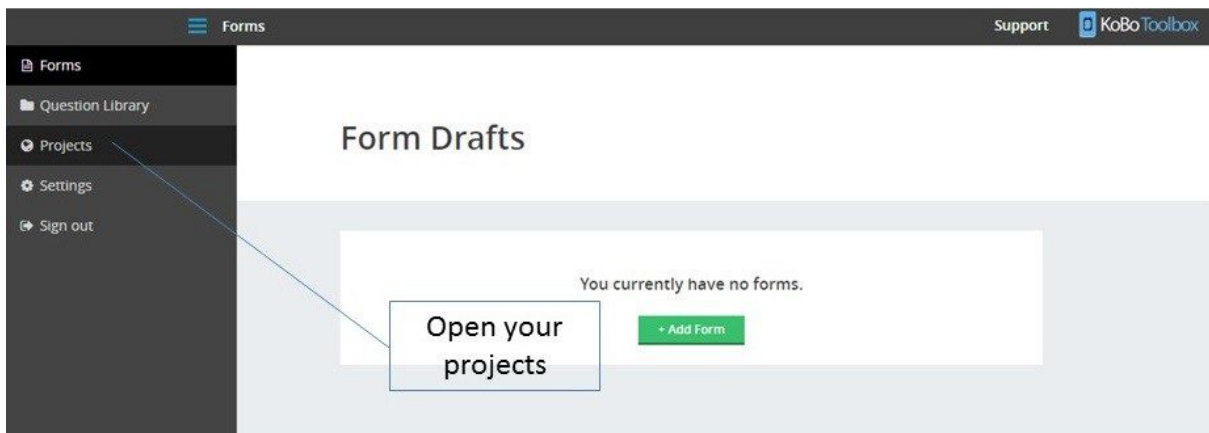


# Data Collection Lab 5: Managing your Kobo Toolbox database

Kobo Toolbox provides a good platform to collect data using two devices: your laptop and your mobile devices e.g. smartphones and tablets. On this module, we will talk about how to manage your Kobo Toolbox database using the online platform. The good thing about the Kobo Toolbox online platform is that it has a built-in online server where all your Kobo Collect data are stored.

## Checking submissions

Once you have opened your account, you need to open your projects to see if data is coming in from the Kobo Collect submissions.



Projects	Active	Shared By	Date Created	Last Modified	Submissions
ZOD Certification Form ZOD Certification Form	✓		June 17, 2015	June 17, 2015	1
ZOD Form C - BILIRAN ZOD Form C - BILIRAN	✓		April 29, 2015	June 01, 2015	8
ZOD Form C - Bukidnon ZOD Form C - Bukidnon	✓		June 09, 2015		0
ZOD Form C - Camiguin ZOD Form C - Camiguin	✓		June 10, 2015		0
ZOD Form C - Capiz ZOD Form C - Capiz	✓		May 17, 2015	Sept. 29, 2015	10
ZOD Form C - Cebu ZOD Form C - Cebu	✓		Oct. 08, 2015		0
ZOD Form C - Eastern Samar ZOD Form C - Eastern Samar	✓		April 29, 2015	Nov. 01, 2015	88
ZOD Form C - Iloilo ZOD Form C - Iloilo	✓		May 17, 2015	Nov. 05, 2015	23
ZOD Form C - Lanao del Norte ZOD Form C - Lanao del Norte	✓		June 10, 2015		0

Select the project that you want to work on

The main projects list will show you the projects that you have, when it was created, and when was the last submission. In this example, I have chosen ZOD Form C – Iloilo with 23 submissions as of November 5.

Once you have selected the project, you will arrive at the submissions page. This page will show you how many submissions you have received and will allow you to:

1. view your table and analyze your table online
2. download your data
3. view and download photos submitted using your Kobo Collect app
4. add data using the online web browser

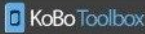
## Viewing and analyzing the data online

When you click *View data in Table*, it will show you all submissions using your Kobo Collect form. You will see the Column Headers and Answer Values. Since Kobo creates XML values from the responses, you can choose if you want the table to show the XML or Label values. This is the same with your Answer values.

		population	household	hh_indv_toilet	hh_shared_toilet	hh_communal_toilet	hh_noaccess_toilet	OD_cases	level1_HHs	li
BANATE	managopaya	1350	150	135	15	0	0	0	50	3
MAASIN	Mabini	500	1000	500	250	240	10	0	3	3
MIAGAO	Ubos Ilaya	11	2	2	0	0	0	0	2	0
ZARRAGA	Balud1	6	2	2	0	0	0	0	1	0
BADIANGAN	Odiongan	100	80	80	0	0	0	0	50	0
SAN_ENRIQUE	Camiri	854	352	300	52	0	0	0	200	1
GUIMBAL	Cabubugan	18	2	2	0	0	0	0	2	0
CABATUAN	Cagban	20	2	1	1	0	0	0	0	1
POTOTAN	Polotan	720	2	2	0	0	0	0	0	2
CARLES	Cawayan	1500	300	280	20	0	0	0	300	0
ZARRAGA	Balud I	1000	200	150	50	0	0	0	200	0
ZARRAGA	Balud I	1000	200	150	50	0	0	0	200	0
LEMERY	Nasapahan	600	100	90	10	1	1	1	100	0
OTON	Sta.monica	10	10	10	0	0	10	0	10	0
TIURINGAN	Tan benito	650	120	115	5	0	0	0	0	5

If you want to return to the main project page, click Return to “project name”.

The *Analyze Data* option allows you to create tables online using your dataset. You can select one of your questions and summarize according to Frequencies, Percentage of total respondents, Mean, Median or Mode. You can select if you want to see the XML or Label values.

Projects Support 

[Return to ZOD Form C - Ilollo](#)

Number of HHs using individual toilet

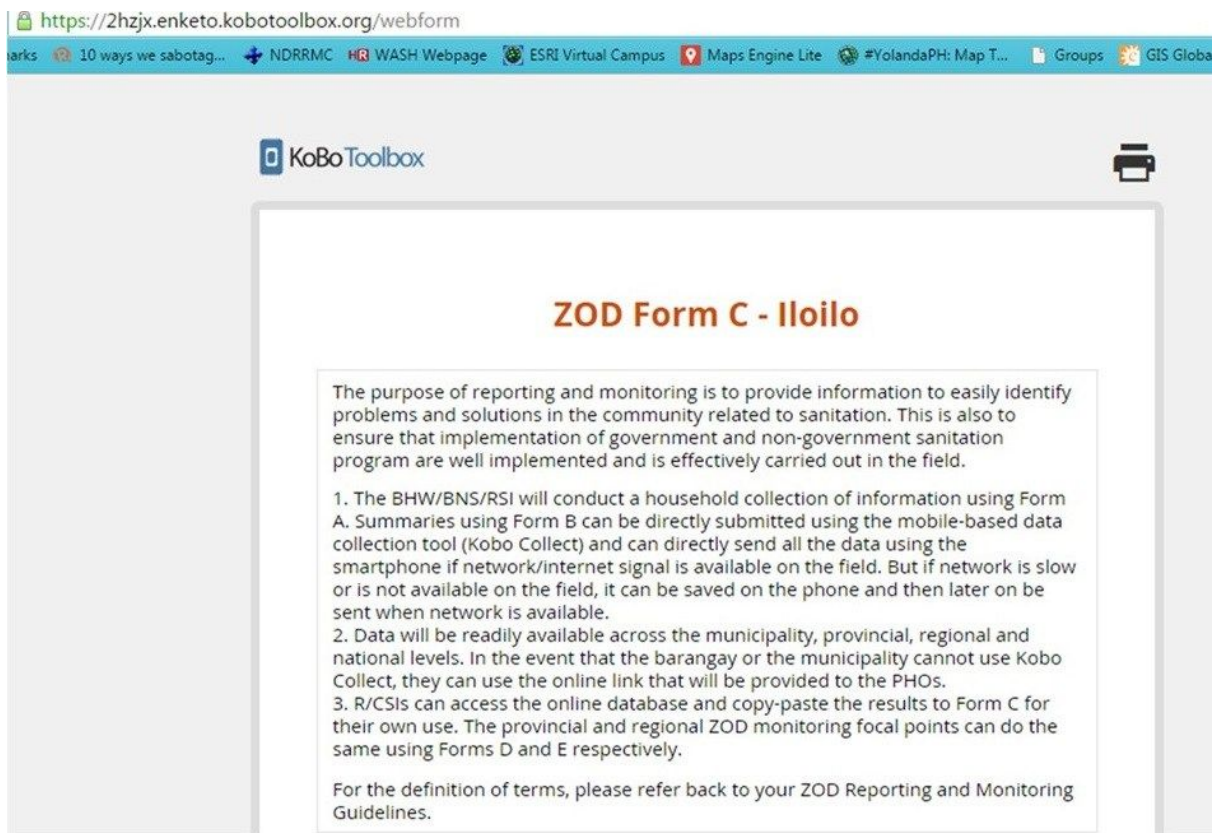
Frequency

Answers	Percentage of Total
115	4.35%
300	4.35%
2	34.78%
80	4.35%
500	4.35%
135	4.35%
10	4.35%
150	8.70%
90	8.70%
1000	4.35%
1	13.04%
280	4.35%

## Adding data using an web browser

The benefits of using Kobo Toolbox is that it also allows you to use the Kobo Collect form using a web browser. When you go to the main project page, you can click *Enter data in Browser* and it will direct you to an online version of the form.

*Tip:* Since Kobo Collect only works with Android devices, you can share the link to your form to Apple OS users so they can still input their data.



There is a link to online instructions on how you can collect data using your device.

Click *How to Collect Data on a Mobile Device* from the main project page and it will give you these instructions.

## Managing your Project Settings

When you click Project Settings on the main project page, you will be prompted to this page.

**Projects**

Project Settings

**Form Settings**

Accept Submissions  
 YES  NO

Existing Form Files

+ Add Document

Media Upload  Media URL

Choose Files

Delete project with all data and its form

**How would you like to share your project**

Share Project Publicly  
 YES  NO

Share Data Publicly  
 YES  NO

Share project with other users  
 Sharing by link is off

- zod\_iloilo: Can View
- jamancio: Can Edit
- zodmonitoringph: Can Edit | Can View | Can submit to

For user:

Perm type:

Under *Form Settings*, you will see:

1. Accept submissions – this gives you the option to allow users to submit their data using Kobo Collect or close it for submissions. You can select No if you have imposed a deadline and submission has ended.
2. Existing form files – when you create your form and you want to include images or media on it, you can simply include links on your Kobo form of images or media that have already been uploaded on your project settings page. Just make sure that you copied the correct image file link and file name on your Kobo form.

3. Delete project – as mentioned in Module 3, you can delete your project by clicking on this option. Just be sure that you have downloaded your dataset if there's already some data on your project.

## Sharing your project

You can also share your form to other Kobo Toolbox users through the following:

1. Sharing the project and the data publicly – everyone can use your form, publish it, and use the data that the project will generate, even if they are non-Kobo Toolbox users.
2. Sharing the project with other users – you can share the project by using the link (all you need is to turn sharing by link ON) to other users. You can also restrict these users from viewing or editing the project. You can also allow the project to directly submit data to other users' accounts.

## Reminders

When using your Kobo Toolbox account, make sure you that you back up your datasets almost every month by downloading the latest version depending on how long you are using the project. If it is a huge project, you may want to limit your restrictions to avoid mismanagement.