3.3.4 Instructions for the Light Wheel survey in KoBoToolbox

This resource will guide you on how to prepare for using KoBoToolbox to collect data for your Light Wheel survey.

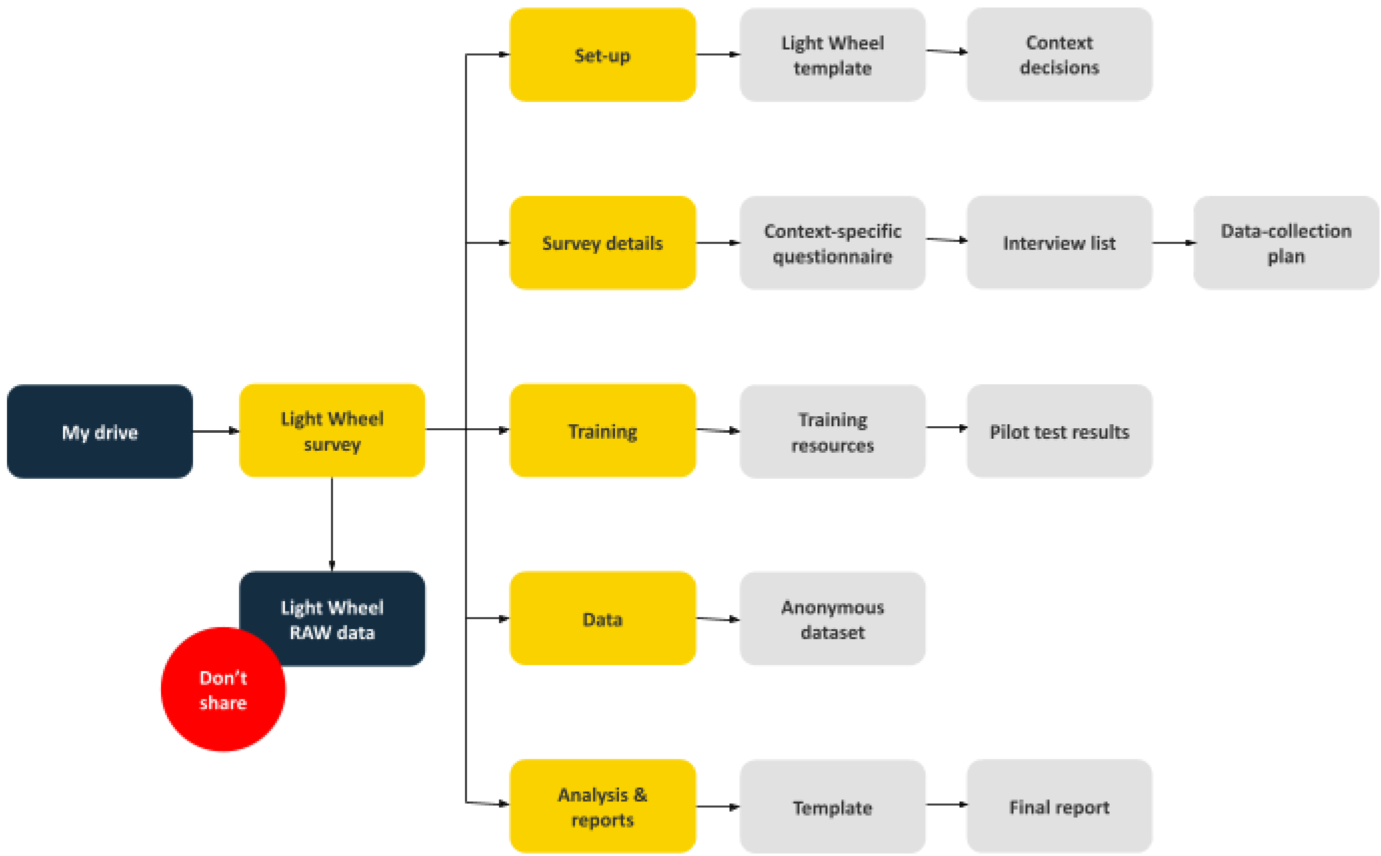
Setting up your technology

First, create a digital folder for organising your data and data-collection tools.

How are you going to organise your Light Wheel project? And keep it organised? When you start working with data, you'll quickly realise you've got a lot of things to keep track of, eg:

- surveys
- data
- templates
- decisions
- enumerator training resources
- population lists & interview plans
- analysis
- reports

As you set up your survey project, consider creating a folder structure (and we recommend using Google Drive) to organise your survey resources, data and documents, such as this:



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You don't have to replicate this file structure exactly – but you can start with this and, as you figure out what system works for you and your team, you can develop your own structure to keep everything organised.

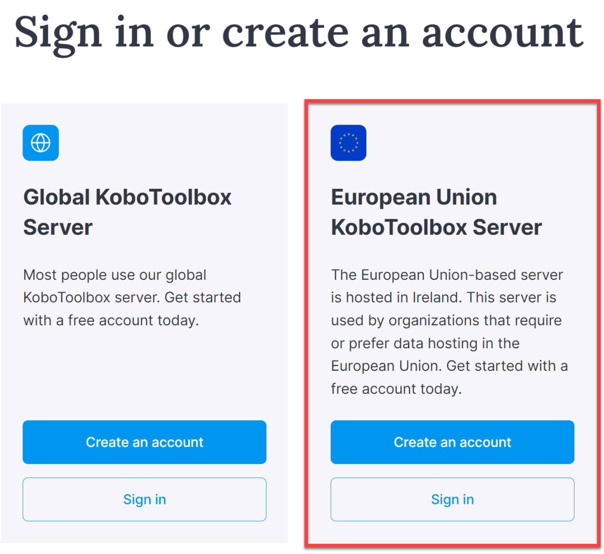
Please refer to lesson 1, in module 2 'Publish your Light Wheel survey', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[1] to see this folder structure explained on video.

[1] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

Setting up your KoBoToolbox account/server

The next step in setting up your technology is to create your KoBoToolbox account.

1. **Visit the KoBoToolbox site and create a new account.** The link to KoBoToolbox is here. There are two servers available to use on KoBoToolbox: one for global use and one that uses a server based in the European Union. Everyone in your team must have accounts on the same server in order to share forms and data. If your team is new to KoBoToolbox, we recommend you choose the 'European Union KoboToolbox Server' to collect, manage and store data.



2. **Set up your username and password.** Put in your name, organisation, username, email address, the sector you work in, the country you work in, and create a password. Go to your inbox and click the activation link sent to you.

3. **Have a look around your new KoBoToolbox account.**

> Please watch lesson 2, in module 1 'Set up your tech', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[2] to see these steps explained on video.

[2] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

Setting up the KoBoCollect app on mobile devices

Once you have created your KoBoToolbox account, you need to set up the KoBoCollect or the ODK Collect app on your mobile device. These apps are not available on iOS, so please ensure your team has access to Android devices for mobile data collection.

1. **On your Android device, install either the KoBoCollect or ODK Collect app from the Google Play store.**

2. **Connect the app to your KoBoToolbox account.** You will need to enter the KoBoToolbox server URL, username and password.
    - For the European Union KoboToolbox Server, the URL is: https://kc-eu.kobotoolbox.org
    - For the other server (for researchers and everyone else), the URL is: https://kc.kobotoolbox.org

Refer to lesson 3, in module 1 'Set up your tech', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[3] to see how to install the app on your Android device and connect it to KoBoToolbox.

[3] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

3. **Check the different 'Device settings' within the ODK Collect or KoBoCollect app.**

    - **Server:** You can modify the server URL, username and password here.
    - **Project display:** Name your project in the app, and give it an icon and colour.
    - **User interface:** You don't need to change anything in these settings. However, you could, for example, change to a dark theme or change the language, font size or navigation display here.
    - **Maps:** Again, this is something you can leave in default setting but, if you look at maps within the app, you can change the source of those maps and the map style.
    - **Form management:** Change the blank form 'Update Mode' to 'Previously Downloaded Forms' or 'Exactly match the server'. Consider how often you want the app to update and set the 'automatic update frequency' accordingly, eg every 15 minutes. For 'Form Submission', set it to auto-send when you're connected to Wi-Fi only, and your forms will automatically upload to the server when you have a connection. You could choose 'cellular' if your data collectors never have access to Wi-Fi and depend on cellular only. Or you could choose to upload all forms manually, if you'd like to review your data before submitting it. Also select 'Delete after send' for 'media', so all the pictures and forms get deleted from the phone when you submit the form.
    - **User and device identity:** This is where you enter some of your user information, eg the username that you created, your phone number and email address.

Refer to lesson 4, in module 1 'Set up your tech', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[4] to see how to configure the app settings on your Android device in video format.

[4] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

Uploading and deploying the Light Wheel survey template

After setting up your KoBoToolbox account and connecting it to the KoBoCollect or ODK Collect app on your mobile device, the next step is to upload and deploy the Light Wheel survey template on your KoBoToolbox account.

The **Light Wheel survey template** (Resource 3.3.1) is available on Tearfund Learn[5] or in lesson 2, in module 2 'Publish your Light Wheel survey', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**.[6]

1) Download the XLSForm template.
2) In your KoBoToolbox account, click on the 'New Project' button.
3) Upload an XLSForm.
4) Fill in the basic data about your project in the pop-up box that appears.
5) Once the file is uploaded, click 'Deploy'.

Once your form is 'deployed', it will be available to use in your Collect app on your mobile device. Before you 'deploy' the form in KoBoToolbox, it will simply be in 'draft' format on KoBoToolbox, and won't be available on the Collect app.

Refer to lesson 2, in module 2 'Publish your Light Wheel survey', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[7] to see in video format how to upload and deploy the project on your KoBoToolbox account.

Making your first (test) data submission

You can either submit data in your Collect app on your mobile device, or in an internet browser tab.

Here are the basic steps:

1. **Open up your Collect app on your mobile device.**
2. **Click on 'Download Form' on your home screen.** If you don't see 'Download Form' on the home screen, you probably have a setting selected that says 'Exactly match server' and the form will already be in your app (so skip to Step 5 below).
3. **Click on the Light Wheel survey template form and tap 'Get Selected'.** This will download the form to your app.

For full video instructions on how to get the survey questionnaire into your Collect app, please watch lesson 3, in module 2 'Publish your Light Wheel survey', in our **Getting started with the Light**

[5] Available at: **learn.tearfund.org/LW3-3**
[6] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**
[7] See footnote 6.

Wheel in KoBoToolbox e-learning course,[8] which shows you step by step how to make your first test data submission.

Troubleshooting: What if there is a 'blank' list when you click on 'Download Form'? What if the questionnaire doesn't show up? Follow these steps:

i. Double-check that the form is 'deployed' on KoBoToolbox. It won't show up on your server until it's been deployed.

ii. Check the server settings. From the home screen of the Collect app, go into your 'Project' settings (usually click on the upper righthand corner), then into 'Server' settings. Look at the server URL. It should be one of these two:

https://kc-eu.kobotoolbox.org

https://kc.kobotoolbox.org

If one of these URLs is there currently, enter the other one. Then go back and try 'Download Form' again.

4. **From the home screen of the Collect app, click on '+ Start new form'.** You'll see the form you downloaded from your KoBoToolbox account.
5. **Click on the Light Wheel survey template.** You can now enter data!
6. **At the end of the questionnaire, click to 'Finalize' your form.**
7. **From the home screen of the Collect app, click on 'Ready to send'.** If there are forms there that haven't yet been submitted to your account, you'll be able to select them and upload them to the server.

The other way to collect data is using KoBoToolbox via your internet browser on a laptop computer. When you're collecting data from a household, for example, it's probably preferable to use your mobile phone to enter data. However, if you're doing a phone interview, or if you have a laptop while you're doing your interview, it's also possible to use your browser.

[8] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

Please note that you can collect data this way, using an internet browser, even if you're offline. So just have the form open in a browser, and the data will be saved to your browser cache. When you connect to the internet, the data will be uploaded to the KoBoToolbox server.

1. **From your main KoBoToolbox account, click on the name of your Light Wheel survey template project.**
2. **Click on the 'Form' tab along the top of the project.**
3. **Click on 'Open' next to the deployed form, towards the bottom of the page.** It will open another tab in your browser, where you can enter data in a layout called 'Enketo'.
4. **Once you have filled in the entire form, then you'll have the option to either save it as a draft or submit it.** If you click 'Save Draft', you can name your draft. And then save and close. In the upper lefthand corner of the screen, you'll see a little number one. By clicking on that, you'll be able to see your saved draft.
5. **When you've done the interview, click 'Submit'.** This will finalise the interview and submit the data to your KoBoToolbox account within about ten seconds.

The screen will then refresh as a blank form to fill in data from a new interview.

From within your KoBoToolbox account, you will now see that your project has a 'Data' tab, and you can go in and start reviewing your first test data submissions.

> In order to have a better understanding of how to view your data within KoBoToolbox, please watch lesson 4, in module 2 'Publish your Light Wheel survey', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**.[9]

Using other digital data-collection methods

You may be comfortable with or have access to other digital data-collection software (such as Google Forms, RedCap etc.) If you want to re-design the questionnaire using other software, that is possible. However, you will want to check if the software has the advanced capabilities of KoBoToolbox form design, such as skip logic, data-entry validation, calculations, translation and variable question appearances. Try to replicate the data-quality features of the questionnaire in whatever format you are more comfortable using.

The Light Wheel toolkit supports workflows and analysis for working with KoBoToolbox and Power BI for data collection and analysis. Therefore, if you translate the form into different software, it may limit the templates available to you.

Please use the paper questionnaire layout in **Part 3: Resources**[10] of the Light Wheel toolkit, in addition to going through the digital and XLSForm formats of the KoBoToolbox questionnaire, to understand how the digital form works. This should help you prepare to design the questionnaire in other software.

[9] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**
[10] Available at: **learn.tearfund.org/LW3**

Contextualising your digital questionnaire

If you have made edits to your survey to contextualise it (see **Section 2.3**[11] in the Light Wheel toolkit), these need to be made too in your KoBoToolbox questionnaire once it has been uploaded to your account.

Full instructions on how to contextualise your KoBoToolbox digital form are provided in lessons 1 to 7, in module 4 ‘Make it your own (contextualise)’, in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**.[12]

Defining your data-collection team

Once you have contextualised your Light Wheel survey, it is time to share the survey with your data team! But first, you need to decide on that team. In this section, you’ll understand who needs to be part of your data team, and how to share the questionnaire with each team member or ‘user’, with appropriate permissions.

Users and permissions

There are four basic types of user within a KoBoToolbox data-collection project:

1. **Project owner.** This is a mandatory role for every survey project. This is the person who owns the KoBoToolbox project/questionnaire and who controls whom the form and data are shared with. This account sees all the data that comes in from all users. When you set this up for your country or context, be intentional about who will be the project owner. This KoBoToolbox account username should be non-personal – such as ‘tearfund-zimbabwe’, instead of ‘mary-tearfund’, for example.
2. **Data collector.** This person needs to be able to view a blank form, interview people and submit data back to a KoBoToolbox account. If your data collector is quite good with data collection, you might also give them permission to review and edit their submissions using their own KoBoToolbox account after they submit the data. If they’re not a confident user, you could give them permission to submit data only, not view and edit their submissions.
3. **Data-collection supervisor.** This user is a data collector who is responsible for coordinating and managing one or more other data collectors. This person would typically need permission to view a blank form, interview people and submit data, via their own account. They also need to be able to view their own submissions, view the submissions of data collectors they’re responsible for, and perhaps even edit those submissions. You might also activate permissions for ‘Validation status’ – where they can ‘validate’ (approve) a response after they’ve reviewed it.
4. **Data advisor.** This type of user might be a national, regional or global Design, Monitoring and Evaluation advisor or Light Wheel advisor involved in the project. You might want them to help manage the entire project if they’re going to be quite involved in supporting your project: if so, they’ll have basically the same access to the project as the project owner. As a minimum, you will probably want them to be able to view all submissions. You could allow them to submit data if

[11] Section 2.3 can be found in **Part 2: Facilitate** of the Light Wheel toolkit at: **learn.tearfund.org/LW2**
[12] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

they are going to help you do either some data-submission testing, training or a community visit with your team. You could also consider letting them edit submissions as they review data or validate submissions.

You do not always need all types of users. Here is a basic table that explains when different users are needed:

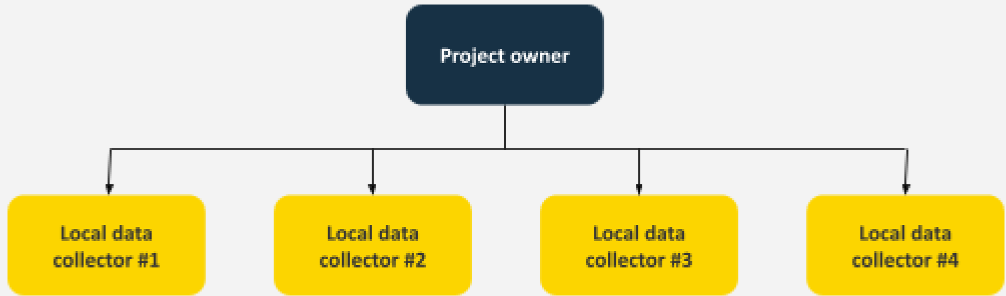
Type of user	Needed?	Notes
Project owner	Always	This type of user is always needed: someone always needs to 'own' the project, have access to all data, and control user access to the project.
Data collector	Almost always	If the project owner is also doing *all* data collection themselves, for a small survey project, then data collectors would not be needed. When more than one person is involved with data collection, this user type will be necessary.
Data-collection supervisor	Sometimes	This user type is only needed if you have supervisors responsible for overseeing and reviewing the work of data collectors (other than the project owner).
Data advisor	Sometimes	This user type is only needed when a person external to the data-collection team is supporting the survey project. They may help advise, manage or review the project and data.

Deciding your team structure

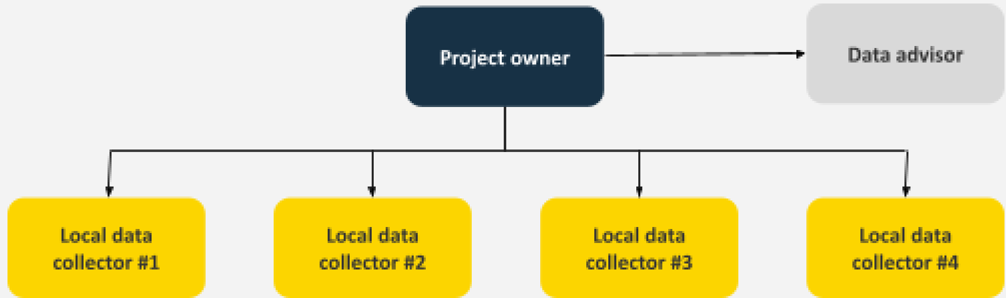
Consider the different team structures that are possible for a survey project. Being very clear for your project what the data-team structure is will help as you set up and manage the project in KoBoToolbox.

Every survey project and every team is unique. There is a unique mix of partners working together. There is a unique mix of stakeholders and locations. So use these example team structures to consider and draw out your own team structure, being very clear on the people, usernames and user types that each of these 'boxes' represents.

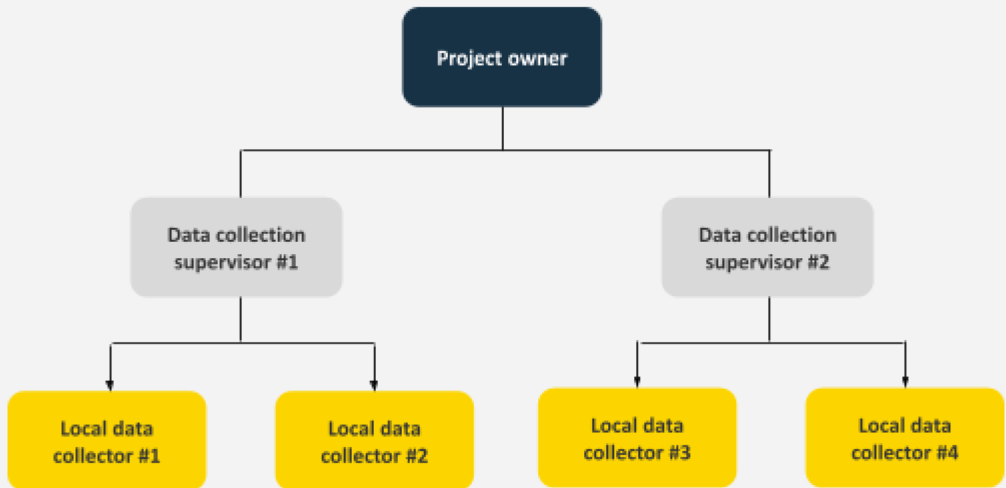
Simplest data structure: A project owner directly managing data collectors, with no data-collection supervisors or data advisors



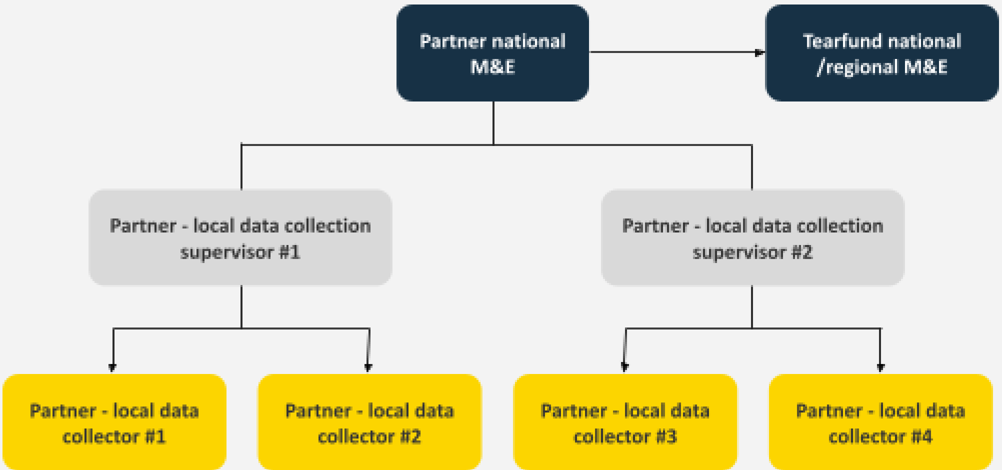
Simple team plus advisor: The same simple structure as above, with the addition of a data advisor



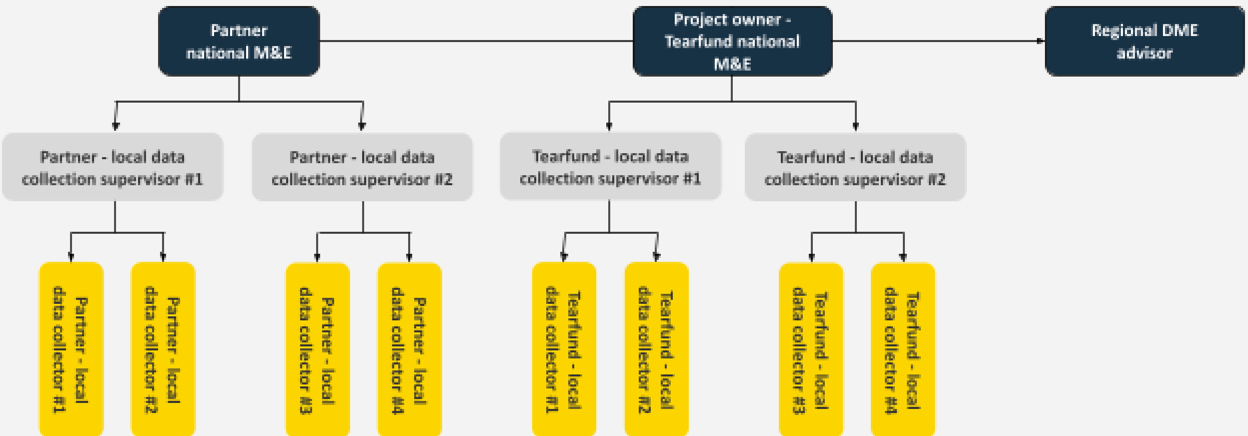
Simple team plus supervisors: The simple team structure, plus the addition of data-collection supervisors



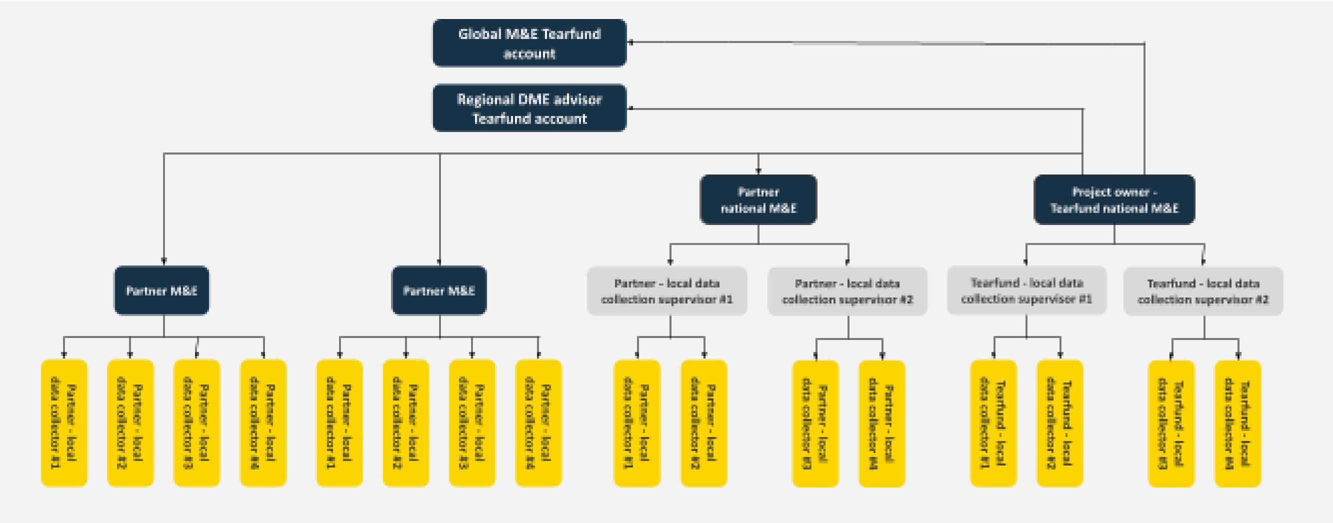
Partner-driven data collection and survey, with Tearfund support: A partner team managing the data collection and survey project, with a single data advisor providing support from Tearfund



Tearfund-driven project, with partner support: An example of the survey project being owned by a Tearfund role, but with local partners having equal partnership in the data collection undertaking, plus a regional data advisor providing high-level support to the project



Complex structure: An example of a more complex structure, with local partners, a national partner, a national Tearfund team, and regional and global advisors/supporters



Using the above examples, draw out the team structure that best represents your context and your team.

Each person in the data-team structure you have created will need their own KoBoToolbox account in order to collect data, view the project or support the project. As we have said, each person must have their own KoBoToolbox account on the same server.

Setting up accounts for different users

The first account you need to make sure is set up appropriately is the 'project owner' account:

- **Link the account to the project owner's work email address.** The email address on the KoBoToolbox account should belong to the project owner, and it should be their work address, not a personal email address. If the person leaves the organisation, or the project owner changes, the email address on the account can be updated.
- **This KoBoToolbox account username should be non-personal**, representing the person's role/function, not using their name. For example: tearfund_tanzania NOT adam_tearfund
- **Note which KoBoToolbox server this account is set up on.** All the other accounts must be set up on the same server.

The next set of accounts to create are the 'Data collector' & 'Supervisor' accounts:

- **Your data collectors might already have their own accounts.** If so, they don't necessarily need new ones.
- **All KoBoToolbox accounts must be on the same server**. If data collectors have existing accounts on the wrong server, they need to set up new accounts on the correct server.
- **These are created using personal KoBoToolbox usernames,** ie they can include an identifying name, eg adam_tftz

To set up all these accounts, there are three basic options:

1. Each person can set up their own KoBoToolbox account, linked to their own email address, and share the username with you.
2. Your local information management officer (or equivalent) could set up KoBoToolbox accounts on behalf of each team member, and they could link all those accounts to a single information management email address. Then they would just share the username and password with the team member prior to data collection, when they are being trained or onboarded.
3. Your information management officer (or equivalent) could set up KoBoToolbox accounts on behalf of each team member, and they could just put in the team member's email address. The individual team member would then just have to click on the email verification link sent to their inbox after the account was set up. The information management officer would still need to share with the team member the username and password that they used to set up the account, but the team member could then choose to change the password.

There are pros and cons to each of these options – but they all work well for managing data-collection teams. Pick the one that seems best for your team.

Here are a couple of example scenarios of when you might choose different options for setting up KoBoToolbox accounts:

Scenario	Account set-up
Your data collectors are contractors: short-term labourers hired specifically for a survey.	Set up accounts for them, linked to <u>your own email address</u>. Give username and password as part of training.
Your data collectors are long-term team members, and are going to be regular KoBoToolbox users for this project as well as other projects.	Set up KoBoToolbox accounts linked to <u>their email address</u>, use a naming convention for usernames if possible.
Data collectors are long-term team members, but don't use a computer confidently or regularly, and only collect data on their phones.	Set up accounts for them, linked to <u>your own email address</u>. Give username and password or set their phones up for them.

Usernames

If you are creating people's accounts for them, you can use a naming convention or pattern, eg:

sarah_tftz

[first name] underscore [organisation abbreviated name]

One tip for best practice: don't share usernames. In other words, try to have one username per data collector so everyone is collecting data under their own username. Even if data collectors are using the same phone or mobile device to collect data, you can set up two different accounts on the same phone. This makes it much easier for following up on the interview data later on.

Passwords
You will also need to create passwords for any accounts you create. Make sure the passwords are all very different and don't follow a pattern (unlike the usernames). You can use a mix of words, numbers, special characters and upper- and lower-case letters. Here is an example of how you might create usernames and passwords for a set of data collectors:

Name	Organisation	Username	Password
Thomas Stephens	Tearfund Tanzania	thomas_tftz	PuppyLight9
Alexander Jackson	Tearfund Tanzania	alex_tftz	Wheel2Frog!
Robin Benitez	Tearfund Tanzania	robin_tftz	4Flower@Plane
Tiffany Burns	Emmanuel Church Kenya	tiffany_ecke	22HopeFuture.
Teresa Santiago	Emmanuel Church Kenya	teresa_ecke	DancinginthePeanutField

If you are setting up and managing multiple KoBoToolbox accounts under a single email address, then you need to manage these passwords well and keep them secure. We recommend having one person on your team who is responsible for this, eg an information management officer or an M&E manager. You might also consider using a digital password manager to manage multiple passwords securely.

Sharing the survey with all team usernames

You can now share the Light Wheel survey form with every person on your team. But you will give each user different permissions to access the project form, the data and validation, depending on their different roles within the team structure.

> Please watch lesson 5, in module 2 'Publish your Light Wheel survey', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[13] to see what permissions to give to each type of user and how to apply different permissions when you share the form.

The following table is a summary of the permissions that apply for each type of user:

[13] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

Type of user	Edit form	View submissions	Edit submissions	Validate submissions	Delete submissions	Manage project
Project owner	✅	✅	✅	✅	✅	✅
Data collector	❌	🟡 Optional – view their **own** submissions	🟡 Optional – edit their **own** submissions	❌	❌	❌
Data-collection supervisor	❌	🟡 Yes – view their **own** submissions	🟡 Yes – edit their **own** submissions	🟡 Optional – validate their **own** submissions	❌	❌
		🟡 Yes – view their **data collectors'** submissions	🟡 Yes – edit their **data collectors'** submissions	🟡 Optional – validate their **data collectors'** submissions		
Data advisor	🟡	✅	🟡	🟡	🟡	🟡

Key:

✅ = Yes, this user type always has this permission

🟡 = This user type *sometimes* is given this permission. It is optional, based on your team set-up, or their access should be restricted to data they have submitted themselves (not data submitted by others)

❌ = No, this user type should not have this permission

Providing ongoing technical support

During onboarding, data-collector training or any daytime work session, you can support data collectors and other users with their own technology set-up. This includes the following tasks:

- Set up their KoBoToolbox account
- Set up their Collect app on their Android mobile device
- Get the blank form on their app
- Understand how to collect data in the app
- Understand how to review/view the data in their app and/or in KoBoToolbox after data collection
- Submit the data to the KoBoToolbox server after they've finished collecting data

This technical support might be through remote or in-person support sessions. Remember that everyone will have a different learning curve as they adopt new technology. Be patient and ensure that everyone has the support they need in order to carry out their jobs with confidence.

Instructions for data entry – from paper form into KoboToolbox questionnaire

If you have used the paper version of the Light Wheel survey to collect data, it is recommended to enter the data from the paper forms directly into the KoboToolbox version of the questionnaire. This will allow you to visualise the results, it will keep the data entry errors to a minimum, and it will structure the data so that it can be shared and reported in line with other Light Wheel survey efforts.

Step 1: Set up and contextualise the KoboToolbox questionnaire

Any modifications that you made to the paper survey form (for example, if you added a question, removed a question or changed a question) should also be modified in the KoboToolbox form, so that the digital form is the same as the paper form. The contextualisation should be done first, especially adding in the language translation, updating the location, and making sure the programme involvement section is relevant to your context. Then, questions may be deleted or added or wording can be adjusted, so that the survey is well received locally.

For full guidance on how to contextualise the survey, watch lessons 1 to 7, in module 4 ‘Make it your own (contextualise)’, in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**.[14]

Step 2: Open the Light Wheel survey in the Collect app or in the web browser

Please see above for instructions on downloading and opening the Light Wheel survey on an Android device in the Collect app.

Alternatively, the form may be opened in the web browser. Make sure you’ve already contextualised your project (see Step 1 above) before you open up the web browser form. See the image below to follow these instructions:

1) Make sure you’re in the ‘Form’ tab of the KoboToolbox project
2) Click on ‘Open’ to open the webform for data entry

[14] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

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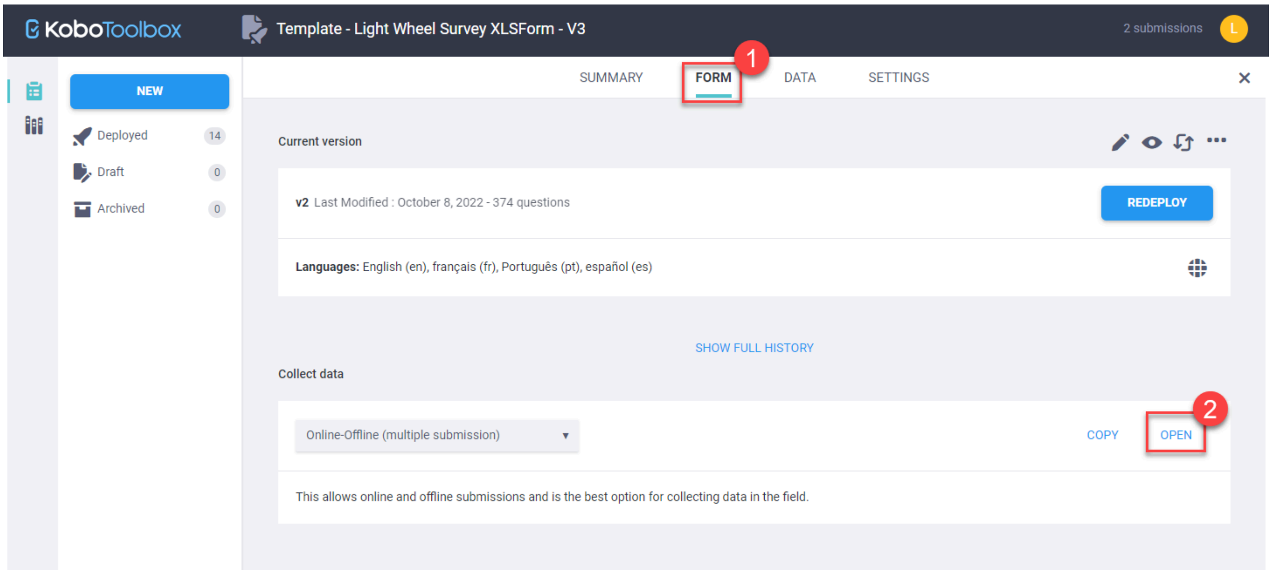


Step 3: Do a test to enter data from the paper survey form into the digital KoboToolbox form

The paper survey form follows the same format as the digital KoboToolbox survey form. However, it is important to test data entry using at least one paper form, just to make sure there are no obvious mismatches between the paper form and the digital form in your specific context.

If there are differences between the paper and digital versions of the forms, you may need to modify/contextualise the digital KoboToolbox form following the instructions found above.

Step 4: Top tips and checklist for entering data from paper form to a KoboToolbox form

1. **What if there's something entered on the paper form, but there's no space to enter it in the KoboToolbox form?**
   If there's an extra question or data entered on the paper form, but no equivalent question on the KoboToolbox form for you to enter the data, then you have one of two options: 1) If there is an extra question on the paper form that isn't in the KoboToolbox form, consider modifying the KoboToolbox form to add the question into the form so that the data can be entered correctly into the KoboToolbox form. 2) If the data collector has written something extra onto a paper form (for example, if they scribbled a note in the margin), then find a 'text-based' question in the KoboToolbox form (preferably one that is related to the scribbled note) and enter the note there. This will ensure there is still a record of the note in the digital dataset.

2. **If no GPS entered into a paper form, but the digital form requests it.**
   If possible, on the map within the KoboToolbox form, find the community where data was collected from and click on or near the community – but only do this if you can find the correct location on the map. This will give an estimate of GPS points for the collected data in the digital dataset.

3. **What if there's a question in the KoboToolbox form, but there's no corresponding question on the paper form?**
   If there's a question on the KoboToolbox form that has no equivalent question on the paper form, then you have one of two options: 1) Consider modifying the KoboToolbox form to remove the question from the form so that it more closely matches the paper form. 2) If the data collector has simply left a 'blank' on any given paper form, then see below for how to handle 'missing' responses on a paper form.

4. **If data was collected in a local language, what language should be used during data entry?**
   Especially for text-based responses, please decide before doing your data entry what your translation strategy will be. Data entry could be a good time to translate responses into a national language, or English or French from the local language responses, if translations are needed for final reporting. Alternatively, you can do data entry in the language of the interviews, and translate responses later in the analysis and reporting process.

5. **What if the data collector left the response to a question blank on the paper form?**
   - *Text question:* Simply enter 'BLANK' into the KoboToolbox response box.
   - *Integer or a number question:* Simply enter '999' to indicate a 'blank' value.
   - *Select-one or select-many question:* Choose the response 'Prefer not to answer' (there should be this option for most, if not all, 'select' questions).
   - *Date question:* Enter the date 1/1/1900 (unless you know the date; for example, if they left the 'Interview Date' question blank, you'll be able to fill in the correct date, because you'll know it from the other completed paper forms from the same community).

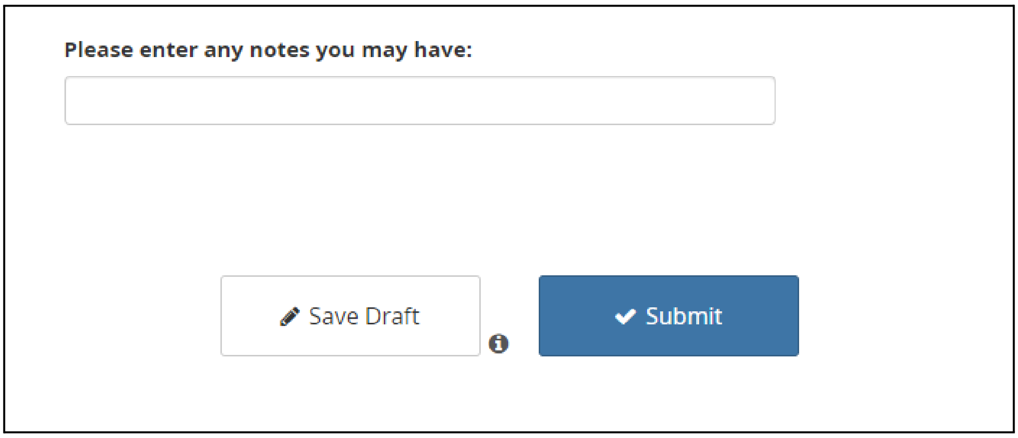
6. **What if the question is a 'select-one' in the KoboToolbox form, but the data collector has selected multiple responses on the paper form?**
   There are two options: 1) If there is an option to select 'Other', do that and mention all the choices selected. 2) You may take a guess and choose a single option that was selected by the data collector.

7. **What if a whole section/spoke is left blank on the paper form?**
   If a single question, or a few questions, are left blank, then please see above for what to do when a question is left blank. However, if an entire spoke section of the paper form is left blank, then there is a different solution. At the start of every spoke/section of the KoboToolbox form, there is a question that asks something along the lines of: 'SPOKE NAME: In the following set of questions, I'm going to ask you about how you SPOKE THEME. Is that okay?' (Yes/No). Please simply answer 'No' to this question in the KoboToolbox form. The KoboToolbox form will then hide all the questions from that spoke, and you will skip the entire section.

8. **Anything out of the ordinary you notice about the form or data collected on paper.**
   At the end of the KoboToolbox questionnaire, there is an open-ended text question that simply asks: 'Please enter any notes you may have:' Use this text-entry box to enter in any notes you had as the data-enterer.

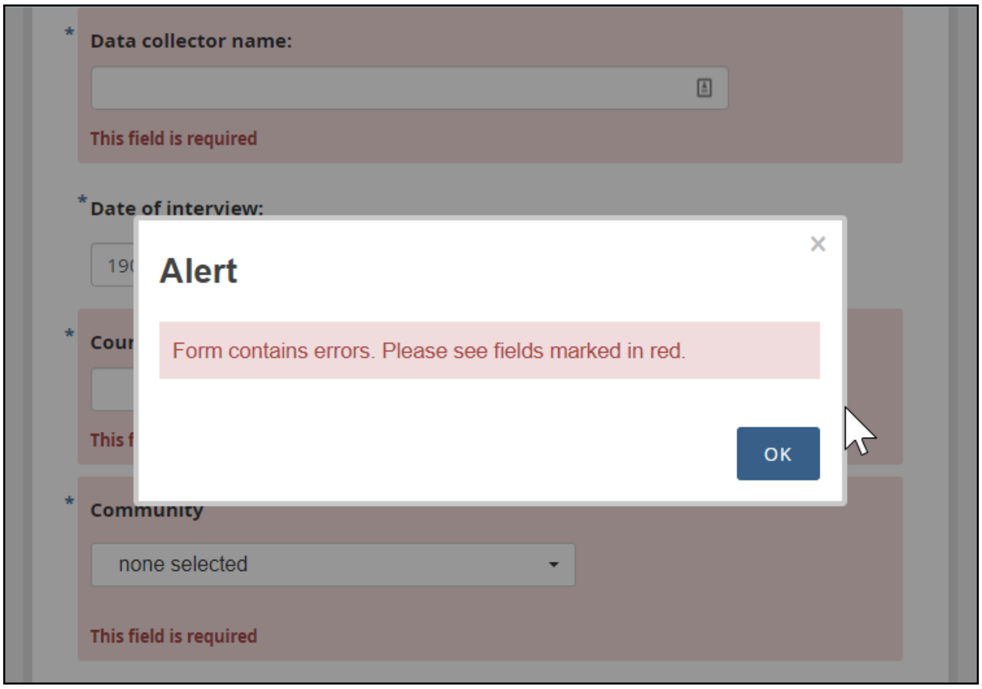
Step 5: Saving and submitting KoboToolbox forms

Once you have entered all data from a paper form, it will be time to save and submit the responses to the KoboToolbox server. Here is an image of the ‘Save Draft’ and ‘Submit’ buttons at the bottom of the webform:

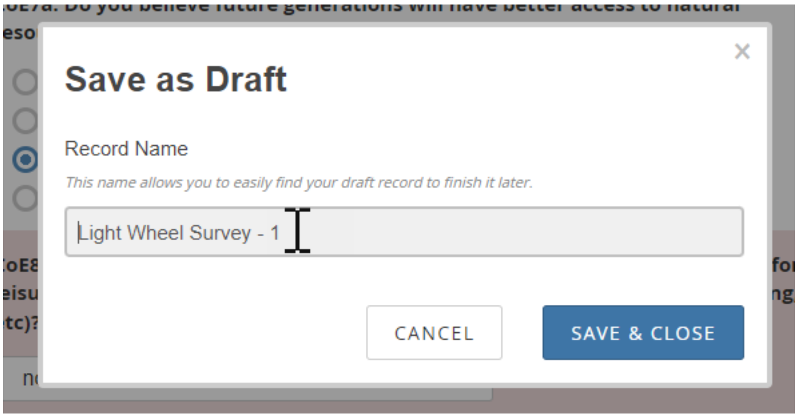


If you have finished entering all data, you can go ahead and press ‘Submit’.

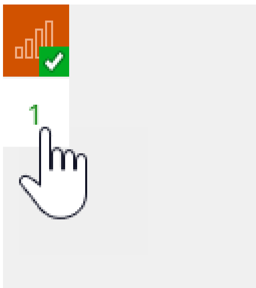
Errors in your data entry: If there are any errors or omissions in the form, the webform will not allow you to submit the form. It will take you to where there is an error in your data entry, it will highlight the questions that contain errors in pink/red, and require that you fix the response before submitting. This is an example of what an error could look like:



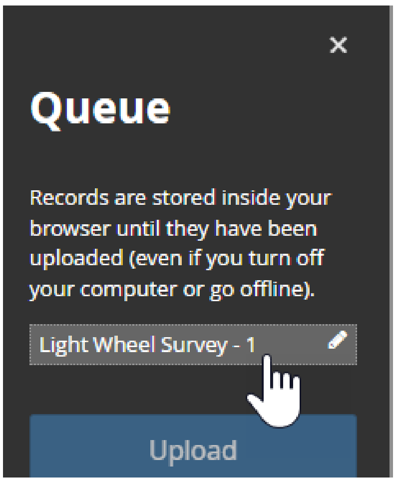
If you need to save your data entry so far and come back to it later: If, for example, you run out of time to complete your data entry, you may need to save your progress on a form, and come back to finish the data entry at a later time. In order to do this, click ‘Save Draft’ at the bottom of the KoboToolbox form. The form will then give you the option to enter in a name to save the data entered so far, shown in the image below. Please use a name that is meaningful, and that will allow you to identify the correct draft in the future when you return to complete your data entry. Once you have named the form and clicked on ‘Save & Close’, then the form will be stored in your web browser.



In order to see past saved drafts, look in the upper lefthand corner of the screen, and you will see a small number underneath a little chart icon, like this:



Click on the number, which will open up your ‘Queue’, shown below:



From the Queue, you will be able to select your saved draft, which will then open back up in your web browser for you to carry on with data entry.

Entering data offline: You can enter data into the web browser version of the form or the Collect app version of the form even when you are offline. Just keep the questionnaire open in a browser when you go offline, and when you press 'Submit' at the end of a form, it will store the finalised submission in your 'Queue'. As soon as you go back online, the browser will then automatically start uploading any submitted forms to the KoboToolbox server. The little 'number' in the upper lefthand corner under the chart icon is the number of saved drafts and un-submitted forms you have sitting in the 'Queue'. So, for example in the image below, there is only '1' draft sitting in the 'Queue'.