



KOBO TOOLBOX

Editing Data within a KoboToolBox Project (01.07)

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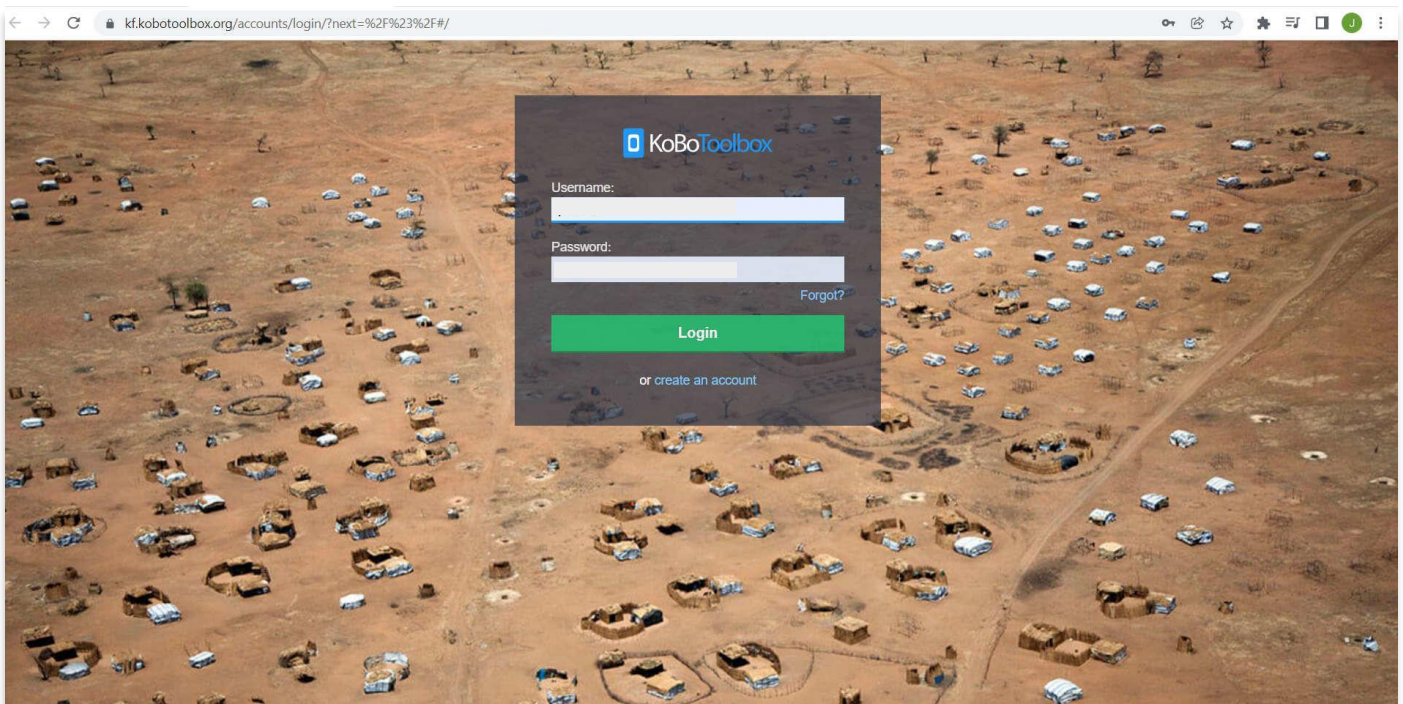
ABOUT KOBO TOOLBOX

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 (01.07)** will cover how to edit data within an existing KoboToolBox Project.

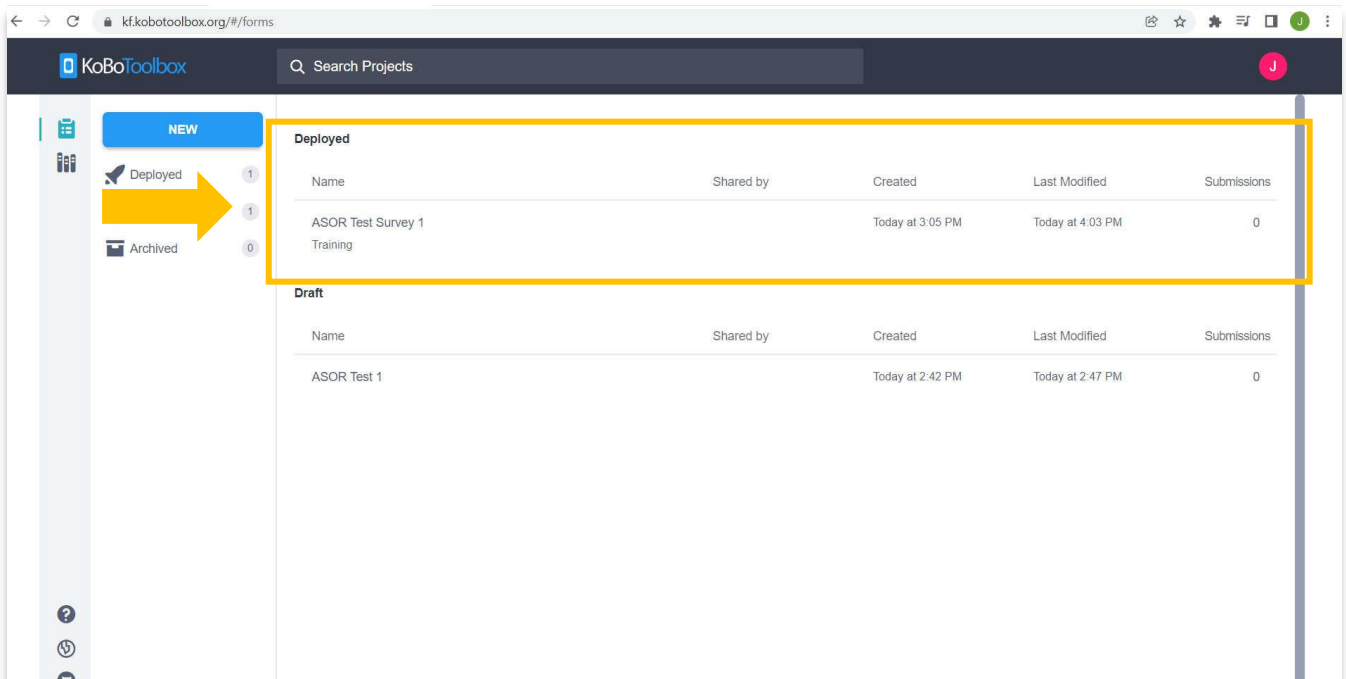
WORKFLOW | EDITING INDIVIDUAL RECORDS

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 \(Creating a KoBoToolBox User Account\)](#).

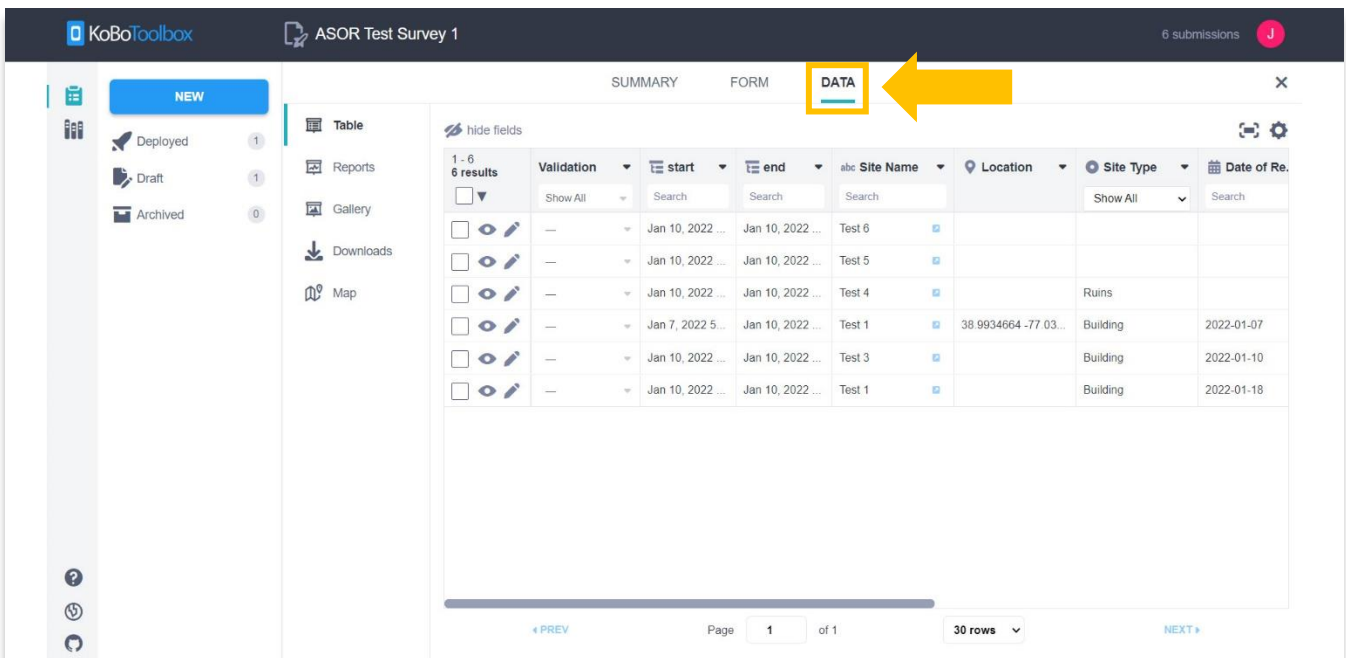



2. Locate the **ASOR Test Survey 1** created in [ASOR Tutorial 01.02 \(Creating a New Survey/Project\)](#). Select **ASOR Test Survey 1**.

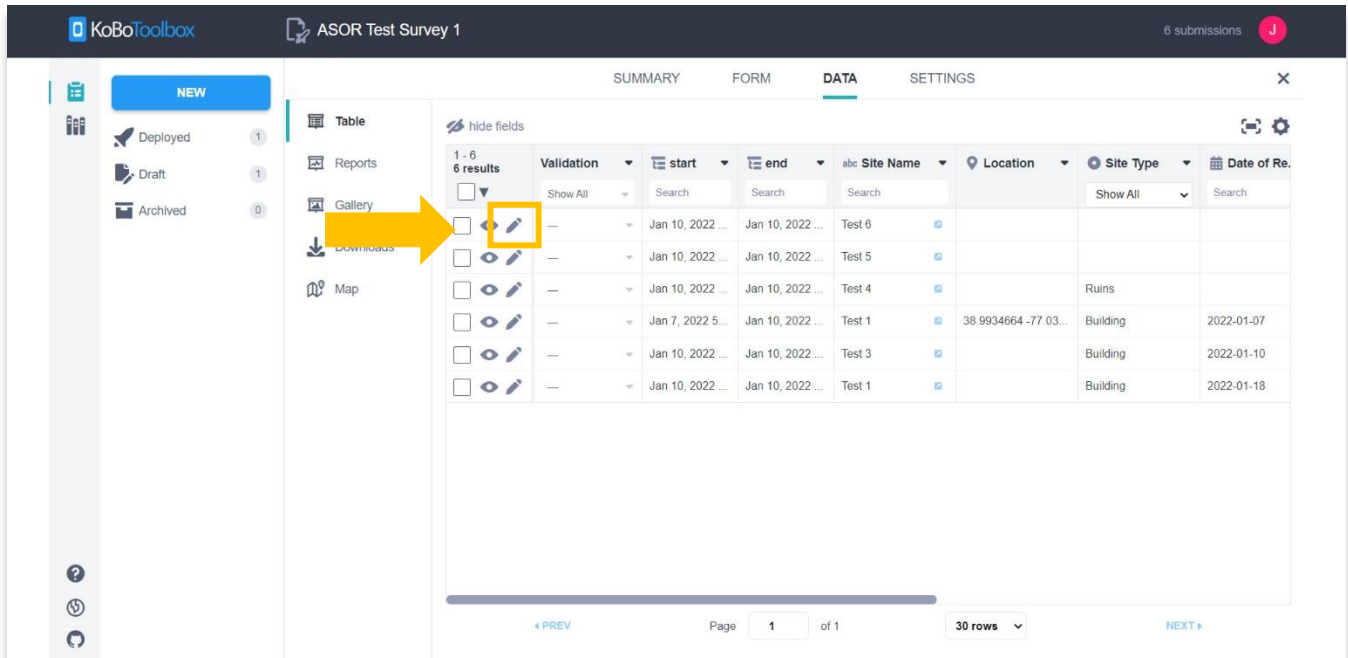
If this project is still in draft form, please refer to [ASOR Tutorial 01.03 \(Deploying a New Survey/Project\)](#) for instructions to deploy your project.



3. Click on the **Data** tab to view **Tables, Reports, Photo Galleries, Maps, and Download** options for this project.

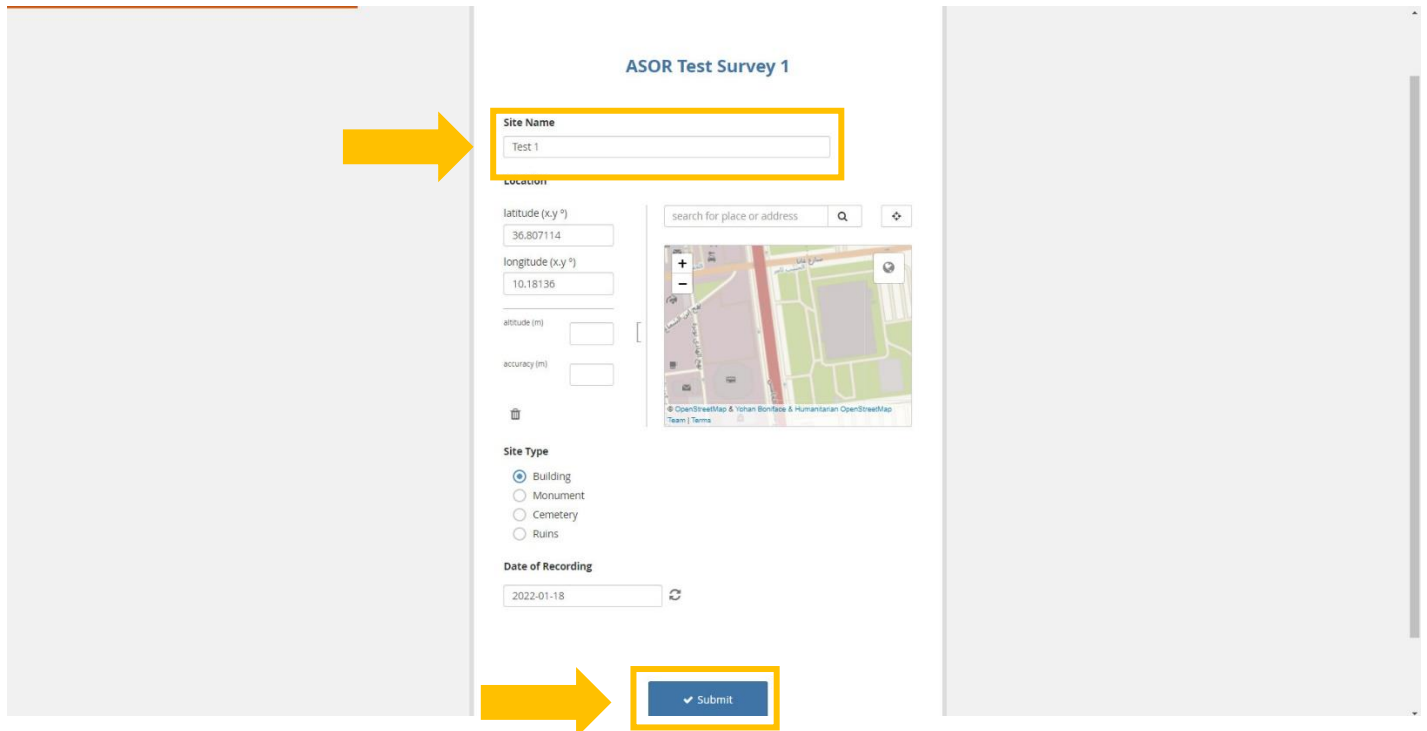


4. Select **pencil icon**  for the row of data that you wish to edit.

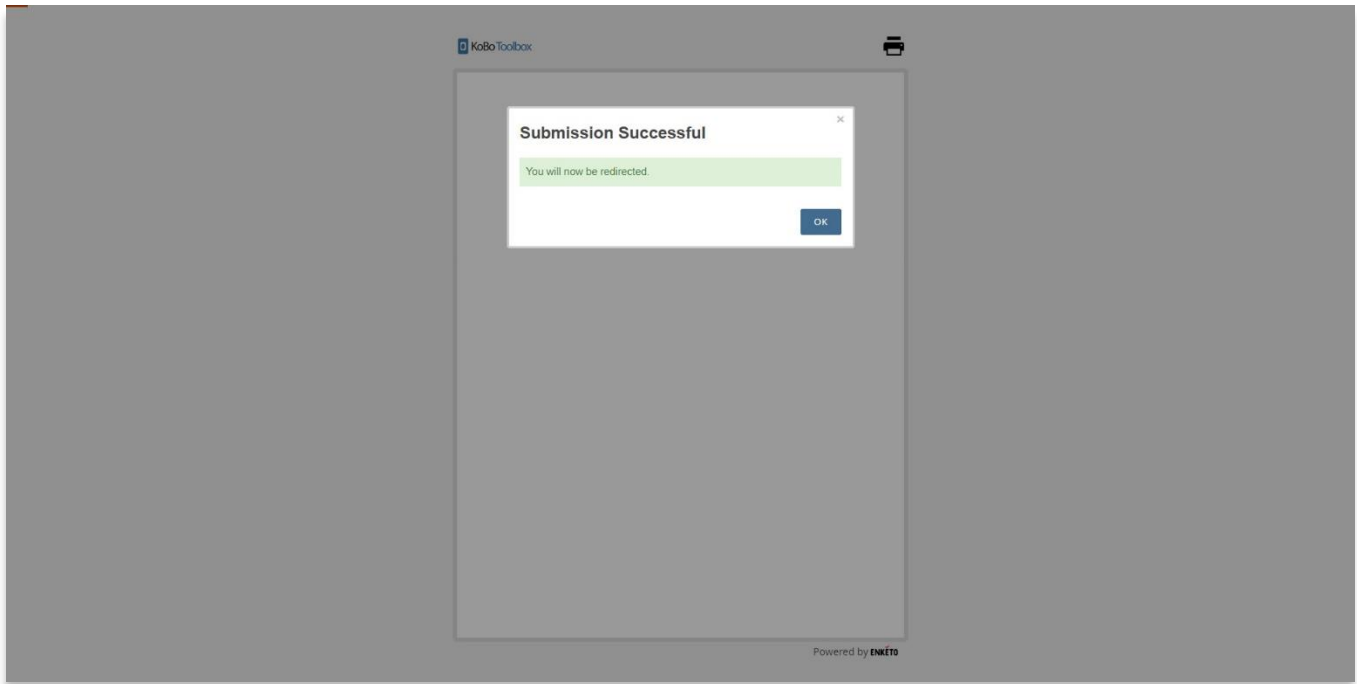


5. A new tab will open in your browser displaying the individual record's detail page. Any information that was collected can be edited here. Select the **Submit** button once finished editing.

* Please note that the form questions are not editable here, only the information collected.



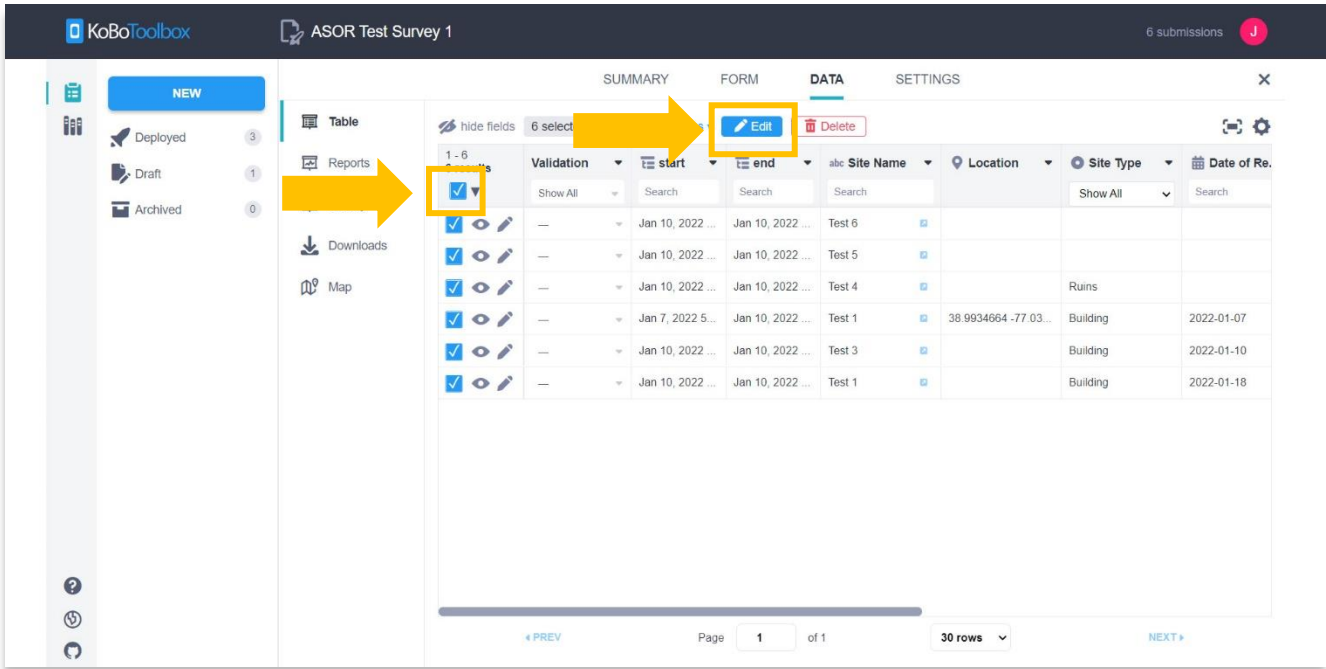
6. A message will appear stating that the submission was successful. Press the **OK** button, then close this tab and return to the KoboToolbox project page.



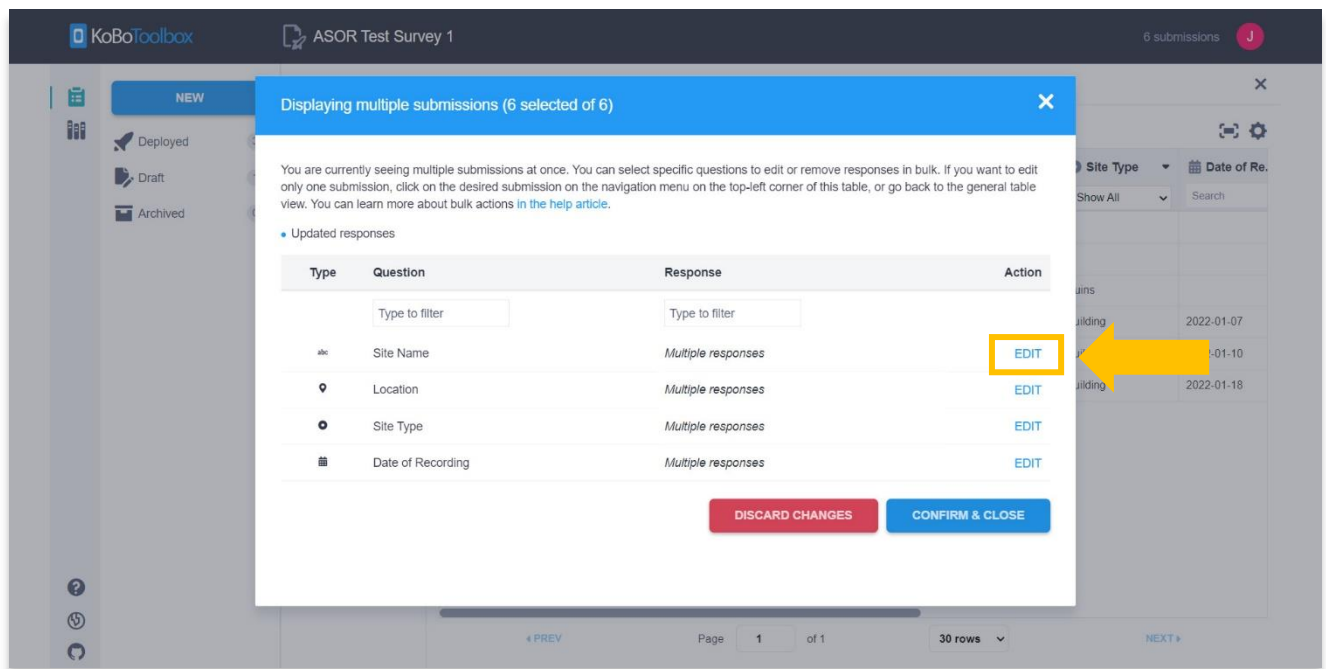
BULK EDITING OF RECORDS

7. KoboToolbox also allows users to edit multiple records in bulk. This process should only be used if you want the data within a specific field to have the same value/information for **every record selected**.

Check the box to select all. An **Edit** button will appear. Select **Edit**.

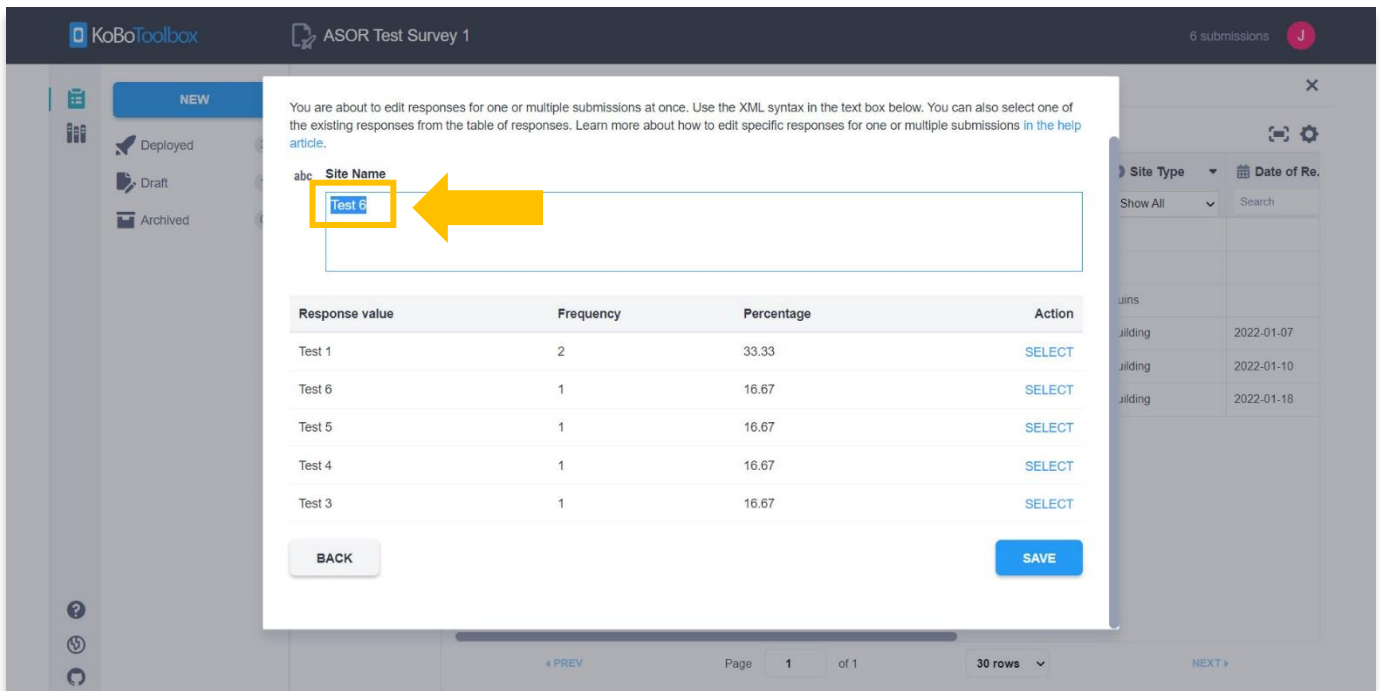
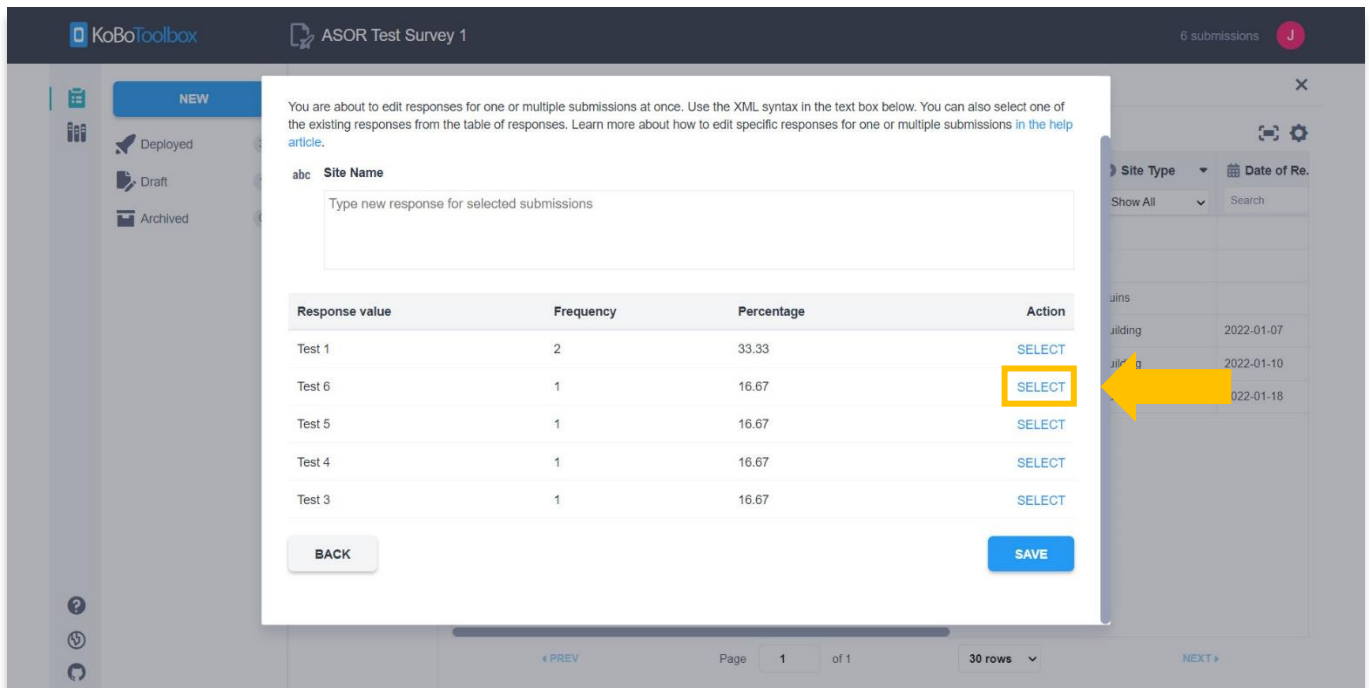


8. A pop-up will appear with all of the questions you have created in your data collection form in [ASOR Tutorial 01.02 \(Creating a New Survey/Project\)](#). Select **Edit** for the specific data you wish to change.



9. You can select from one of the existing answers or type in a new response, then press **Save**.

* Reminder: This process will assign your new response to **all of the records** you selected in the previous step.



10. The new response will apply to all records for that specific question. In the example below, all of the **Site Names** have been changed to “Test 6.” Once editing is complete, select the **Confirm & Close** button.

Displaying multiple submissions (6 selected of 6)

You are currently seeing multiple submissions at once. You can select specific questions to edit or remove responses in bulk. If you want to edit only one submission, click on the desired submission on the navigation menu on the top-left corner of this table, or go back to the general table view. You can learn more about bulk actions in the [help article](#).

• Updated responses

Type	Question	Response	Action
	Type to filter	Type to filter	
✳	Site Name	• Test 6	EDIT
📍	Location	Multiple responses	EDIT
⦿	Site Type	Multiple responses	EDIT
📅	Date of Recording	Multiple responses	EDIT

DISCARD CHANGES CONFIRM & CLOSE

11. Return to your project page in your browser and refresh the page to see if the edits were saved.



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