



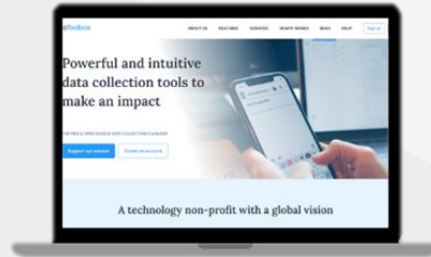
# *KoboToolbox*

*Faqih Rohmatulloh*  
*Badan Informasi Geospasial*



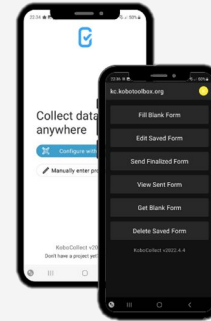
**KoboToolbox** is a powerful tool used for data collection. It provides a comprehensive platform that allows users to design, deploy, and manage forms for collecting various types of data.

**Available at:**



**Website**

<https://www.kobotoolbox.org/>



**Android\*** (Data Collection Only)

KoboCollect\*\*

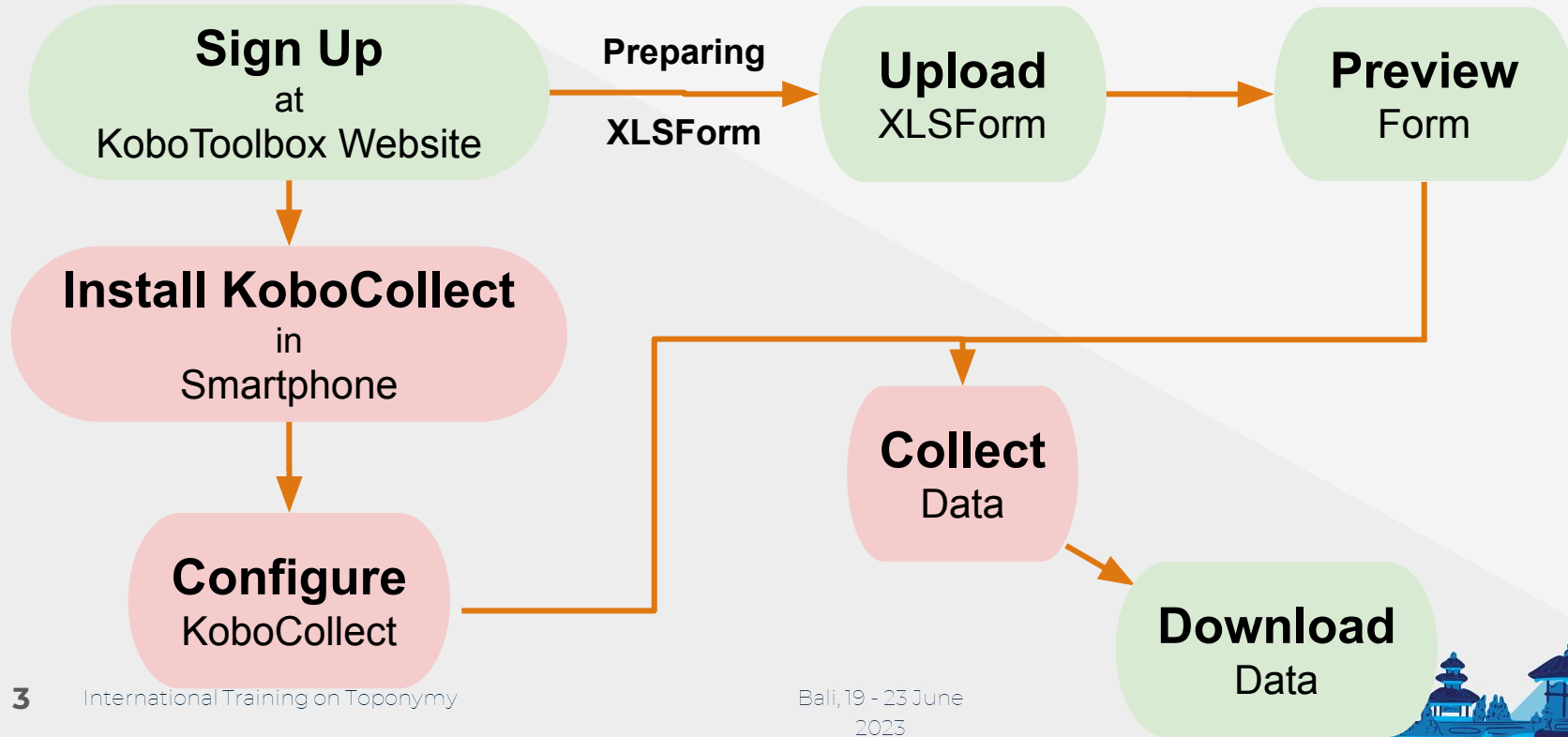
\*Iphone user **is recommended** to download BlueStacks to get KoboCollect

\*\*ODKCollect offer **comparable features** for data collection using forms created in KoboToolbox





# Getting Started with KoboToolbox





# Step 1 Signing Up

Complete the necessary  
information by filling up the form

## Create an account

**KoboToolbox**

KoboToolbox is an integrated set of tools for building forms and collecting interview responses. It is built for easy and reliable use in difficult field settings, such as humanitarian emergencies or post-conflict environments.

It is free to create an account and collect data, with no limits on the number of data collection projects. Users can collect up to 10,000 form submissions with their projects per month and store up to 5GB of survey attachments collectively in their user account (photos, videos, audio recordings, PDF, etc.). If you require more submissions or storage, please contact us at [info@kobotoolbox.org](mailto:info@kobotoolbox.org) to arrange for a paid subscription.

If you are an organization providing humanitarian assistance, please use [OCHA's KoboToolbox installation](#) instead, which provides an unlimited number of submissions.

[Terms of Service](#) | [Privacy Policy](#)

Full name  Organization name \*

Username \*

E-mail \*

Sector \*  Country \*

Gender  
 Male  Female  Other

Password \*

Password strength  
Use a few words, avoid common phrases  
No need for symbols, digits, or uppercase letters

Password confirmation \*

<https://www.kobotoolbox.org/>





# Preparing XLSForm

XLSForm is a powerful tool used for designing and creating forms for data collection by using Excel. The excel has two sheets namely survey and choices sheets, and one optional sheet which is setting sheet.

The form have 21 questions ranging from multiple choices to spatial-related question

More detail: <https://xlsform.org/en/>

The survey sheet contains:

- a. **type\***;
- b. **name\***;
- c. **label\***;
- d. **hint**;
- e. **required**;
- f. **required\_message**;
- g. **relevant**;
- h. **choice\_filter**;
- i. **constraint**;
- j. **constraint\_message**;
- k. **parameters**;

The choices sheet contains:

- a. **list\_name\***;
- b. **name\***;
- c. **label\***;
- d. **fclasses**;
- e. **regen**;

The setting sheet contains:

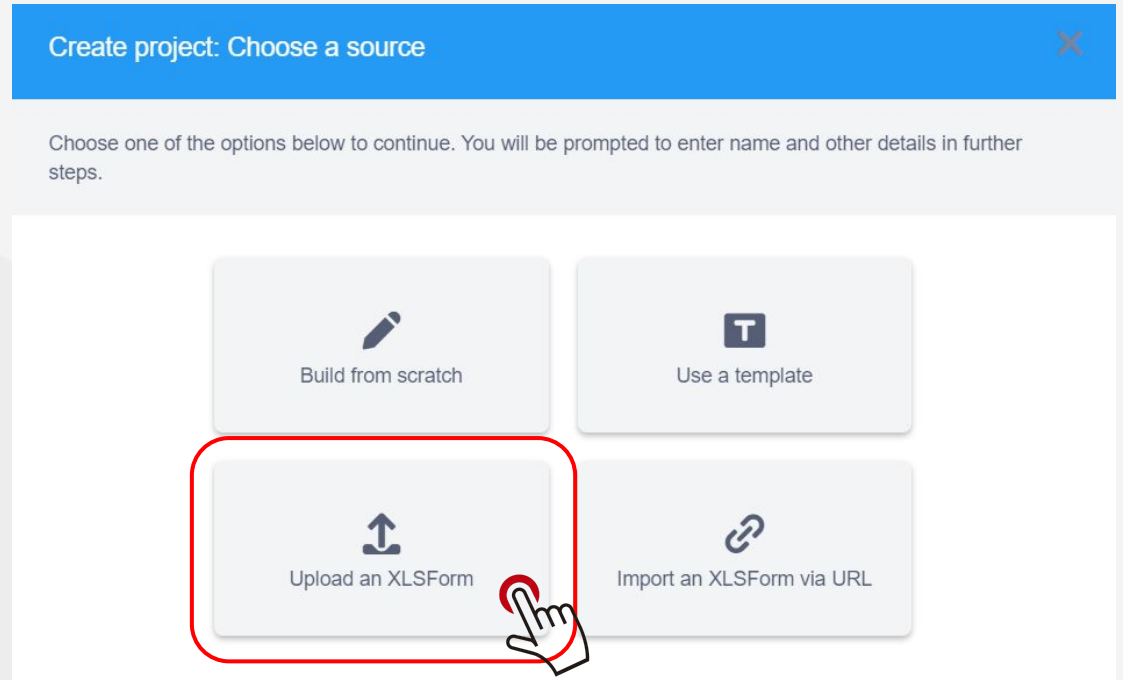
- a. **form\_title**;
- b. **form\_id**;
- c. **default\_language**;





# Step 3 on KoboToolbox Website Upload XLSForm

Upload the XLSForm from the  
provided example file

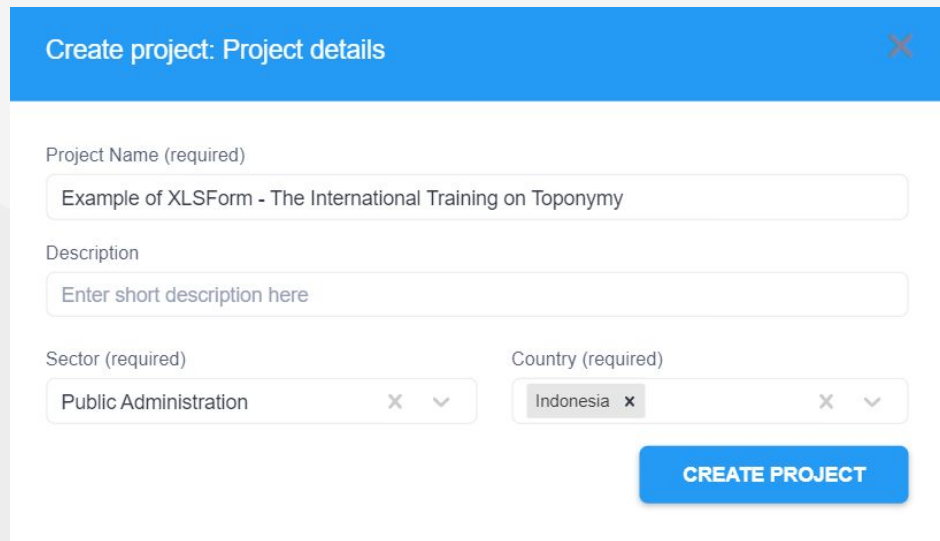


The choice of using XLSForm is based on its **exceptional flexibility** and the **multitude of features** it offers, making it an ideal option for creating the form.



# Upload XLSForm

1. Click on the **New** button to create a new project.
2. Select **Upload an XLSForm** as the method for creating the form.
3. Choose the **XLSForm file from your local computer** and upload it to KoboToolbox.
4. **Fill in the required information** such as Project Name, Description, Sector, and Country.



Create project: Project details

Project Name (required)  
Example of XLSForm - The International Training on Toponymy

Description  
Enter short description here

Sector (required)  
Public Administration

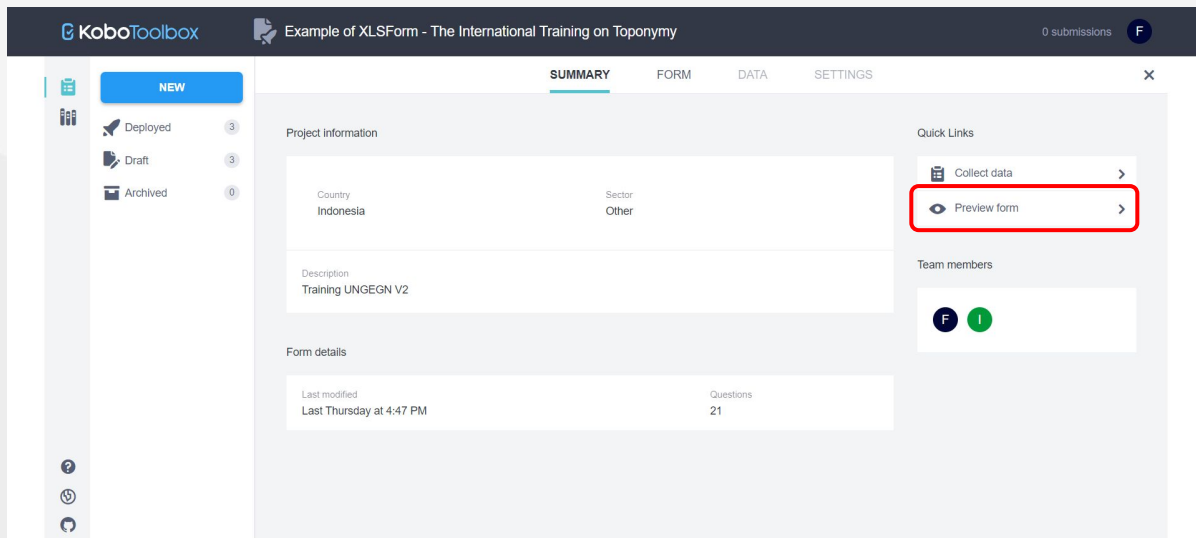
Country (required)  
Indonesia

**CREATE PROJECT**



# Step 4 on KoboToolbox Website Preview Form

Preview the form to ensure it  
appears and functions as expected.



The screenshot displays the KoboToolbox interface for a form titled "Example of XLSForm - The International Training on Toponymy". The interface includes a navigation menu on the left with options for "NEW", "Deployed" (3), "Draft" (3), and "Archived" (0). The main content area is divided into sections: "Project information" (Country: Indonesia, Sector: Other), "Description" (Training UNGEGN V2), and "Form details" (Last modified: Last Thursday at 4:47 PM, Questions: 21). On the right side, there is a "Quick Links" section with "Collect data" and "Preview form" (highlighted with a red box), and a "Team members" section showing two users (F and I).

If you **encounter any issues** or need to make adjustments to the form during the preview,  
you can **modify the XLSForm** to ensure it works properly.







# Preview Form

1. Go to the **Summary** section of your project.
2. Click on the **Preview Form** button.
3. **If the form needs adjustment**, check the XLSForm.
4. **Repeat the process** of uploading the updated XLSForm to KoboToolbox and previewing the form again to ensure the changes have been implemented correctly.

Form Preview

KoboToolbox

### Example of XLSForm - The International Training on Toponymy

\*Type of Geometry  
Select the appropriate geometry type that can represent the selected geographical features

- Point
- Line
- Area

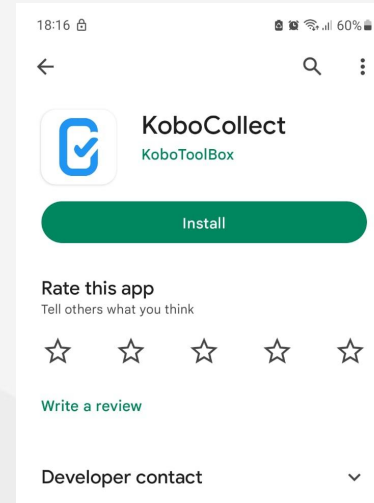




## Step 5 on Android Apps

# Install KoboCollect

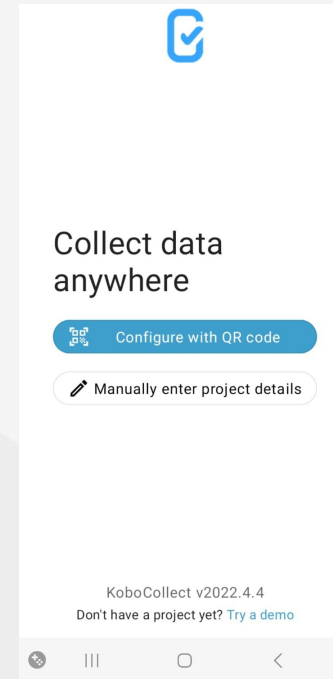
KoboCollect is an Android application that allows you to collect data using forms created in KoboToolbox





# Install KoboCollect

1. Open the Google Play Store on your device.
2. Search for "KoboCollect" in the search bar.
3. Tap on the "Install" button to begin the installation process.
4. Once the installation is complete, you can open the KoboCollect app from your app drawer.





# Step 6 on Android Apps Configure KoboCollect

Configuring the KoboCollect app  
with your KoboToolbox account  
details and server URL

**Add project**

URL

Username

Password

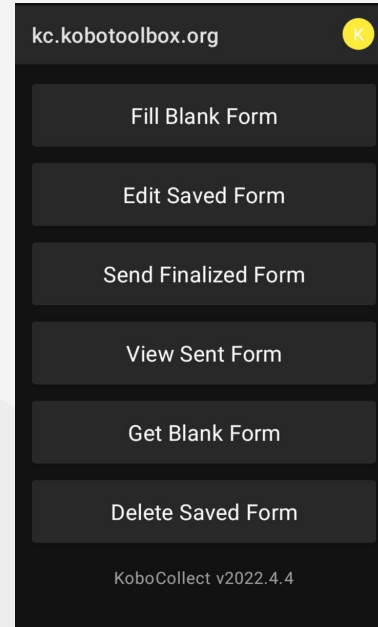
**i** After you add your project, you can  
configure it in Settings





# Configure KoboCollect

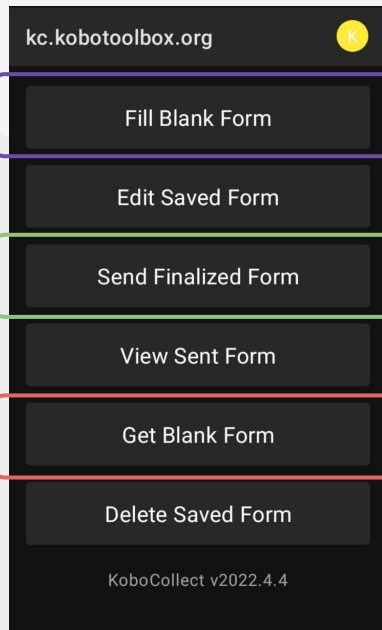
1. Open the app and go to the “Manually enter project details”.
2. Enter the URL ‘https://kc.kobotoolbox.org’ and your KoboToolbox account credentials.



# Step 7 on Android Apps Collect Data

1

1. Tap “Get Blank Form”
2. Choose the form you want to collect data for.
3. Tap on "Get Selected" to download the form to your device.



2

1. Tap on “Fill Blank Form”
2. Start filling out the form by entering the required information.

3

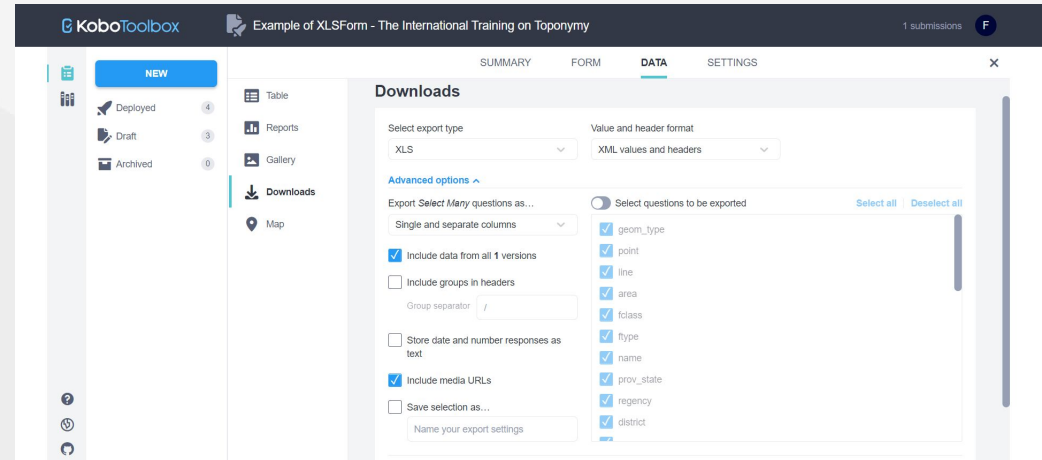
1. Tap on “Send Finalized Form”
2. Choose the data you want to send



# Step 8 on KoboToolbox Website Download Data

There are several things to note:

1. Ensure that the "Value and header format" is set to "XML Values and Headers."
2. Under XLS download type, access the advanced options and select the "Include Media URLs" checkbox.
3. Under GeoJSON download type, navigate to the advanced options and enable the "Flatten GeoJSON" option.





# Alternative for Data Collection

The screenshot shows a web browser window with the URL [ee.kobotoolbox.org/x/IGF25MaA](https://ee.kobotoolbox.org/x/IGF25MaA). The page title is "KoboToolbox". The main content is titled "Example of XLSForm - The International Training on Toponymy". It contains two sections of radio button options:

**\*Type of Geometry**  
*Select the appropriate geometry type that can represent the selected geographical features*

- Point
- Line
- Area

**\*Feature Class**  
*Please select the feature class that best describes the location you are working with:*

- Administrative Boundary
- Hydrography
- Leisure Area
- Populated Place
- Railway, Road

If you are unable to access or use the KoboCollect app, you can always use **Enketo Form**.











# How To Access Enketo Form

KoboToolbox Example of XLSForm - The International Training on Toponymy 1 submissions F


SUMMARY **FORM** DATA SETTINGS x

NEW


Deployed 4  
Draft 3  
Archived 0

Current version    

v1 Last Modified : Today at 7:25 PM - 21 questions [REDEPLOY](#)

Languages: This project has no languages defined yet 

Collect data

Online-Offline (multiple submission)  [COPY](#) [OPEN](#)

This allows online and offline submissions and is the best option for collecting data in the field.

1. Go to “Form” section
2. On “Collect Data” choose the suitable method
3. Click “Copy” to get the URL of Enketo Form





# Important Notes for Enketo Form

Home .kobotoolbox.org + 11 ⋮

KoboToolbox

### Trial XLSForm 1

**\*Type of Geometry**  
Select the appropriate geometry type that can represent the selected geographical features

Point  
 Line  
 Area

**\*Feature Class**  
Please select the Feature class that best describes the location you are working with!

Administrative Boundary  
 Hydrography  
 Leisure Area  
 Populated Place  
 Railway, Road  
 Building  
 Topography  
 Undersea  
 Vegetation

**\*Feature Type**  
Please select the Feature type that best describes the location you are working with based on the Feature Class you have chosen

**\*Name**  
Official name of the object

1. Enketo Form accessible to **only** authorized users.
2. To ensure the map in spatial-related question types in XLSForm (geopoint, geotrace, and geoshape) popped out in your phone, **change the web browser setting to Desktop Site**





# Ready?

In **10 minutes**, try to fill out the form!

**Object:** Padma Resort Legian

**Regency:** Badung

**District:** Kuta



# Notes for Data Collection

- **Photo:** recommended in landscape mode to capture a wider angle



< Foto Utama >



< Foto Pendukung >

- **Voice Recording:** in Indonesia, it is used to record names to preserve local pronunciation

