



SOUTH SUDAN

**Food Security &
Livelihoods Cluster**

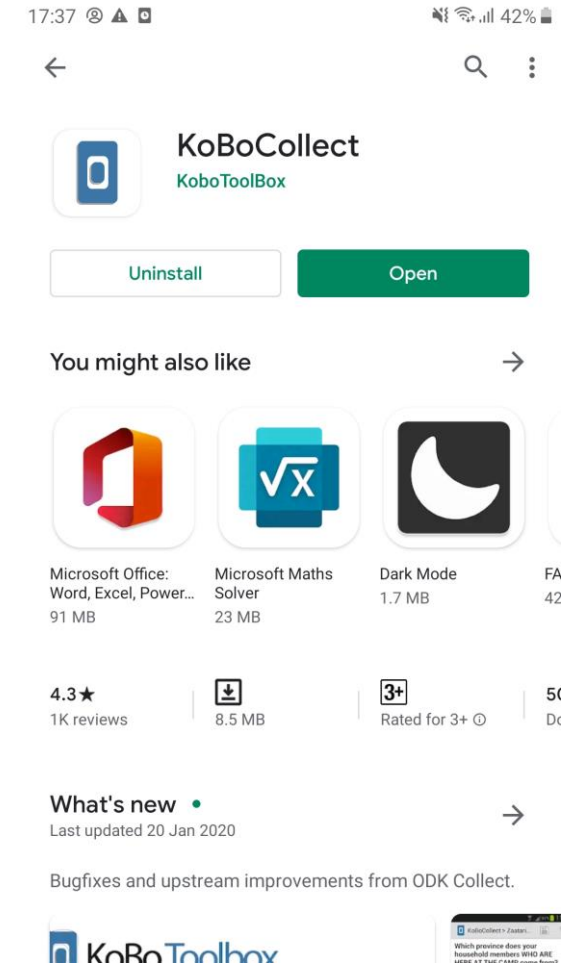
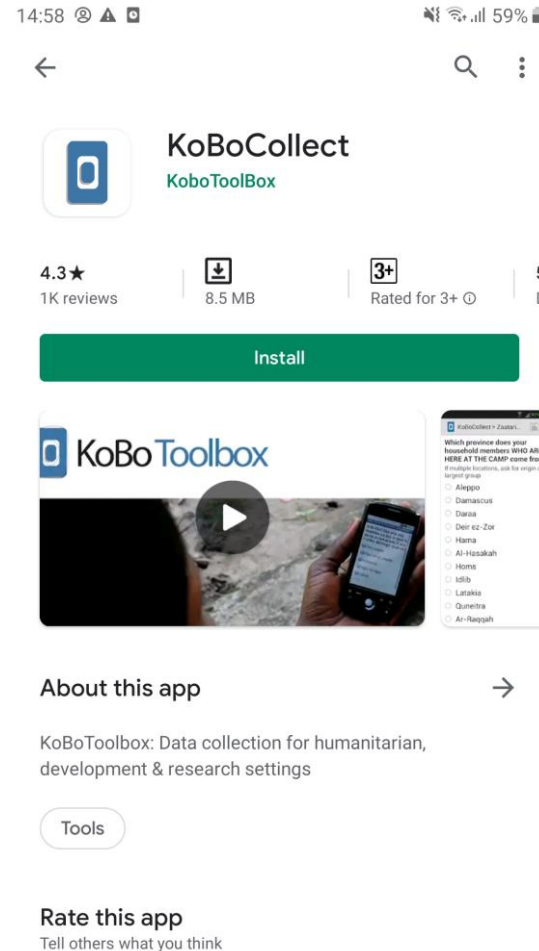
Strengthening Humanitarian Response

KoBo Collect Step by Step Guideline

Data Collection Using KoBo Collect (for Android)

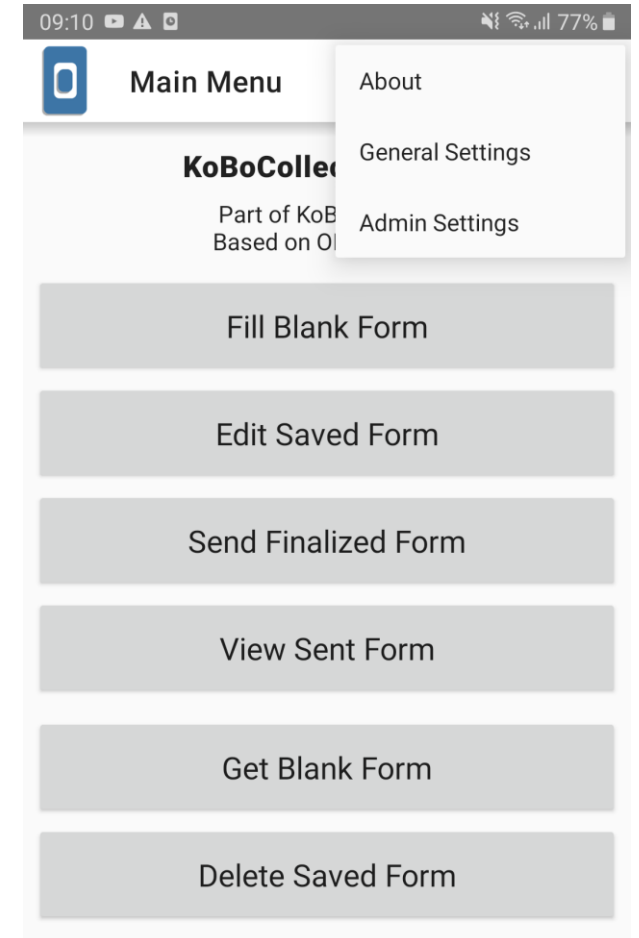
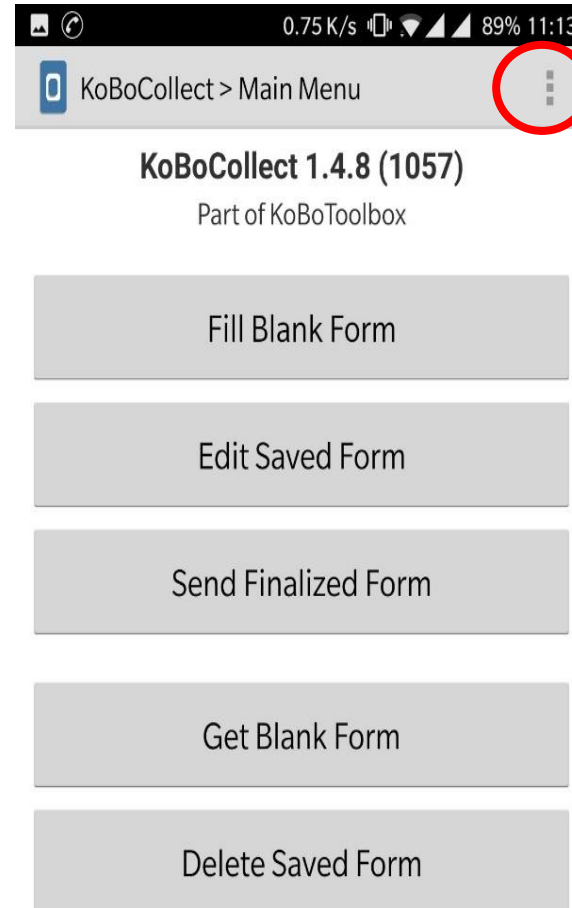
Step 1: Download KOBO Collect app, from Play store on Android phone.

Step 2: **Install** KoBo Collect on your phone and **Open**



Data Collection Using KoBo Collect

Step 3: Open KoBo Collect and click on the top right section of the application to open General Settings of the app (press the three dots)

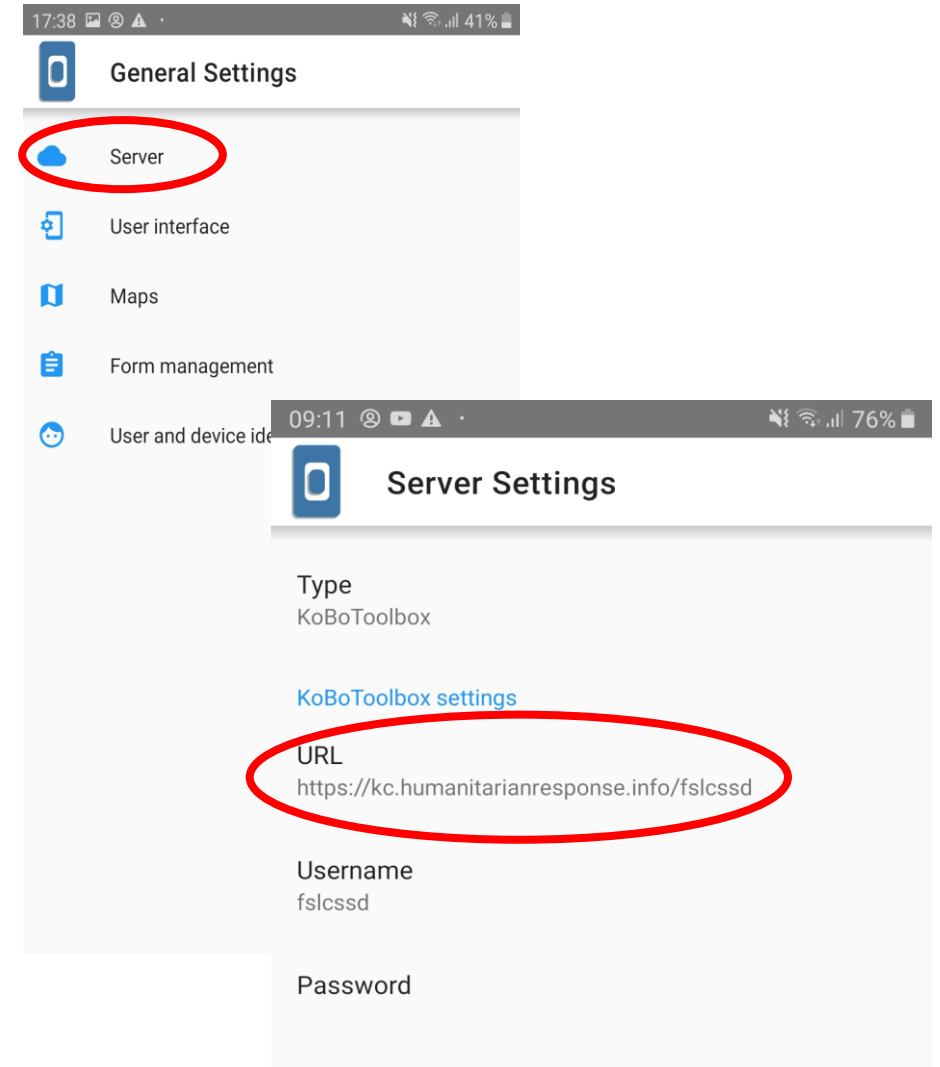


Data Collection Using KoBo Collect

Step 4: Click Server Settings section and enter the URL:

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

click 'OK', to connect with server

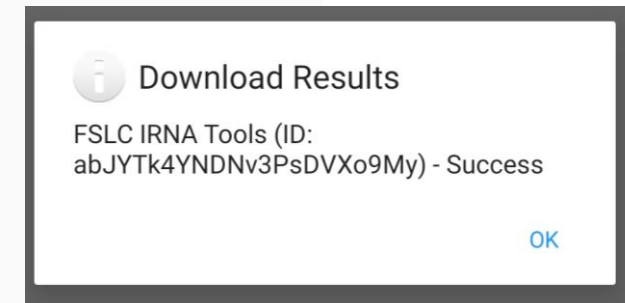
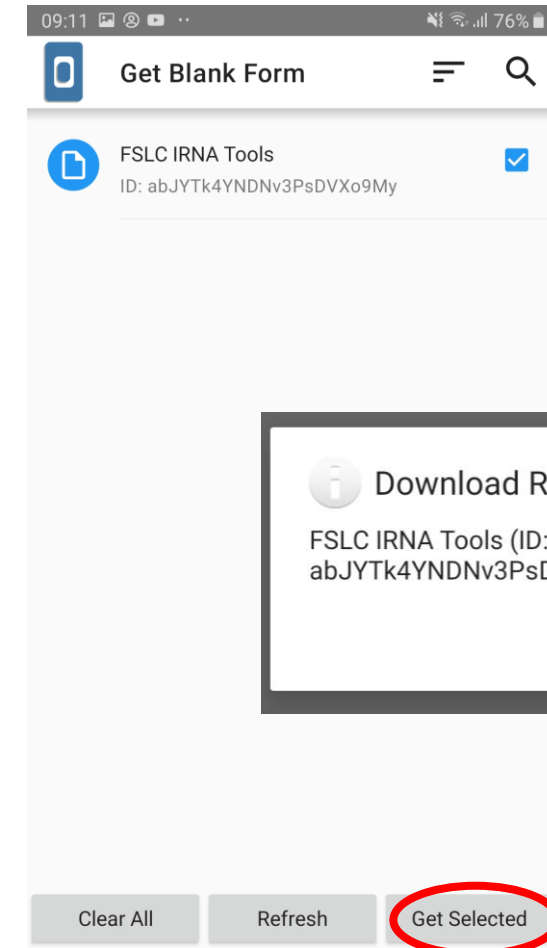
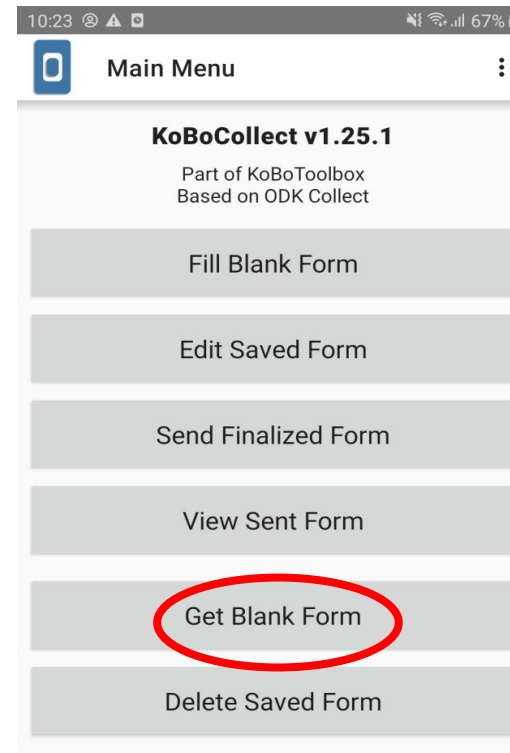


Data Collection Using KoBo Collect

Step 5: Return to the Main Menu Click the Tab – **‘Get Blank Form’**

Step 6: Select the Form ‘FSLC IRNA Tools’ required for your survey, by ticking the box and click on: ‘Get Selected’

Click OK after the form has been downloaded successfully

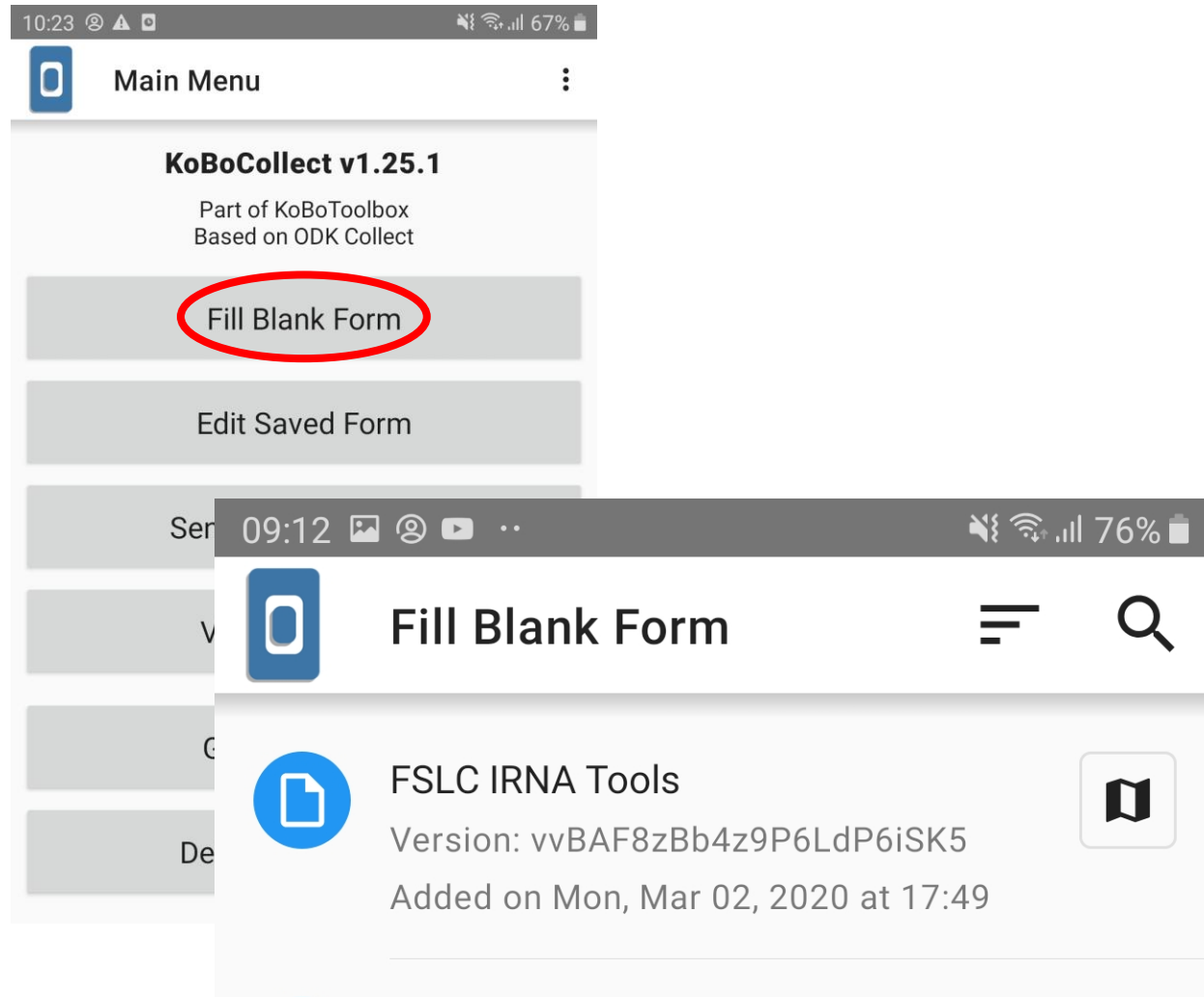


Data Collection Using KoBo Collect

Step 7: Once the form is downloaded, return to the main menu.

Click on '**Fill Blank Form**' and

Select the 'FSLC IRNA Tools' to proceed with the survey. To begin the Survey, swipe on your screen:



Data Collection Using KoBo Collect

At the end, to collect GPS Coordinates, **Remember to be in open space.**

Step 8: After completing your form, select on '**Mark Form as Finalized**' and click on '**Save Form and Exit**':

The image displays two screenshots of the FSLC IRNA Tools application interface on a mobile device.

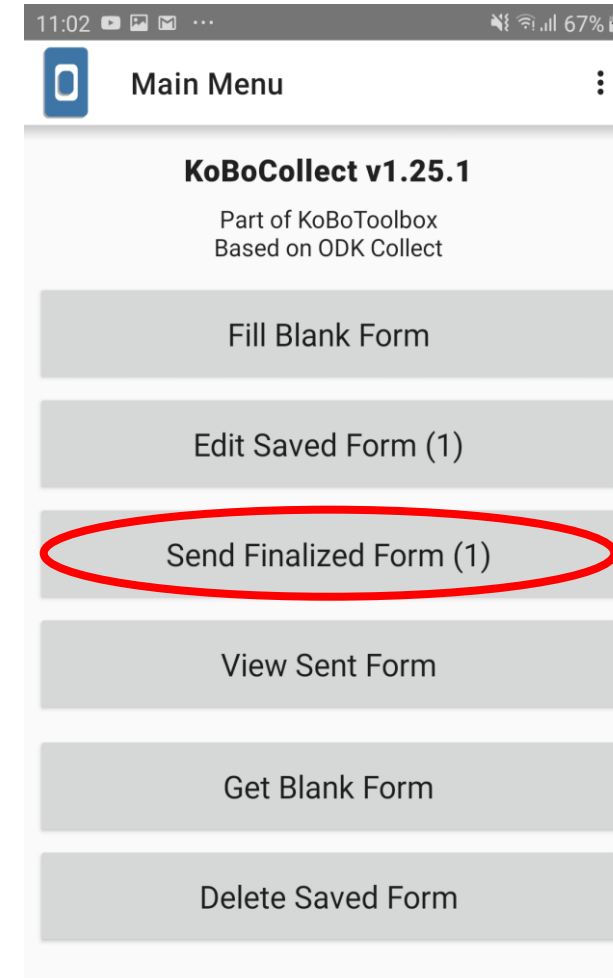
Left Screenshot (10:44): The app title is "FSLC IRNA Tools". It shows a red asterisk and the instruction: "Collect the GPS coordinates of this household." Below this, it says "Conclude the interview while the tool capturing the coordinate". A button labeled "Change Location" is visible. The GPS data displayed is: Latitude: N 4°51'26", Longitude: E 31°33'4", Altitude: 510m, and Accuracy: 6m.

Right Screenshot (10:45): The app title is "FSLC IRNA Tools". It shows the message: "You are at the end of FSLC IRNA Tools." Below this, it asks to "Name this form" with the text "FSLC IRNA Tools" entered. A checkbox labeled "Mark form as finalized" is checked and circled in red. At the bottom, there is a button labeled "Save Form and Exit".

Data Collection Using KoBo Collect

Step 9: After saving form, go back to Home Screen and click on **'Send Finalized Form'**:

However, you can click on 'Edit Finalized Form' to make any changes before sending the form.



Data Collection Using KoBo Collect (Web version)

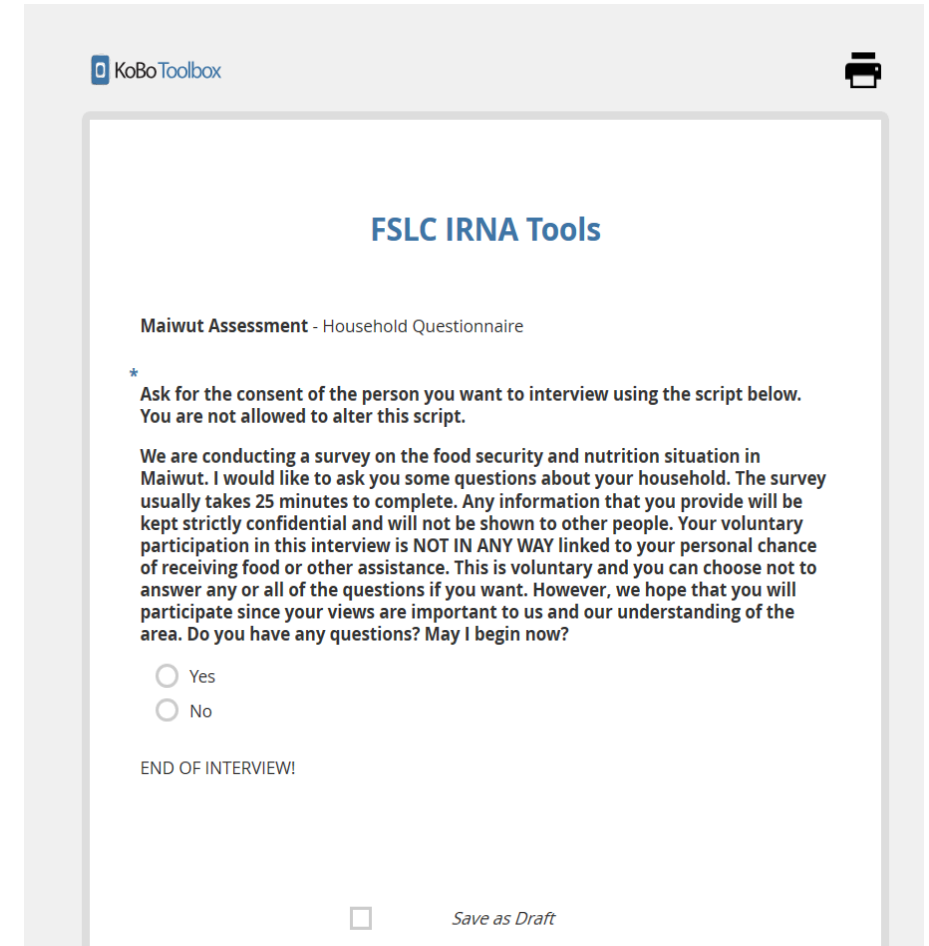
For Web Version, Please

Click on the following URL

<https://ee.humanitarianresponse.info/x/#wY3DpgtN>

The web browser will prompt you to this screen:

You can then start the survey



The screenshot displays the KoBoToolbox web interface. At the top left is the 'KoBoToolbox' logo, and at the top right is a printer icon. The main content area is titled 'FSLC IRNA Tools'. Below this title, the survey is identified as 'Maiwut Assessment - Household Questionnaire'. A blue asterisk icon precedes a consent instruction: 'Ask for the consent of the person you want to interview using the script below. You are not allowed to alter this script.' This is followed by a detailed paragraph explaining the survey's purpose (food security and nutrition in Maiwut), duration (25 minutes), confidentiality, and voluntary nature. At the bottom of the text block are two radio buttons labeled 'Yes' and 'No'. Below the radio buttons, the text 'END OF INTERVIEW!' is displayed. At the very bottom of the form, there is a checkbox and the text 'Save as Draft'.