ELECTRONIC COLLECTIONS GROUP

KoBo-Toolbox Manual for Osun State Government ECG-LGA District Relationship Officers (Stage 2)

Outline

- Installing Kobocollect on your Android Device
- Configuring the App and Downloading the Form
- Taking The Test

Installing the App on Mobile Device

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NB: Your Device must have internet and use an Android Device

Kobo tool box app

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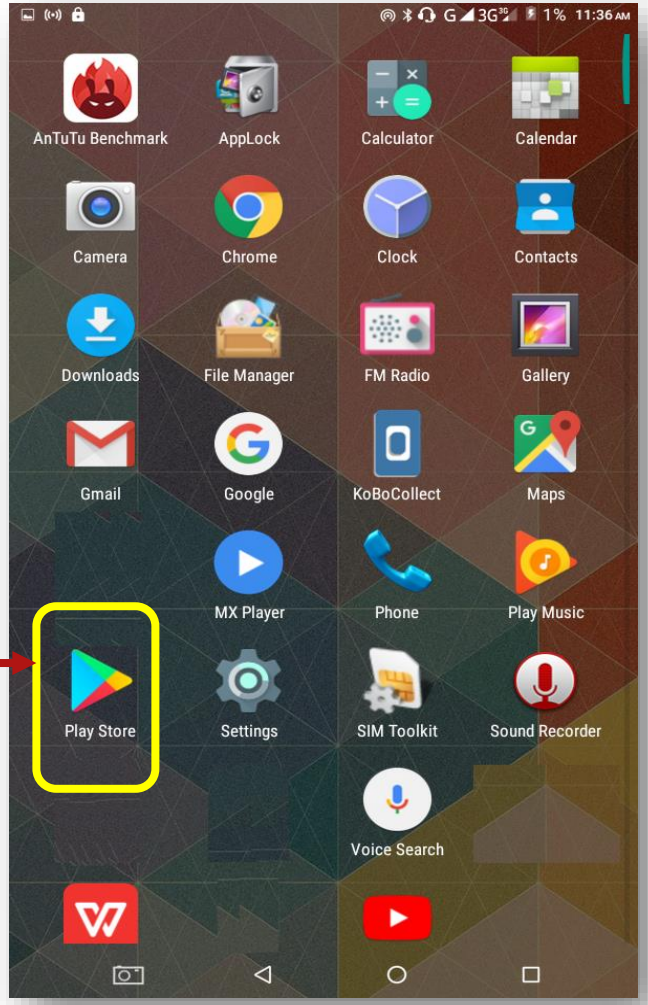
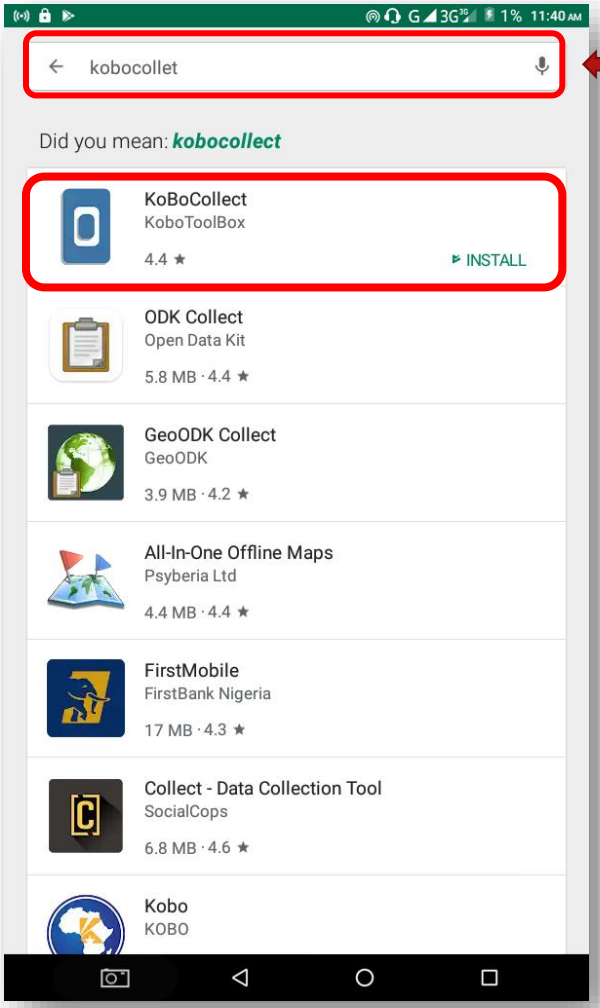
Installing the Application

At the home screen click on the Play store to download KoboCollect app





Search for Kobocollect and Install

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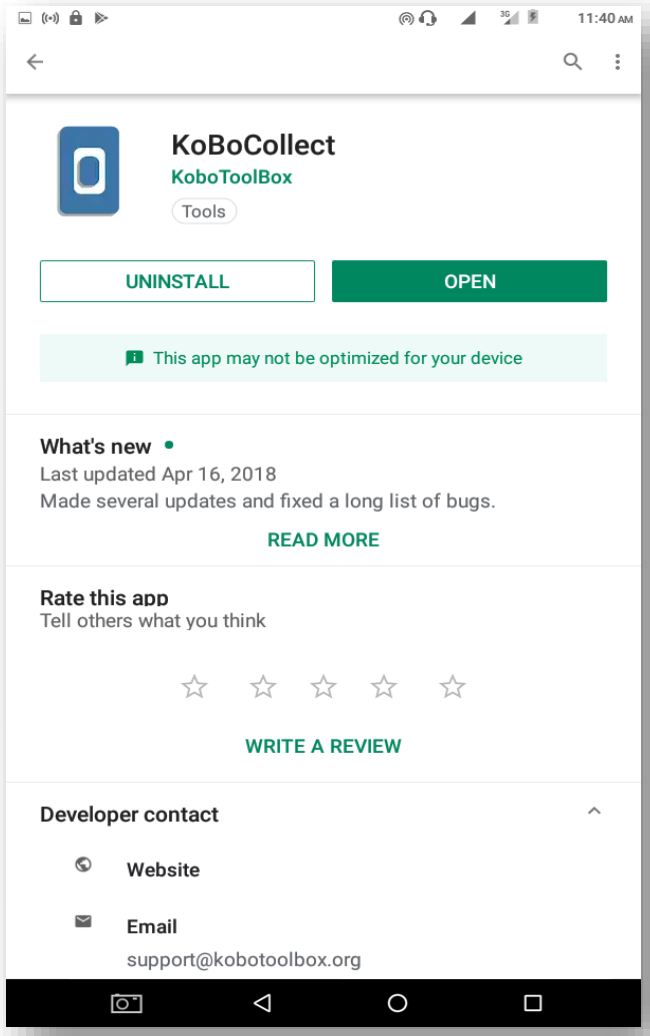
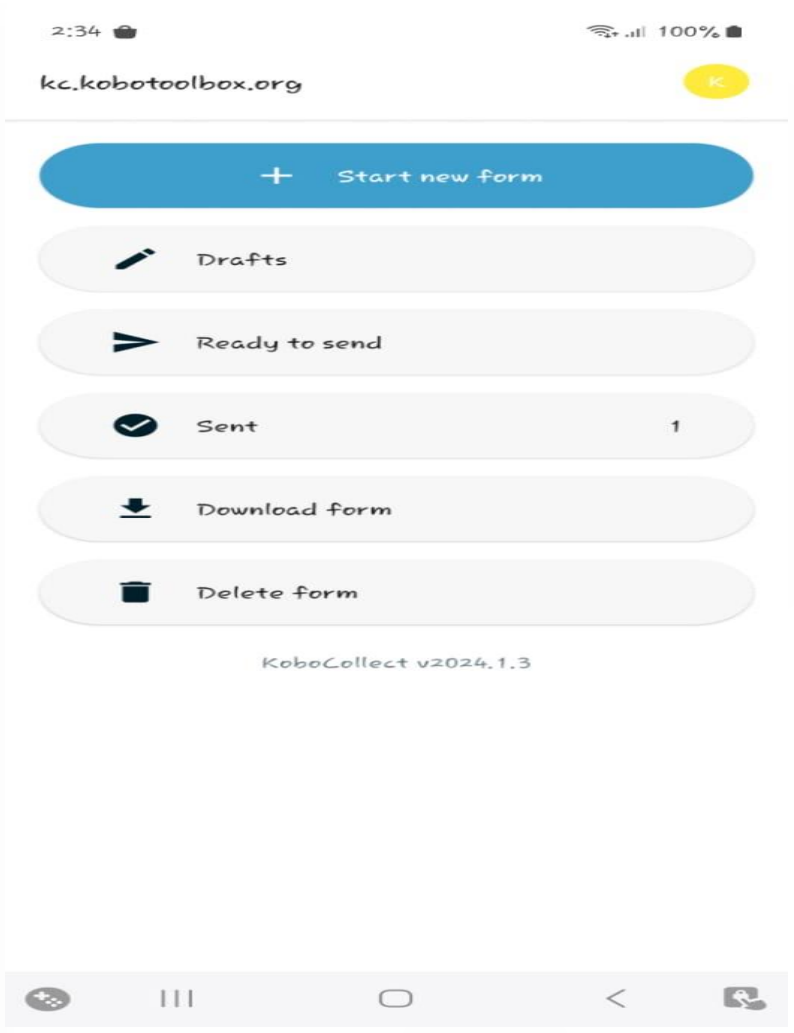
Installing the Application 5

When installation is complete, you should have this displayed, Click on **OPEN**





Configuring the App

&

Download the Form

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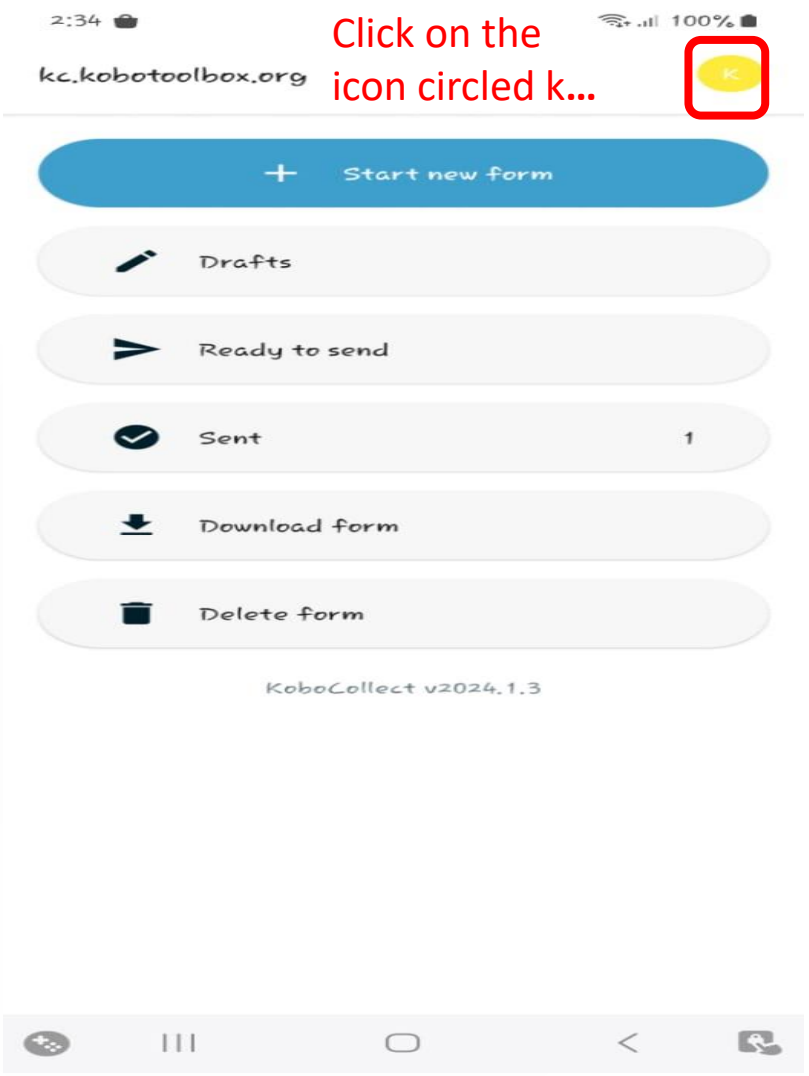
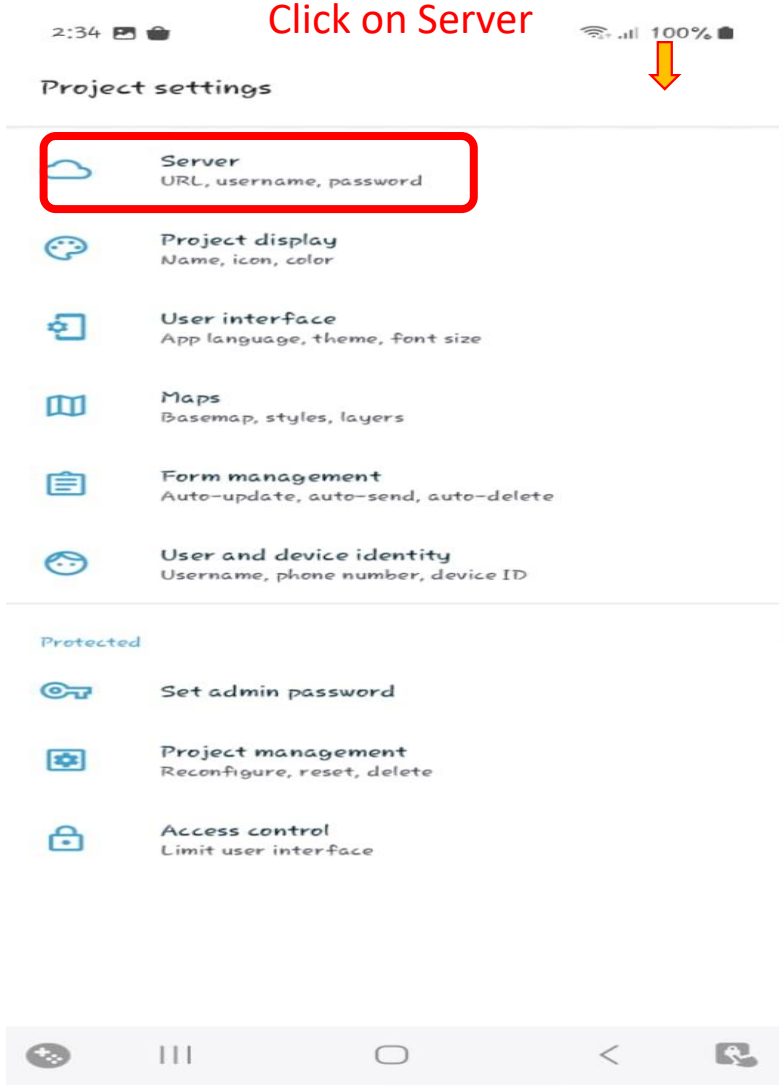
NB: Your Device must have internet

Kobo tool box app

Configuring the App.





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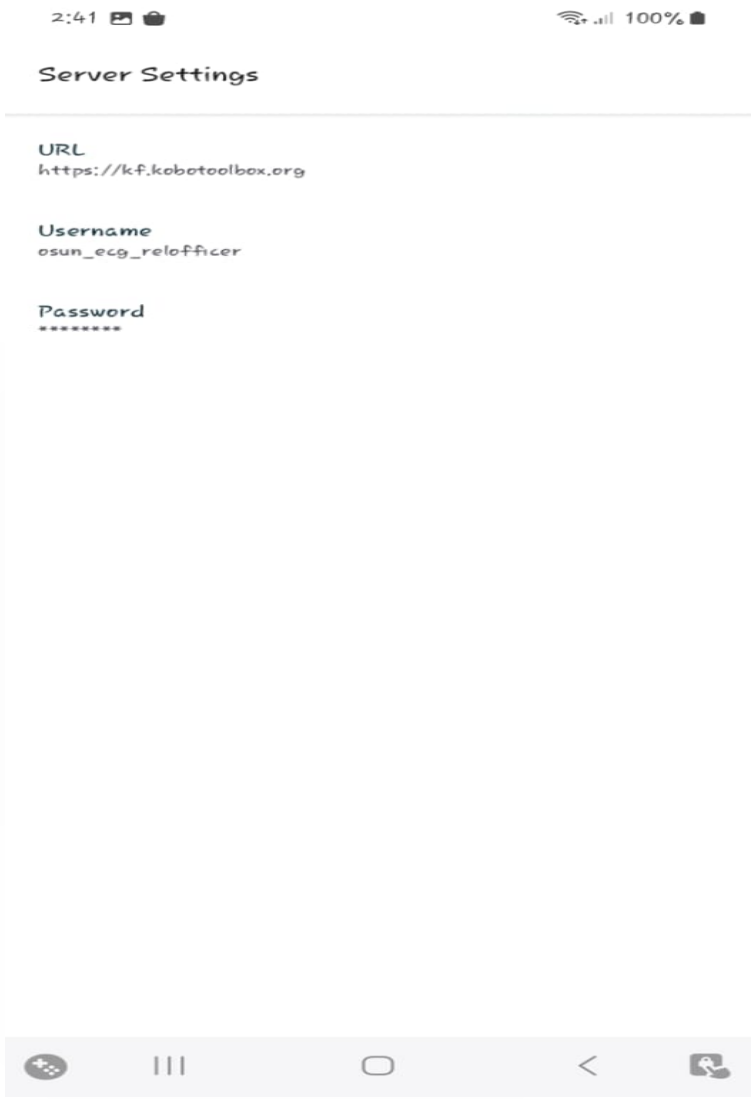
Configuring the App.



Change the following Parameter on the Server

URL:

https://kf.kobotoolbox.org

Username:

osun_ecg_relofficer
Password:

OsunRel@Off1234!

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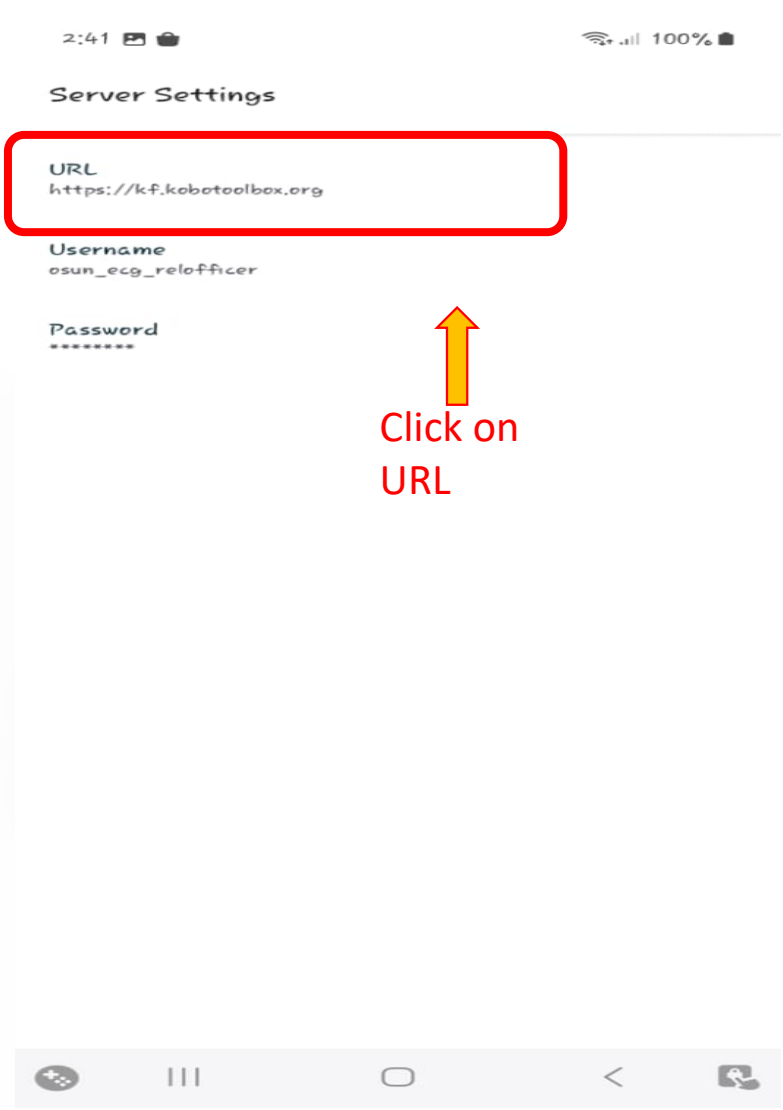
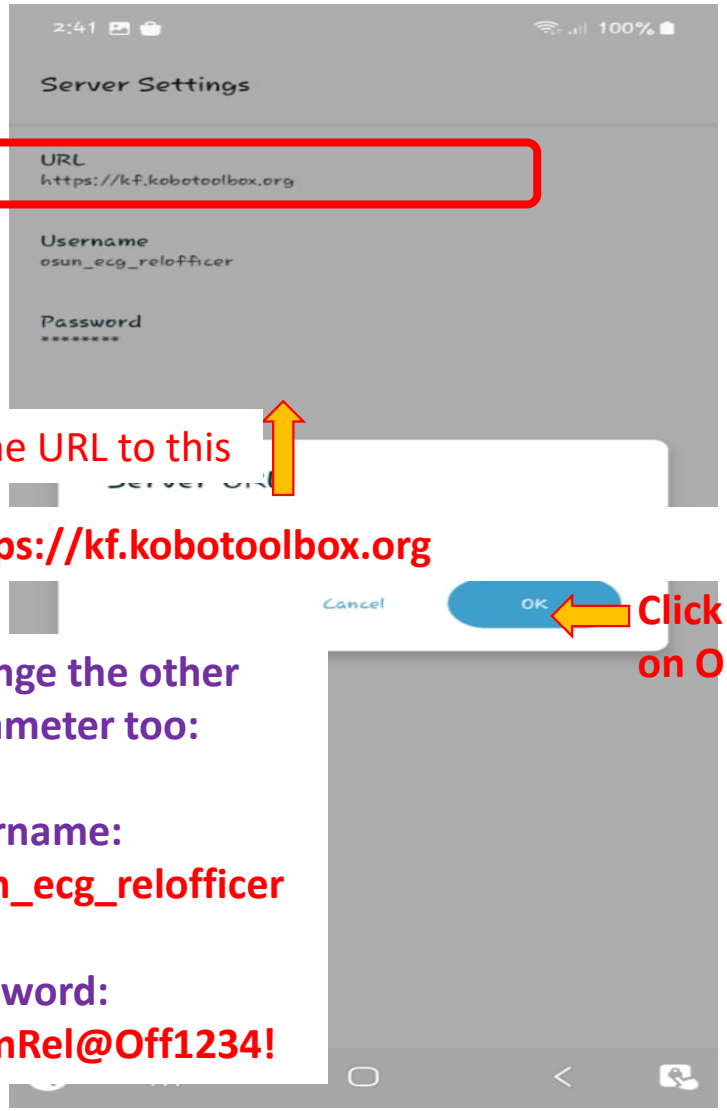
Configuring the App.



Click on URL



Change the URL to this

https://kf.kobotoolbox.org

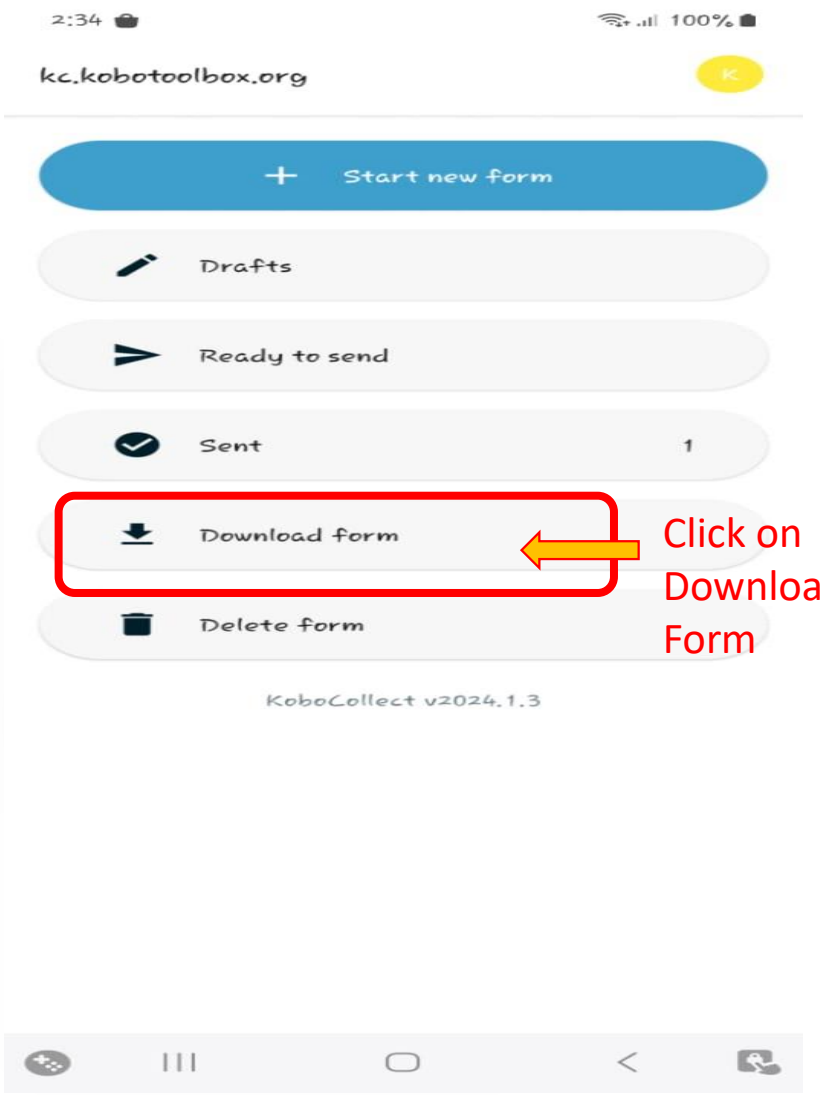
Click on OK

Change the other parameter too:

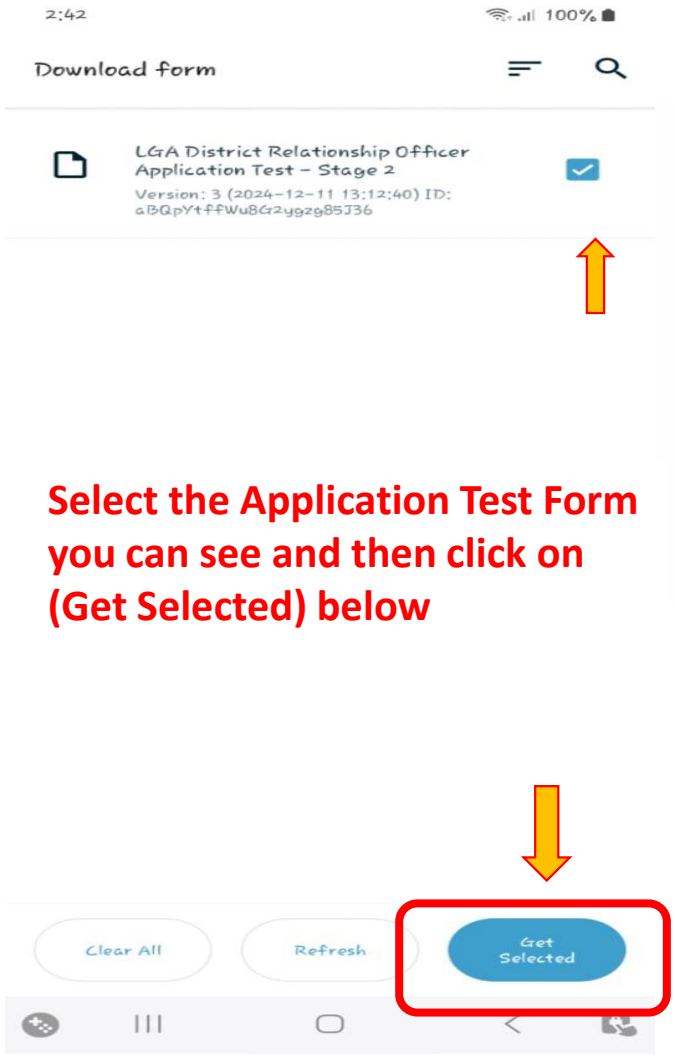
Username: osun_ecg_relofficer

Password: OsunRel@Off1234!

Downloading the Form.



Click on Download Form



Select the Application Test Form you can see and then click on (Get Selected) below

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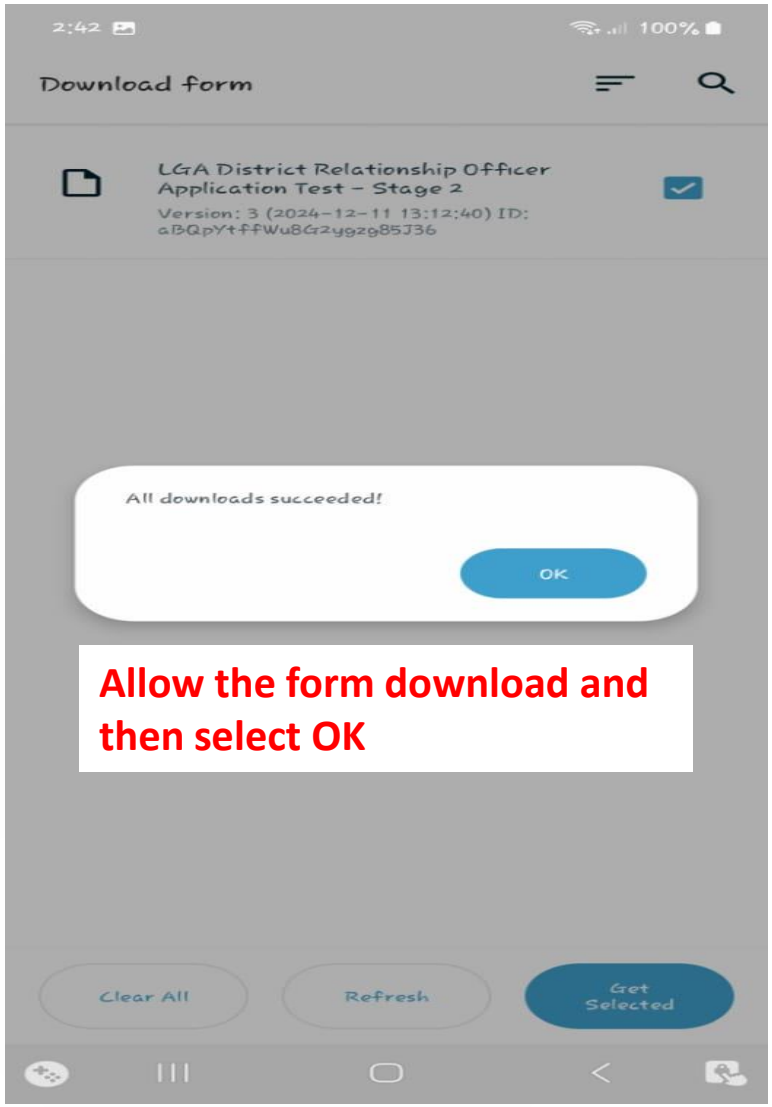
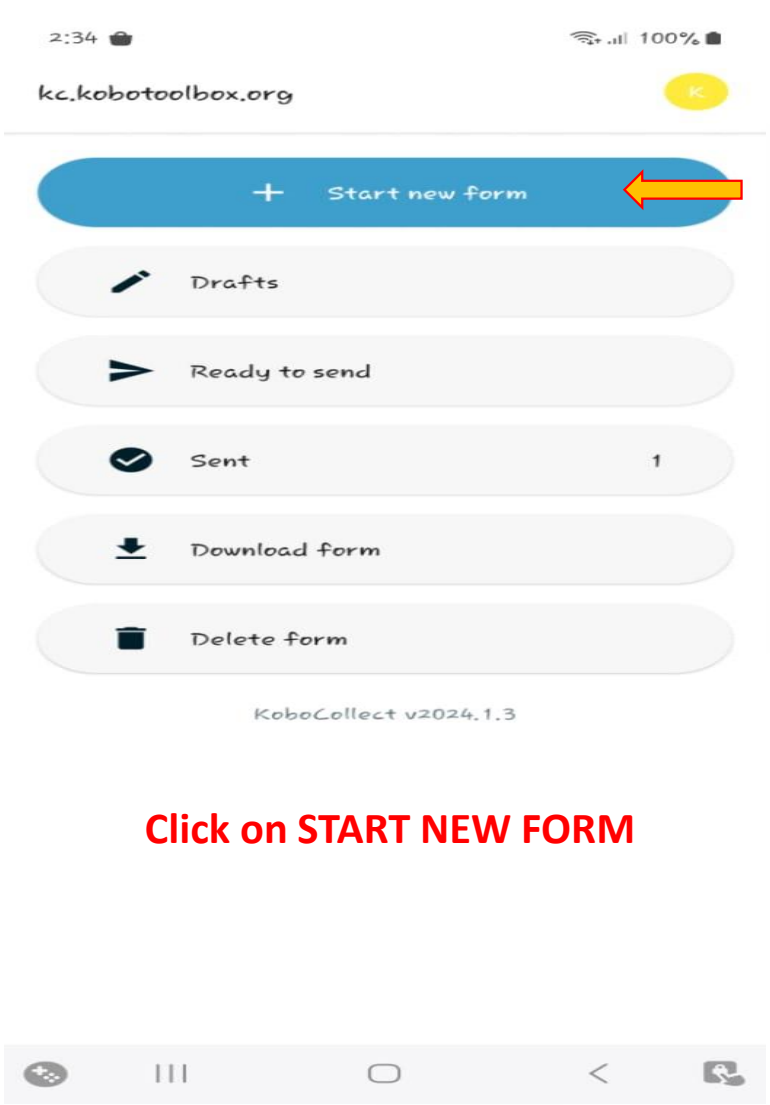
Downloading the Form.



Allow the form download and then select OK



Click on START NEW FORM

Taking The Test

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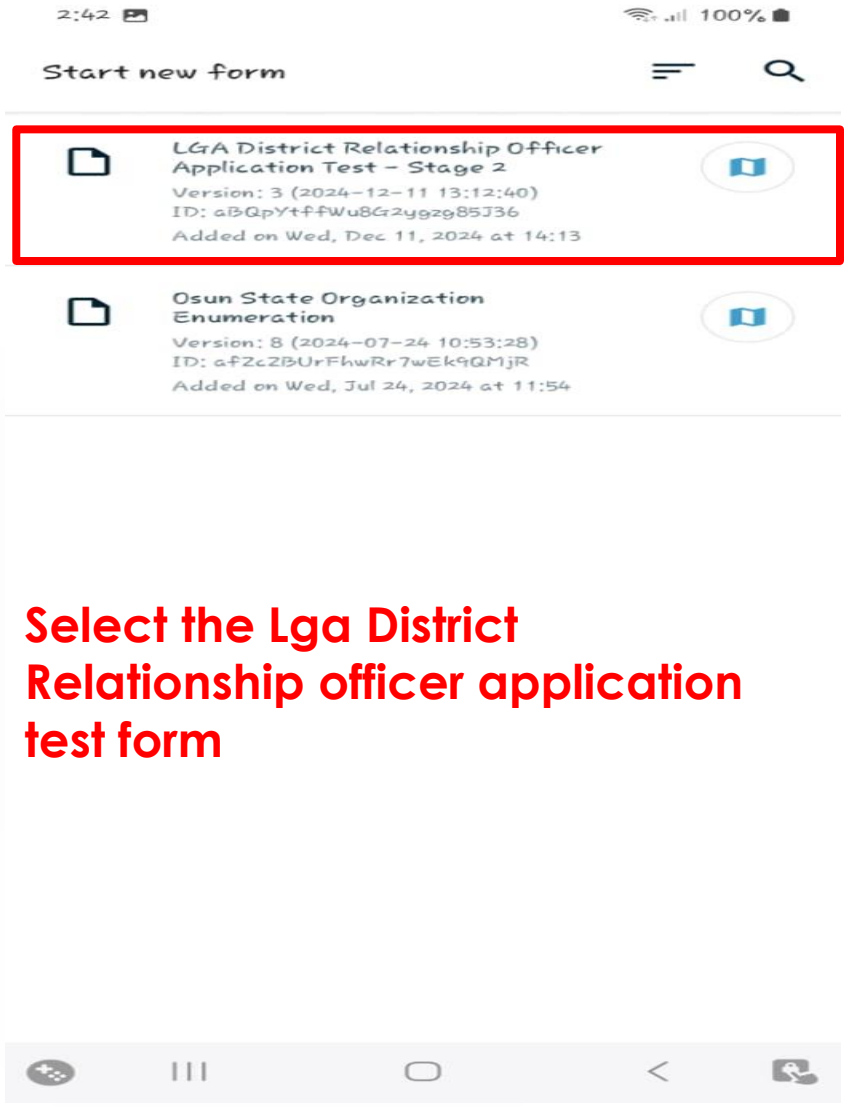
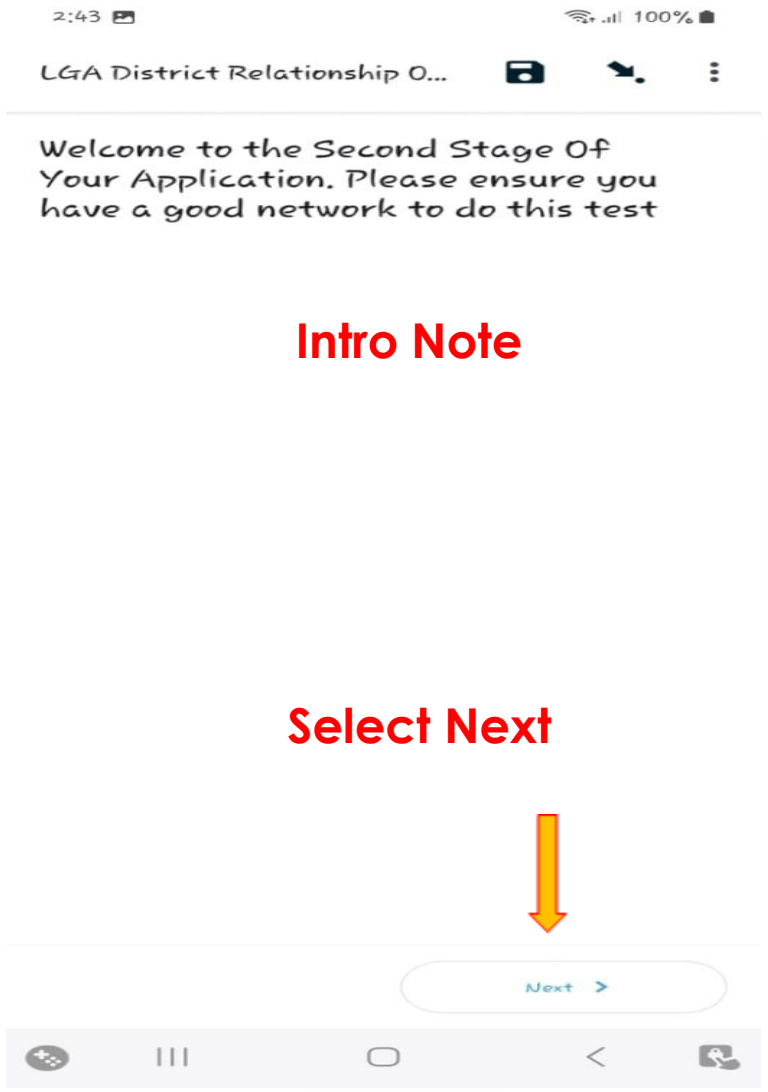
NB: Your Device must have internet

Kobo tool box app

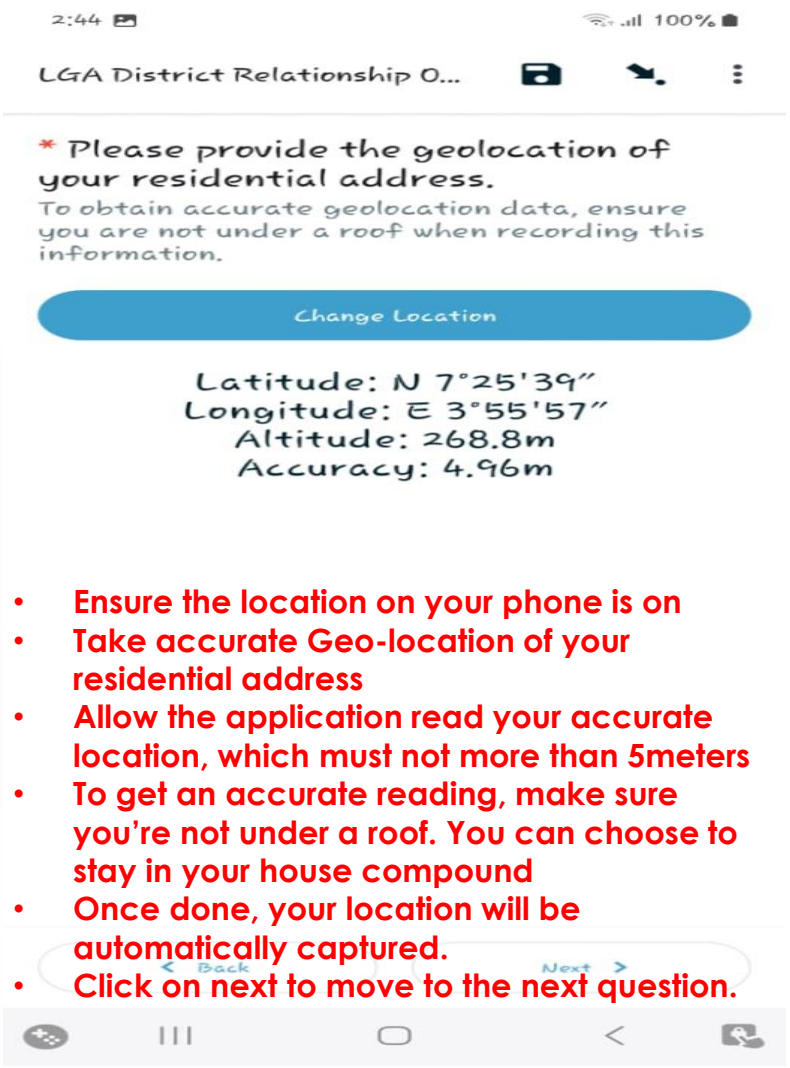


Select the Lga District Relationship officer application test form

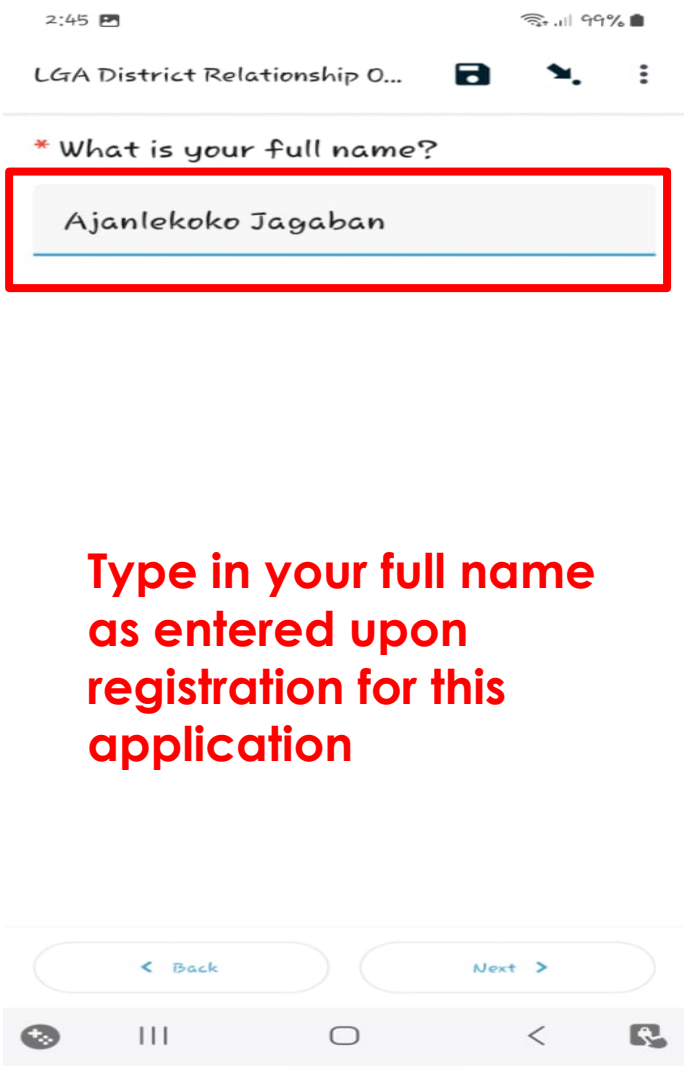


Intro Note

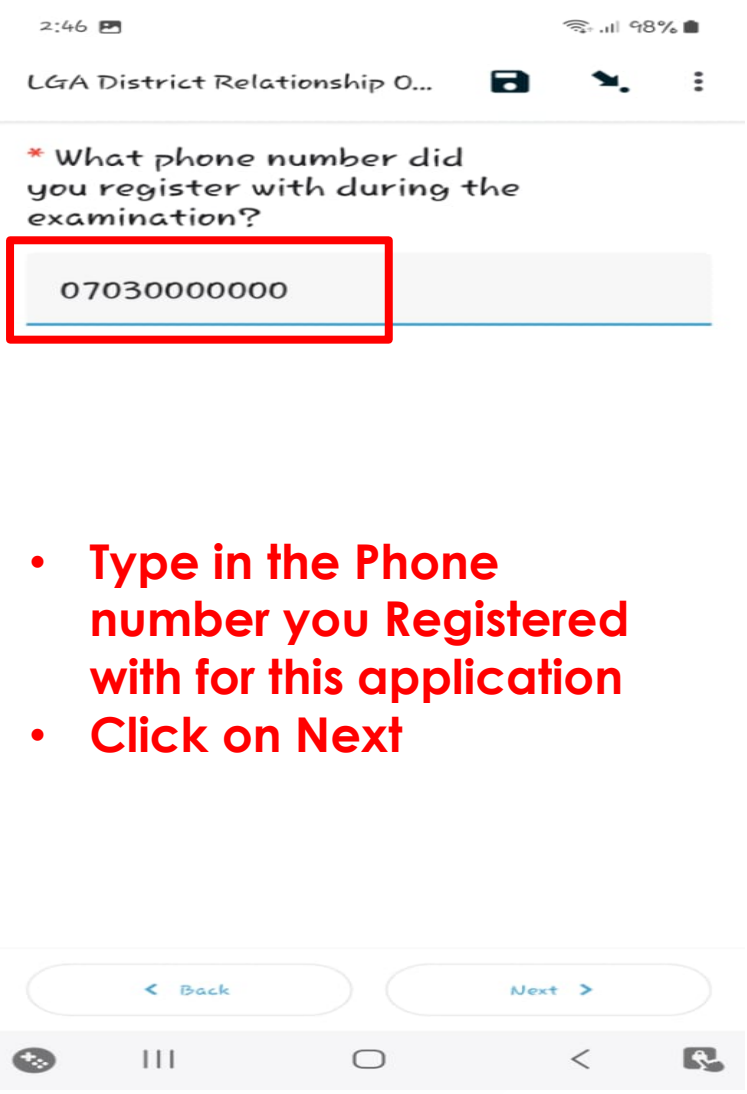
Select Next



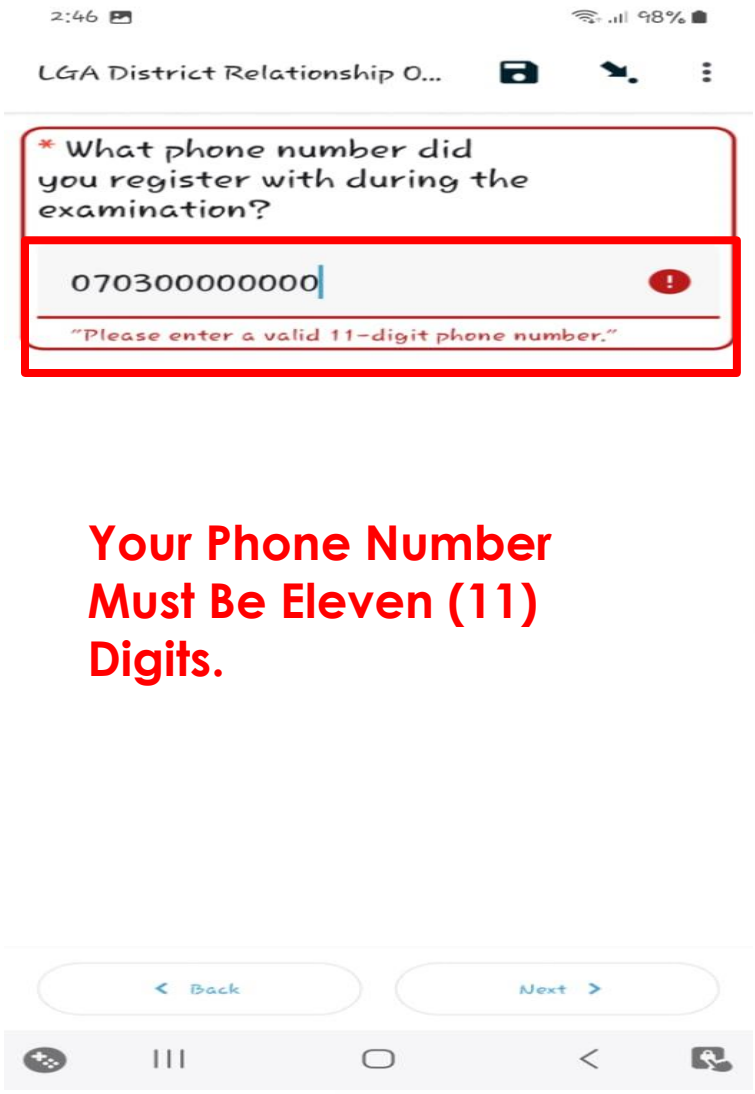
- Ensure the location on your phone is on
- Take accurate Geo-location of your residential address
- Allow the application read your accurate location, which must not more than 5meters
- To get an accurate reading, make sure you're not under a roof. You can choose to stay in your house compound
- Once done, your location will be automatically captured.
- Click on next to move to the next question.



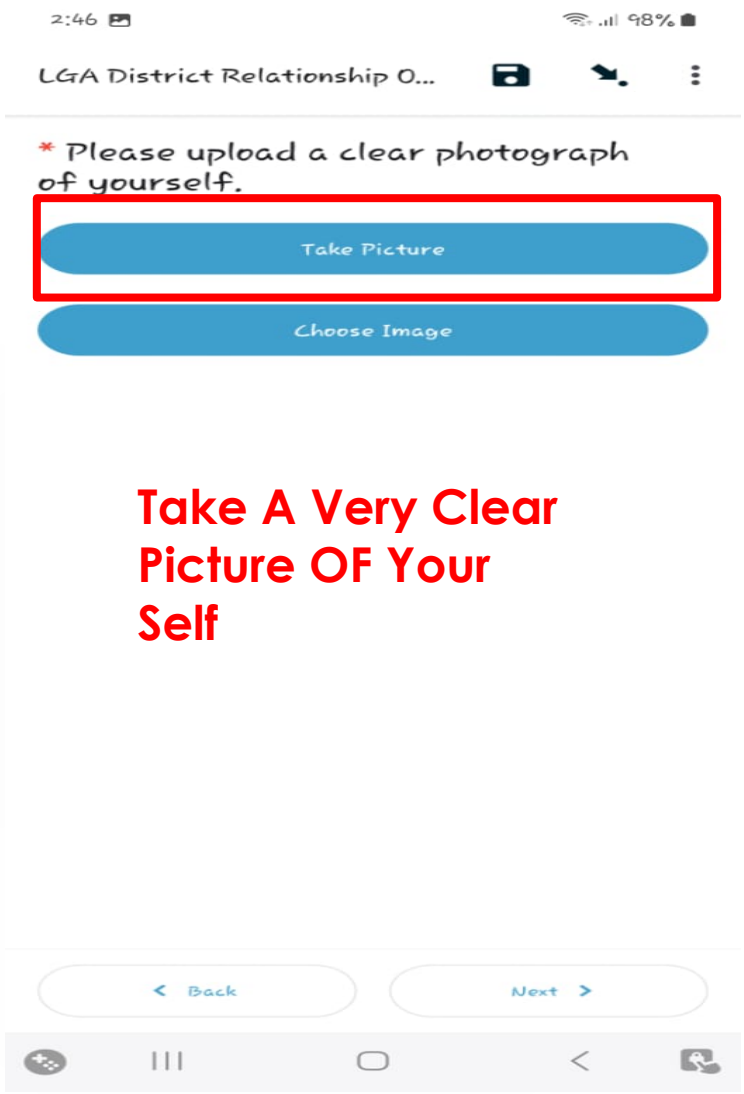
Type in your full name as entered upon registration for this application



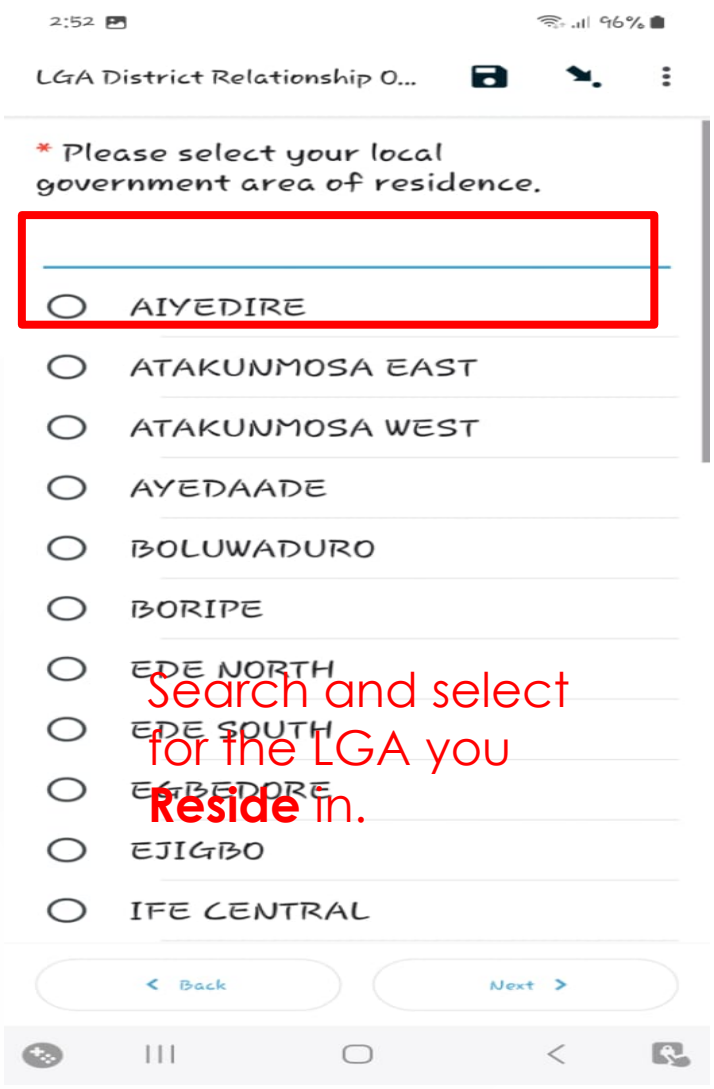
- **Type in the Phone number you Registered with for this application**
- **Click on Next**



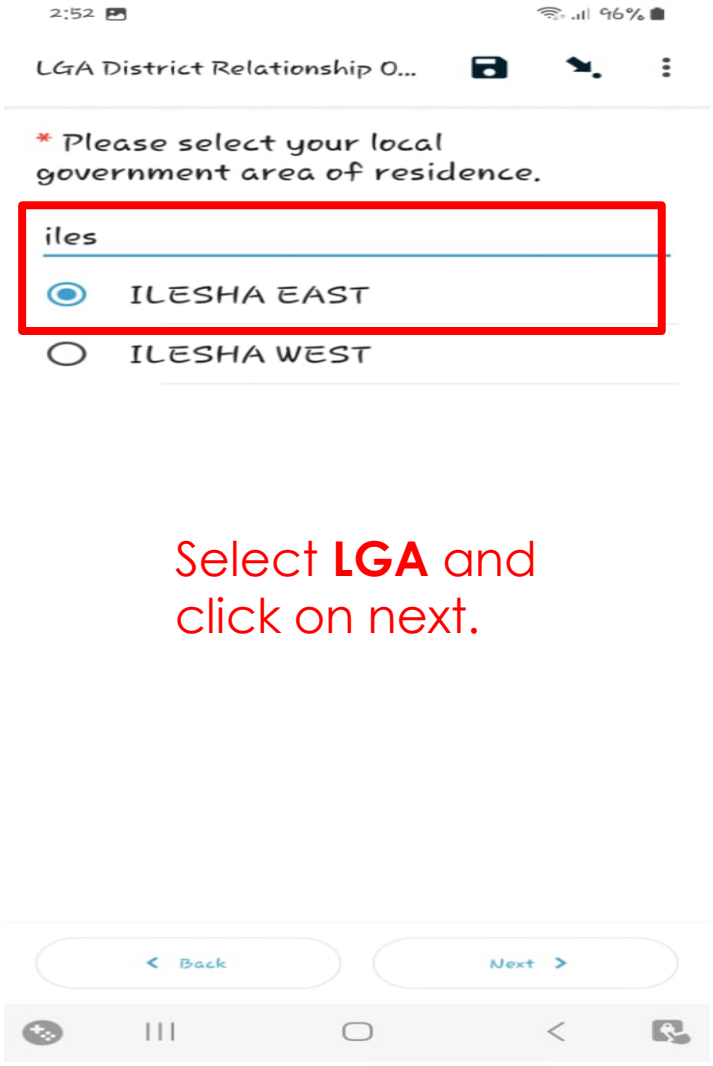
Your Phone Number Must Be Eleven (11) Digits.



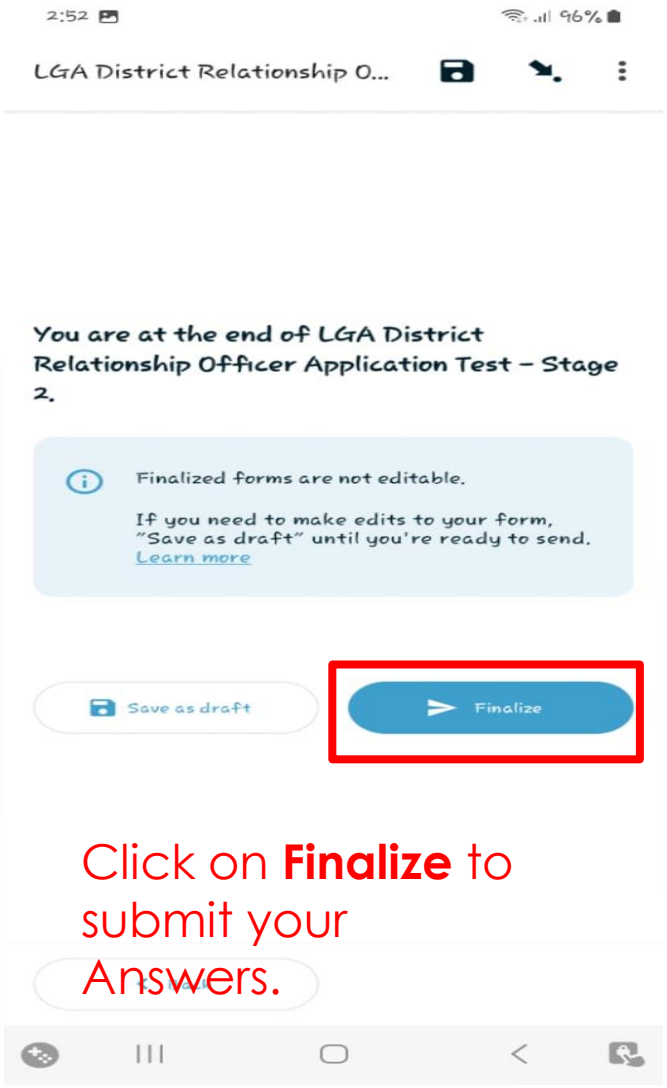
Take A Very Clear Picture OF Your Self



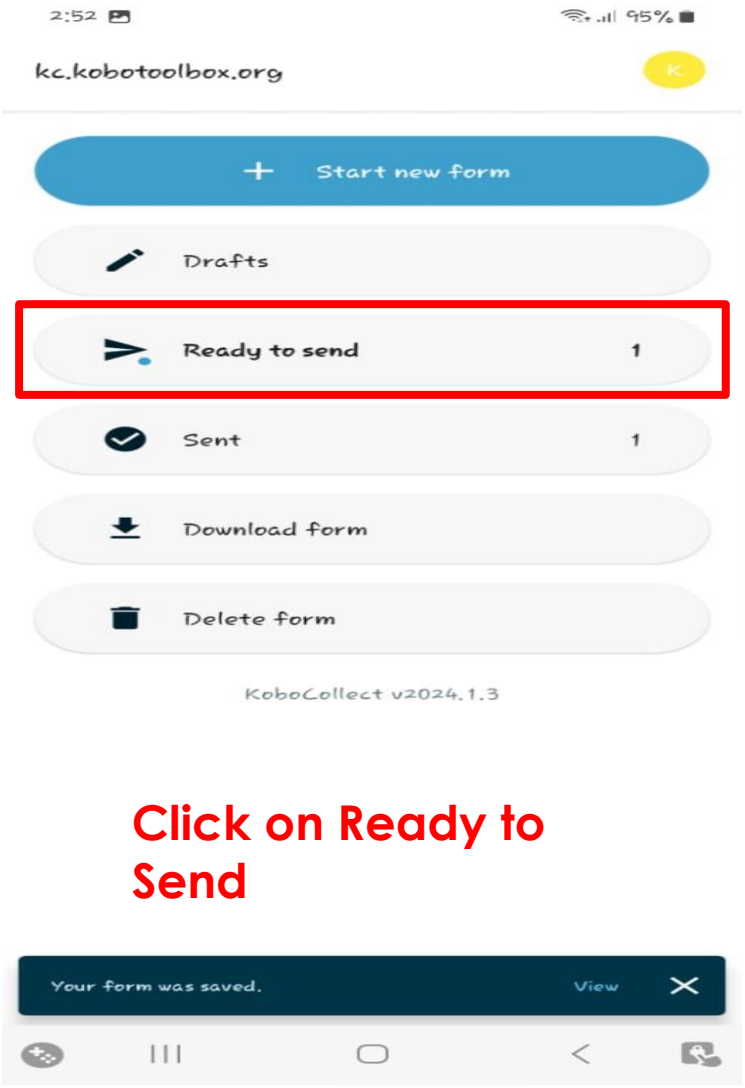
Search and select for the LGA you **Reside** in.



Select **LGA** and click on next.

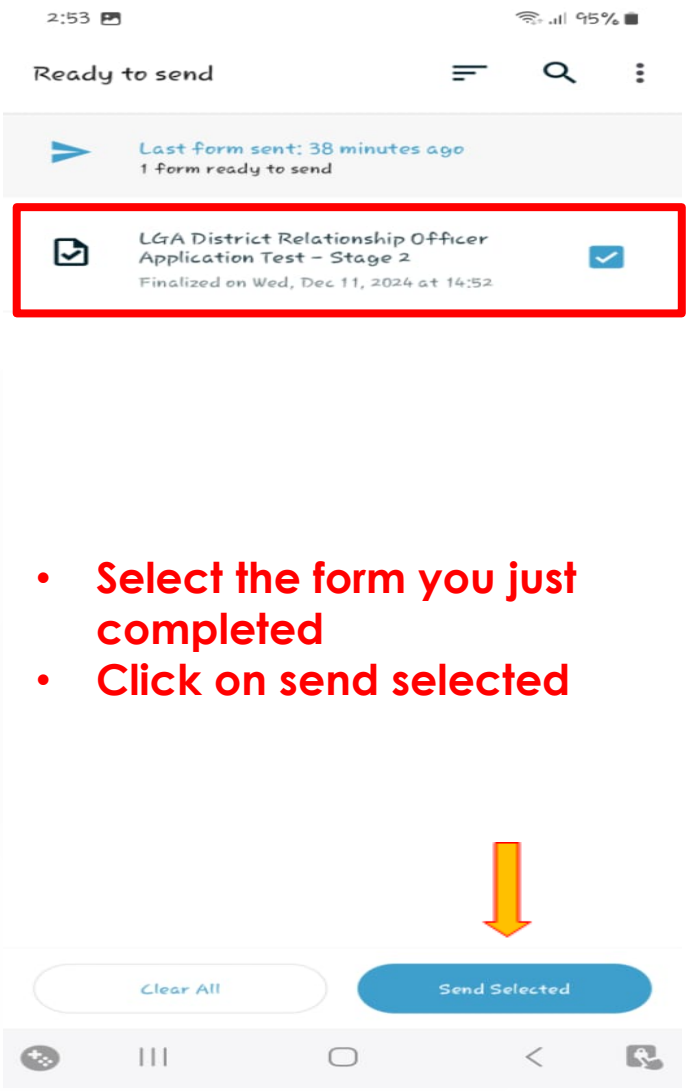


Click on **Finalize** to submit your Answers.

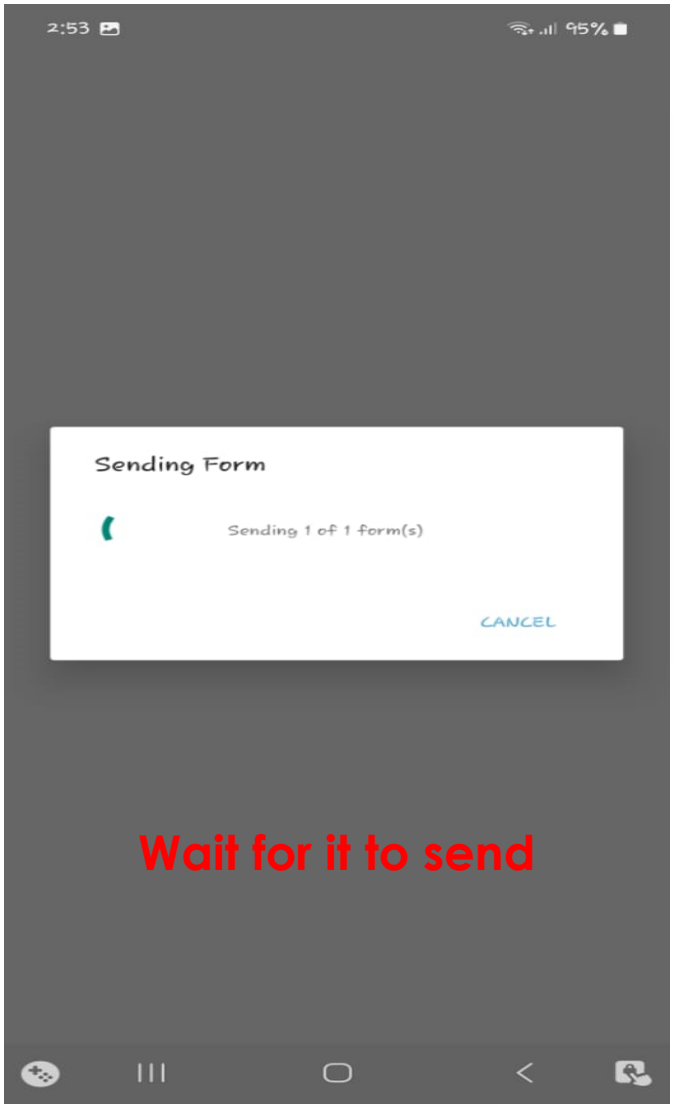


Click on Ready to Send

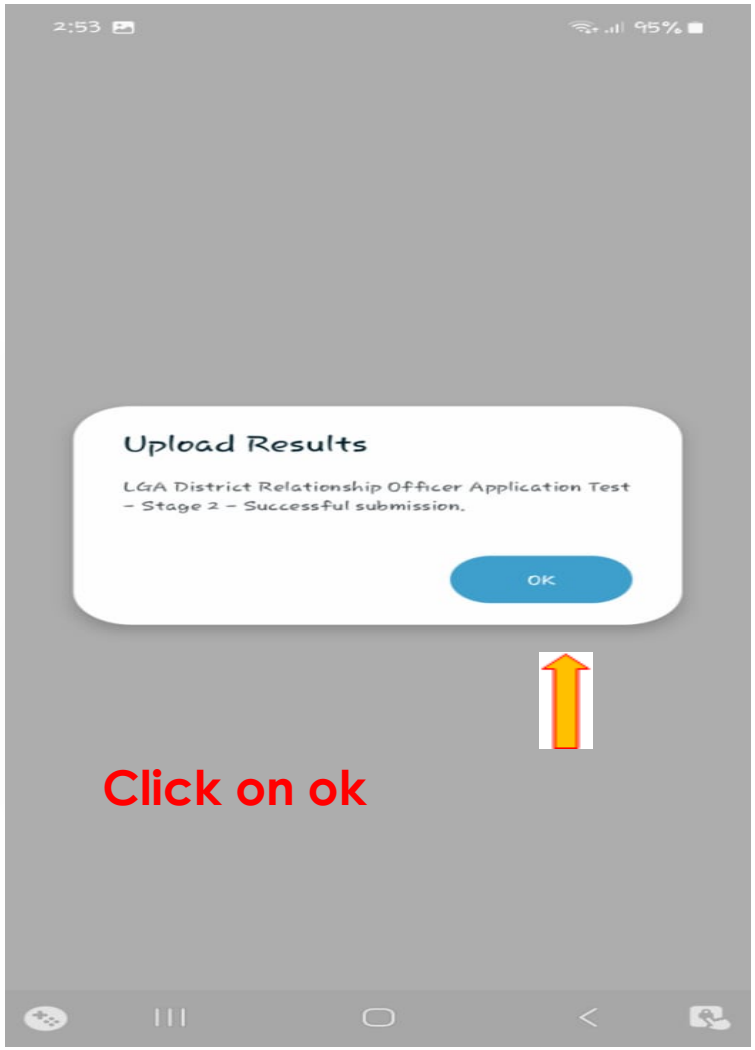
Taking The Test

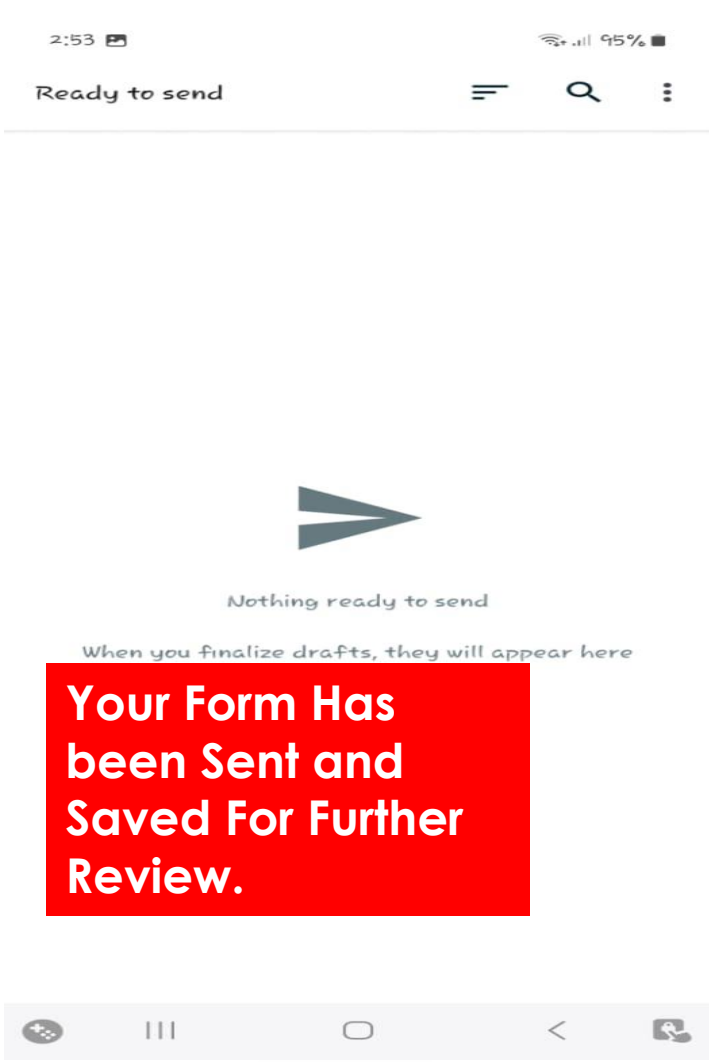


- **Select the form you just completed**
- **Click on send selected**



Wait for it to send


2:53
95%
Upload Results
LGA District Relationship Officer Application Test – Stage 2 – Successful submission.
OK
Click on ok


2:53
95%
Ready to send
Nothing ready to send
When you finalize drafts, they will appear here
Your Form Has been Sent and Saved For Further Review.

THANK YOU

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