



asor
CULTURAL HERITAGE INITIATIVES

KOBO TOOLBOX

Exporting Data from a KoboToolBox Project (01.08)

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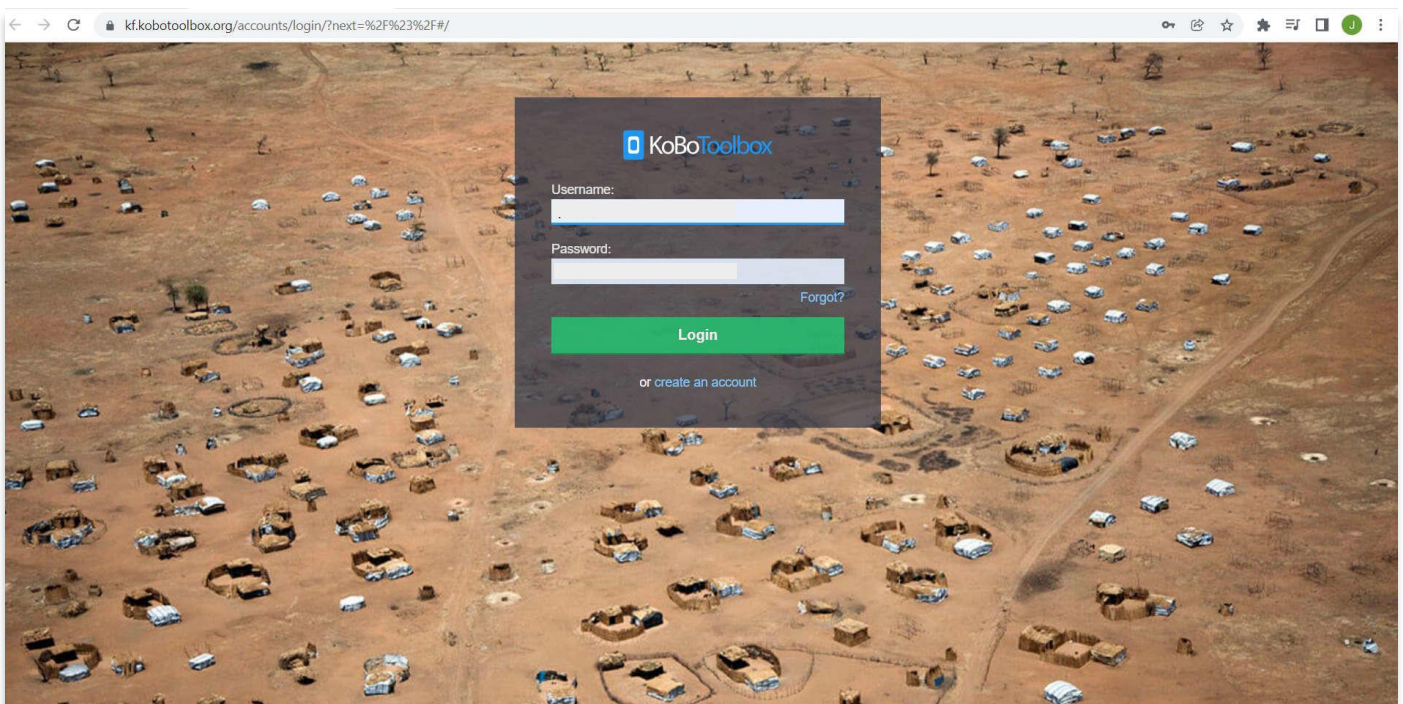
ABOUT KOBO TOOLBOX

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 (01.08)** will cover how to export data from an existing KoboToolBox Project. The files produced from this process are compatible with QGIS and other GIS tools for map-making, survey, and spatial analysis of heritage sites and locations.

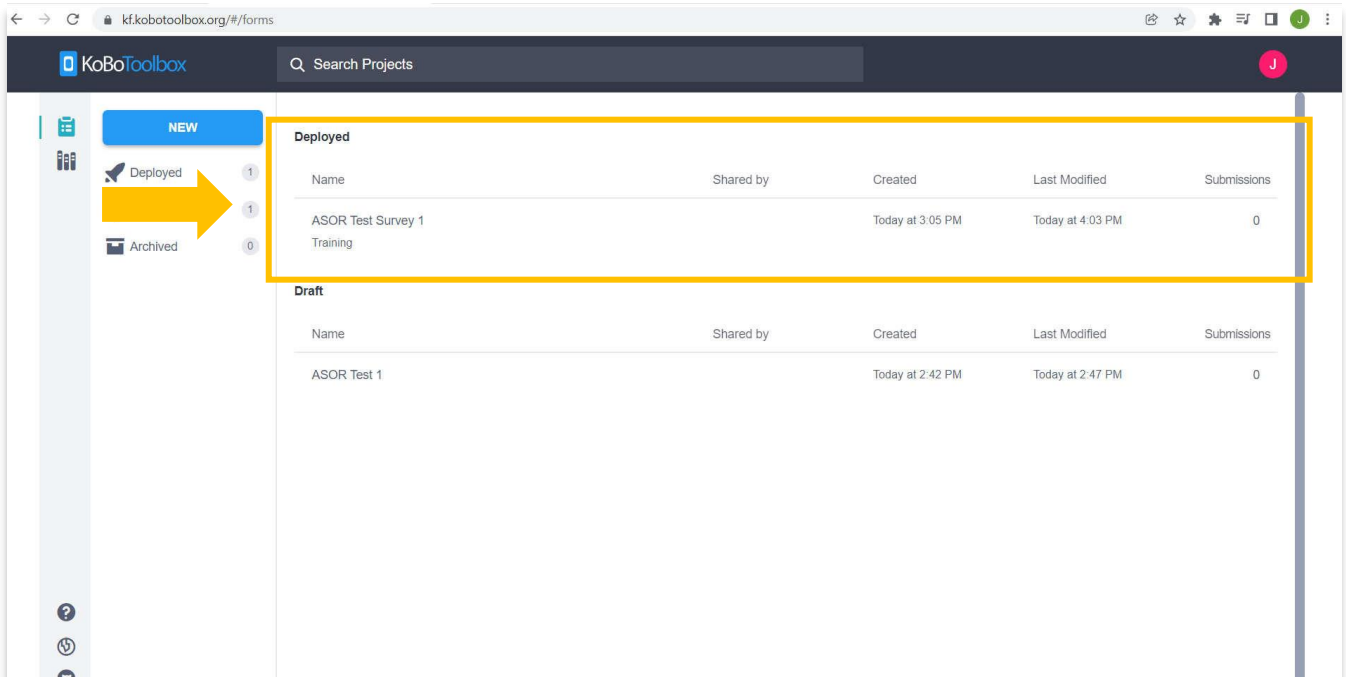
WORKFLOW

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

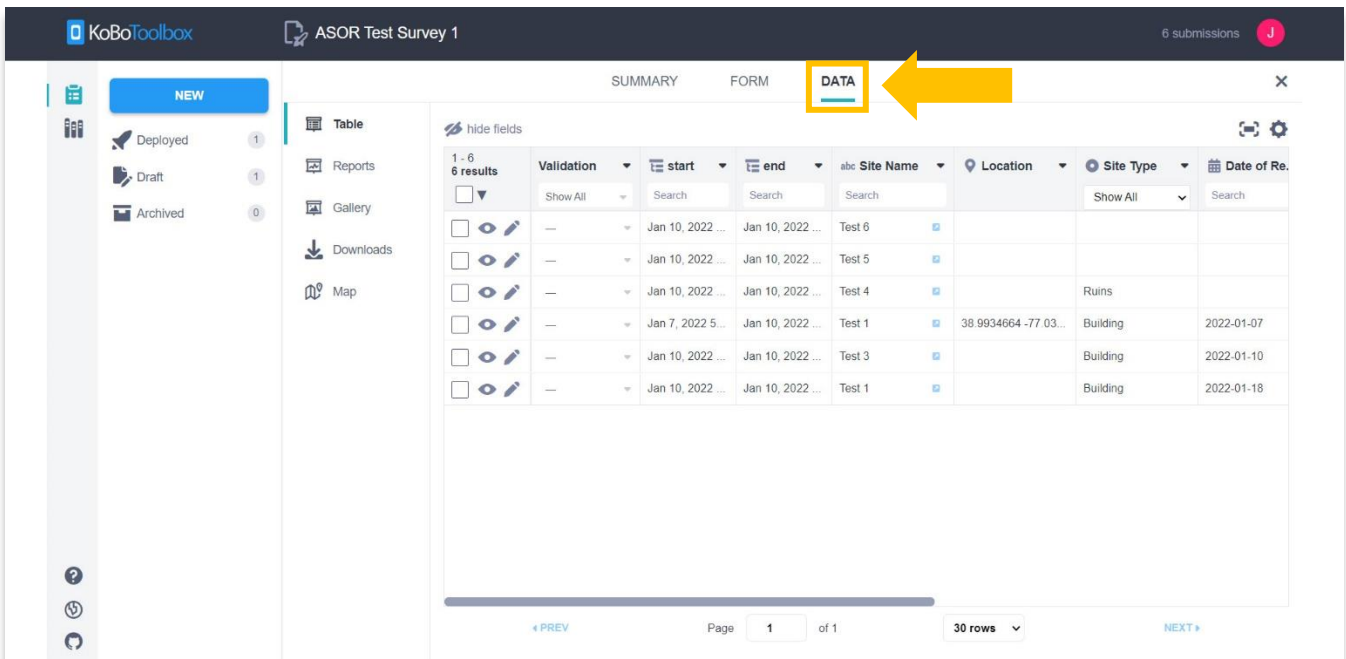


2. Locate the **ASOR Test Survey 1** created in [ASOR Tutorial 01.02 \(Creating a New Survey/Project\)](#). Select **ASOR Test Survey 1**.

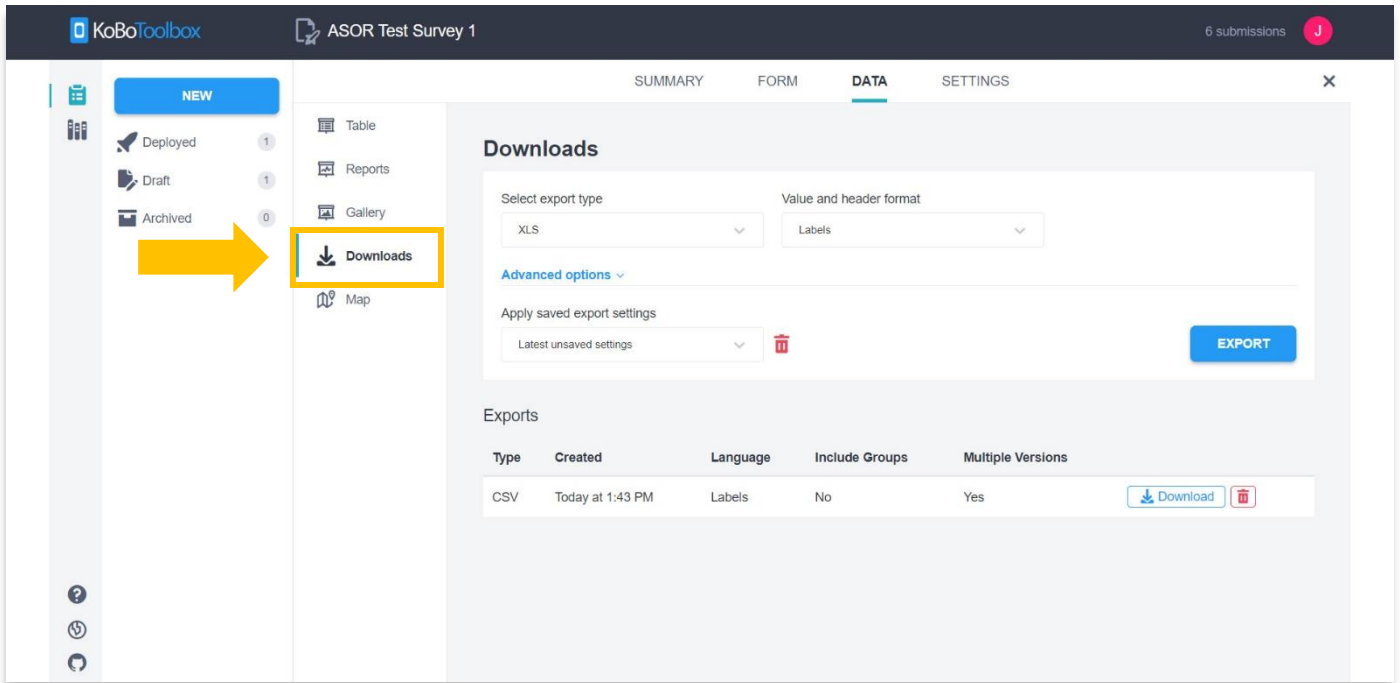
If this project is still in draft form, please refer to [ASOR Tutorial 01.03 \(Deploying a New Survey/Project\)](#) for instructions to deploy your project.



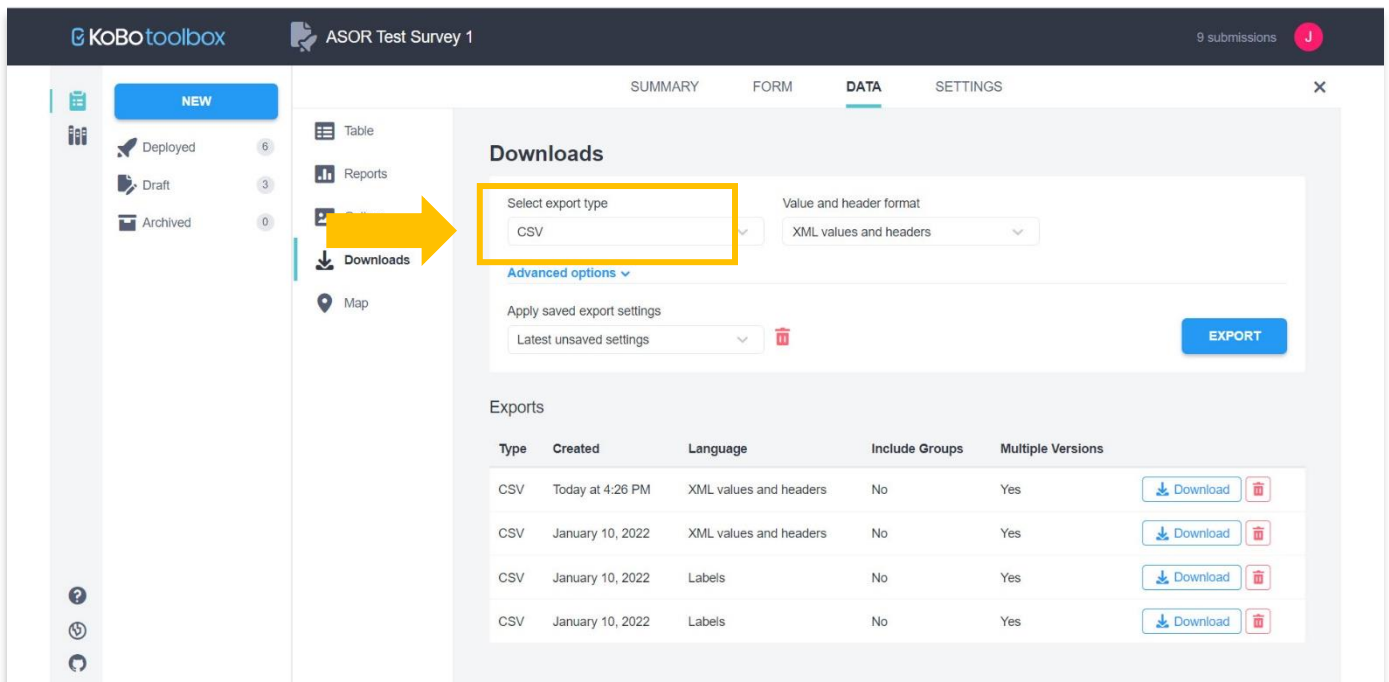
3. Click on the **Data** tab to view **Tables, Reports, Photo Galleries, Maps, and Download** options for this project.



4. Select **Downloads** in the left menu bar.



5. Choose **CSV** in the **Select export type** dropdown menu.



6. Select the **New Export** button, then **Download**.

The screenshot shows the KoBoToolbox interface for 'ASOR Test Survey 1'. The 'DATA' tab is active, and the 'Downloads' section is displayed. The 'EXPORT' button is highlighted with a yellow box and an arrow. Below it, the 'Exports' table has a 'Download' button for the first row highlighted with a yellow box and an arrow.

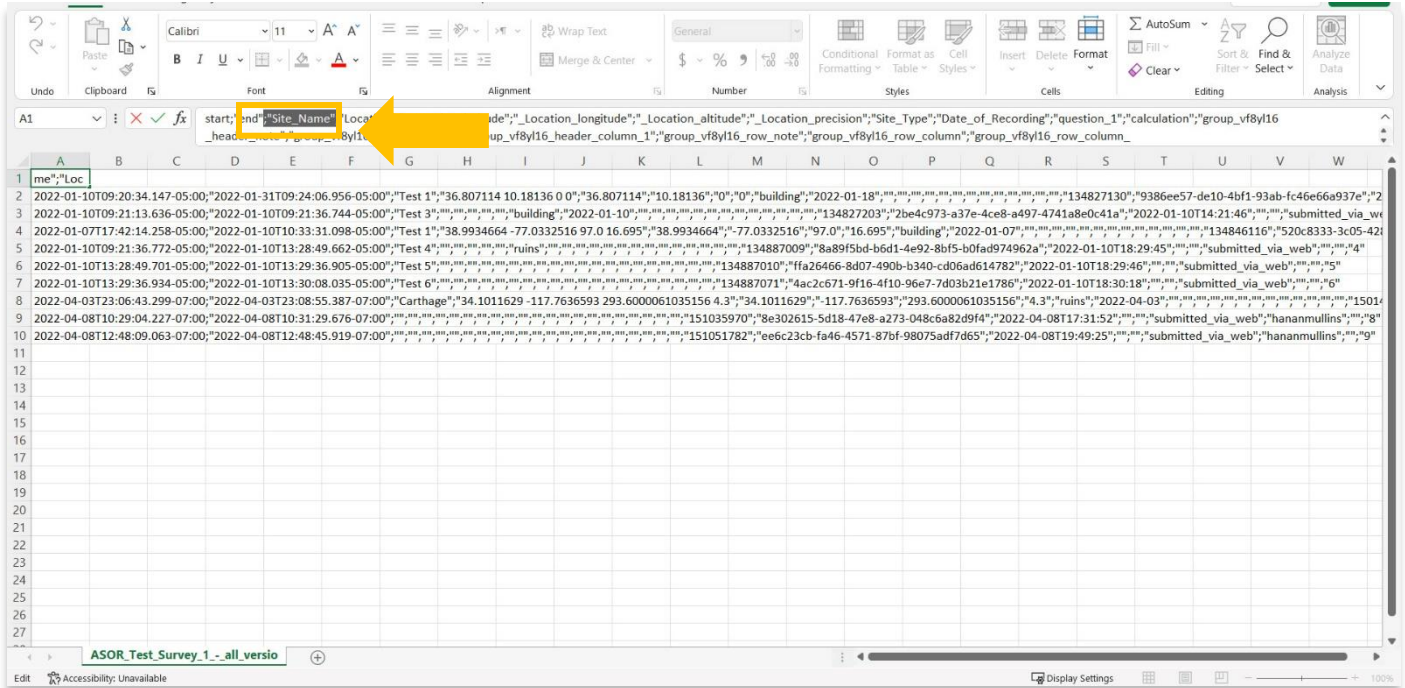
| Type | Created | Language | Include Groups | Multiple Versions | |
|------|------------------|------------------------|----------------|-------------------|---|
| CSV | Today at 4:26 PM | XML values and headers | No | Yes | Download Delete |
| CSV | January 10, 2022 | XML values and headers | No | Yes | Download Delete |
| CSV | January 10, 2022 | Labels | No | Yes | Download Delete |
| CSV | January 10, 2022 | Labels | No | Yes | Download Delete |

7. Once the export is complete, select the csv file to start the download to your computer.

The screenshot shows the KoBoToolbox interface for 'ASOR Test Survey 1'. The 'DATA' tab is active, and the 'Downloads' section is displayed. The 'EXPORT' button is highlighted with a yellow box. Below it, the 'Exports' table has a 'Download' button for the first row highlighted with a yellow box. A yellow arrow points to the file name 'ASOR_Test_Survey_...csv' in the bottom left corner.

| Type | Created | Language | Include Groups | Multiple Versions | |
|------|------------------|------------------------|----------------|-------------------|---|
| CSV | Today at 4:26 PM | XML values and headers | No | Yes | Download Delete |
| CSV | January 10, 2022 | XML values and headers | No | Yes | Download Delete |
| CSV | January 10, 2022 | Labels | No | Yes | Download Delete |
| CSV | January 10, 2022 | Labels | No | Yes | Download Delete |

8. If you open the CSV file, you will see that each question in your form is separated by a semi-colon.



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