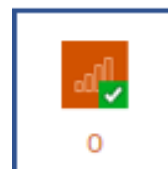


Guidance Note

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

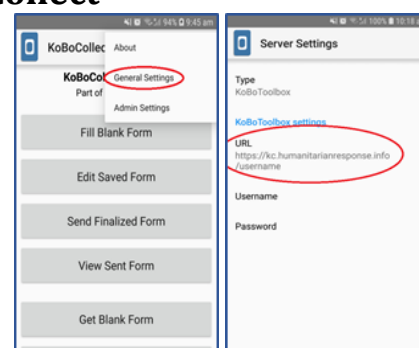
Collect data on desktop webform and any device in your browser

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 will work on any mobile device with a browser, and can be sent via text, social media message, or email. The form can be loaded and used without an internet connection on the computer/device and can be bookmarked for easy offline access. Records are automatically stored and queued in your browser until an internet connection is available. When the app is online, records will be automatically submitted one-by-one. Even if you close your browser, the records will be saved in the queue for the next time you load the form. The number of records queued and current connectivity status is indicated in the top left icon.



Collect data on your android device with KoBo Collect

1. Download and install the KoBo Collect app from the Google Play Store:



<https://play.google.com/store/apps/details?id=org.koboc.collect.android&hl=en>

2. Tap the settings menu, then 'General Settings', then 'Server' to edit the Server settings.

Type in the URL

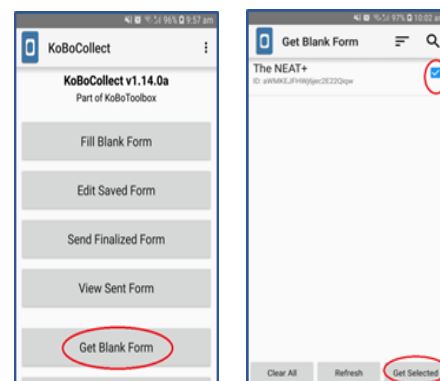
<https://kc.humanitarianresponse.info/>

with your KoboToolbox **username** at the end.

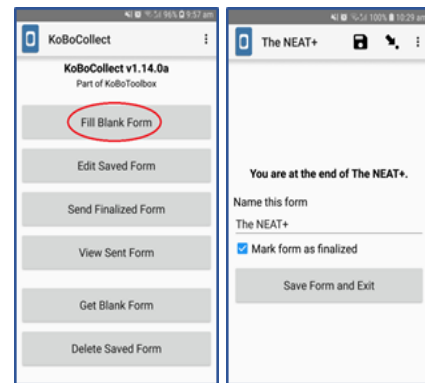
E.g. <https://kc.humanitarianresponse.info/username>

N.B: 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. In the main menu, 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 begin entering data by selecting 'Fill Blank Form' from the main menu, and selecting the NEAT+



5. Once you have completed the NEAT+ form you can rename as required, mark as finalized and save the form. From the main menu you can then return to edit the form later, or 'Send Finalized Form'.