

KoboToolbox

This tutorial will show you how to manage and then export your survey data out of KoboToolbox so it can be used in different software applications such as uMap and the PMP website.

Viewing your survey data

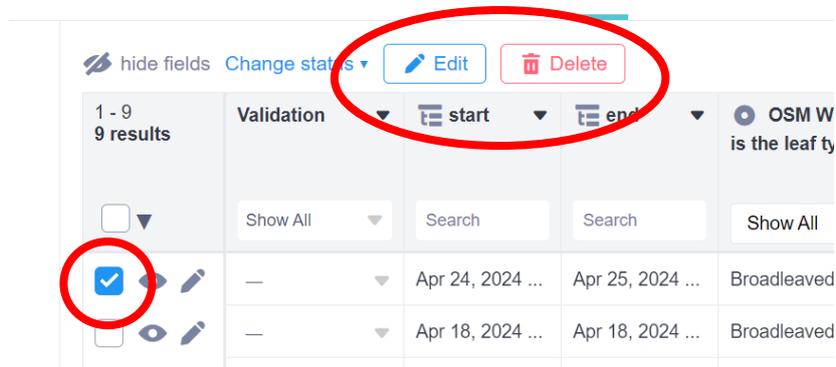
Once your survey data has been collected (or is in the process of being collected), you can view it in the project dashboard. From the main project dashboard, select the survey you want (eg WISERD Demo Tree Survey) and then click on DATA at the top. This will take you to a page that shows all the data you've collected through the survey.

The screenshot shows the KoboToolbox interface for a survey titled 'WISERD Demo Tree survey'. The 'DATA' tab is selected at the top. On the left sidebar, the 'Table' option is circled in red. The main area displays a table with 9 results. The table columns are: Validation, start, end, OSM What is the leaf type, OSM What is the leaf cycle?, and Has the recently be planted?. The data rows are as follows:

| Validation | start | end | OSM What is the leaf type | OSM What is the leaf cycle? | Has the recently be planted? |
|------------|------------------|------------------|---------------------------|-----------------------------|------------------------------|
| — | Apr 24, 2024 ... | Apr 25, 2024 ... | Broadleaved | Deciduous | No |
| — | Apr 18, 2024 ... | Apr 18, 2024 ... | Broadleaved | Deciduous | No |
| — | Apr 17, 2024 ... | Apr 17, 2024 ... | Needleleaved | Mixed | No |
| — | Apr 17, 2024 ... | Apr 17, 2024 ... | Broadleaved | Deciduous | Yes |
| — | Apr 17, 2024 ... | Apr 17, 2024 ... | Broadleaved | Deciduous | No |
| — | Apr 17, 2024 ... | Apr 17, 2024 ... | Broadleaved | Deciduous | Yes |
| — | Apr 17, 2024 ... | Apr 17, 2024 ... | Broadleaved | Deciduous | Yes |

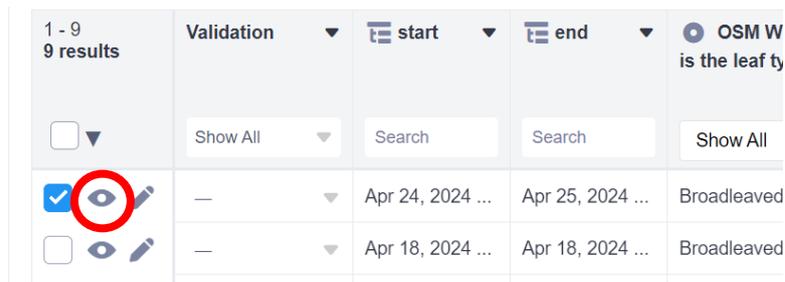
Select **Table** from the list on the left-hand side. The rows contain data for the individual forms – which in this case are individual trees – and the columns contain the questions in the survey about the trees. Use the scroll bar at the bottom of the data table to see all of the questions.

You can edit or delete rows which contain inappropriate data by selecting the tick box at the start of the row and selecting the **Edit** or **Delete** button above the table.



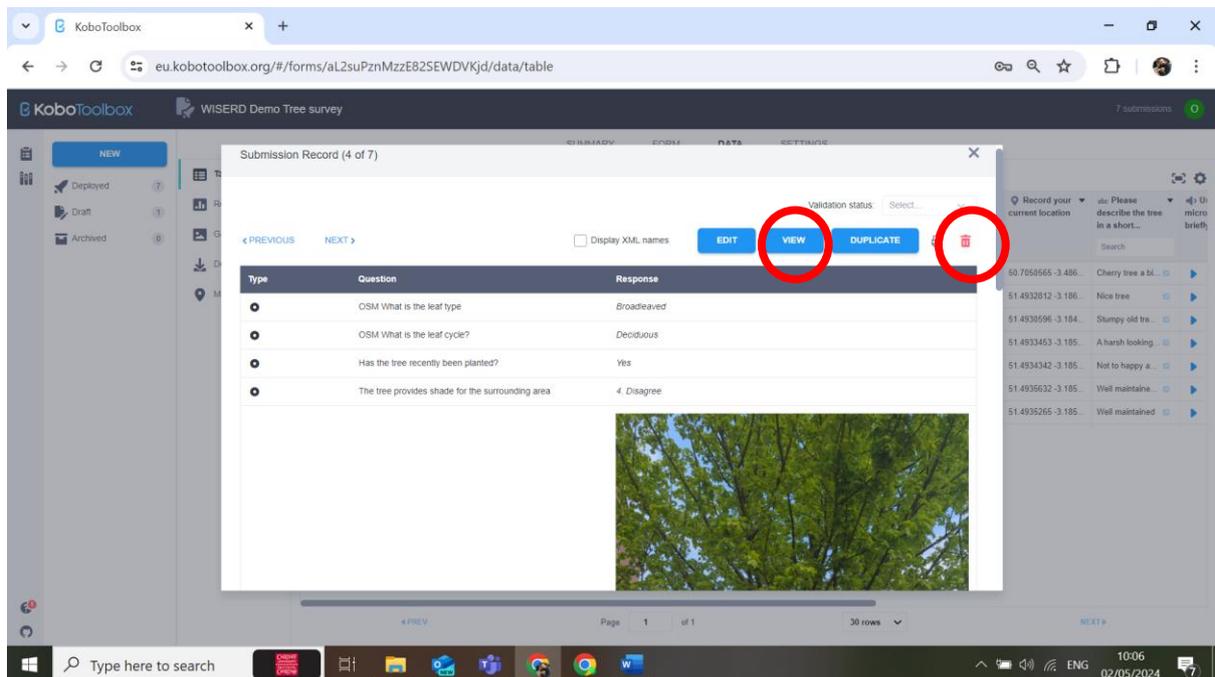
The screenshot shows a table interface with a header row containing 'hide fields', 'Change status', and two buttons: 'Edit' (with a pencil icon) and 'Delete' (with a trash icon). Both buttons are circled in red. Below the header, there are search filters for 'Validation', 'start', and 'end', along with a 'Show All' button. The table body contains two rows of data. The first row has a checked checkbox (circled in red) and a 'View' icon (eye) next to it. The data for this row is: Validation: —, start: Apr 24, 2024 ..., end: Apr 25, 2024 ..., and a status of 'Broadleaved'.

Clicking on the **View** icon in the row will bring up a summary of the survey in an easy to see format.

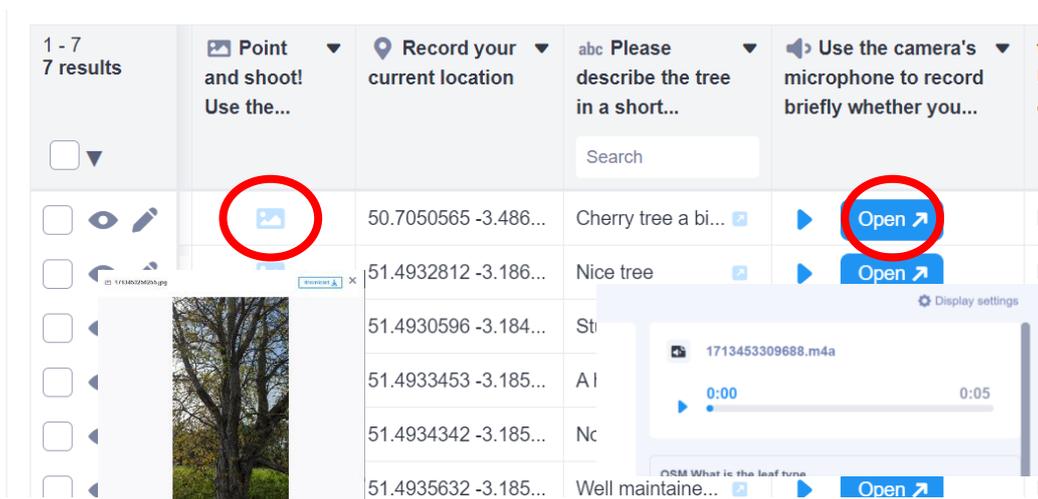


This screenshot is similar to the previous one, but the 'View' icon (eye) in the first row is circled in red. The 'Edit' and 'Delete' buttons are no longer visible. The table structure and data are the same as in the previous screenshot.

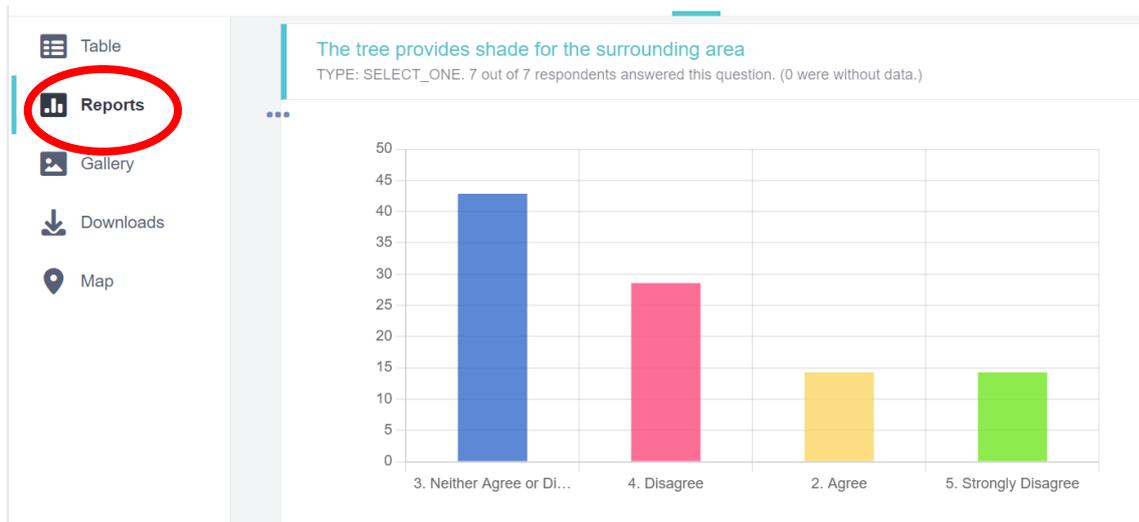
Clicking on the **VIEW** button in the form will bring up the completed web survey form, with the map and any multi-media included. You can also **EDIT** and **Delete** the data.



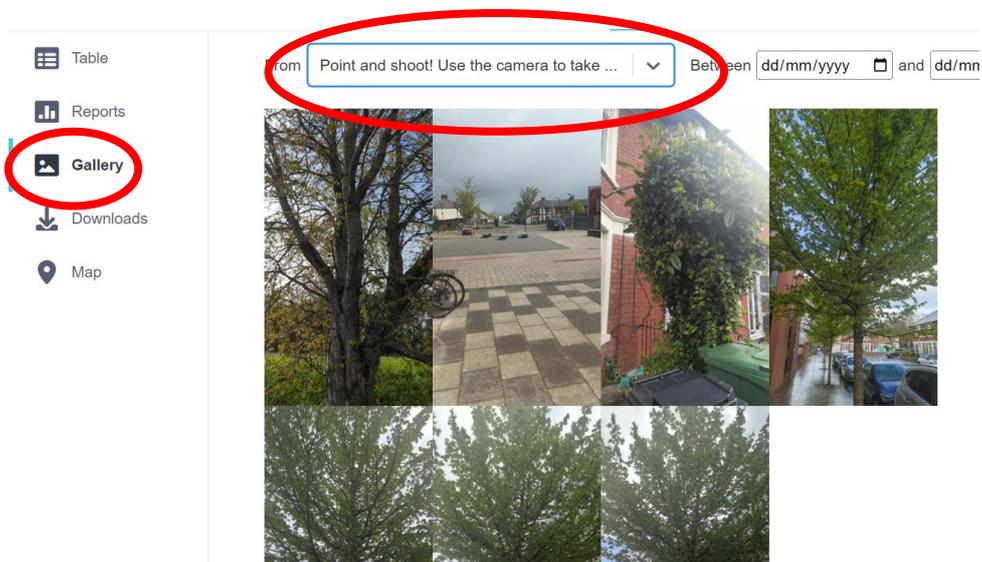
Scroll along the table. You can click on an image file to view the photograph or the sound file to hear the recording.



Select **Reports** from the list on the left-hand side. This will display some very basic graphs and tabular summaries for all of the rows of data in the table.

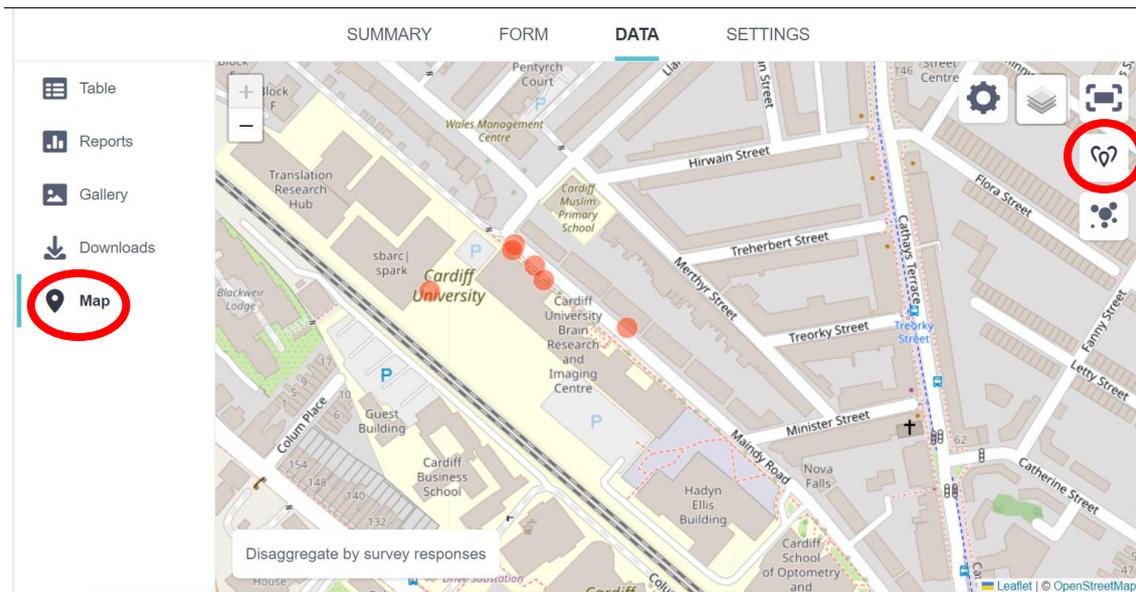


Select **Gallery** from the list on the left-hand side. This will display the photographs for all of the rows of data in the table. If you have more than one photograph per row, you can select a particular column (question) with a photograph from the pull-down menu

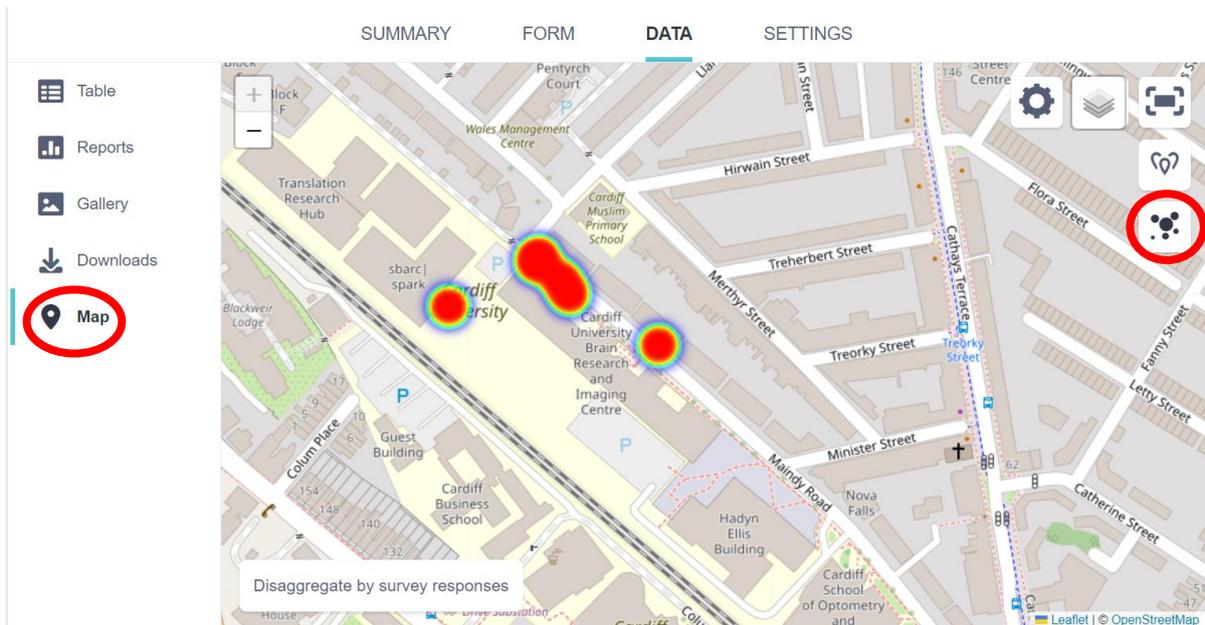


Select **Map** from the list on the left-hand side. This will display any location entered into the survey. The locations can be displayed as either individual points or as a 'heat map' where the individual locations are merged based on proximity.

Map showing locations of the trees in the survey as points

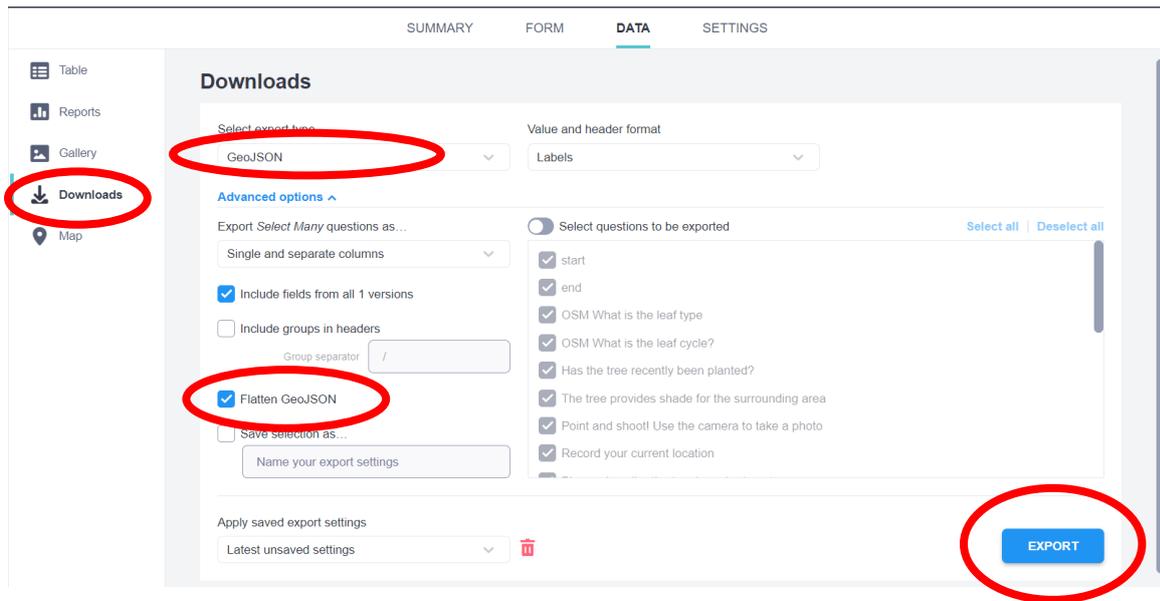


Map showing locations of the trees in the survey as a heat or density map



Preparing the data to be exported to other systems

Once you have the survey data it can be downloaded and used in other applications. To download the data, you can click on **Downloads** on the left-hand side. In the “**Select export type**” pull-down menu, choose the data format you want. We want a format called **GeoJSON** which is a spatial format that can be used in mapping applications.

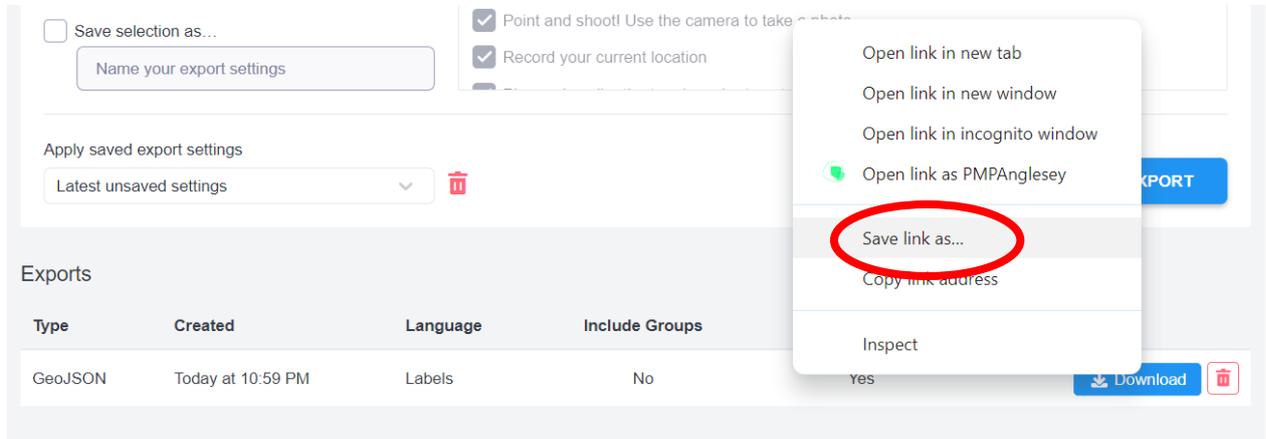


Click on **Advanced options** to open up more information on the export. Make sure to check the **Flatten GeoJSON** checkbox. Press **EXPORT**.

This will bring up another table at the bottom of the page.

| Exports | | | | | |
|---------|-------------------|----------|----------------|-------------------|---|
| Type | Created | Language | Include Groups | Multiple Versions | |
| GeoJSON | Today at 10:59 PM | Labels | No | Yes |  |

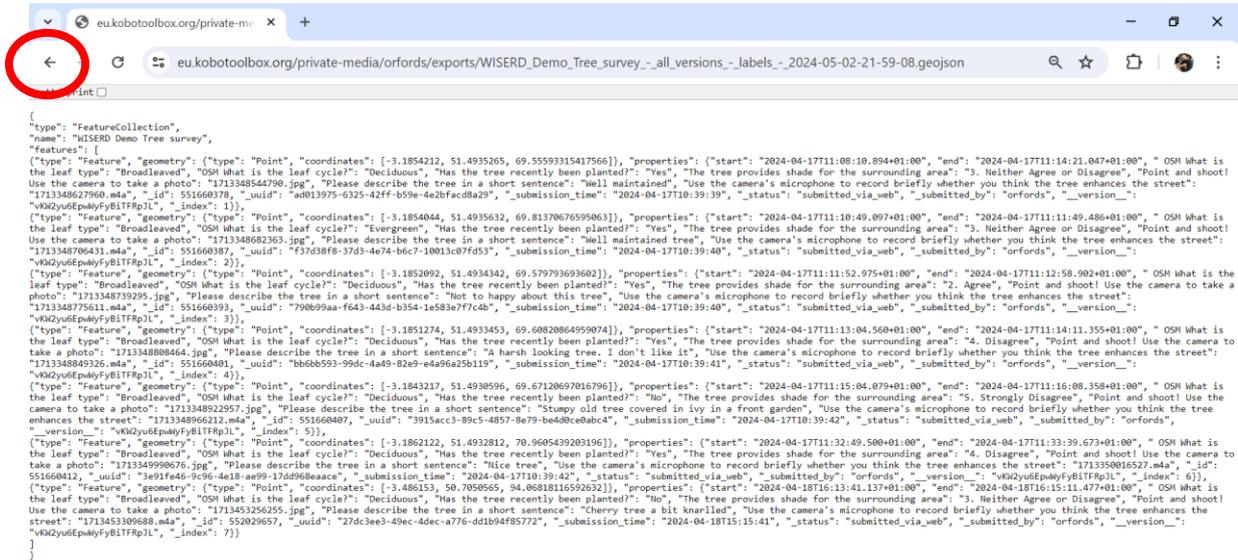
Right-click on  and click **save link as**. Save the GeoJSON file somewhere where you can find it on your device (e.g In a PMP folder).



The screenshot shows the application's export settings and a table of exports. A context menu is open over the 'Download' button, with the 'Save link as...' option highlighted by a red circle. Other options include 'Open link in new tab', 'Open link in new window', 'Open link in incognito window', 'Open link as PMPAnglesey', 'Copy link address', and 'Inspect'.

| Type | Created | Language | Include Groups | Inspect |
|---------|-------------------|----------|----------------|---------|
| GeoJSON | Today at 10:59 PM | Labels | No | Yes |

NB If you left click the  button, the **GeoJSON file will be viewed as raw data in a browser.**



The screenshot shows a web browser displaying a raw GeoJSON file. The address bar shows the URL: eu.kobotoolbox.org/private-media/orfords/exports/WISERD_Demo_Tree_survey_-_all_versions_-_labels_-_2024-05-02-21-59-08.geojson. A red circle highlights the back button in the top left corner of the browser window.

```

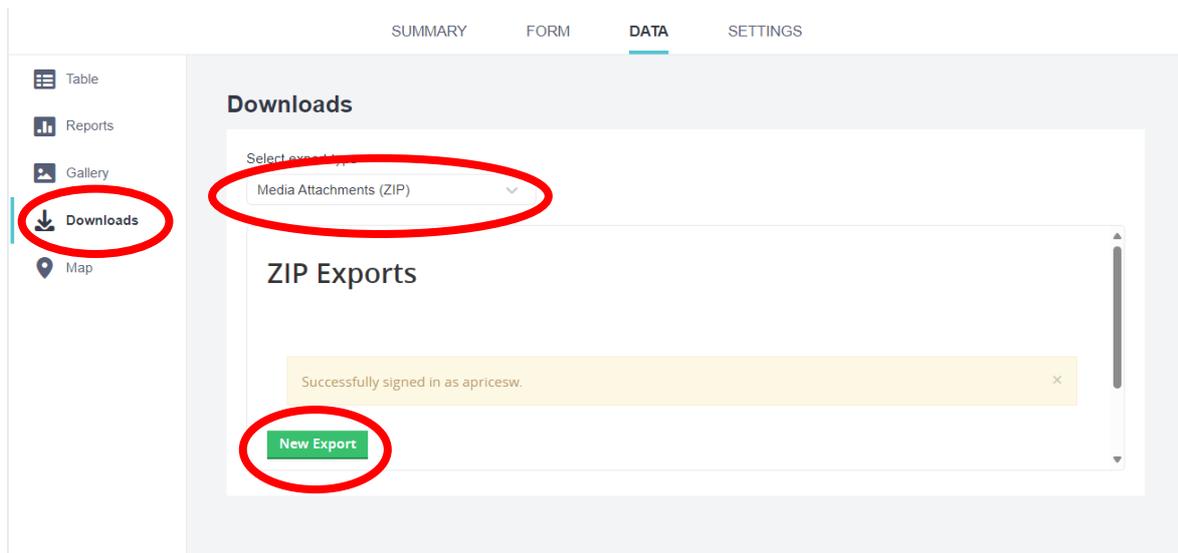
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  "name": "WISERD Demo Tree survey",
  "features": [
    {
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    },
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    }
  ]
}

```

If this happens, click on the 'back' button in the top right-hand corner.

Media files (Photos, Audio and Video).

Media files **are not saved** in GeoJSON format, only their file name. To download the media files (eg images / audio) we go back to the **Downloads** page on the KoboToolbox dashboard.



Select **Media Attachments (ZIP)** in the “**Select export type**” drop down menu and click

New Export

. This will curate the media associated with the survey into a file. The more media, the longer it will take, and will show “Pending” while it is curating it.

Note: exports include only questions that remain in the most recent version of the form.

| # | Filename | Date Created | Delete |
|---|--|----------------------------|---|
| 1 | Pending ... Click to refresh | April 22, 2024, 11:53 a.m. |  |

Once it has been curated, **right-click** on the file name and click **save link as**. Save the zip file in the same folder as the GeoJSON file.

Note: exports include only questions that remain in the most recent version of the form.

| # | Filename | Date Created | Delete |
|---|--|----------------------------|---|
| 1 | a7qn5JNbHGwuniQRqtBa3o_2024_04_22_11_53_35.zip | April 22, 2024, 11:53 a.m. |  |