Managing permissions

KoBoToolbox allows giving different permission levels to a data collection project. While most users may only use a single user to manage, access, and enter data for a given project, sometimes more complex scenarios require different levels of access.

Requiring passwords for accessing forms

By default KoBoToolbox only requires a username and password for accessing data and managing your projects. Forms can be accessed by anyone who knows the respective URL. To require users to log in to access your forms go to Settings inside your online account and tick 'Require authentication to see forms and submit data'. (Note: Currently this can only be set globally for all the projects in your account.)

Setting Project-specific user permissions

To control Project permissions go to the Settings box in your data collection project, enter the username of the user who should get new permissions, select the permission level, then click Save Permissions. The three available permissions are: Can view (access data collected), Can edit (make changes to the collected data or the project description, which includes viewing permissions), or Can submit to (only collect data but not see results). Can submit to can be combined also with viewing or editing privileges.

(Note that 'Can submit to' permissions are only required if your own account (where the project was created) is set to require authentication in order to submit data. To change this, see 'Requiring passwords for accessing forms' above.)

Assigning 'Can Submit To' rights for specific users

You might want to use one or more users other than your own account to collect data. For example, you created a form and project but have three enumerators in the field, who should only be able to submit data but not access the collected information. Assuming you created your data collection project with username1 and want to share it with username2, username3, and username4:

In the online platform:

- Sign up with the separate users needed for the field, i.e. username2, username3, and username4. Each one needs to be activated but can all point to the same email address.
- Sign back in to your own account (username1). Go to the Project that you want to allow others to submit to.
- Open the Settings box, and under 'Share project with other users' type in 'username2', then select 'Can submit to' and click Save Permissions.

- Repeat the last step for each user.

In KoBoCollect:

- Under General Settings in the URL field
  enter https://kc.kobotoolbox.org or https://kc.humanitarianresponse.info as applicable
  (don't include the username)
- Then enter the username and password for the user who will use the handset (e.g.
  username1).

Exporting and Downloading Your Data

You can download your data in multiple formats. As soon as any data has been collected, the
following formats are available for download:

- XLS (formatted spreadsheet)
- CSV (comma separated values)
- ZIP (a zip folder of your photos, videos, or sound recordings - if applicable)
- KML (a file containing all the GPS points collected - if applicable)

XLS and CSV export types have additional, one-time options that can be reached by clicking the
"Advanced Export" button on their respective pages. These options disabling of the automatic
disaggregation of responses to select-many questions into a binary column for each possible
response, and changing the group delimiter when naming sub-items of groups and select-many
responses.
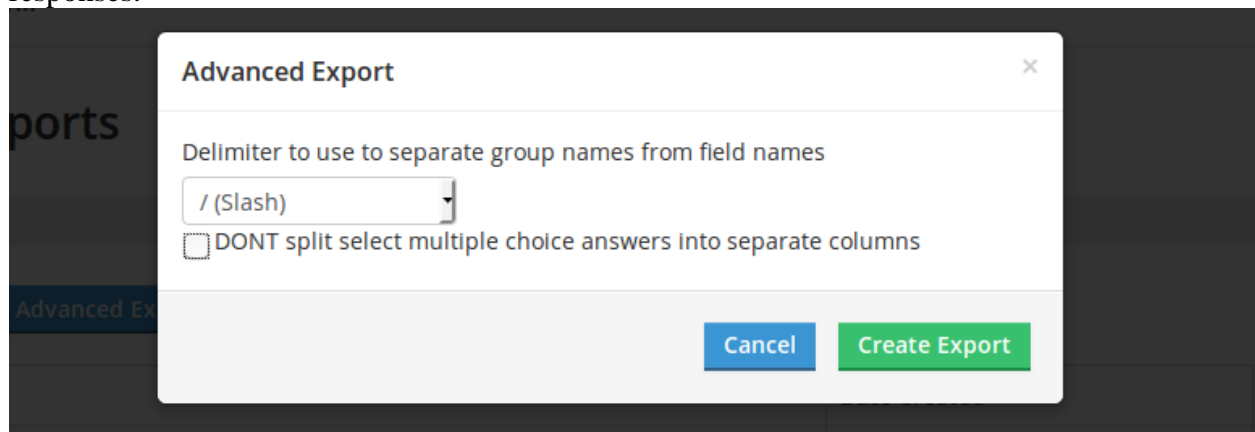
By default responses to select-many questions exported with one column showing the concatenation of all selected responses and additionally disaggregated into individual columns to show if a particular response was selected or not.

A	B	C
multiselect_q	multiselect_q/option_1	multiselect_q/option_2
option_1	1	0
option_1 option_2	1	1

Each new export can take a few seconds to be created. Afterwards each export is retained as a unique snapshot in the system. For more details and alternatives on downloading media file attachments, please see this post as well.

Importing data to SPSS

SPSS is a statistical software package that allows much more advanced analysis than is available in Excel. KoBoToolbox includes the custom syntax file that allows viewing the labeled version of questions and multiple response questions during data analysis. To import data to SPSS follow these steps:

1. Download the XLS version of your data
2. Open SPSS and import the Excel file into a new dataset (File>Open>Data). This will fully import your data into SPSS. If you would like to use the labeled version of your data (using the labels visible to the interviewer instead of the values saved in the dataset), follow the following steps as well.
3. On the project page in KoBoToolbox, within the Form section, click the grey download button and choose the option 'SPSS labels'.
4. Unzip the downloaded file and open the SPSS syntax (.sps) file
5. In SPSS open the SPS syntax file by going to File>Open>Syntax (if you have multiple files pick the one whose language you want to include in your SPSS dataset).
6. Go to Run>All. Your dataset will now be labeled for both variables and response options.