



**asor**  
CULTURAL HERITAGE INITIATIVES

## KOBO TOOLBOX

Downloading the KoBoCollect App & Syncing it with a  
KoboToolBox Project (01.04)

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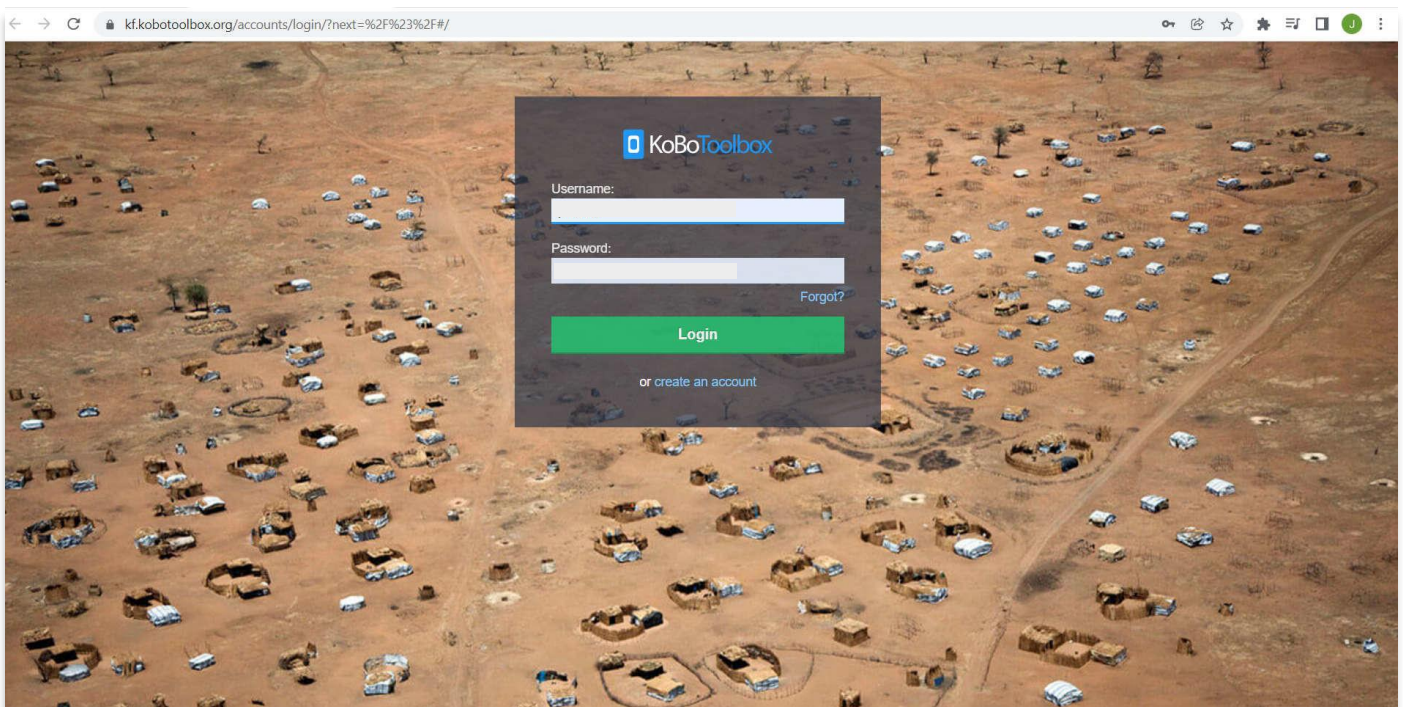
## ABOUT KOBO TOOLBOX

KoBoToolbox is a free and open source software package for location and descriptive data collection. Information can be collected at heritage sites through tablets and phones using the KoBoCollect app or through the web browser interface, even when those devices are offline. Location and descriptive data recorded in the field can then be synced up with GIS software once an internet connection has been reestablished.

This **ASOR tutorial (01.04)** will cover how to download the KoBoCollect App on an Android phone or tablet and sync it with an existing KoboToolBox Project.

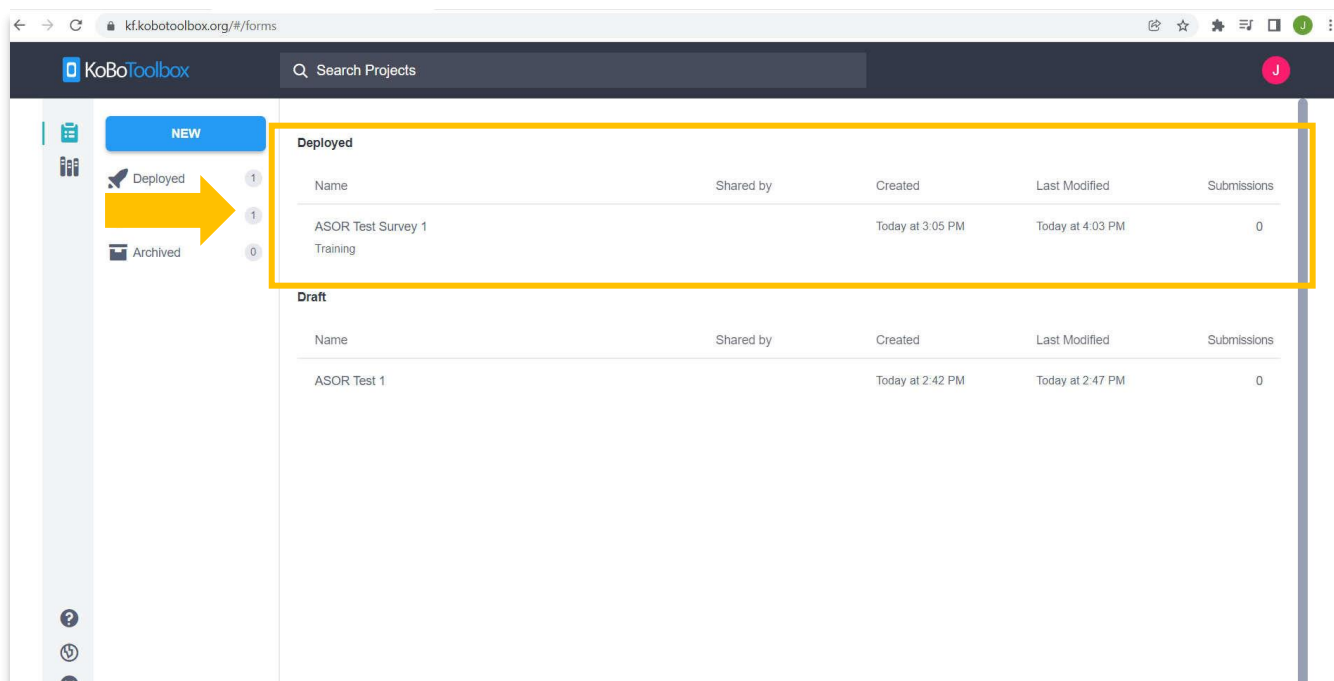
## WORKFLOW

1. In a web browser, login to your KoBoToolBox Account: <https://kf.kobotoolbox.org/accounts/login/>. Use your Username and Password created in [ASOR Tutorial 01.01 \(Creating a KoBoToolBox User Account\)](#).

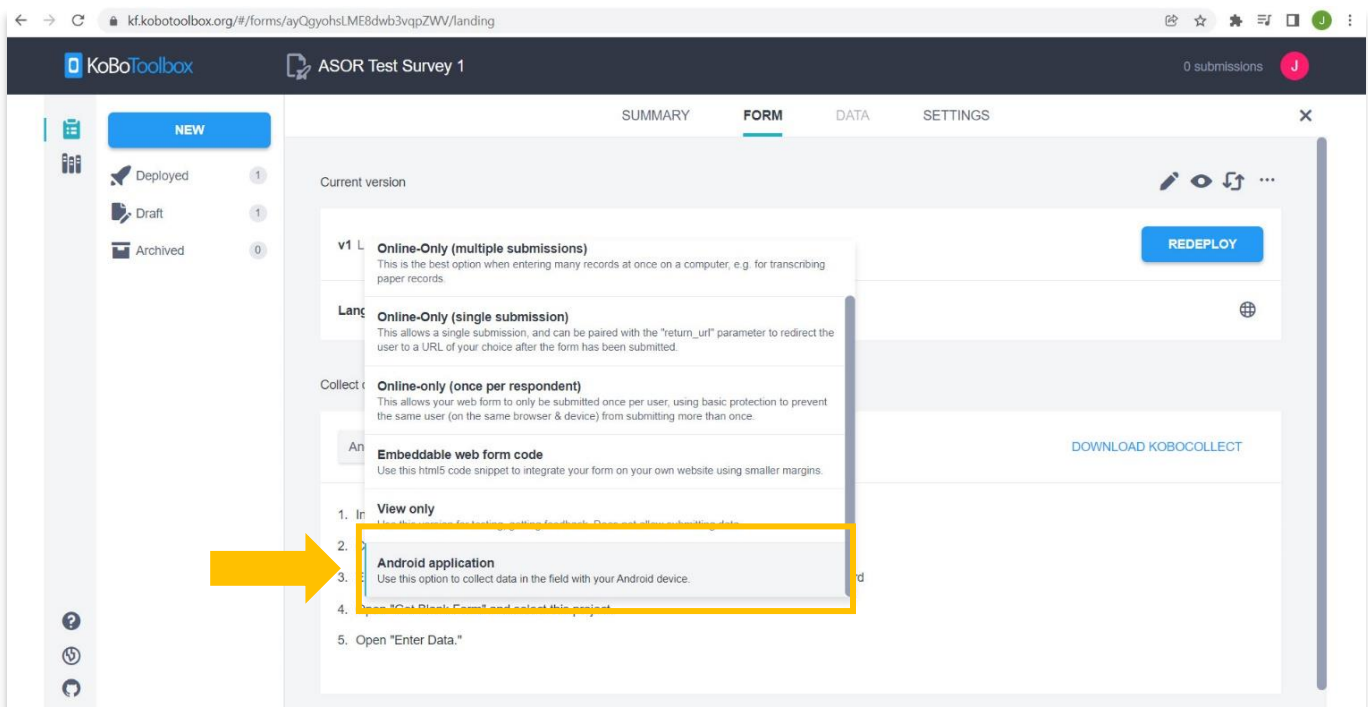
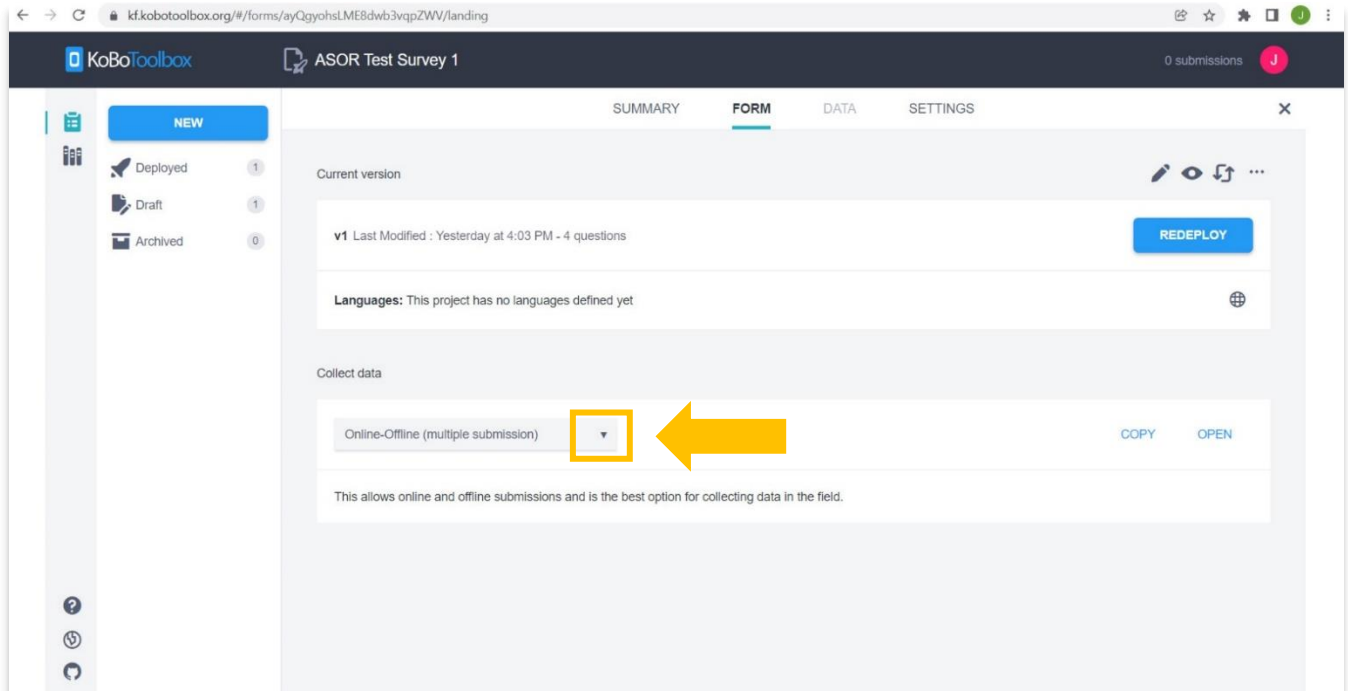


2. Locate the **ASOR Test Survey 1** created in [ASOR Tutorial 01.02 \(Creating a New Survey/Project\)](#). Select **ASOR Test Survey 1**.

If this project is still in draft form, please refer to [ASOR Tutorial 01.03 \(Deploying a New Survey/Project\)](#) for instructions to deploy your project.




3. Click the dropdown within the **Collect Data** section of the main project page, then select **Android application**.



4. Instructions for connecting your project to the KoBoConnect app will appear below the dropdown.

The screenshot shows the KoBoToolbox web interface for a project named "ASOR Test Survey 1". The interface includes a sidebar with a "NEW" button and a list of project states: "Deployed" (1), "Draft" (1), and "Archived" (0). The main content area is divided into sections: "Current version" (v1, Last Modified: Yesterday at 4:03 PM - 4 questions, with a "REDEPLOY" button), "Languages" (This project has no languages defined yet), and "Collect data" (Android application, with a "DOWNLOAD KOBOCOLLECT" button). A yellow box highlights a list of five instructions for connecting to the KoBoConnect app, with a yellow arrow pointing to it from the left sidebar.


1. Install [KoboCollect](#) on your Android device.

2. Click on  to open settings.

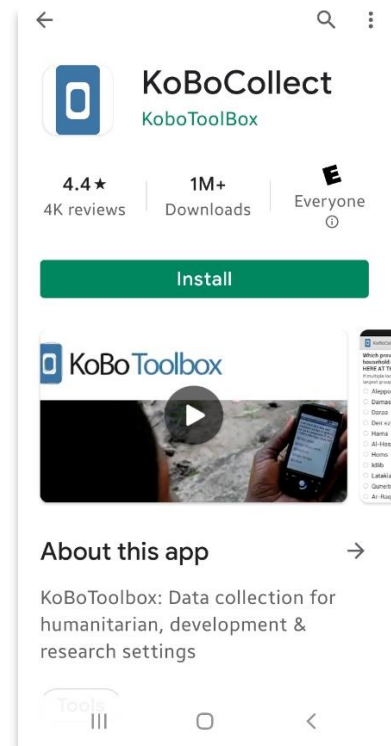
3. Enter the server URL `https://kc.kobotoolbox.org` and your username and password

4. Open "Get Blank Form" and select this project.

5. Open "Enter Data."

5. On your Android phone or tablet open the Google Play store 

Search for the **KoBoCollect App**. Install the app and look for the KoBoCollect Icon on your phone.



6. Open the KoBoCollect app.

You will be prompted to connect the app to an existing project in KoBoToolBox.

Select **Manually enter project details**.



7. Add the **URL**, **Username**, and **Password** using the following settings:
  - a. URL: (from step 4 of this tutorial)
  - b. Username: [Created in ASOR Tutorial 01.01 \(Creating a KoBoToolBox User Account\)](#)
  - c. Password: [Created in ASOR Tutorial 01.01 \(Creating a KoBoToolBox User Account\)](#)

Once completed, click on the back arrow to return to settings or the main dashboard screen on the app.



Server Settings

Type  
KoBoToolbox

URL  
https://kc.kobotoolbox.org/

Username

Password  
\*\*\*\*\*

Custom server paths  
Will be removed in a future version.  
Please use /formList and /submission on your server.

8. Another method for finding the **Server Settings** in the app is to select your profile in the top right corner of your screen.

If already connected, skip to step 11 in this tutorial.

ee.kobotool

Fill Blank Form

Edit Saved Form

Send Finalized Form

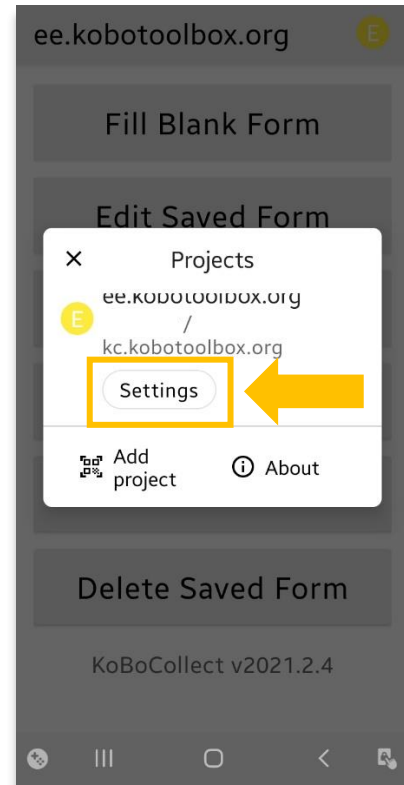
View Sent Form

Get Blank Form

Delete Saved Form

KoBoCollect v2021.2.4

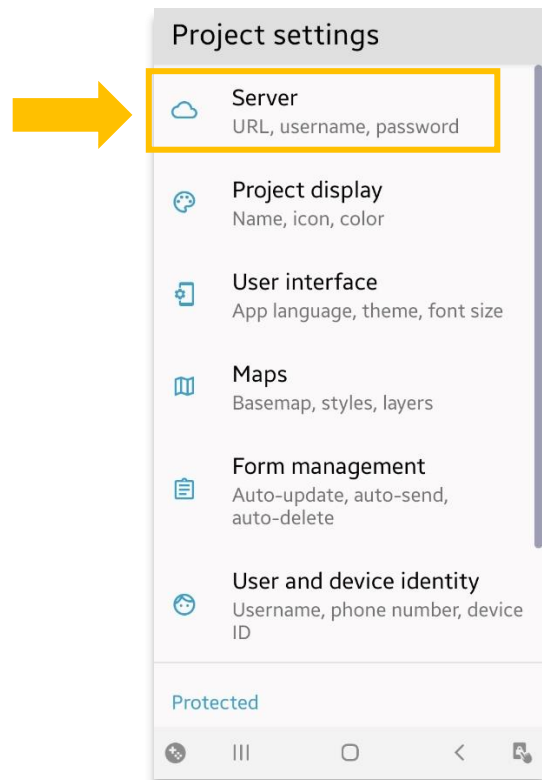
9. Click the **Settings** button in the pop-up.



10. Select **Server** to navigate to the Server Settings.

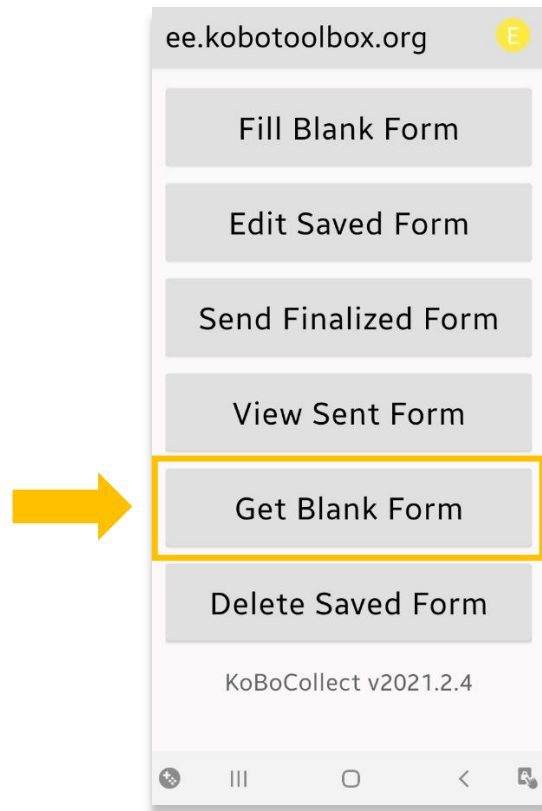
Enter the following settings:

- a. URL: (from step 4 of this tutorial)
- b. Username: [Created in ASOR Tutorial 01.01 \(Creating a KoBoToolBox User Account\)](#)
- c. Password: [Created in ASOR Tutorial 01.01 \(Creating a KoBoToolBox User Account\)](#)





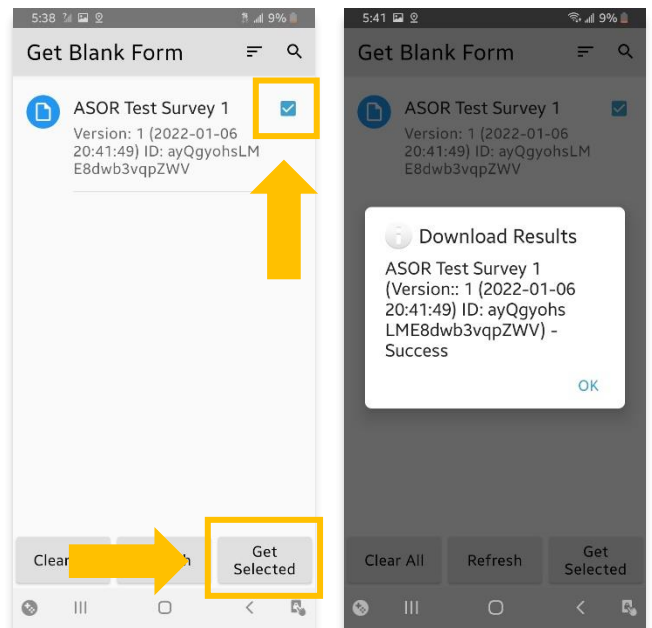
11. To test that the KoBoConnect app is linked to your project form, select **Get Blank Form**.



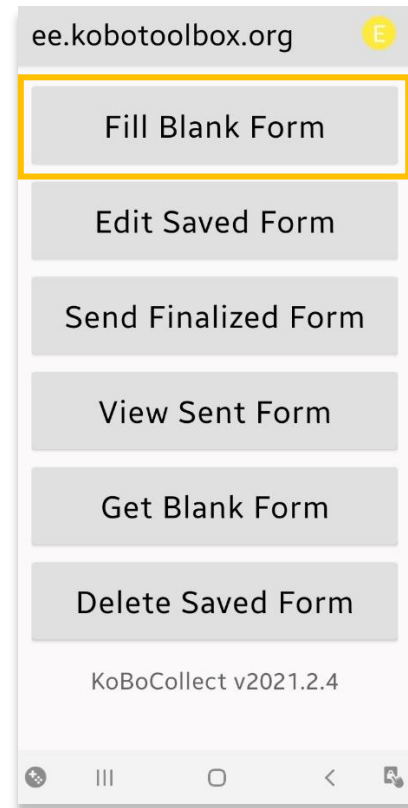
12. You will see your **ASOR Test Survey 1** visible in your forms section of the app. Check the box to select the project.

Click **Get Selected**.

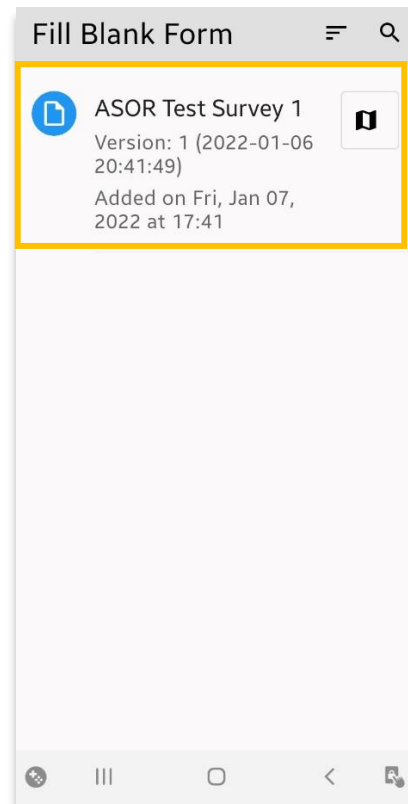
A pop-up will appear stating that the download was successful. Your project form is now available even without an internet connection.



13. To test that the KoBoConnect app is linked to your project form, select **Fill Blank Form**.



14. You will see your Test Survey visible in your forms section of the app.





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