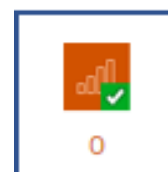


Guidance Note

Collecting and uploading data in KoBo using mobile devices and/or tablets

Collect data on desktop webform and any device in your browser

The form can be completed on desktop via the 'Collect Data' link that you have previously generated (refer to guidance note **03: How to use the NEAT+ with KoBoToolbox**). The same link works on any mobile device with a browser and can be sent via text, social media message or email. The form can also be loaded and used on the computer/device without an internet connection and can be bookmarked for easy offline access. The records are automatically stored in your browser and queued until an internet connection is available. When the app is online, the records will be automatically submitted one-by-one. Even if you close your browser, the records will be queued the next time you load the form. The number of records in the queue and the current connectivity status are indicated in the top left icon.

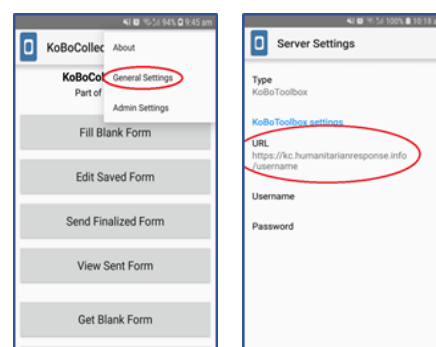


Collect data on your android device with KoBo Collect

To access the forms on an Android mobile or tablet, follow the step-by-step instructions below or click on the following link to watch the video on *How to use the NEAT+ - Step 3: Deploying NEAT+ to your mobile device and collecting data*: <https://youtu.be/S9pFZw63rtk>

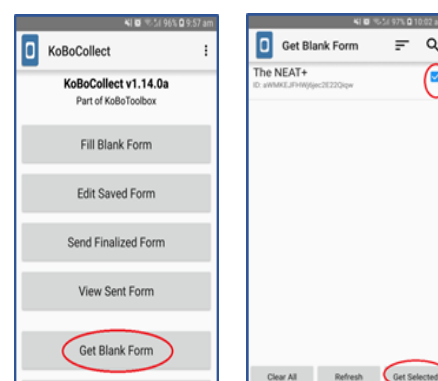
1. Download and install the KoBoCollect app from the Google Play Store:
<https://play.google.com/store/apps/details?id=org.koboc.collect.android&hl=en>

2. Open the app and go on the settings menu, select 'General Settings' and then tap 'Server settings' to edit the Server settings. Type in the URL
<https://kc.humanitarianresponse.info/>
with your KoboToolbox **username** at the end.
E.g. <https://kc.humanitarianresponse.info/username>



Note: If the project is not saved on your own KoBo account, but on your organization's KoBo account, enter your organization's KoBoToolbox username at the end of the link. If you are using a project's link that your organization shared with you, make sure it is deployed in your KoBo account.

3. Then go back to the main menu and select 'Get Blank Form'. Here you will see the list of Forms you have deployed. Tick the box next to the NEAT+ form and select 'Get Selected'. This will download the form on your device with all associated pictures.



4. Once the form is downloaded, you can begin entering data by selecting 'Fill Blank Form' in the main menu and selecting the NEAT+. You do not need to be connected to the internet in order to fill the blank forms after this point.
5. Complete the sensitivity and activity questionnaires using your mobile device. You can select the language of the form before entering your data. At the end of each assessment, click 'Save Form and Exit'.
6. Once you have completed your assessments and are ready to upload the data to your Kobo database, go to the main menu and select 'Send Finalized Form'. You can select which forms you want to upload and then 'Submit'. You will need an internet connection for this.

