



ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

Module 01.05: Deploying a Survey Form

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ASOR KoboToolbox Module 01.05 – Deploying a Survey Form

KoboToolbox is a free and open-source software package for collecting location and descriptive data. 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 with GIS software once an internet connection has been reestablished.

This **ASOR Tutorial (01.05)** will teach you how to deploy your project and why you should deploy anytime you make edits to your project form.

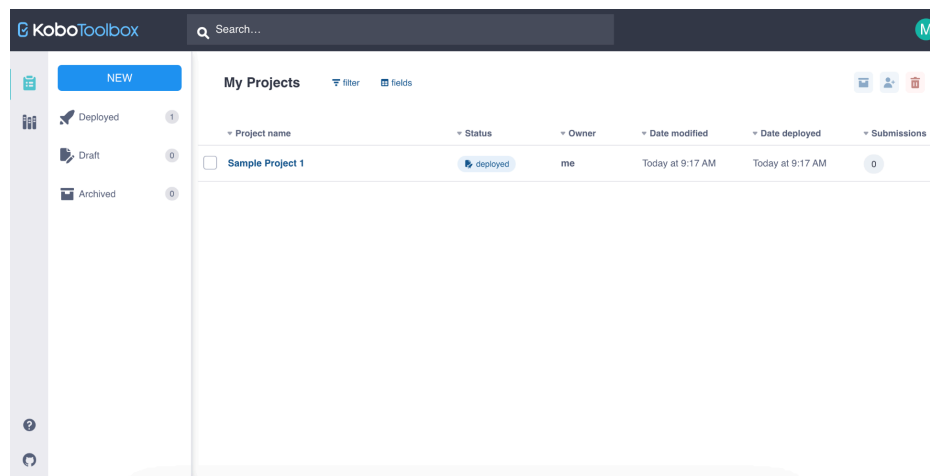
KEY CONCEPTS

- ❖ Access collected data in the Data section after submissions begin.
- ❖ Deploy your project before starting data collection.
- ❖ Redeploy your form whenever you make changes, or updates won't appear during data collection.

DEPLOYING A SURVEY

1. Here you will find all of your projects. You will notice that the test project created in [ASOR Tutorial 01.02](#) named, **Sample Project 1**, is still in draft form. It is not publicly available until it is deployed.

** For a review on how to create a new project, please see [ASOR Tutorial 01.02 \(Creating a New Survey/Project\)](#).*



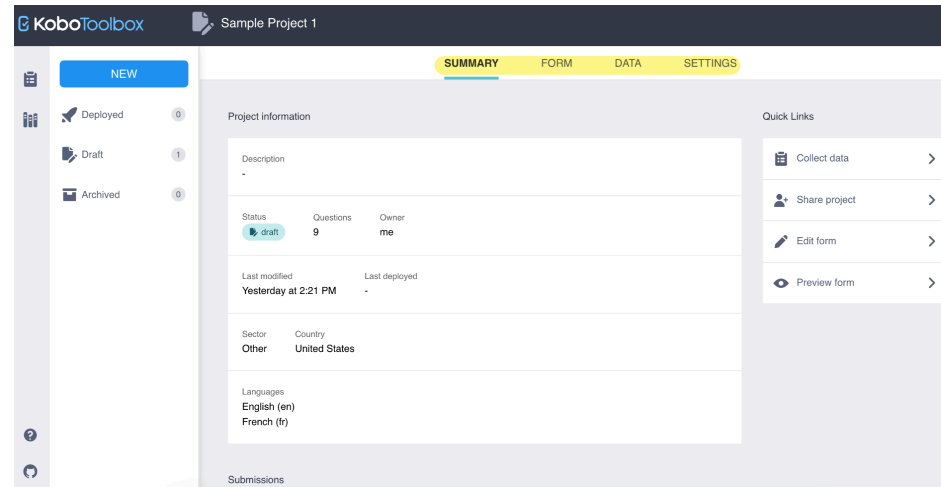
2. First, review the 4 tabs in a project:

Summary | View information about the project.

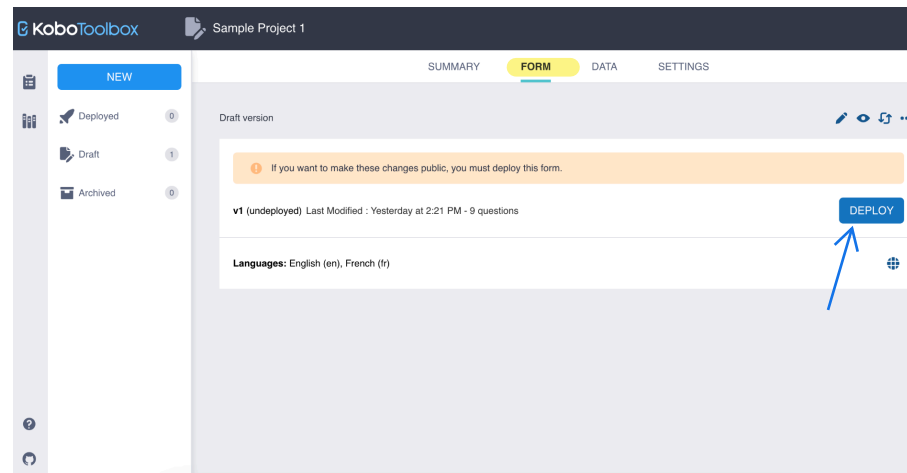
Form | Create and manage a forms.

Data | View and edit data collected. (The data section is unavailable until you collect data).

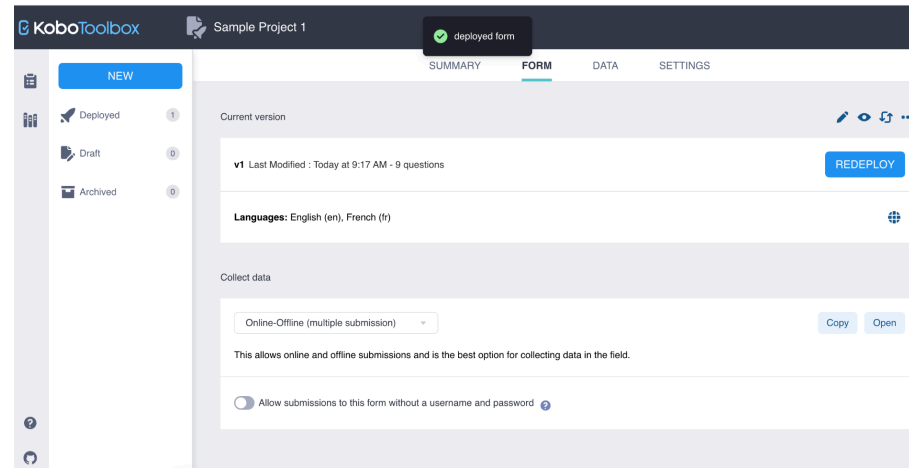
Settings | Adjust language and formatting of your survey.



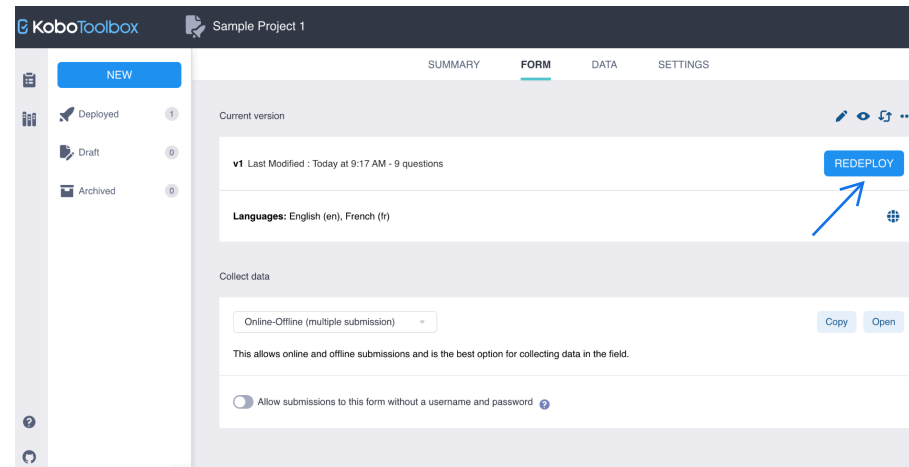
3. To **deploy** the project, click on the project, then select the **Form** tab. In this tab, select the blue **Deploy** button.



4. Once deployed, there will be a confirmation message at the top of your screen.



5. All projects are drafts until deployed. You are unable to collect data for a draft so be sure to deploy before collecting such data. Note that you **MUST** redeploy when make updates to your project.



RESOURCES

KoboToolbox Website: <https://www.kobotoolbox.org/>

KoboToolbox Support: <https://www.kobotoolbox.org/help/>

KoboToolbox Login: <https://kf.kobotoolbox.org/accounts/login/>

Previous Module (1.04): <https://chi-kobo.events.asor.org/portals/0104SurveyFormAdvancedFeatures>

Next Module (1.06): <https://chi-kobo.events.asor.org/portals/0106CollectingDataWithAnInternetConnection>



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