



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



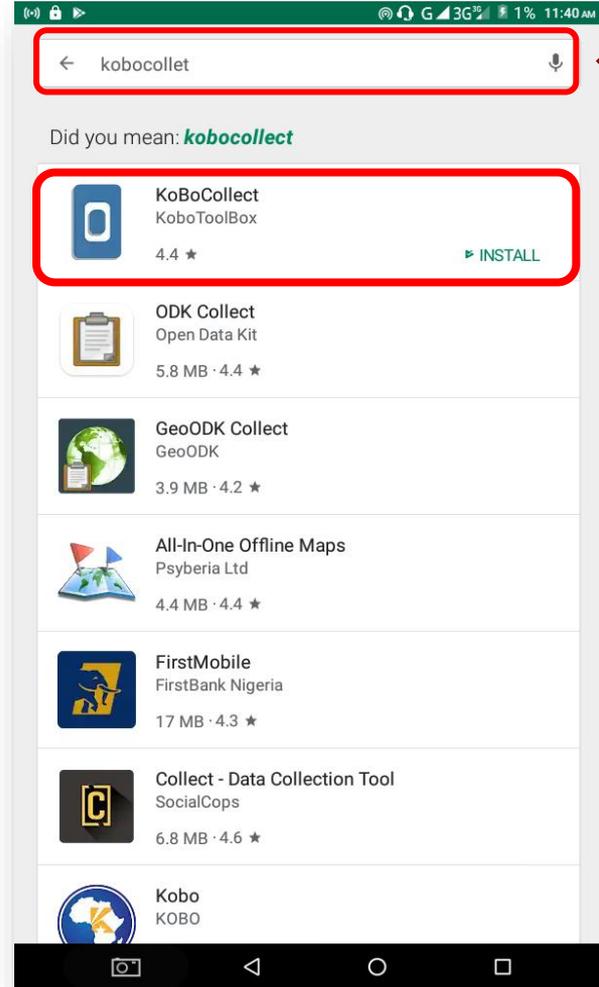
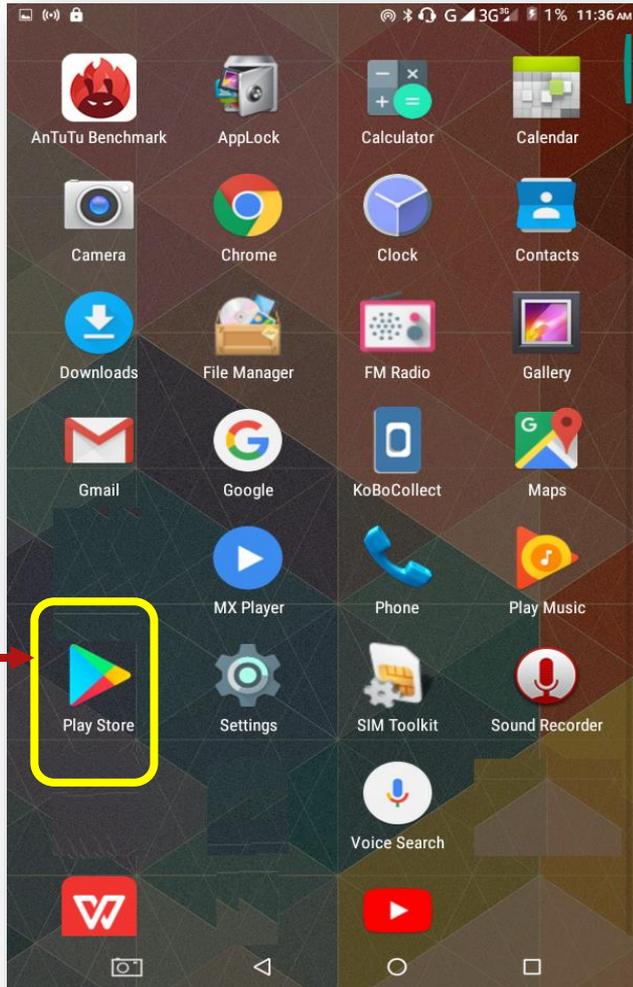
**NB: Your Device must have internet
and use an Android Device**

Kobo tool box app



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

Installing the Application



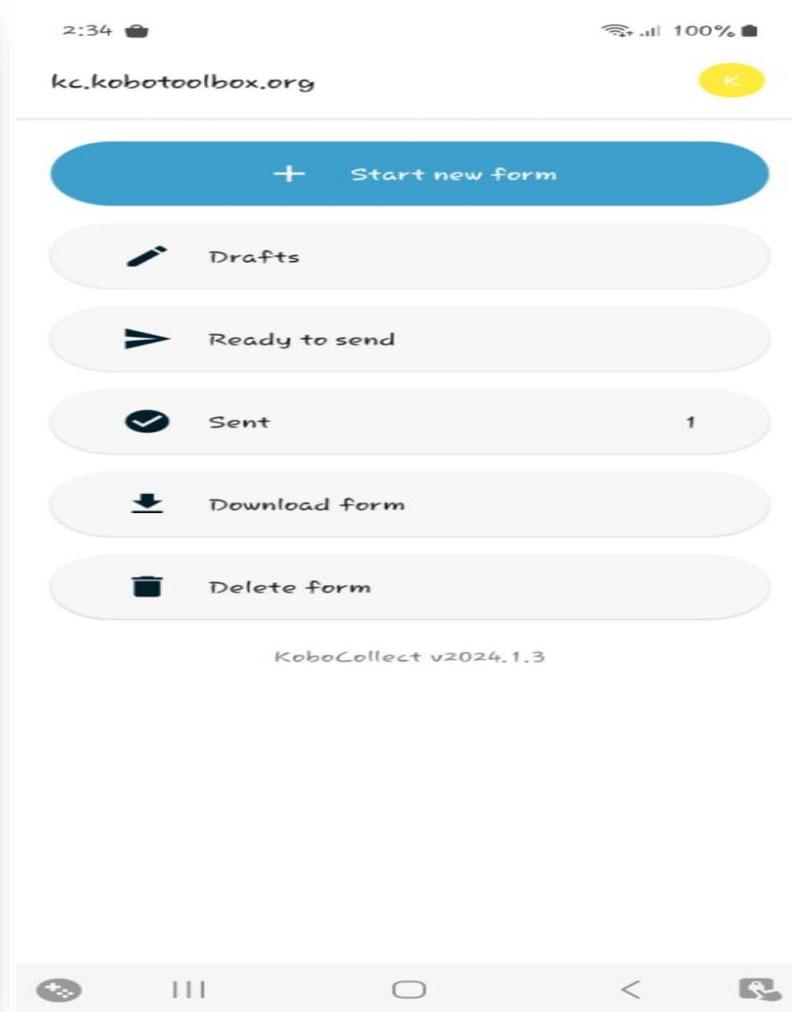
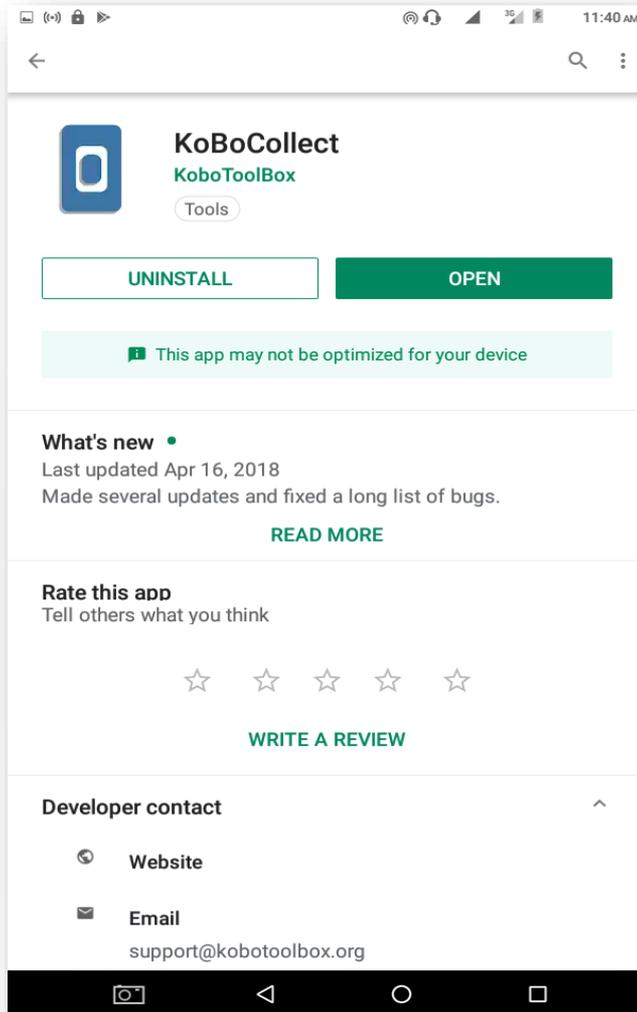
Search for Kobocollect and Install



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

Installing the Application

5



Configuring the App & Download the Form



NB: Your Device must have internet

Kobo tool box app



Configuring the App.

7

Click on the icon circled k...

Click on Server

kc.kobotoolbox.org

2:34

100%

Start new form

Drafts

Ready to send

Sent 1

Download form

Delete form

KoboCollect v2024.1.3

Project settings

Server
URL, username, password

Project display
Name, icon, color

User interface
App language, theme, font size

Maps
Basemap, styles, layers

Form management
Auto-update, auto-send, auto-delete

User and device identity
Username, phone number, device ID

Protected

Set admin password

Project management
Reconfigure, reset, delete

Access control
Limit user interface



2:41 [mail icon] [wallet icon] [signal icon] [wifi icon] [battery icon] 100%

Server Settings

URL
https://kf.kobotoolbox.org

Username
osun_ecg_relofficer

Password

Change the following Parameter on the Server

URL:
https://kf.kobotoolbox.org

Username:
osun_ecg_relofficer

Password:
OsunRel@Off1234!

[home icon] [app icon] [back icon] [forward icon]



Configuring the App. 9

Click on URL

Change the URL to this

https://kf.kobotoolbox.org

Change the other parameter too:

Username:
osun_ecg_relofficer

Password:
OsunRel@Off1234!

Click on OK



Downloading the Form. 10

The image displays two screenshots from the KoboCollect mobile application. The first screenshot, taken at 2:34, shows the main dashboard with a list of form categories: 'Start new form', 'Drafts', 'Ready to send', 'Sent' (with a count of 1), 'Download form', and 'Delete form'. The 'Download form' button is highlighted with a red rectangular box, and a yellow arrow points to it from the right. Below the list, the text 'KoboCollect v2024.1.3' is visible. The second screenshot, taken at 2:42, shows the 'Download form' screen with a list of available forms. The first form, 'LGRA District Relationship Officer Application Test - Stage 2', is selected, indicated by a blue checkmark in a box on the right. A yellow arrow points upwards to this checkmark. Below the list, there are three buttons: 'Clear All', 'Refresh', and 'Get Selected'. The 'Get Selected' button is highlighted with a red rectangular box, and a yellow arrow points downwards to it from above.

2:34 kc.kobotoolbox.org

2:42 Download form

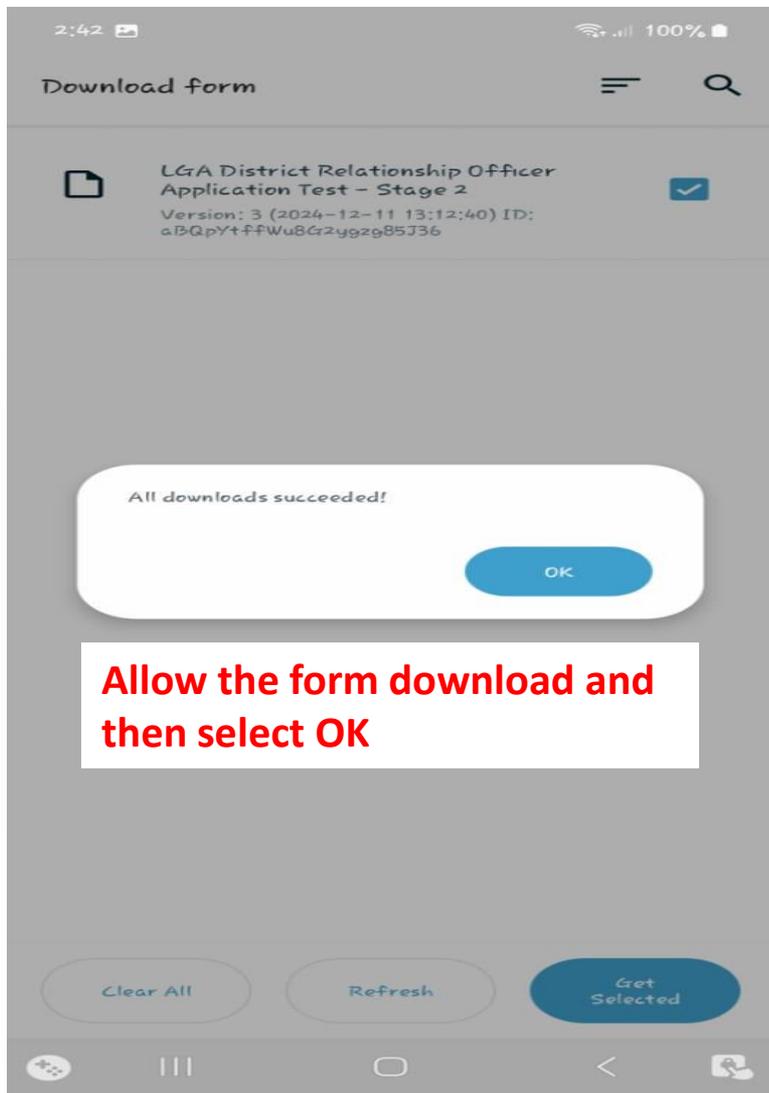
Click on Download Form

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

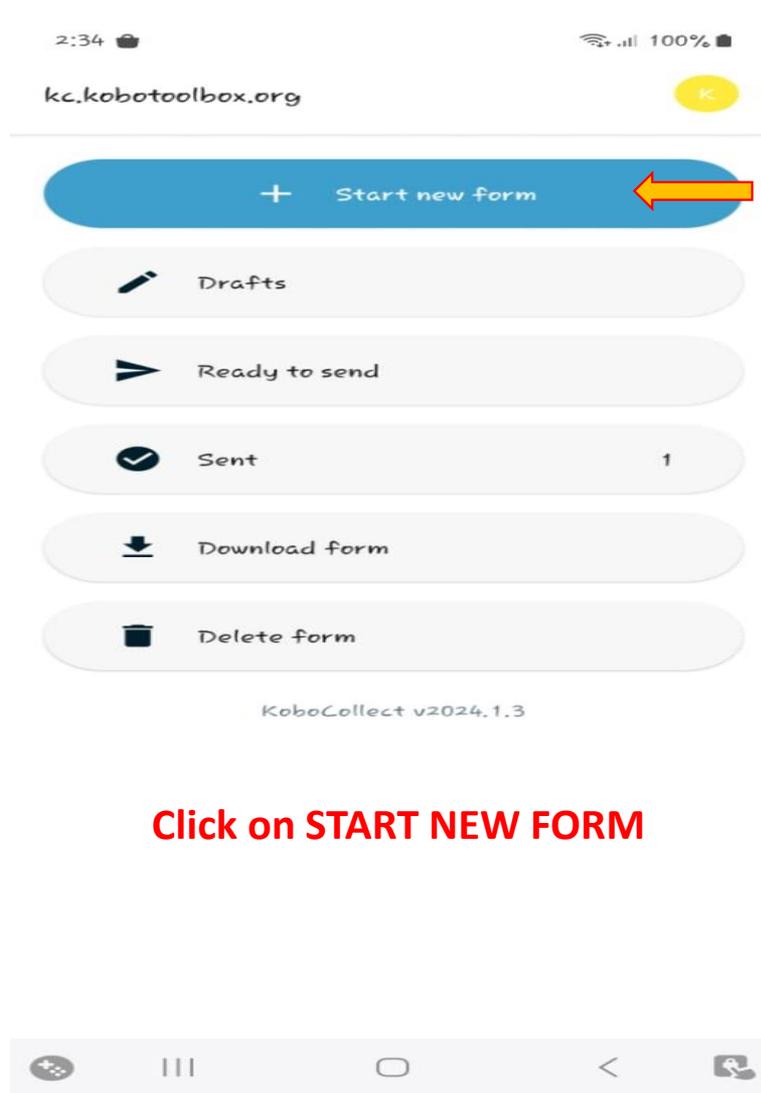
KoboCollect v2024.1.3



Downloading the Form. 11



Allow the form download and then select OK



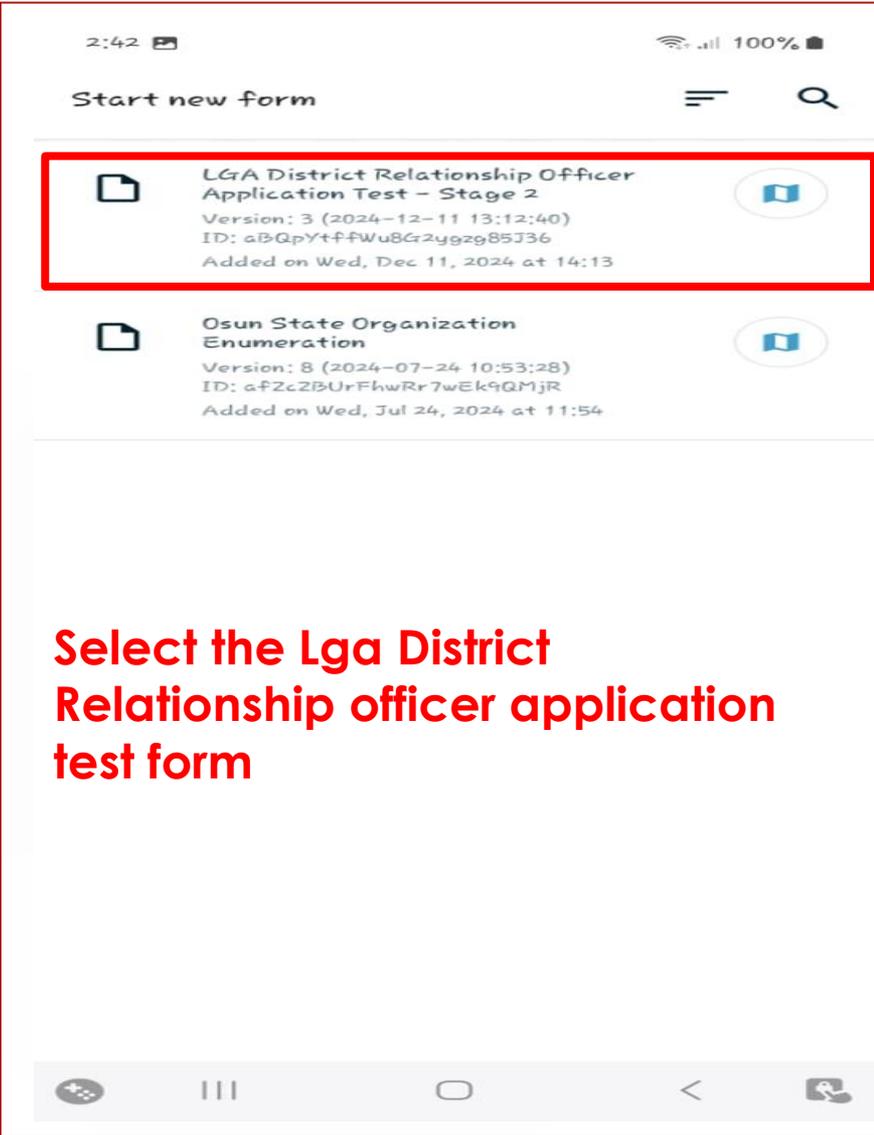
Click on START NEW FORM

Taking The Test

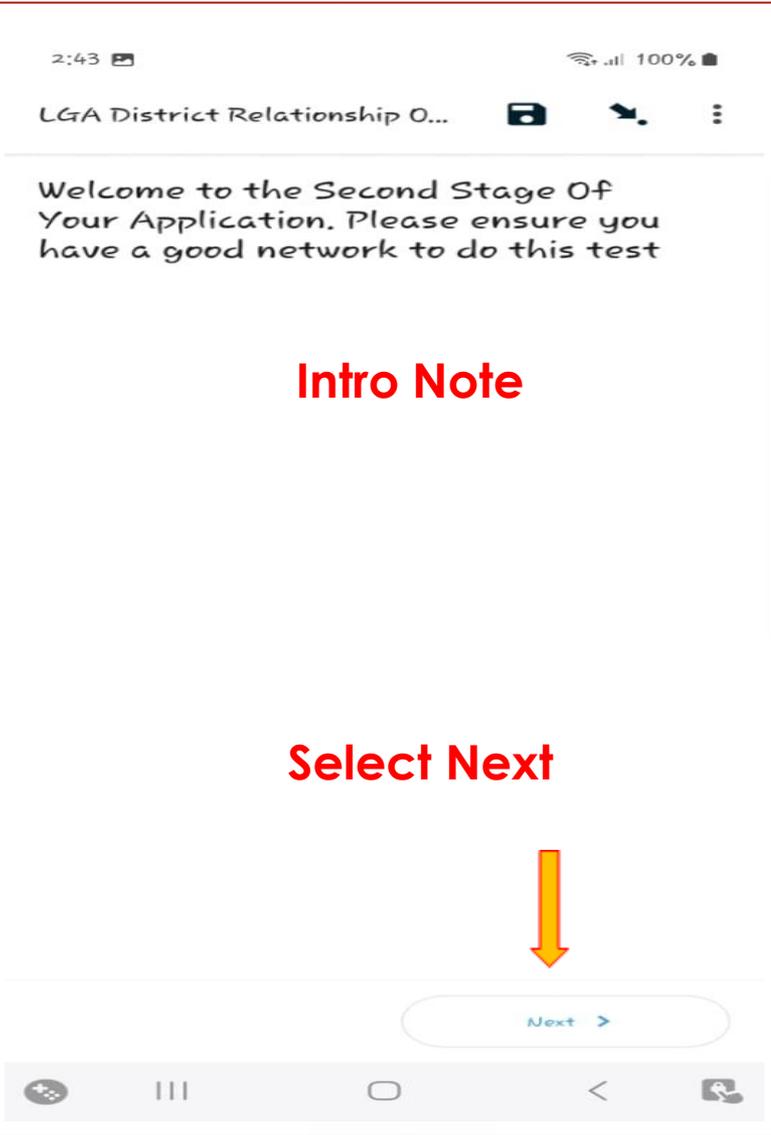


NB: Your Device must have internet

Kobo tool box app

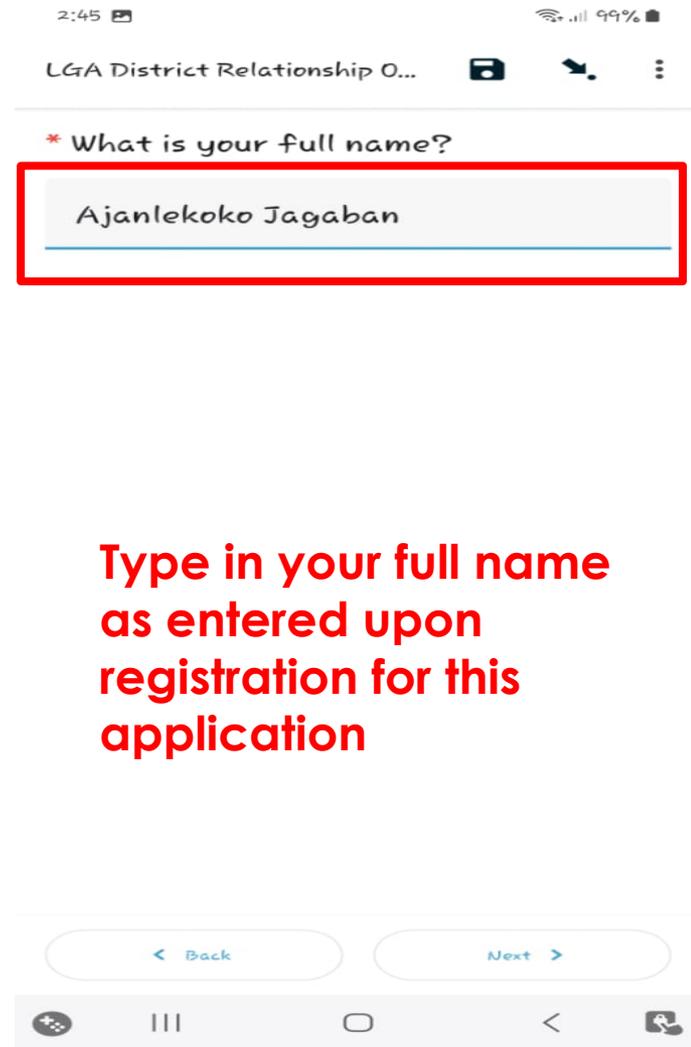
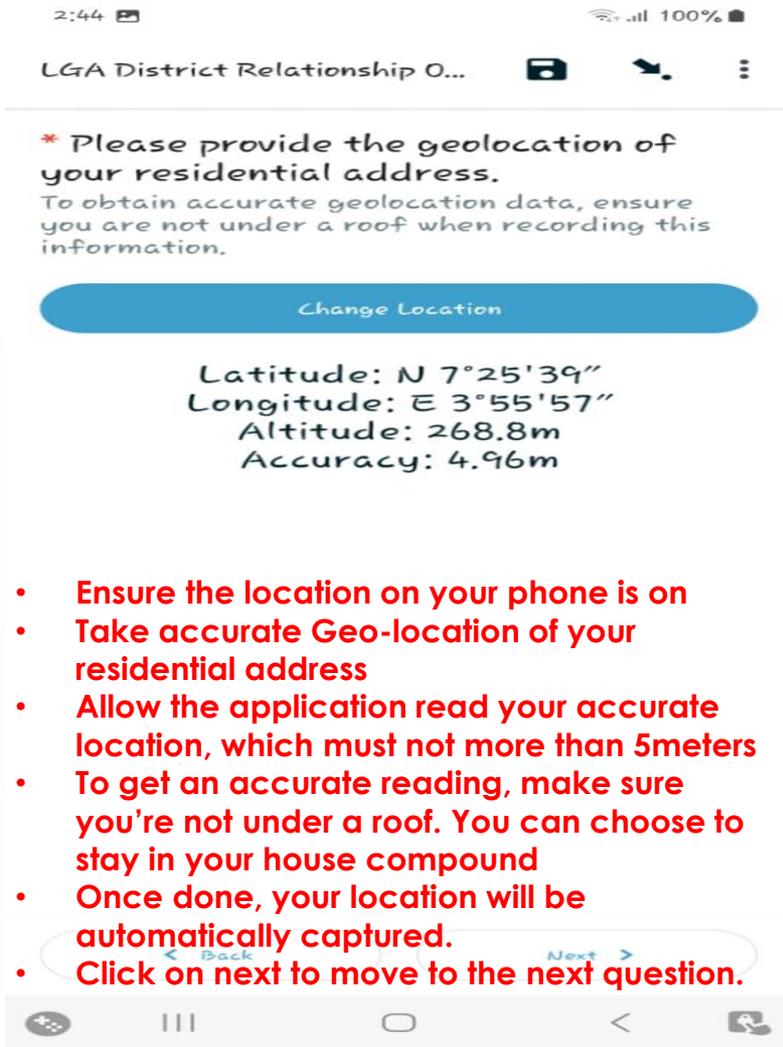


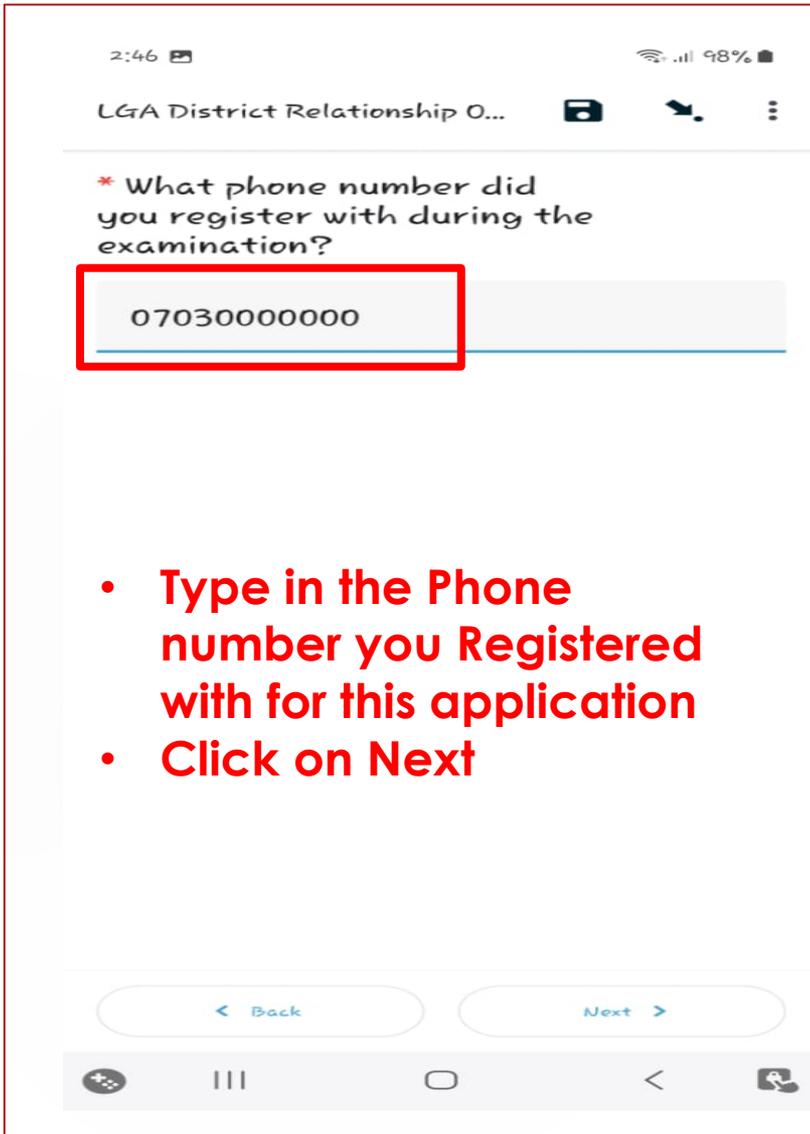
**Select the Lga District
Relationship officer application
test form**



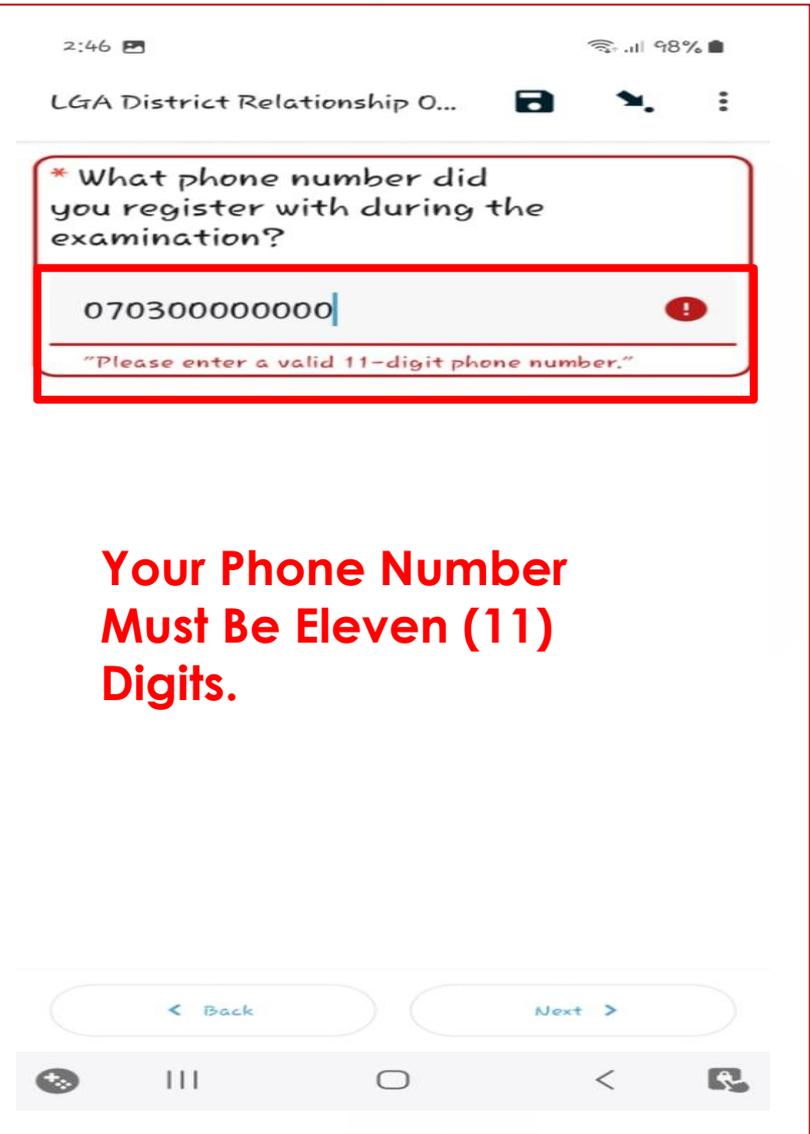
Intro Note

Select Next

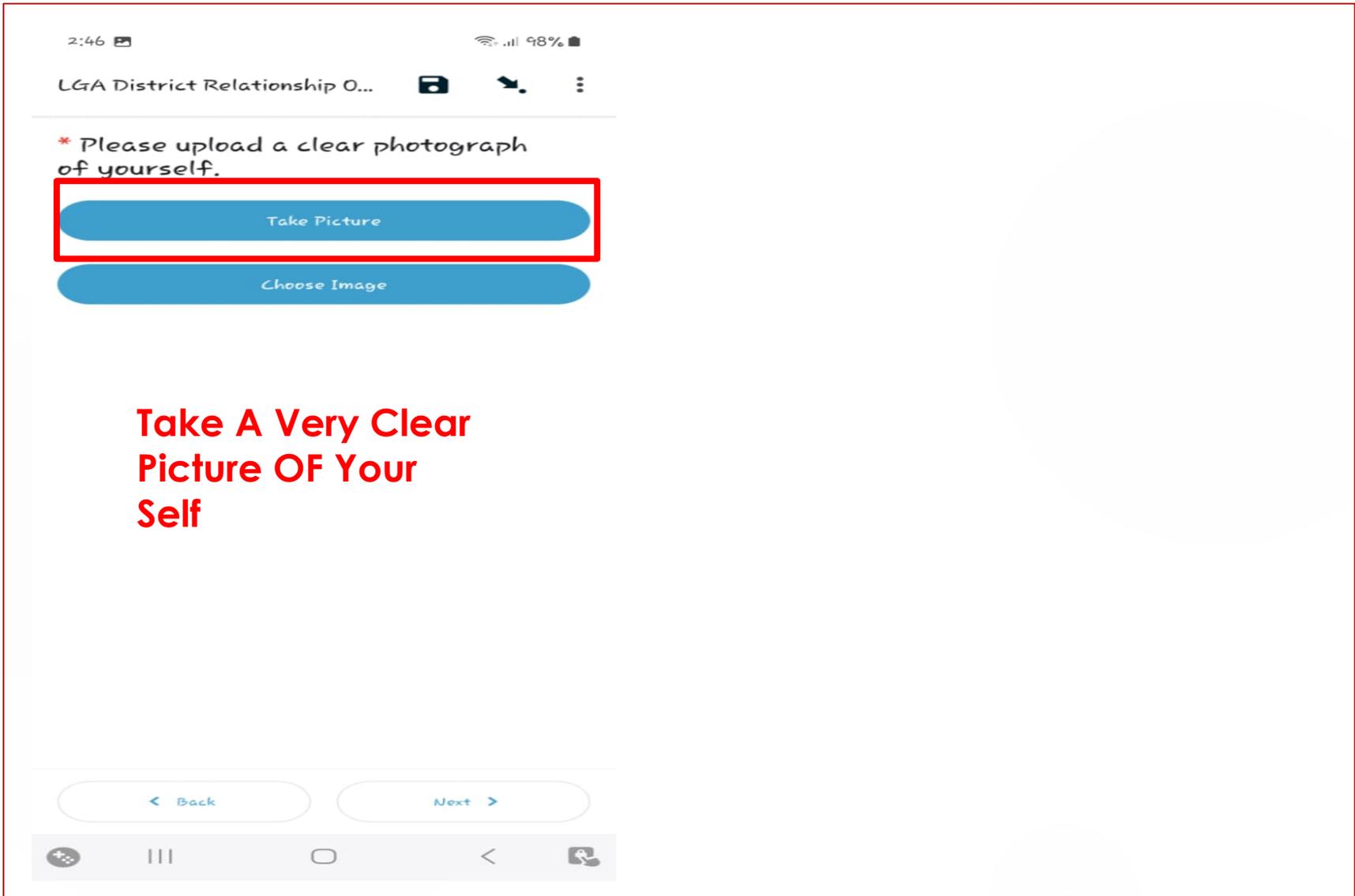




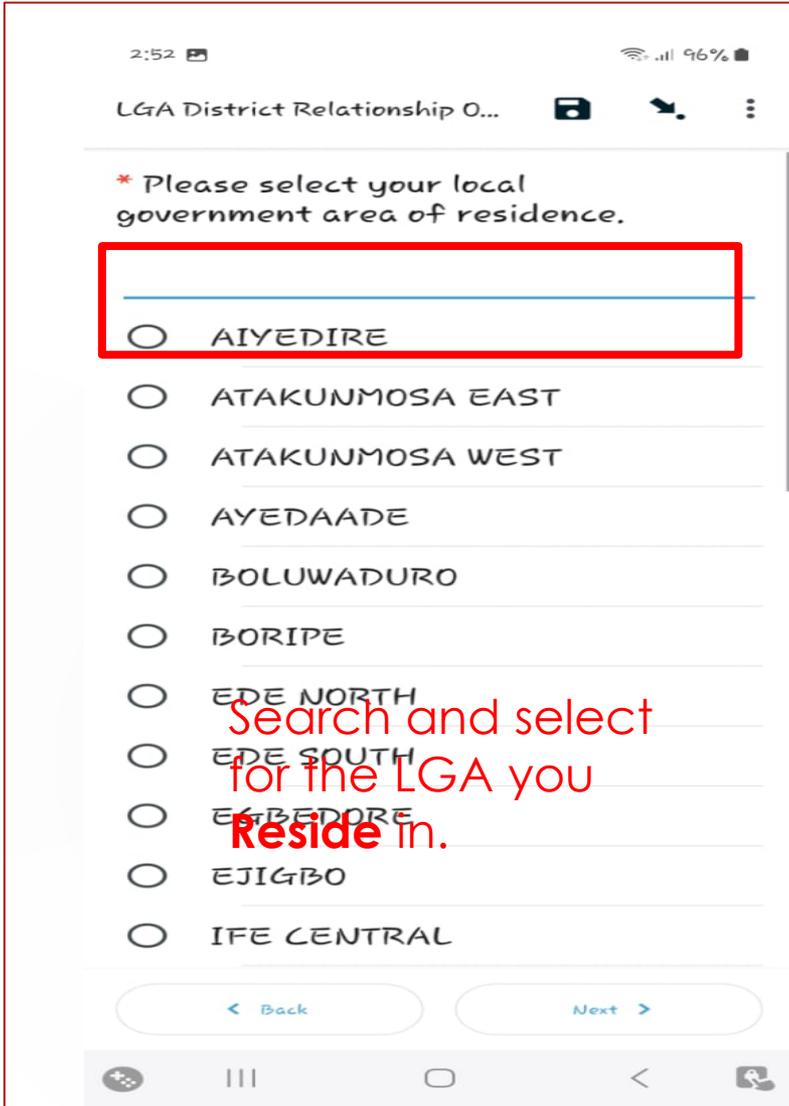
- Type in the Phone number you Registered with for this application
- Click on Next



Your Phone Number Must Be Eleven (11) Digits.

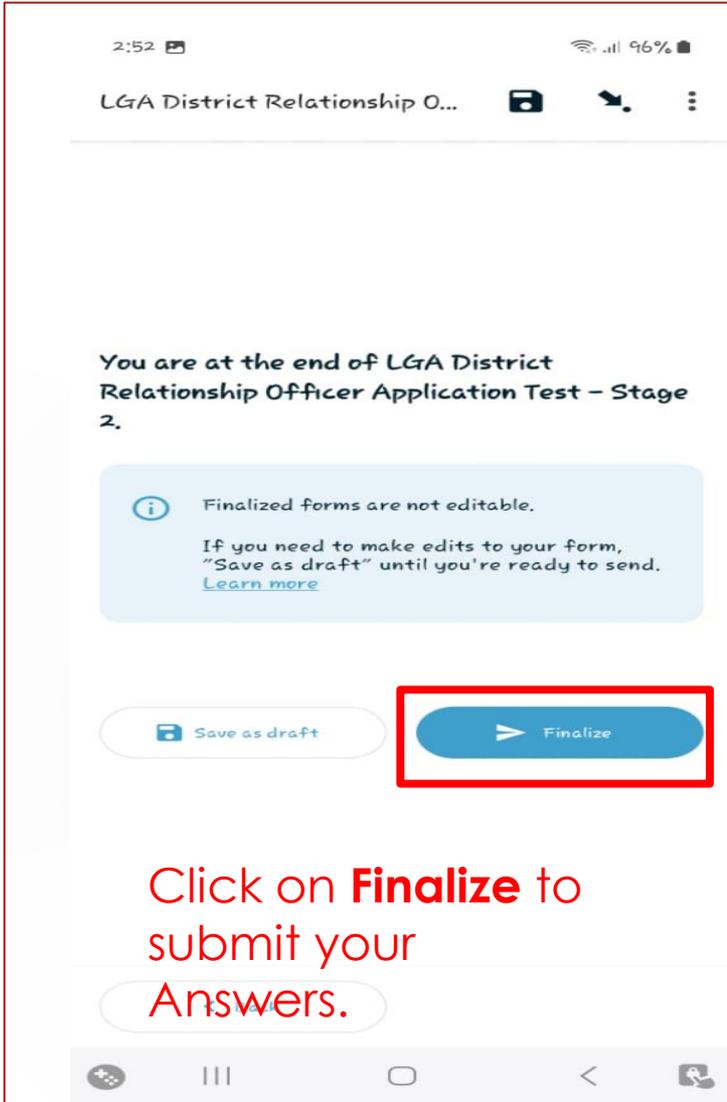


**Take A Very Clear
Picture OF Your
Self**

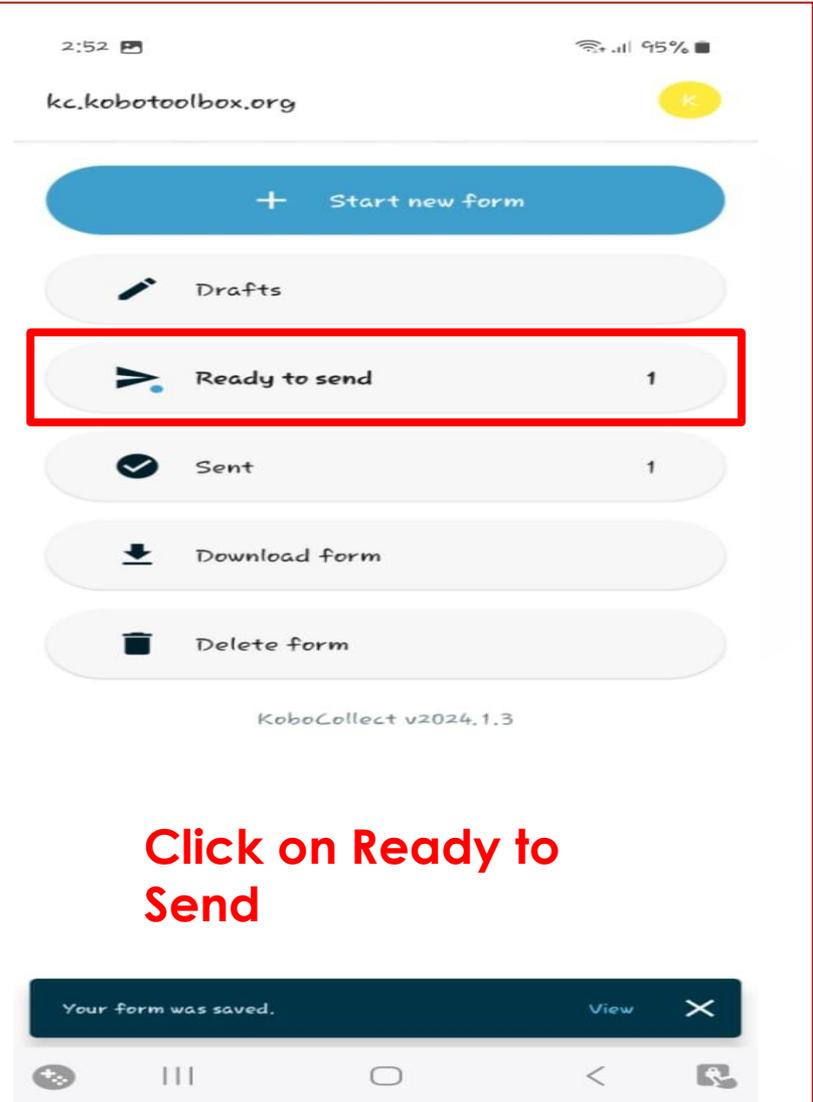




Taking The Test 18



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



Click on **Ready to Send**



Taking The Test 19

2:53 95%

Ready to send

Last form sent: 38 minutes ago
1 form ready to send

**LGA District Relationship Officer
Application Test - Stage 2**
Finalized on Wed, Dec 11, 2024 at 14:52

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

Clear All Send Selected

2:53 95%

Sending Form

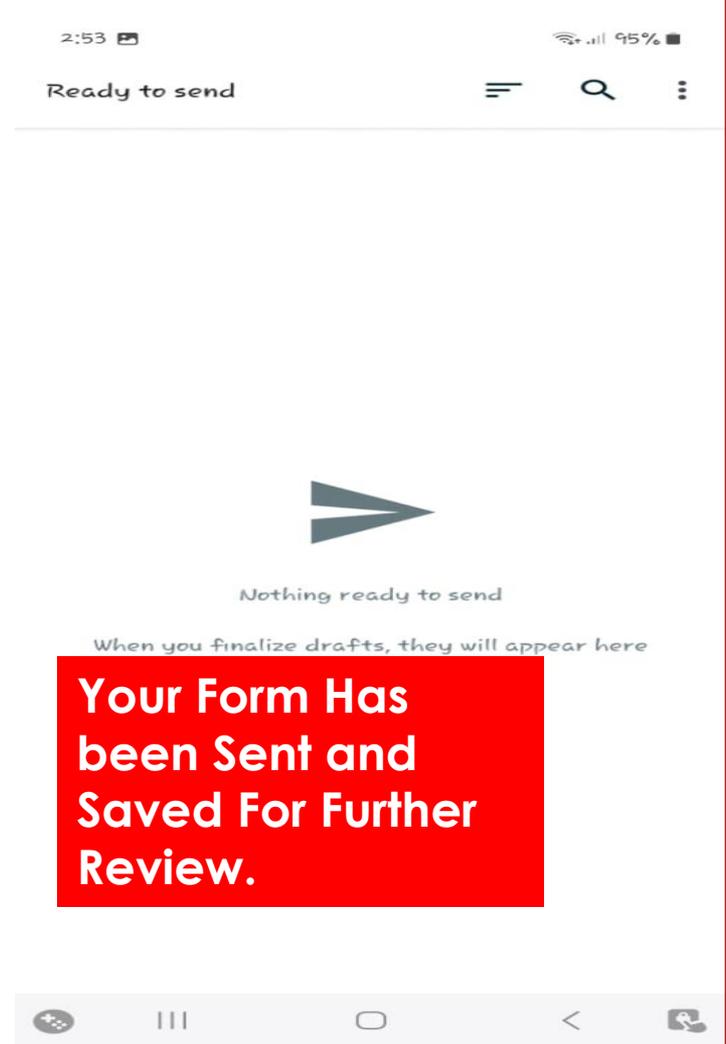
Sending 1 of 1 form(s)

CANCEL

Wait for it to send



Taking The Test 20



THANK YOU

