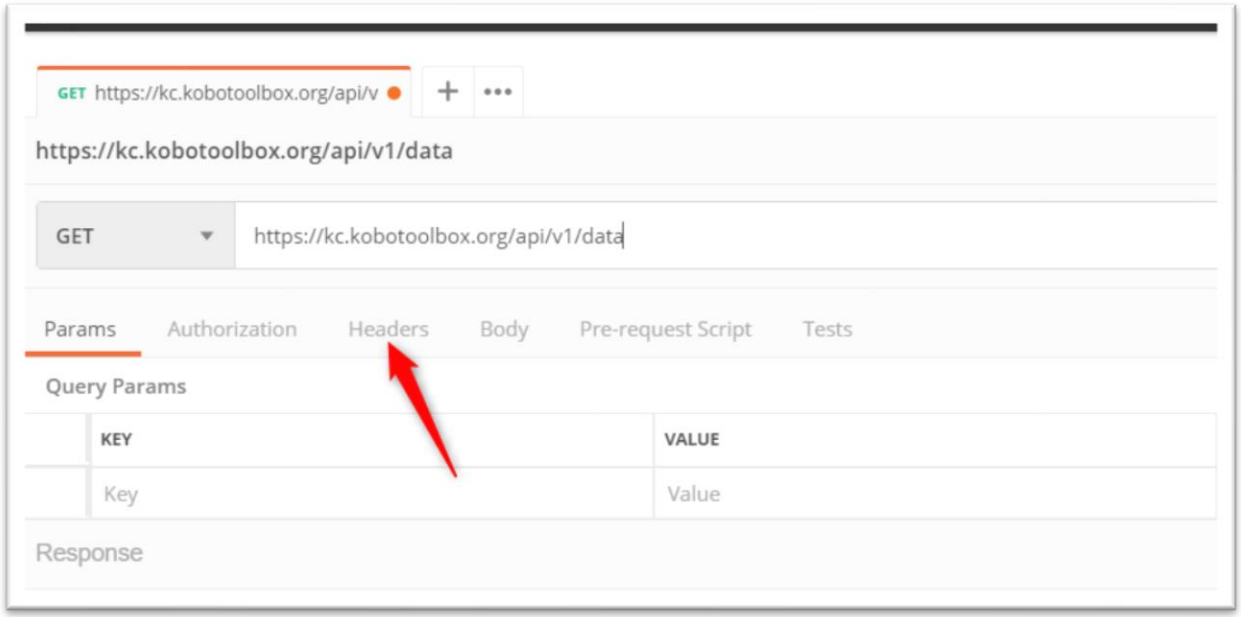




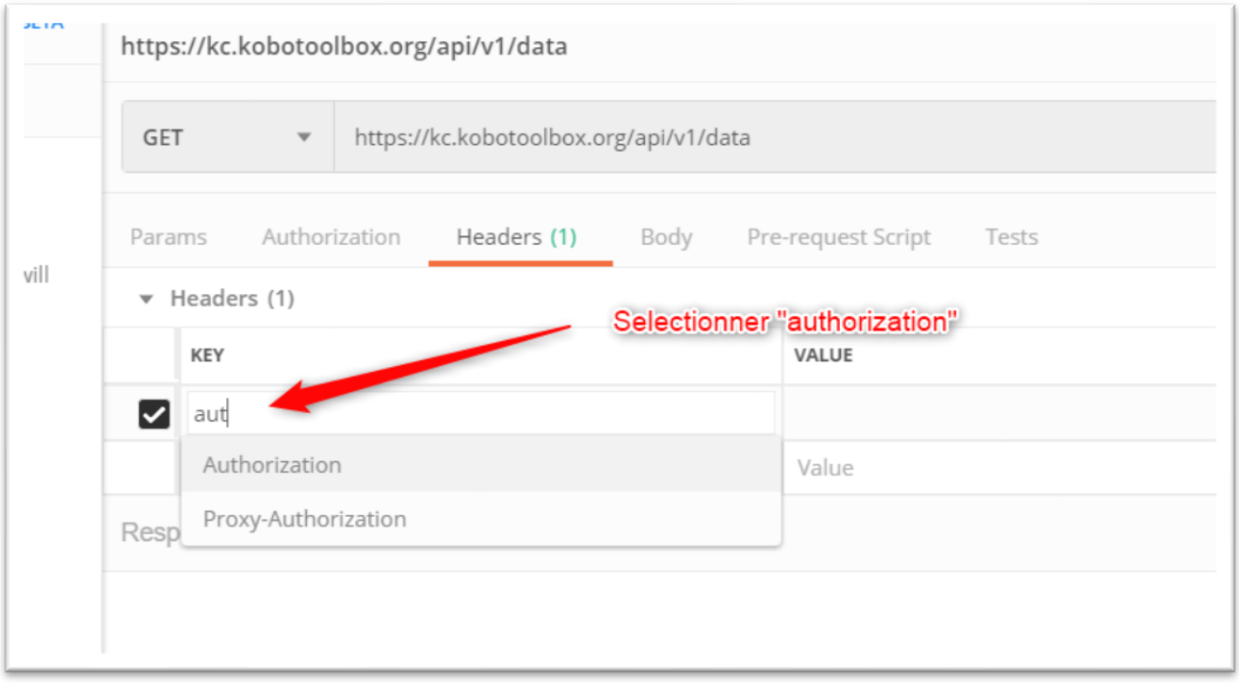




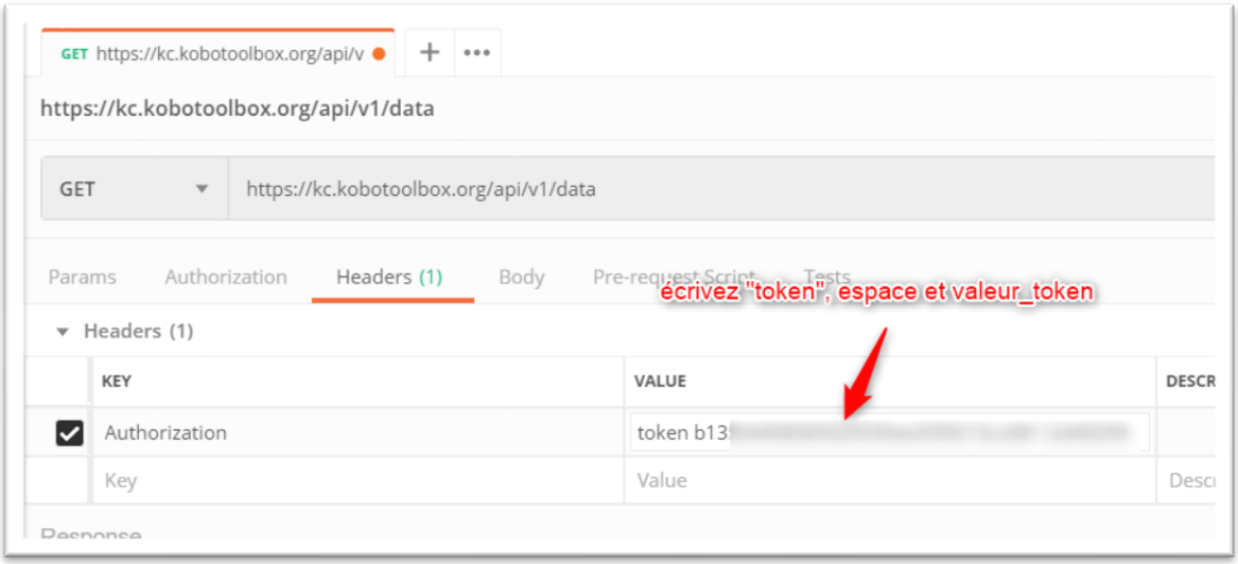
Paste the link



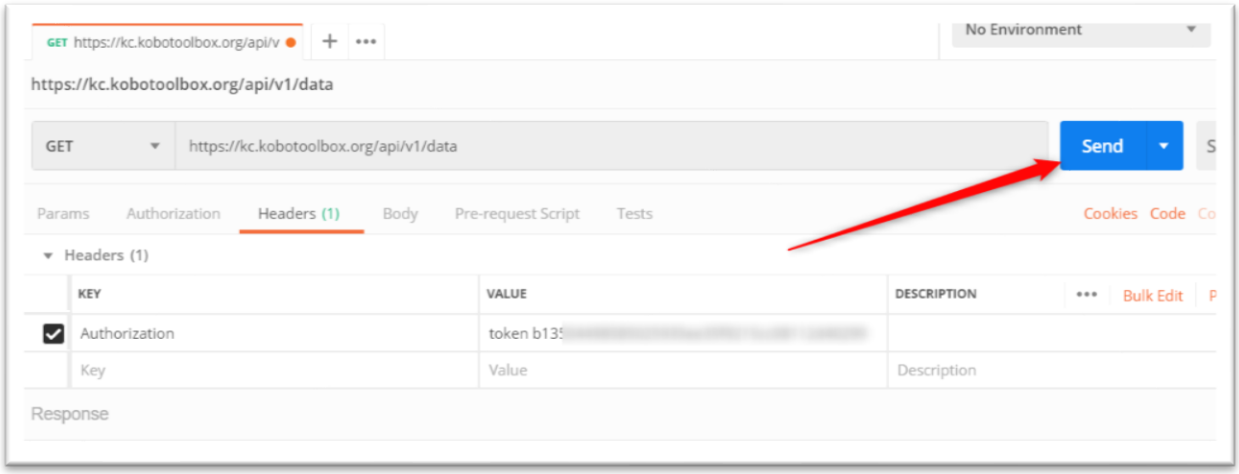
Click on header

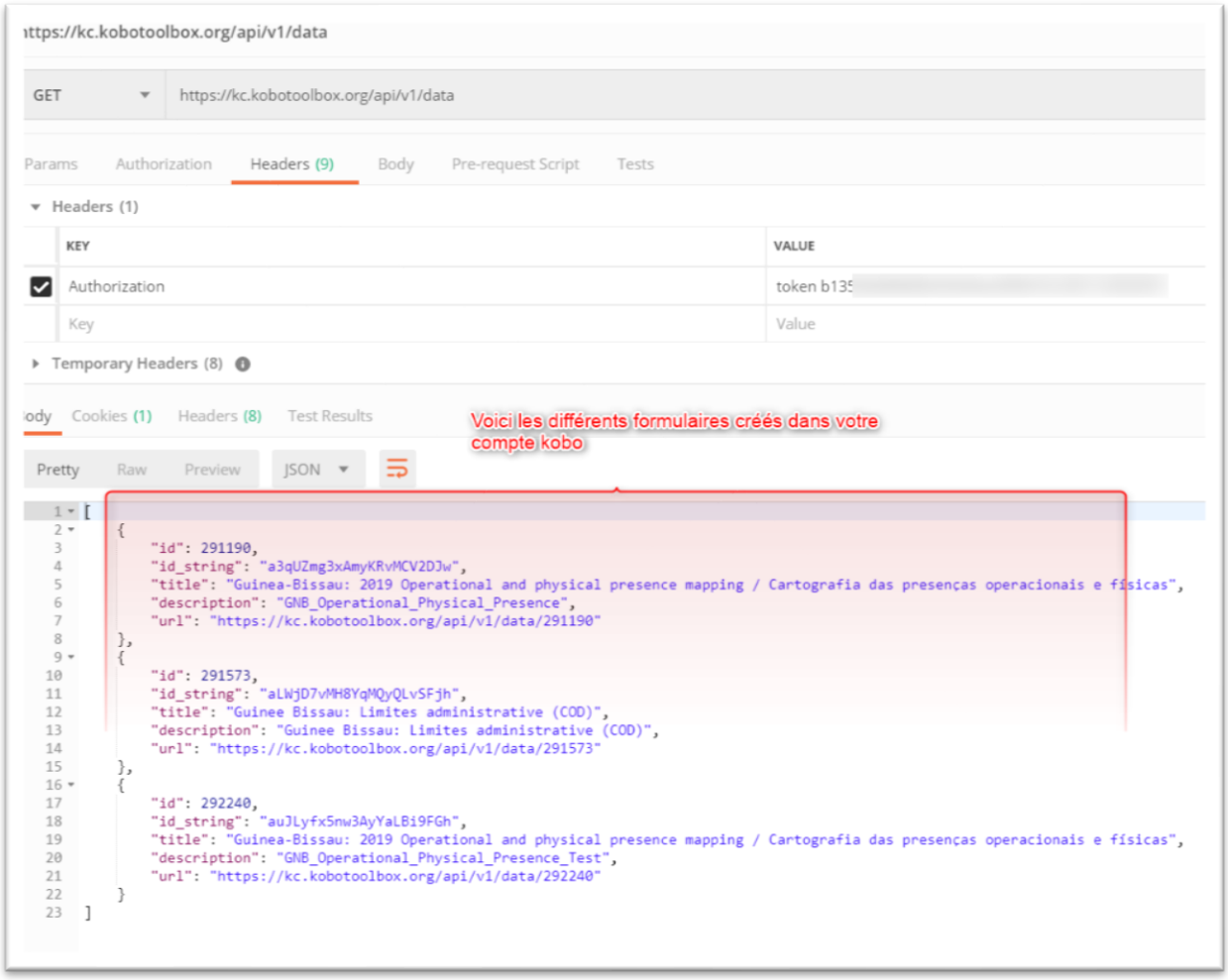


Start typing aut and select “authorization”

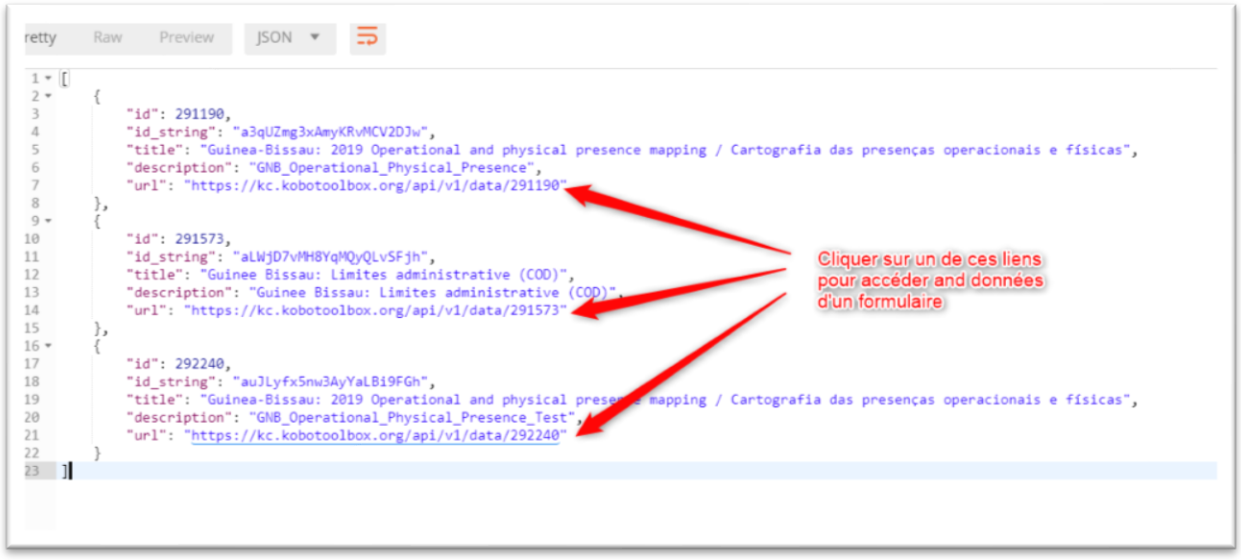


Write “token” “space” and “the value of token”

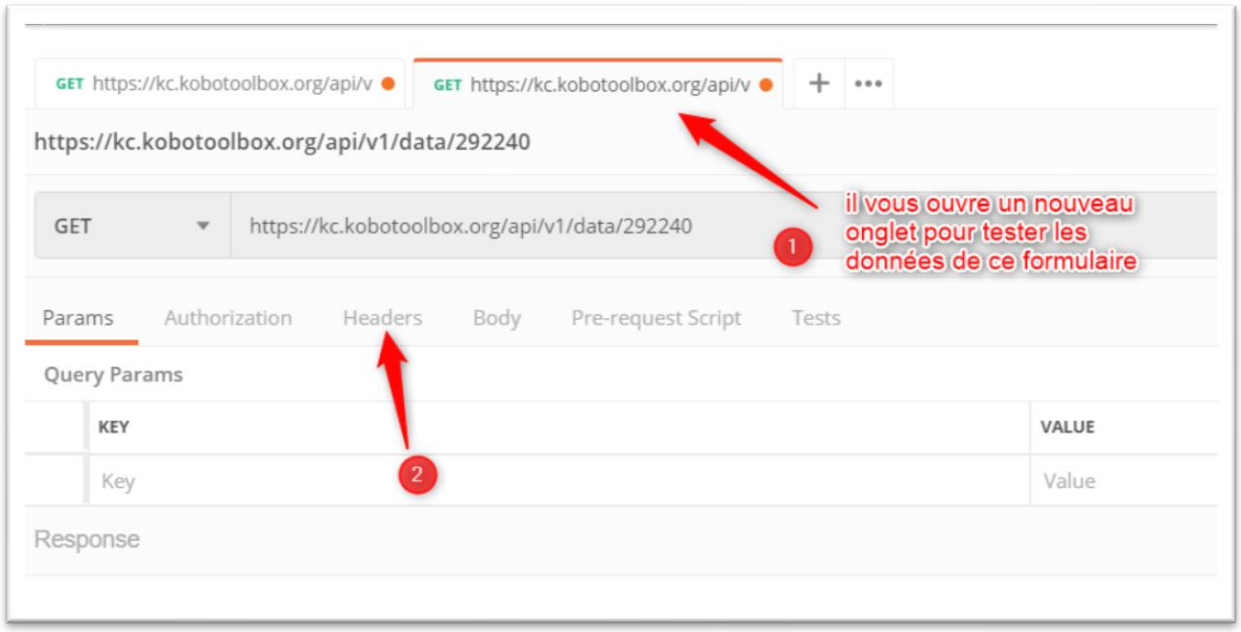




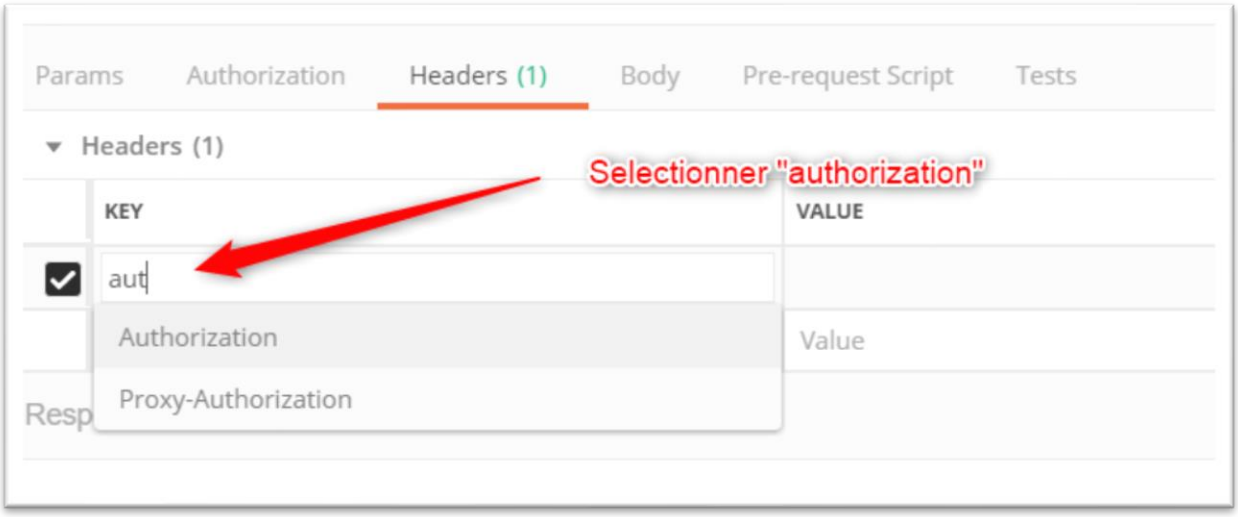
You will see the different forms created in your kobo account



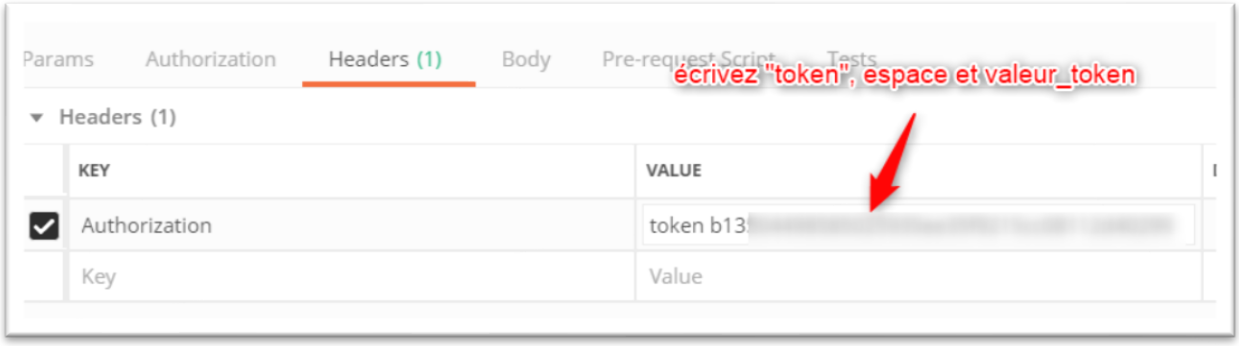
Click on one of these links to access to the data of one form



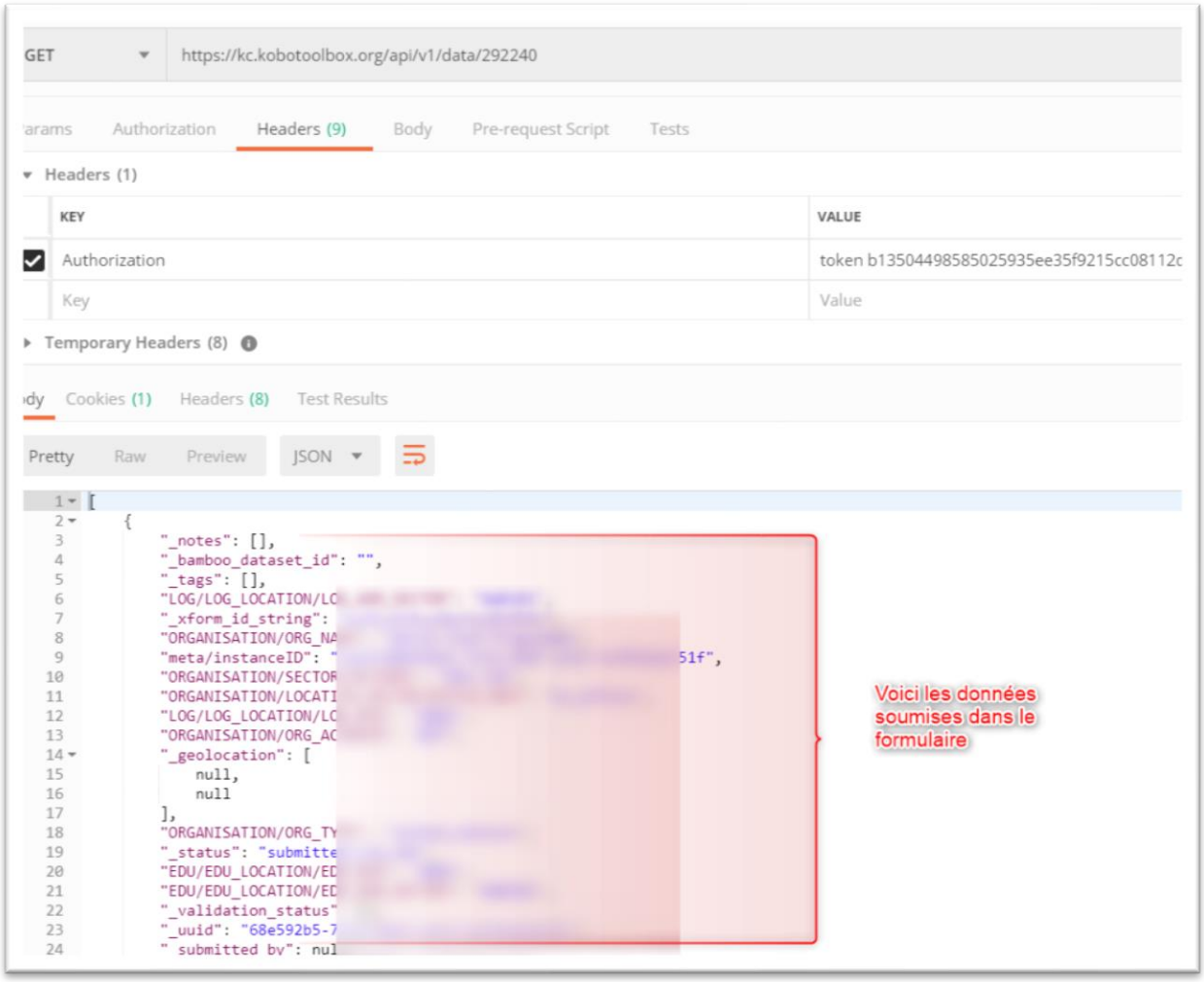
Open a new tab to test the data of the form



Start typing “aut” and select “authorization”



Write “Token” “space” and “the value of the token”



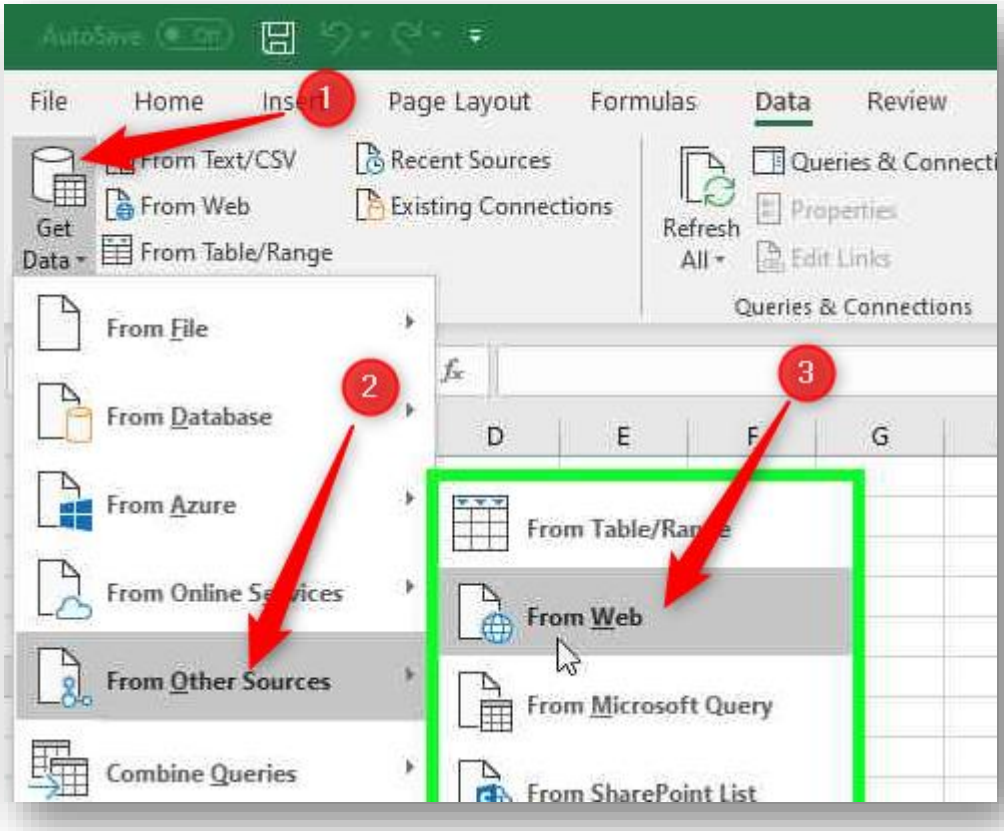
It shows the data of your form

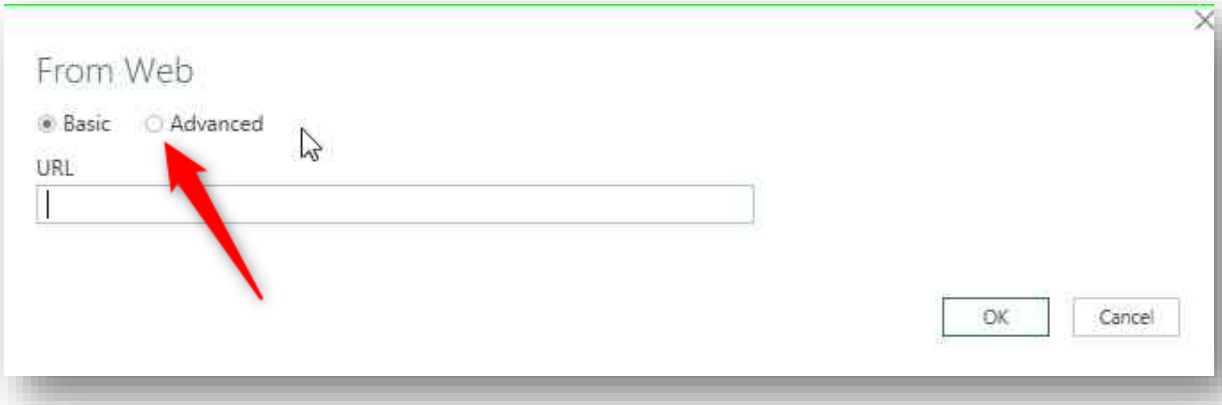
The test is good now:

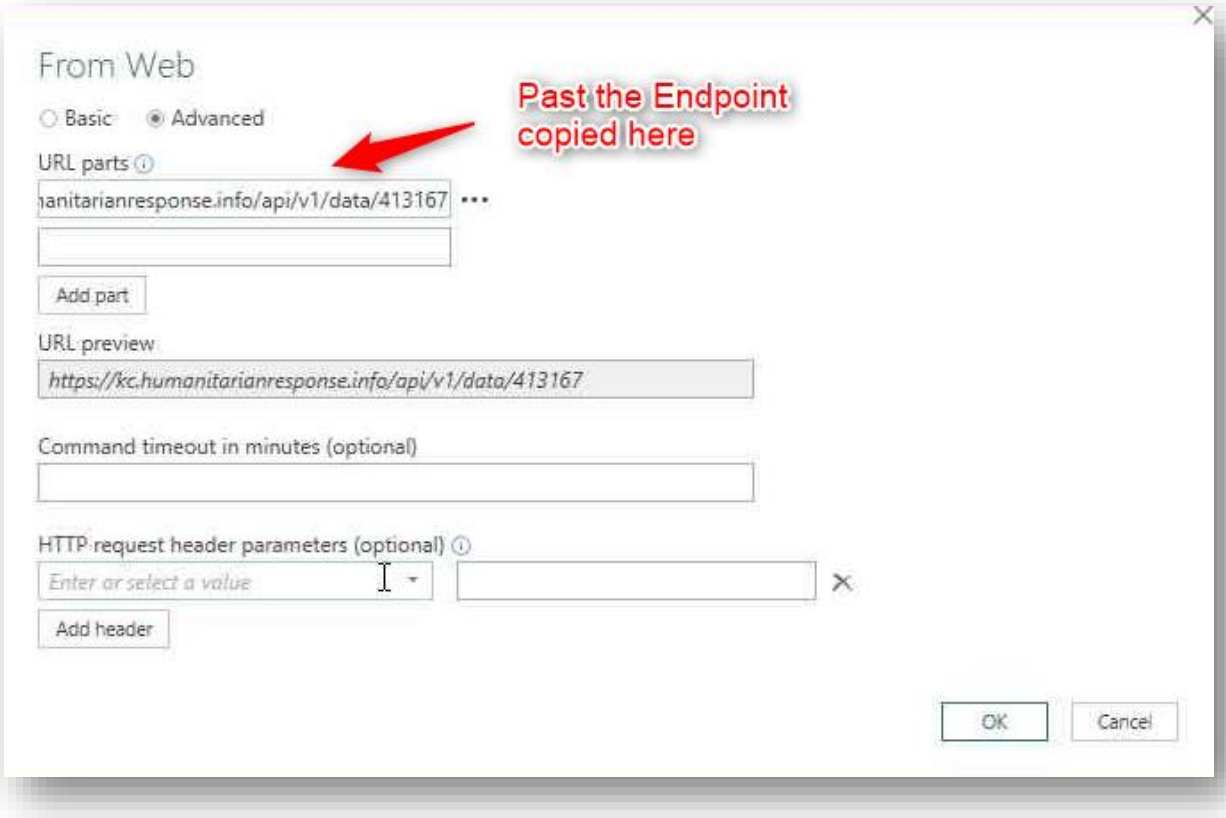
Copy the Endpoint of this step and the token they will be used on Excel to recover the data

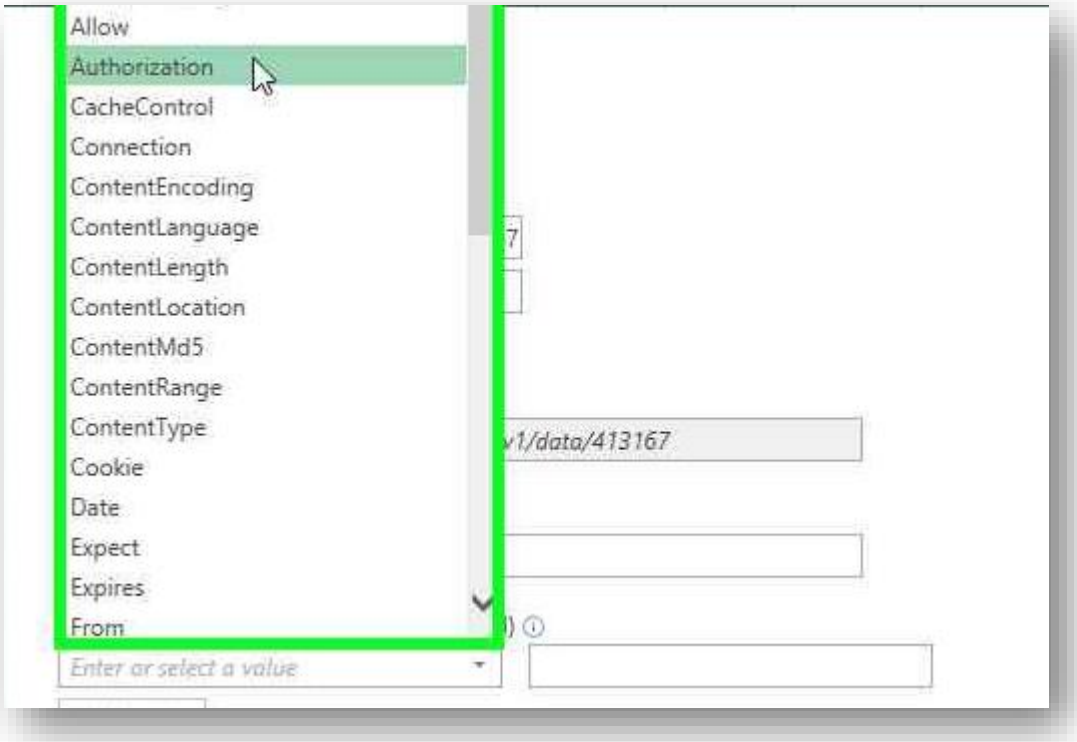
b. Connect Excel to Kobo data

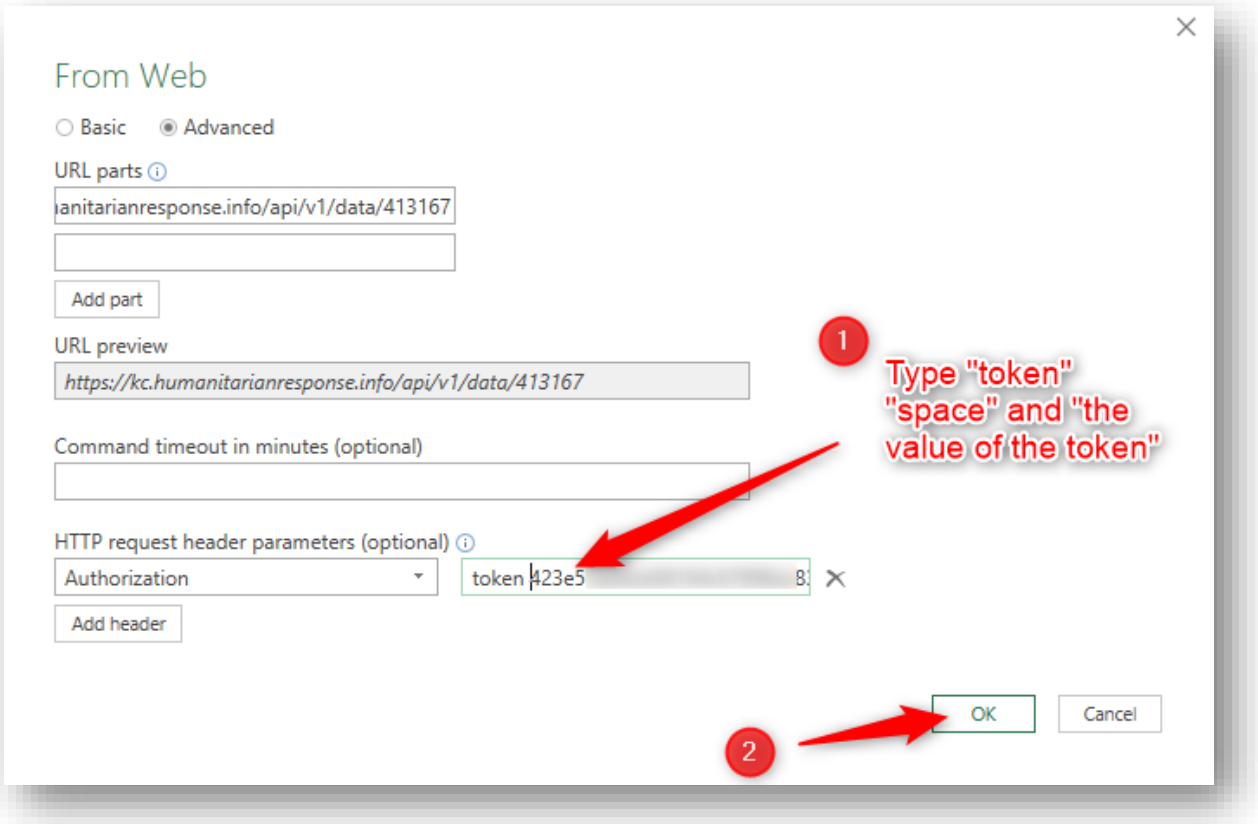
Open Excel


File
Home
Insert
Page Layout
Formulas
Data
Review
Get Data
From Text/CSV
From Web
From Table/Range
Recent Sources
Existing Connections
Refresh All
Queries & Connecti
Properties
Edit Links
Queries & Connections
From File
From Database
From Azure
From Online Services
From Other Sources
Combine Queries
From Table/Range
From Web
From Microsoft Query
From SharePoint List
1
2
3
D
E
F
G

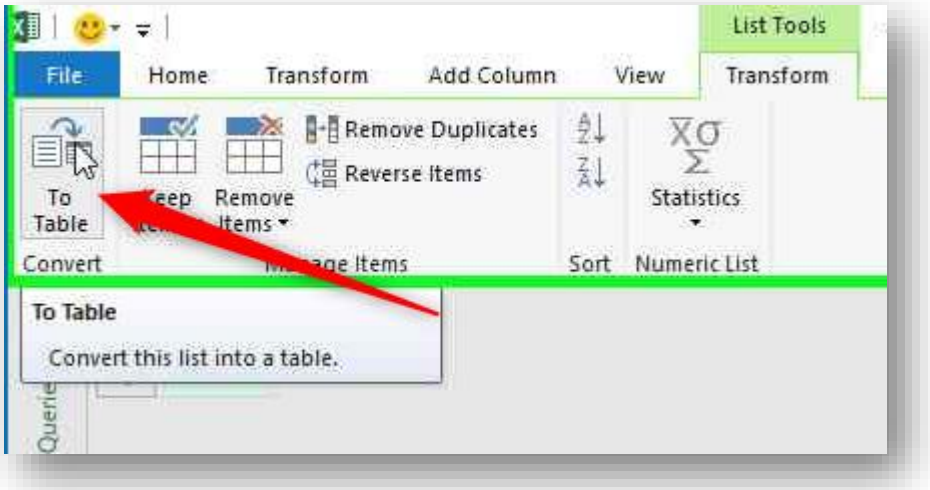

From Web
Basic
Advanced
URL
OK
Cancel


From Web
Past the Endpoint copied here
Basic
Advanced
URL parts
anitarianresponse.info/api/v1/data/413167
Add part
URL preview
https://kc.humanitarianresponse.info/api/v1/data/413167
Command timeout in minutes (optional)
HTTP request header parameters (optional)
Enter or select a value
Add header
OK
Cancel

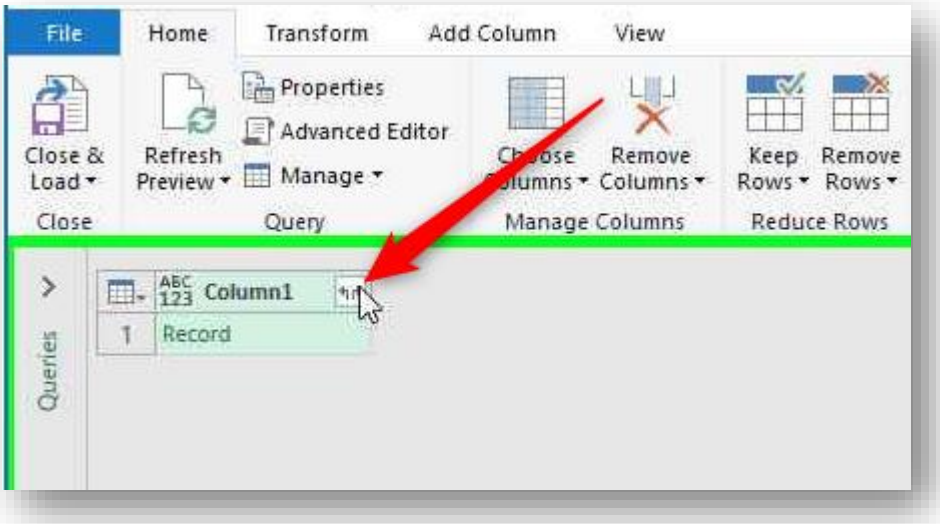

Allow
Authorization
CacheControl
Connection
ContentEncoding
ContentLanguage
ContentLength
ContentLocation
ContentMd5
ContentRange
ContentType
Cookie
Date
Expect
Expires
From
Enter or select a value

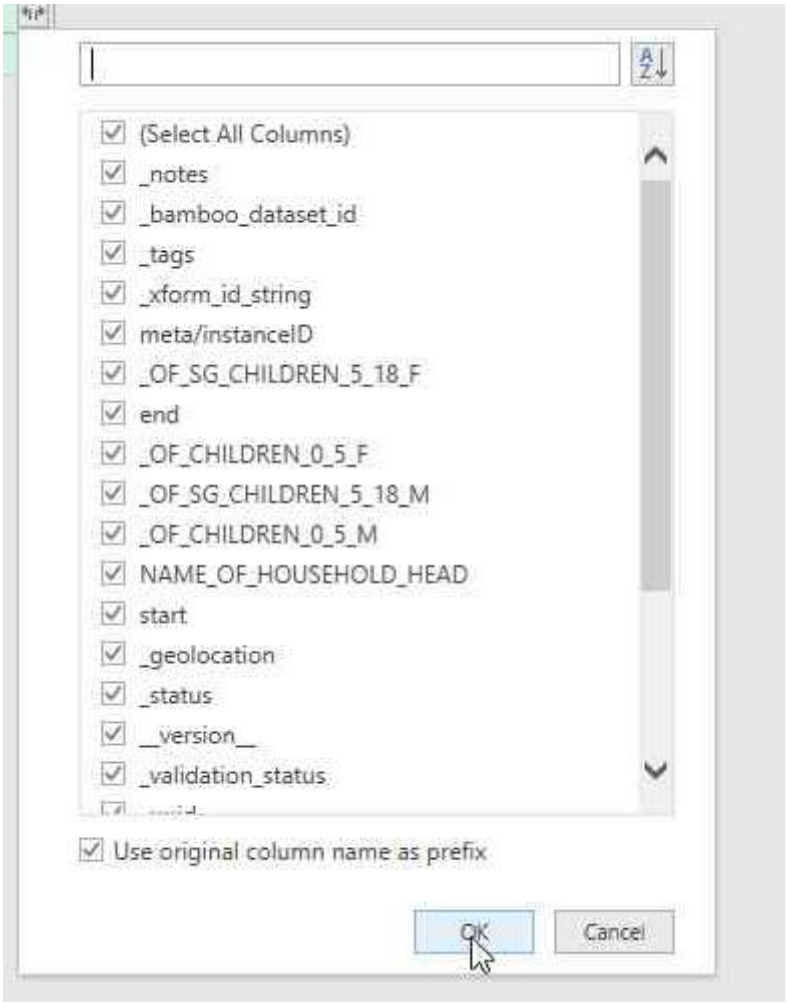


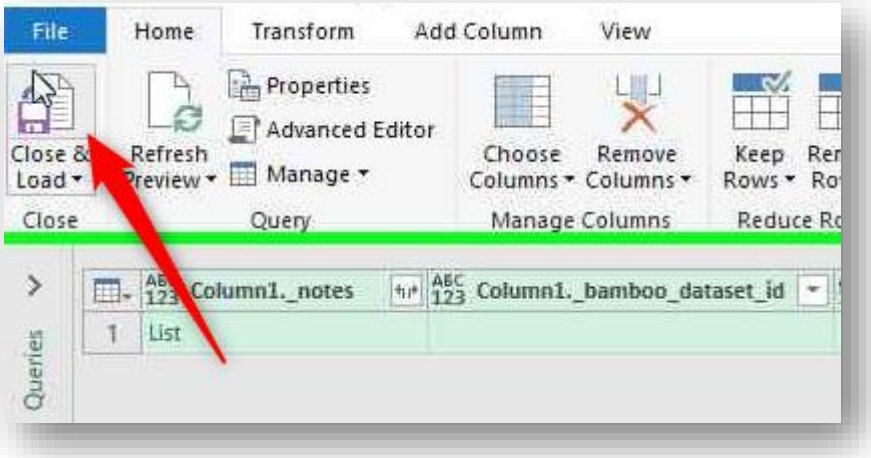
Cliquer sur « Se connecter »



To Table
Create a table from a list of values.
Select or enter delimiter
None
How to handle extra columns
Show as errors
OK
Cancel


File
Home
Transform
Add Column
View
Close & Load
Refresh Preview
Properties
Advanced Editor
Manage
Close
Query
Remove Columns
Keep Rows
Remove Rows
Manage Columns
Reduce Rows
Queries
ABC 123 Column1
1 Record


(Select All Columns)
_notes
_bamboo_dataset_id
_tags
_xform_id_string
meta/instanceID
_OF_SG_CHILDREN_5_18_F
end
_OF_CHILDREN_0_5_F
_OF_SG_CHILDREN_5_18_M
_OF_CHILDREN_0_5_M
NAME_OF_HOUSEHOLD_HEAD
start
_geolocation
_status
__version__
_validation_status
Use original column name as prefix
OK
Cancel


File
Home
Transform
Add Column
View
Close & Load
Refresh Preview
Properties
Advanced Editor
Manage
Choose Columns
Remove Columns
Keep Rows
Close
Query
Manage Columns
Reduce Ro
Queries
Column1._notes
Column1._bamboo_dataset_id
1
List

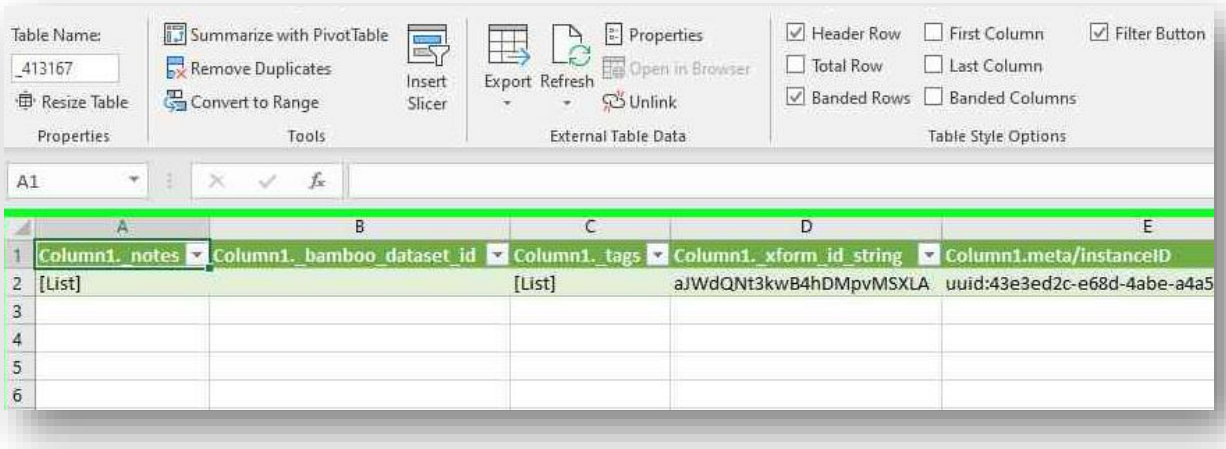
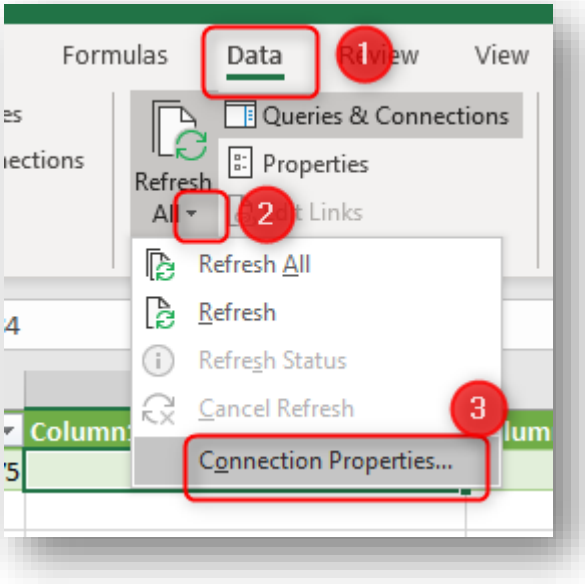
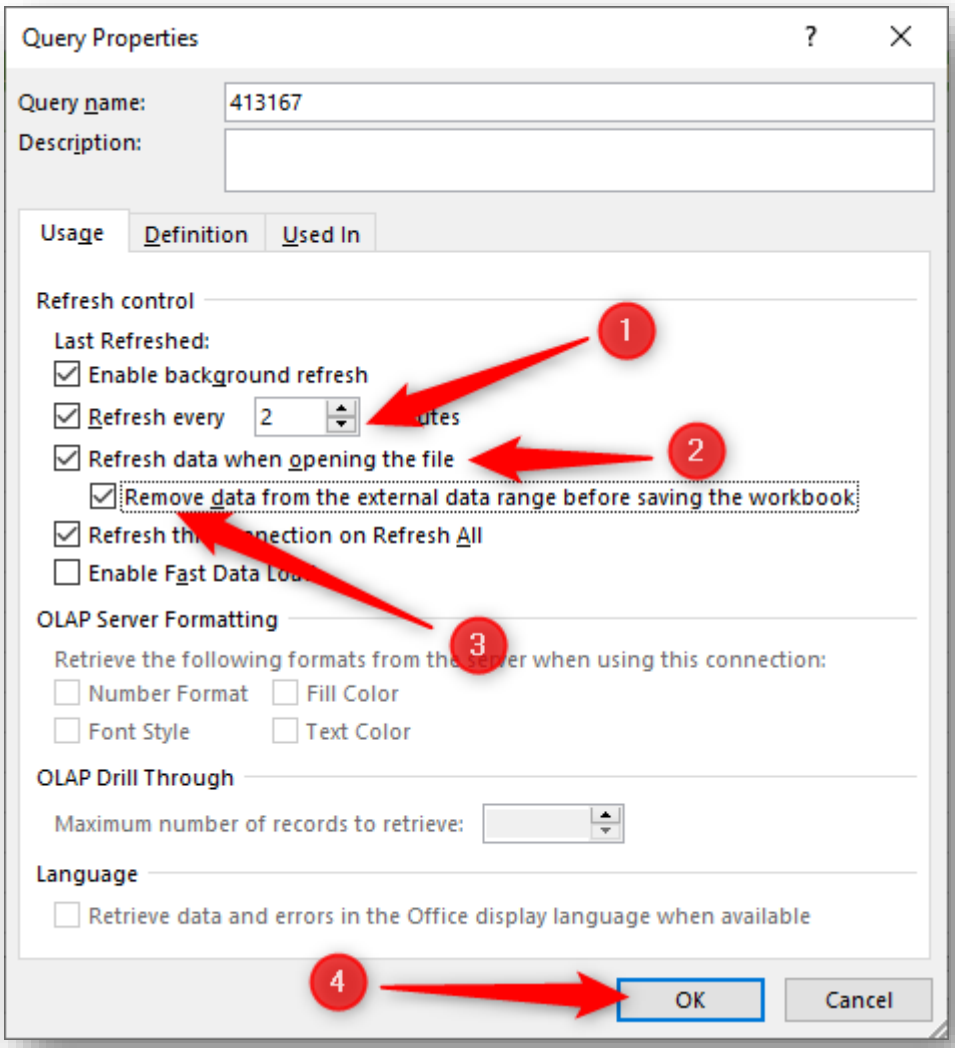


Table Name:
_413167
Resize Table
Properties
Summarize with PivotTable
Remove Duplicates
Convert to Range
Tools
Insert Slicer
Export
Refresh
Properties
Open in Browser
Unlink
External Table Data
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Filter Button
Table Style Options
A1
Column1._notes
Column1._bamboo_dataset_id
Column1._tags
Column1._xform_id_string
Column1.meta/instanceID
[List]
[List]
aJWdQNt3kwB4hDMpvMSXLA
uuid:43e3ed2c-e68d-4abe-a4a5


Formulas
Data
View
Queries & Connections
Properties
Refresh All
Refresh All
Refresh
Refresh Status
Cancel Refresh
Connection Properties...
1
2
3


Query Properties
Query name:
413167
Description:
Usage
Definition
Used In
Refresh control
Last Refreshed:
Enable background refresh
Refresh every
2
Refresh data when opening the file
Remove data from the external data range before saving the workbook
Refresh th
nection on Refresh All
Enable Fast Data Lo
OLAP Server Formatting
Retrieve the following formats from the server when using this connection:
Number Format
Fill Color
Font Style
Text Color
OLAP Drill Through
Maximum number of records to retrieve:
Language
Retrieve data and errors in the Office display language when available
OK
Cancel
1
2
3
4