

# 10 EASY STEPS

## to Monitor with KoBoCollect

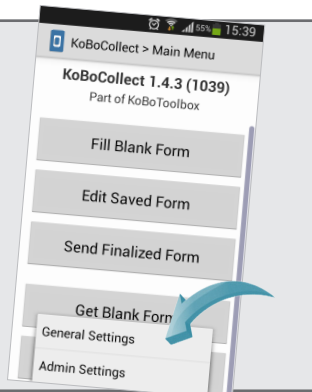
Make sure you are connected to the Internet on your device

\* KoBoCollect app runs on **Android** only

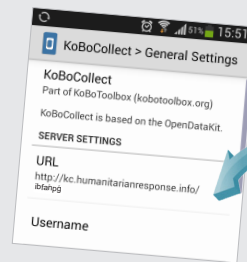
\* Other mobile device or computer can be accessed through Web Forms (Enketo)



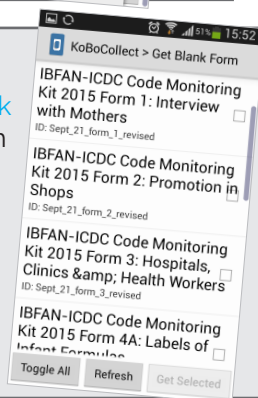
1. On your Android device, open KoBoCollect and open the **General Setting**.



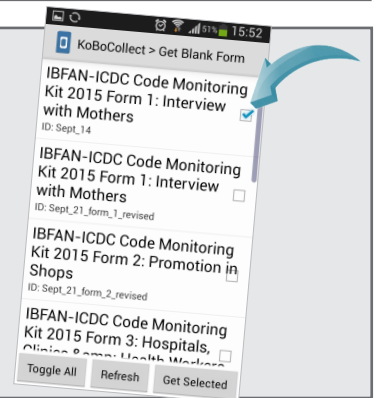
2. In General Settings, under **URL**, enter the exact URL - <http://kc.humanitarianresponse.info/ibfanpg/>



3. Go back to the home menu and click **Get Blank Form**. A list of forms from will be shown.



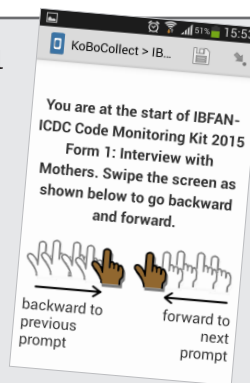
4. Click **Toggle All** (or select the ones you wish to download), then click **Get Selected**.



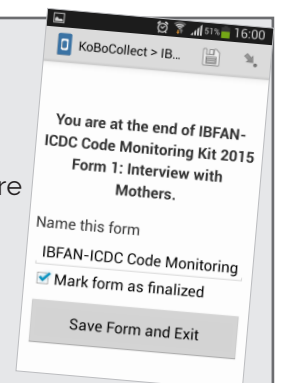
5. In your home menu, click on **Fill Blank Form** and select the form to fill in.



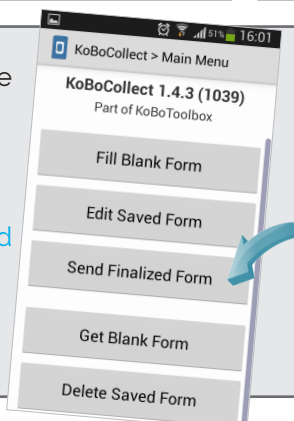
6. Go through all the questions (swiping your finger from right to left).



7. At the end click on **Save Form and Exit** (making sure the form is marked as 'finalized').



8. From the home menu, click on **Send Finalized Form**.



9. A list of your most recently collected forms appears.



10. Click **Toggle all** (or select the ones you wish to send), then click **Send Selected**. Your forms will be sent to IBFAN-ICDC's database.

