ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

Module 01.07: Editing Data Collected in Kobo

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ASOR KoboToolbox Module 01.07 – Editing Data Collected in Kobo

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 (01.07)** will instruct users how to edit data after they have collected it in Kobo. This lesson provides guidance on making changes to collected data.

KEY CONCEPTS

❖ View collected data in a table with each row as an entry and each column as a question.

❖ Use the Reports section to view visualizations of your collected data.

❖ Download your data in various formats like XLS and CSV.

❖ Use bulk editing to update multiple entries at once.

EDITING COLLECTED DATA

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

   * If this project is still in draft form, please refer to [ASOR Tutorial 01.05 (Deploying a New Survey/Project)]() for instructions to deploy your project.
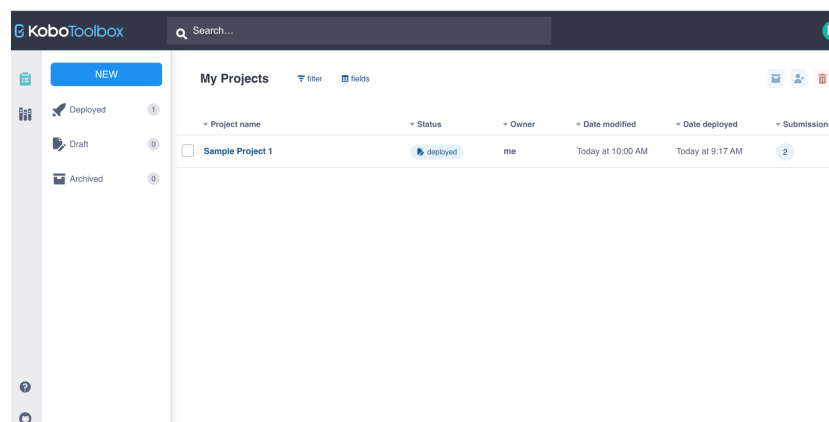
2. Click on the **Data** tab. It will be organized as a table, dividing each question into a column. There is additional information automatically saved by Kobo that you may find in this table, including who created the entry and when it was submitted. This information may prove helpful when working with larger teams.
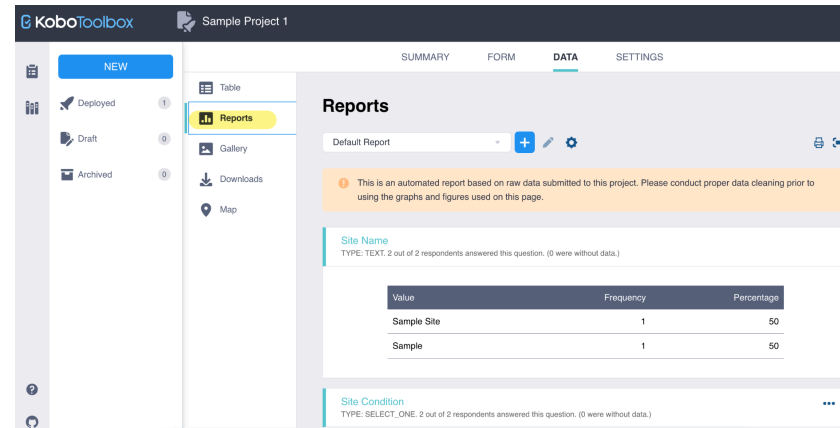

3. Review the left side menu.

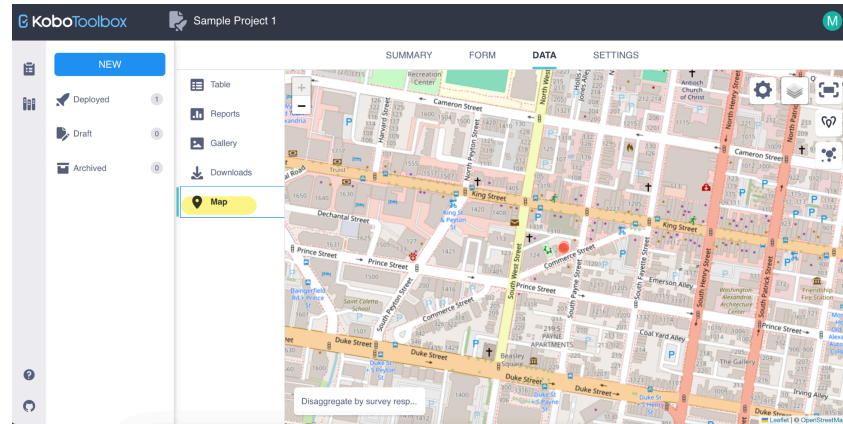   **Tables** | This is the section you were first in.

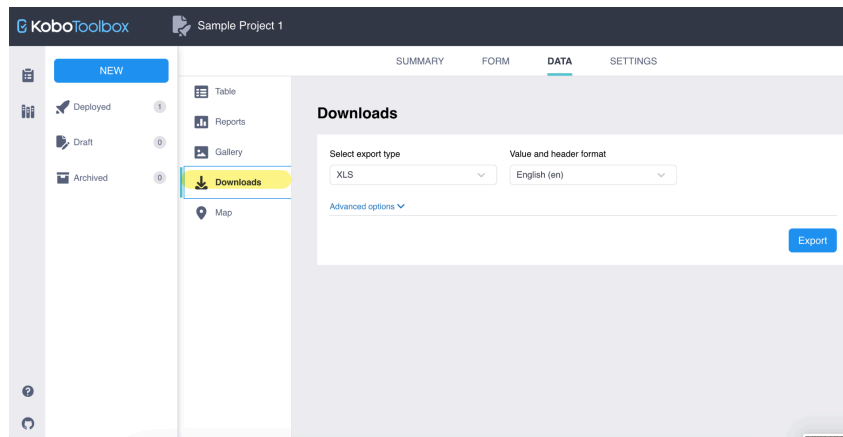**Reports** | Provides visualizations of your data in various forms.

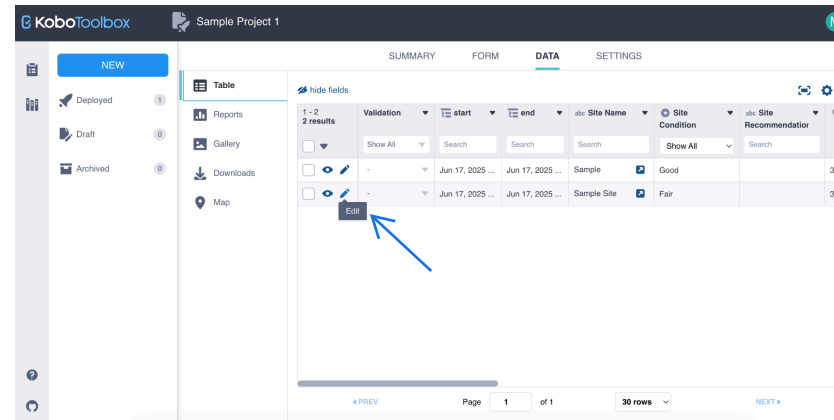**Gallery** | Displays all of the media collected using the form.
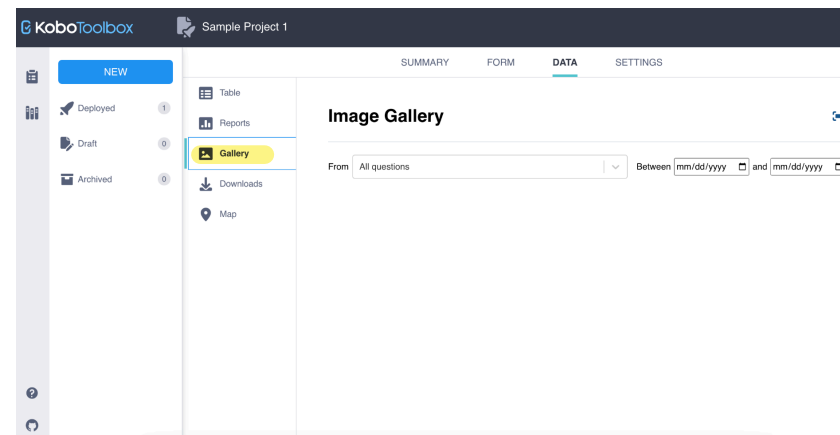
Map | Displays GPS points collected using Point, Line, or Polygon question types.

Downloads | You can download your table data in multiple formats including XLS and CSV.

4. Go back to **table** and select the **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.

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.

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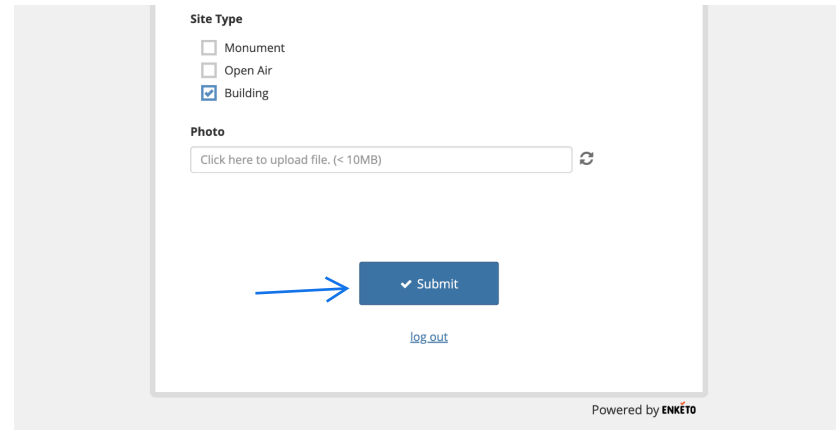
BULK EDITING

1. 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.
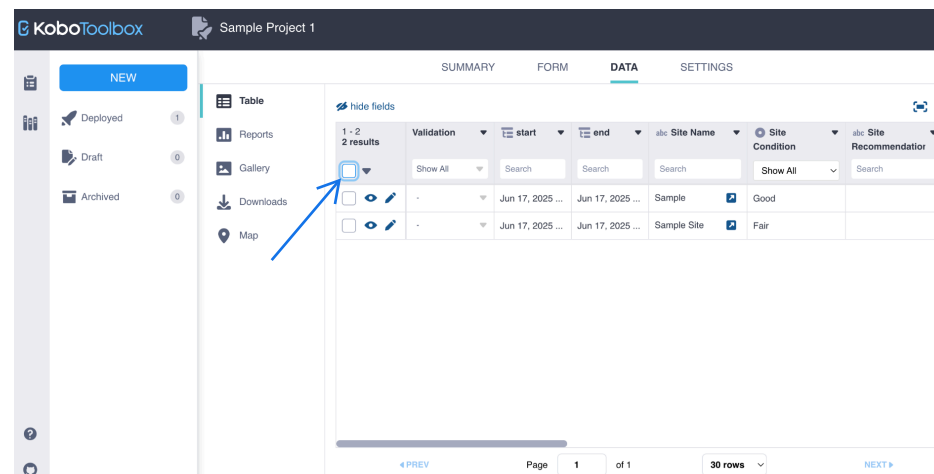
2. Check the box to **select all**. An **Edit** button will appear. Select **Edit**.
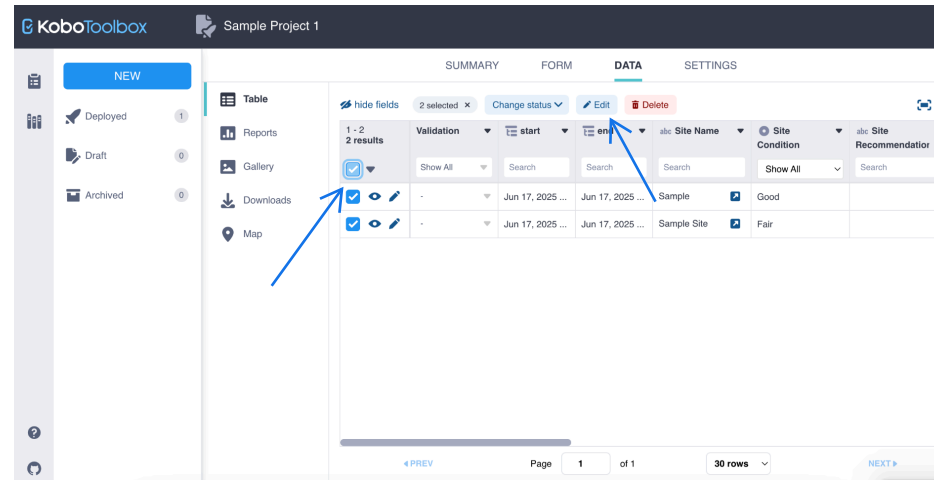
3. A pop-up will appear will all of the questions you have created in your data collection form in [ASOR Tutorial 01.02 (Creating a New Survey/Project)](#). Select **Edit** for the specific data you wish to change.

4. 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.

5. 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.

Editing "Location" for 2 submissions ✕

You are about to edit responses for one or multiple submissions at once. Use the XML syntax in the text box below. You can also select one of the existing responses from the table of responses. Learn more about how to edit specific responses for one or multiple submissions in the help article.

📍 **Location**

| Type new response for selected submissions |

Response value	Frequency	Percentage	Action
38.805405 -77.053966 0 0	1	50.00	Select
38.80543 -77.053951 0 35	1	50.00	Select

Back   Save

Editing "Site Name" for 2 submissions ✕

You are about to edit responses for one or multiple submissions at once. Use the XML syntax in the text box below. You can also select one of the existing responses from the table of responses. Learn more about how to edit specific responses for one or multiple submissions in the help article.

abc **Site Name**

| Type new response for selected submissions |

Response value	Frequency	Percentage	Action
Sample	1	50.00	Select
Sample Site	1	50.00	Select

Back   Save

RESOURCES

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

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

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

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

Next Module (1.08): https://chi-kobo.events.asor.org/portals/0108DownloadingTheKobocollectAppAndroidDevicesOnly

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