

Collecting Data through Web Forms

The types of web forms, and how to use them for both online and offline data collection

What are web forms?

Web Forms, also known as Enketo, are used by KoBoToolbox to preview your forms and to enter data directly on your computer. You can also use web forms for collecting data on your mobile devices - even if you're offline at the time of data collection. It works on virtually any device, including iPhones, iPads, or any other smartphone, tablet, or computer. Some features are still being actively developed for Enketo, so some special questions may not be fully supported yet on every device.

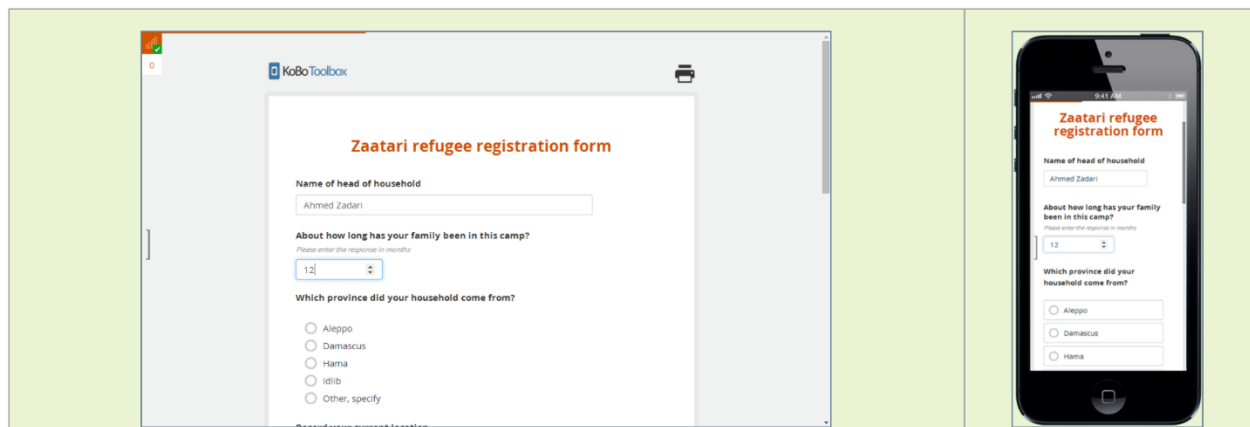
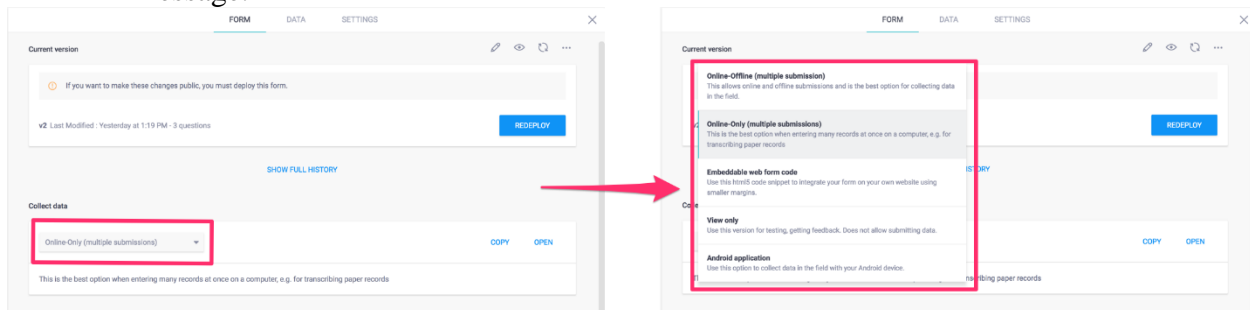
How do I use web forms for data collection?

In order to start collecting data, you need to first deploy your project. Once your project is deployed you will see the below screens with instructions on how to collect data. In the dropdown under Collect Data, you have several options available for Web Forms, depending on how you are planning to enter data.

The screenshot shows the KoBoToolbox interface with the 'FORM' tab selected. At the top, there are tabs for 'FORM', 'DATA', and 'SETTINGS'. Below the tabs, there is a 'Current version' section with a warning message: 'If you want to make these changes public, you must deploy this form.' Below this message, it says 'v2 Last Modified : Yesterday at 1:19 PM - 3 questions' and a 'REDEPLOY' button. Below the 'Current version' section, there is a 'Collect data' section with a dropdown menu set to 'Online-Offline (multiple submission)' and 'COPY' and 'OPEN' buttons. Below the dropdown menu, there is a text box that says 'This allows online and offline submissions and is the best option for collecting data in the field.'

Types of web forms

- To start collecting data using web forms on your computer, choose the Online-Only option. This is especially useful for testing purposes, but also when transcribing data from using paper forms. Just select the item in the dropdown and then click Open to start entering data.
- To collect data on a mobile device in the field or any device that will not be constantly connected to the Internet, use the Offline-Online option.
- To send the URL by email just click Copy and paste it into an email or social media message.



To collect data using a mobile device, you need to copy the URL of your web form to your mobile device. You can simply send it by email or text message to any device. To obtain the URL of the web form, click either the "Copy" or "Open" buttons on the card.

Does Enketo work offline?

Enketo is also able to collect data while you are offline. However, it is essential to visit the URL once before going offline, and then saving it on the device (for example with a bookmark on the mobile browser).

Once your form has been fully loaded and cached, you'll see the offline availability icon (empty

"signal bars" and a check mark) in the top-left corner indicating that you can access the form offline until your browser's data has been cleared:



Enketo will display your form afterward even without any Internet connectivity, and it will store and queue your data until you are online again.

Forwarding upon submission

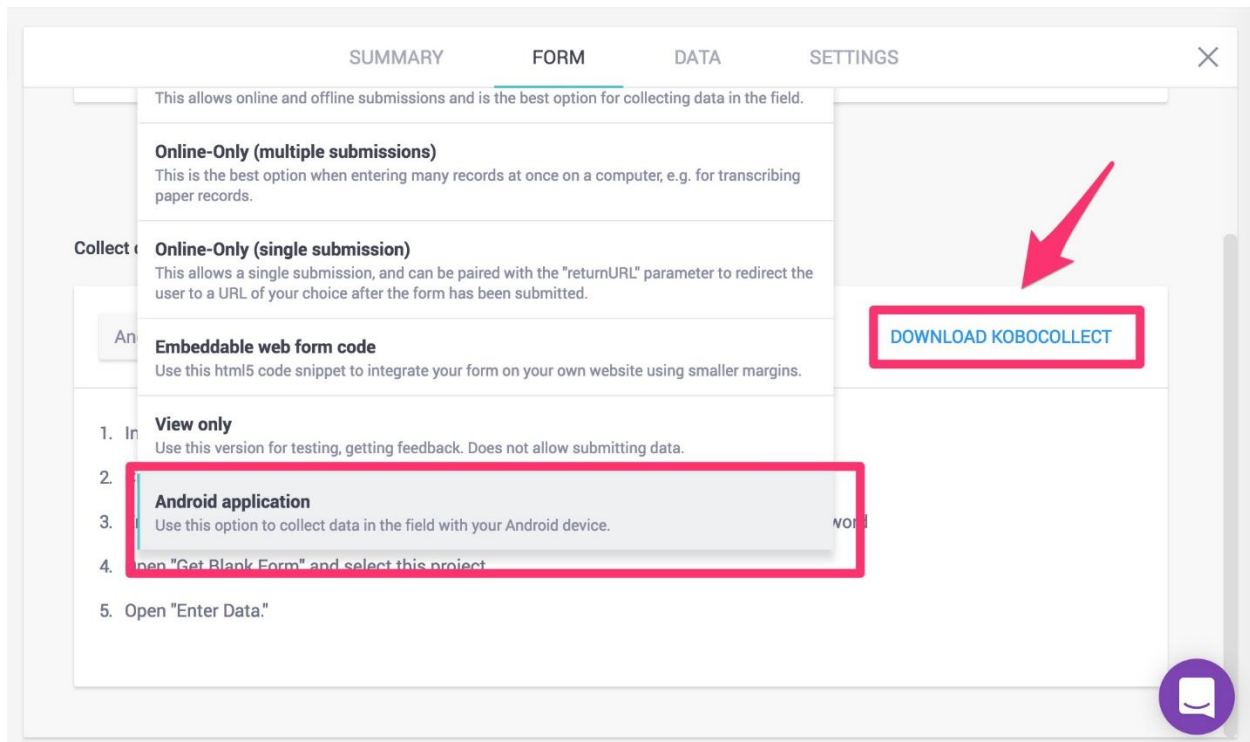
By default the form refreshes for the next entry once the data has been submitted. If users are only supposed to enter one entry (e.g. in an online survey) you can send them to another website upon submission. To use this feature you need to 1) use the Online-Only form of the form, and 2) add `?returnURL=https://www.somewebsite.com` to your URL.



Collecting Data with KoBoCollect on Android

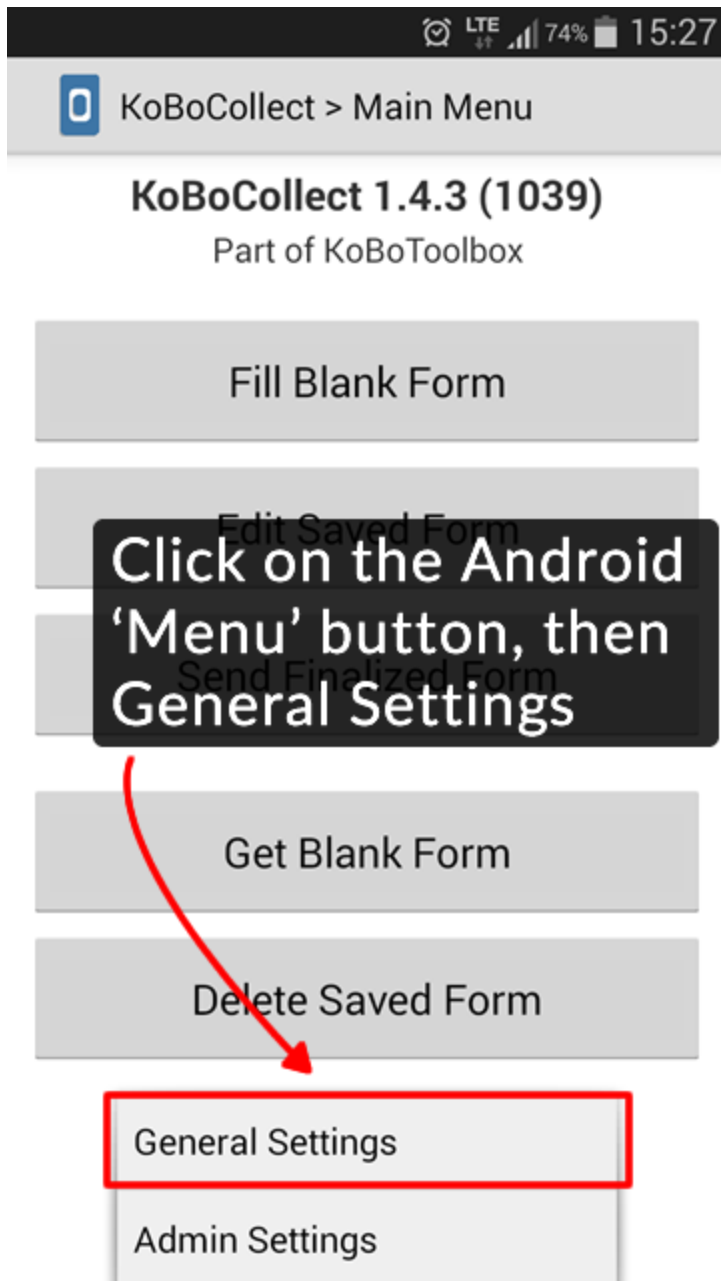
KoBoCollect is an Android app that can be installed on any modern Android device. [To install the app on your Android device, click here.](#)

Server URL set up



After installing KoBoCollect, you need to configure it so that it can be used together with your KoBoToolbox account for data collection. These instructions are also listed on the Form page after you have deployed your project.

1. Install KoboCollect on your Android device.
2. On your Android device, open KoBoCollect and open the General Settings (this may be in the top right of your screen, the bottom right, or a button in the center bottom - depending on your Android version)



Click on the Android
'Menu' button, then
General Settings

3. In General Settings, under URL, enter the server URL <https://kc.kobotoolbox.org> or <https://kc.humanitarianresponse.info> (depending on which server you use)

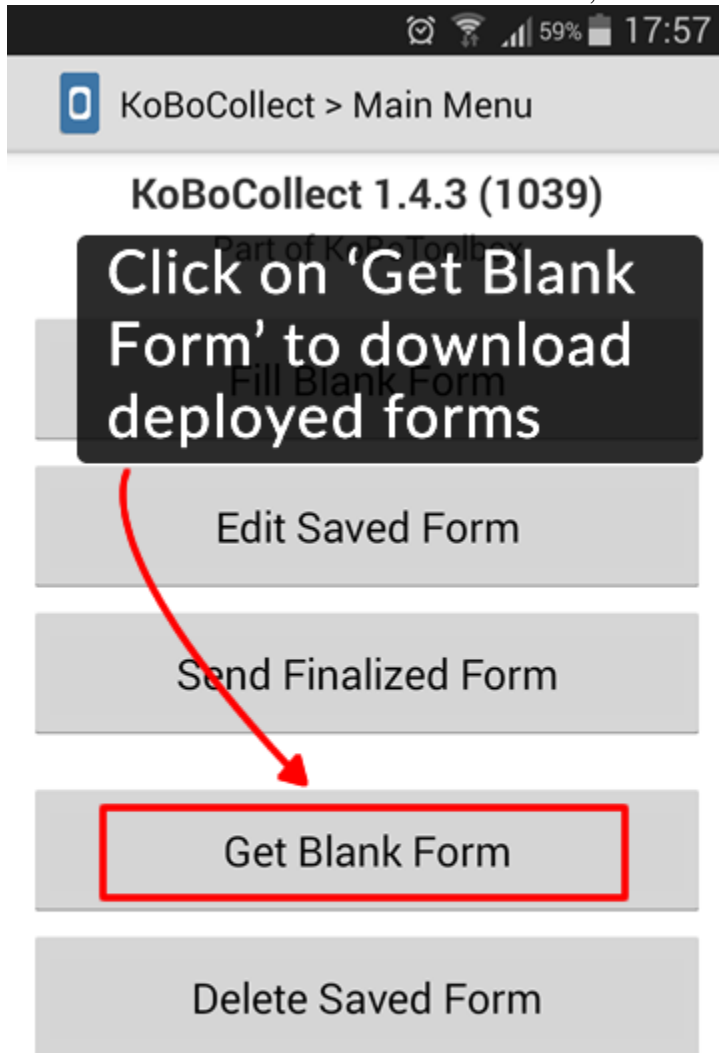
4. Still in General Settings, enter your username and password

Download forms from your account

To download forms from your account and start data collection, follow these steps:

1. Make sure you are connected to the Internet on your device. Also, you need to have deployed at least one project in KoBoToolbox.

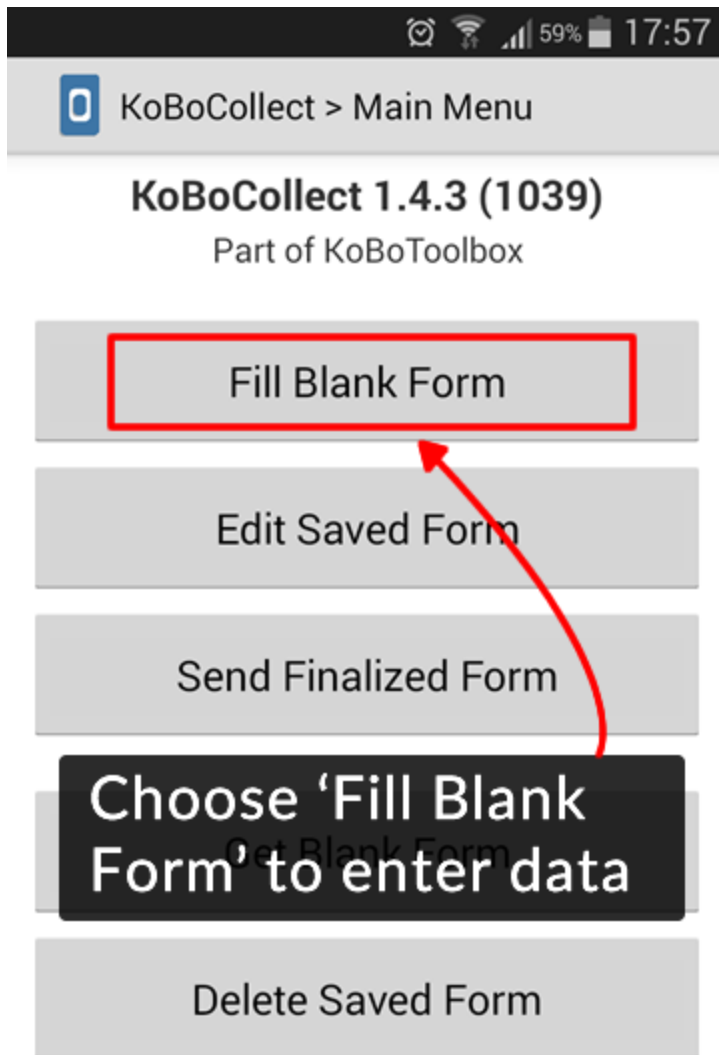
2. On the home menu of KoBoCollect, click Get Blank Form



3. A list of all your forms from your different projects will be shown. Click Toggle All (or select the ones you wish to download), then click Get Selected.

Collect data

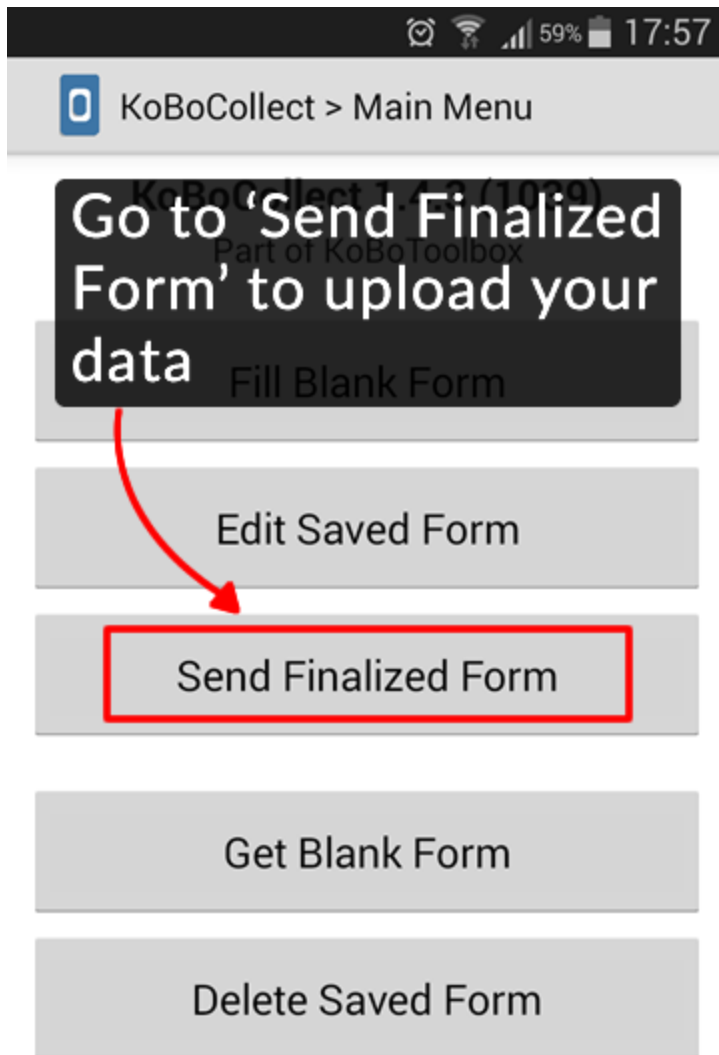
1. Click on Fill blank form



2. Select the form to which you would like to enter data
3. Go through all the questions (swiping your finger from right to left)
4. At the end click on Save Form and Exit (making sure the form is marked as 'finalized')

Uploading finalized data

1. From the home screen, click on Send Finalized Form

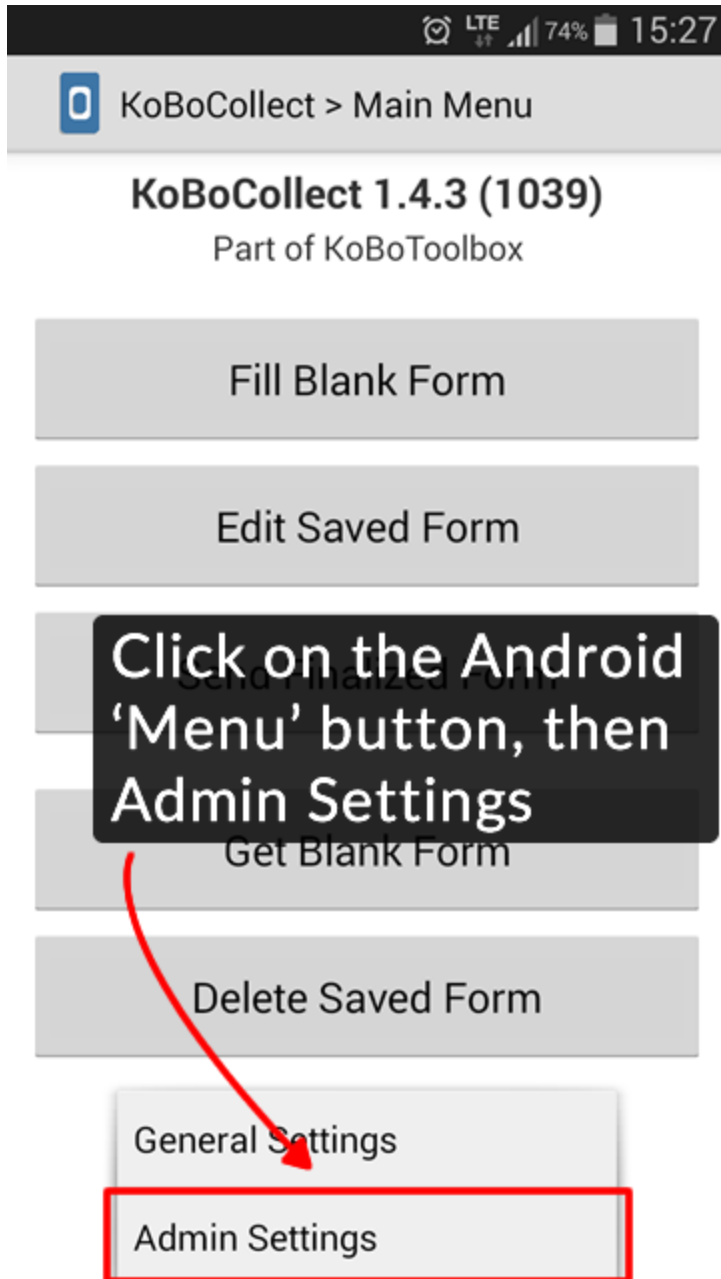


2. A list of your most recently collected forms appears.
3. Click Toggle all (or select the ones you wish to send), then click Send Selected.

Hiding buttons and options within KoBoCollect

You are able to hide many of the buttons available in KoBoCollect.

1. On the home screen click the Android menu button
2. Choose Admin Settings



3. Select the buttons you would like to hide from the different screens. If you set an admin password, your interviewers won't be able to access the Admin settings to ever get access to these buttons.