



## **Content creator guidelines:**

How to manage digital surveys for aquaculture using KoBoToolbox and ODK Collect mobile app

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#### About WorldFish

WorldFish is a nonprofit research and innovation institution that creates, advances and translates scientific research on aquatic food systems into scalable solutions with transformational impact on human well-being and the environment. Our research data, evidence and insights shape better practices, policies and investment decisions for sustainable development in low- and middle-income countries.

We have a global presence across 20 countries in Asia, Africa and the Pacific with 460 staff of 30 nationalities deployed where the greatest sustainable development challenges can be addressed through holistic aquatic food systems solutions.

Our research and innovation work spans climate change, food security and nutrition, sustainable fisheries and aquaculture, the blue economy and ocean governance, One Health, genetics and AgriTech, and it integrates evidence and perspectives on gender, youth and social inclusion. Our approach empowers people for change over the long term: research excellence and engagement with national and international partners are at the heart of our efforts to set new agendas, build capacities and support better decision-making on the critical issues of our times.

WorldFish is part of One CGIAR, the world's largest agricultural innovation network.

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## **1. Introduction**

The Fish Epidemiology and Health Economics (FEHE) survey is a tool used to collect valuable information to understand risk factors for fish disease outbreaks and losses during aquaculture production. This survey can be accessed using two online tools: the ODK (Open Data Kit) Collect mobile app and the KoBoToolbox web-based form.

Yet most farms are located in remote locations with limited internet connections, so researchers and farmers need applications that can work offline. For this purpose, the ODK Collect mobile app, which can be used on Android devices (mobile phones and tablets), is perfect for remote field surveys where there is limited internet connection at the time of data collection. The app must be pre-installed on the mobile device before starting the survey, preferably a few days before interviews begin. All data entered using the app is saved and uploaded to the server once a stable internet connection is established. Steps for accessing the survey tool using ODK Collect are found in these guidelines as well as the online ODK course on Learn.ink.

KoBoToolbox is a free, open-source software tool for collecting and analysing field data. It is the default platform (or server) used to begin a new project, upload survey forms, create and manage access to survey forms, monitor data collection, and analyze all survey responses. Data can also be collected using the KoBoToolbox web-based survey. XLSForms is the format used to upload survey content to the tool's server. XLSForm content includes all the coded questions and selection answers for a particular survey—in our case the FEHE survey. After uploading the data to the server, the survey can be deployed for use in both the web-based survey form and in the ODK Collect mobile app. However, the KoBoToolbox web-based form should only be used during training of enumerators for better visualization and easier navigation of the survey on a larger screen, such as a desktop, laptop or a video projector. It should not be used during the actual farmer survey.

These guidelines provide the steps needed to use both the KoBoToolbox web-based form and the ODK Collect mobile app for accessing surveys and uploading content. It is aimed at principal investigators (PIs), co-PIs and team leaders in charge of planning and monitoring enumerators who are conducting the survey in the field.

**Note:** All images shown in these guidelines are indicative and may not reflect the latest version. All shared log in credentials for ODK server settings and URL links to the KoBoToolbox web-based form are provided only as an example and should not be applied for actual survey projects.

## 2. How to log in to KoBoToolbox

1. Use the URL https://www.kobotoolbox.org/\_to go to the KoBoToolbox home page using a computer.



2. Log in to your account under 'Researchers, Aid Workers & Everyone Else' by entering the username and password that the PI, co-PI or team leader provided.



# **3. Creating a new project and uploading an existing survey template form on KoBoToolbox**

**Note:** After log in to https://www.kobotoolbox.org/ on a computer using the credentials that the PI, co-PI or team leader provided, you can create a new project, upload the survey template and make any changes to the template (a few days before enumerators go to the field) in a location with a good internet connection. It is possible to make small changes during the evening before following day, but the project leader in the country is responsible for downloading the latest form on all tablets.

1. In the KoBoToolbox forms page, click on 'New' in the top left of the screen.

<mark>0</mark> K	(oBoToolbox		Q Search Projects				
	NEW		Deployed				
PTT	🖌 Deployed	1	Name	Shared by	Created	Last Modified	Submissions
	E Draft	1	Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10		Yesterday at 5:36 PM	Yesterday at 5:39 PM	0
	Archived	0	Draft				
			Name	Shared by	Created	Last Modified	Submissions
			Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10		Yesterday at 5:35 PM	Yesterday at 5:35 PM	0

2. When the 'Create project: Choose a source' window appears, click on 'Upload an XLSForm.' This form should be the survey template used to create your questionnaire.



3. Drag and drop your XLSForm survey file into the box or click to browse.



4. In our case, we will use the latest version of the FEHE survey XLS file shown here.



5. Upload the selected file.



6. Once uploading is complete, click the 'Create Project' button in the bottom right of the window. (It is not compulsory to enter the description, sector and country.)



# 4. Deploying and sharing a survey form on KoBoToolbox

1. Under the 'Form' tab, click the 'Deploy' button on the right to make a new form visible to the public.

О К	oBoToolbox	(	FEHE test		
	NEW		FORM	SETTINGS	×
879	Deployed	1	Draft version	Ø ⊙ Q	
	Archived	0	O If you want to make these changes public, you must deploy this form.		
			v1 (undeployed) Last Modified : Today at 3:36 AM - 840 questions	DEPLOY	K
			Languages: This project has no languages defined yet	0	

2. The message "deploying to kobocat..." will appear.



3. Once the form is successfully deployed, you will see it listed as 'Deployed' with the deployment date and time under the 'Form history' section in the 'Form' tab. To keep track, it is a good idea to rename new versions of the same form (v1, v2, v3 etc.).

NEW			SUMMARY	FORM		
Deployed	4	Current version			Ø 💿 …	
<ul> <li>Archived</li> </ul>	1	v4 Last Modified : Last Monday at 9:	18 AM - 840 questions			
		Languages: This project has no lang	uages defined yet			
		Form history				
		Version		Last Modified	Clone	
		v4 Deployed	Las	st Monday at 9:17 AM	D	
		v3	Las	st Monday at 9:07 AM	D	

4. To generate a link to the web-based version of the deployed survey, click the 'Copy' button under the 'Collect data' section in the 'Form' tab. (You may paste the copied link in a Word document for your own record.).

	NEW			SUMMARY	FORM	SETTINGS	×
PTP	🚀 Deployed	2	Current version				0 0 0
	T Archived	0	v1 Last Modified : Today at 3:38 AM - 840 questions				REDEPLOY
			Languages: This project has no languages defined ye	t			۵
			Collect data				
			Online-Offline (multiple submission)				COPY
			This allows online and offline submissions and is the	best option for collect	ting data in the field	d.	

5. To share the survey form, click on the three dots ('...') icon in the top right corner of the screen under the 'Form' tab.

	NEW		SUMMARY FORM SETTINGS	×
•	🚀 Deployed	2	Current version	2 © Q
	Archived	0	VI Last Modified : Today at 3:38 AM - 840 questions	REDEPLOY
			Languages: This project has no languages defined yet	0
			Collect data	
			Online Offline (multiple submission)	COPY OPEN
			This allows online and offline submissions and is the best option for collecting data in the field.	

6. Under the drop-down options, select 'Share this project' to load the 'Sharing Permissions' window.



7. Under the 'Sharing Permissions' window, click on 'Add User' and type in other KoBoToolbox usernames to allow other users to access the survey. For each user, you can select your sharing preferences in the checkboxes to determine the limitations of their accessibility to the survey: 'View form,' 'Edit form,' 'View submissions,' 'Add submissions,' 'Edit and delete submissions' and/or 'Validate submissions.' Then click the 'Grant Permissions' button.







Copy team from another project  $\sim$ 

8. To share your survey with the public, select your sharing preferences to allow the public to view the form and/or view the submissions made to the form under the 'Share publicly by link' section.

Sharing Permissions	×
FEHE test	
Who has access	
T tdoi02	is owner
ADD USER	
Share publicly by link	
Anyone can view this form	
Anyone can view submissions made to this form	

# 5. Downloading and accessing the survey form in the ODK Collect mobile app

Main Menu About	General Settings	MY MARIS 및 전 및 전 및 전 및 전 및 18.04
ODK Co Data collect Admin Settings	<ul> <li>Server</li> <li>User interface</li> <li>Form management</li> </ul>	Type ODK URL https://kc.kobotoolbox.org
Edit Saved Form	User and device identity	Username Password
Send Finalized Form View Sent Form (20)		******* Custom server paths Will be removed in a future version. Please use / formList and /submission on your server.
Get Blank Form		
Delete Saved Form		

- Select the menu (three dots) icon in top right corner and select 'General Settings' from the dropdown menu.
- 2. Select 'Server' from the drop-down menu.
- Enter the URL, username and password settings for your project that the PI, co-PI or team leader provided. Press on the text to begin entering the settings.



4. Enter the URL, username 5. and password. As an example, you may enter the following credentials to see a short demo form:

#### URL:

https://kc.humanitarianresponse.info Username: tdoi\_kobopublic Password: tdoi\_kobopublic123



 A 'Download Results' message window will appear with the form name. 'Success' will be displayed when the form is downloaded successfully. Press 'OK.'



Once done, go back to the main menu and select 'Get Blank Form.'



Press the checkbox to select the form. Then click on 'Get Selected' to download the form.

6.



8. Go back to the main menu and press on 'Fill Blank Form.'



 Select the name of the form you wish to use. In this example, select "Fish Epidemiology and Health Economics Survey Tool (Nigeria) – v1.10" to begin the survey.

## 6. Updating the web-based form

 If a message pops up in a yellow box in the top corner of the web-based form, it means that a newer version of the form has been deployed. If this happens, first save the current draft form following the previous steps if you would like to retain the entered information.

*Note:* The yellow box may appear late and only momentarily. To ensure that you are using the latest version of the form, save your draft form often, refresh your browser regularly and check frequently with your PI, co-PI or team leader.

- 2. After saving a draft of the form, refresh the page using the same URL to load the latest version of the form.
- 3. Once you have refreshed the page, check the form title with the PI, co-PI or project leader to ensure that it is the correct version. The newly loaded form will be blank and needs to be filled in again from the start.

# 7. Copying the web-based link for a specific project and survey form

 First ensure you are logged in to the correct project account. Under the 'Deployed' list in the selected project, select the form that you wish to access. In this example, it is the "Fish Epidemiology and Health Economics Survey Tool (Nigeria) – v1.10."

	🖉 🛛 🔒 🖉 http:	s://kf <b>.koboto</b> o	olbox.org/#/forms		
0 K	oBoToolbox		<b>Q</b> Search Projects		
	NEW		Deployed		
<b>PP</b>	🖌 Deployed	1	Name	hared by	Created
	E Draft	3	Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10		Last Friday at 5:36 PM

2. Click on the 'Form' tab at the top of the screen. To get the link to the web-based survey form, scroll down and click the 'Copy' button under the 'Collect data' section.

k	(oBoToolbox	1	Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10	0 submissions T
	NEW		SUMMARY FORM	×
	Deployed	1	Current version	/ • Q
	Archived	8	v3 Last Modified : Last Monday at 5:24 PM - 840 questions	REDEPLOY
			Languages: This project has no languages defined yet	•
			SHOW FULL HISTORY	
			Collect data	
			Online Offline (multiple submission) 👻	COPY OPEN
			This allows online and offline submissions and is the best option for collecting data in the field.	

### 8. Opening the web-based link in a browser

1. Click the copied link or paste it into your browser's address bar to bring you to the web-based survey, as shown below. As an example, you may copy and paste the following link: https://bit.ly/3Azq1eO

KoBo Toolbox	•
Fish Epidemiology and Health Ec	conomics Survey Tool (public) - v1.13
A. Enumerator information  PLEASE ENTER THE NAME, EMAIL AND MOBILE NUMBER OF THE ENUMERATOR	CONDUCTING THE SURVEY
A01. NAME OF ENUMERATOR	* A02. EMAIL OF ENUMERATOR *
	*

## 9. Updating and replacing survey forms in the **ODK Collect mobile app**



- 1. In the main menu, press 'Get Blank Form.'
- Select the new form you 2. wish to download, then press 'Get Selected' to download it.
- \$ 10 8 17:5 **Get Blank Form** Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10 Download Results Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10 (ID: a3dzxPM2MTGg2Gdnn5j6qw) -OK Refresh  $\square$
- 3. A 'Download Results' message window will appear with the form name. 'Success' will be displayed when the form is downloaded successfully.



4. Go back to the main menu, and press 'Delete Saved Form.'

MY MAXI	S 📸 📕 🛠 💐 📓 …	≵©!"¦ı	22:4
	Delete Saved	Form E	<del>.</del> Q
SA	VED FORMS	BLANK FO	ORMS
	TEAHEV14-2020 Saved on Fri, Nov 2 18:00	- <b>11-20</b> 20, 2020 at	
	TEAHEV14-2020 Saved on Fri, Nov 2 18:04	- <b>11-20</b> 20, 2020 at	
:	Select All	Delete Se	ected
_			

5. Select the 'Blank Forms' tab.



 Select the form you wish to delete (normally an older version of it), then press 'Delete Selected.'



7. Return to the main menu and select 'Fill Blank Form.'

 Fill Blank Form
 C

 Image: Second se

 To begin the survey, select the new form you wish to access. In this case, it is the "Fish Epidemiology and Health Economics Survey Tool (Nigeria) – v1.10."

# **10. Analyzing and validating submitted data in KoBoToolbox**

 On the KoBoToolbox user home page, click on the clipboard icon on the left side of the screen to display the list of all active surveys in the right pane. From this list, select the name of the form you wish to access. In this example, select the "Fish Epidemiology and Health Economics Survey Tool (Nigeria) – v1.10."



 After selecting the project, the 'Summary' tab will display the overall analytics of submissions. Click on the 'Data' tab to see the received data related to the project. In the example below, we selected the "Tilapia Disease Outbreak Investigation – Version 0.5 (Pilot)" form, which has seven submissions.

0 K	oBoToolbox		🔗 🛛 Tilapia Disease	Outbreak Investigation	1 - Version 0.5 (F	Pilot)				7 submissions	•
	NEW	(4)		-	SUMMARY	FORM	DATA	SETTINGS			×
<mark>0</mark> K	íoBoToolbox		🔗 🛛 Tilapia Disease	Outbreak Investigatio	n - Version 0.5 (F	<sup>p</sup> ilot)				7 submissions	•
	NEW Deployed Draft Archived		ア Reports	Country Trive Sallet.com 45 46 40 35 25 20 15 10 5 8	SUMMARY	FORM	DATA	SETTINGS	Zambia		×

3. Under the 'Data' tab, click the 'Reports' button in the left sidebar to view the findings of all questions in figures. Scroll to the top of the section and click on the settings (cog) icon located beside 'Custom Reports' near the top of the screen. In the 'Edit Report Style' window, select your preferred chart display and click on 'Save.'

<mark>0</mark> K	oBoToolbox		🚀 Tilapia Diseas	se Outbreak Investigation - Version 0.5 (Pilot) 7 submission	is w
	NEW Ceployed Control C	4	Reports	SUMMARY FORM DATA SETTINGS CUSTOM REPORTS ~   Warning This is an automated report based on raw data submitted to this project. Please conduct proper data cleaning prior to using the graphs and	×
			Gallery	figures used on this page.           Name of data collector           TYPE: "TEXT". 7 out of 7 respondents answered this question. (0 were without data.)	

O K	oBoToolbox		🚀 Tilapia D	isease Outbreak Investigation	ı - Version 0.5 (Pi	ot)			7 süllmüstona	w
	NEW				SUMMARY	FORM	DATA	SETTINGS		×
20	Deployed	(A) (T)	Reports	CUSTOM REPORTS	0				日 日 日 日	Î
	T Atchived		Table	CHART TYPE COLORS				*	ta cleaning prior to using the graphs and	
			6 Downlos		1					
			TIT: with	Vertical	Donut		Area		ncy Percentage	
							A		1 14.29 1 14.29	
				Horizontal	Pie		Line		1 14.29 1 14.29	
								SAVE	1 14.29 1 14.29	
								_	1 14.29	

4. Under the 'Data' tab, click on 'Table' in the left sidebar to display and capture details of submitted data. A list will be displayed where you can analyze enumerator ID, date, country and number of respondents. To see the data better, click on the full screen (expanding rectangle) icon located at the top right of the screen next to the settings (cog) icon.

) Ka	BoToolbox		🚀 Tilapia Disease	Outbreak Investigatio	n - Version 0.5	(Pilot)					7 subm	issions
1	NEW				SUMMARY	FORM	DATA	SETT	INGS			
Ø	2 Deployed	4	Reports	1 - 7 of 7 results								H Q
	E) Draft	1	August		Validation status	stert	end	Imel	Tilapia Diseas	Tilapia Diseas	Tilapia Diseas	Name of c
	T Archived	00	Table		Show All							
			Gallery	000	- 0	August 21, 20	August 21, 20	ee.kobotoolb			Mwansa Songe	
			4 Downloads	0	- v	August 21, 20	August 21, 20,	cc.kobotoolb			Md. Saiful Isla	
				$\Box \odot 0$	- 0	August 21, 20.	August 21, 20.,	ee.kotiotoolb			Shimaa Ali	
			₿ <sup>©</sup> Map	00	- v	August 21, 20	August 21, 20	ee.kobotoolb			Muhammad	
				00	- 0	August 21, 20	August 21, 20	ee.kobotoolb.			Mohan-test c	
				0	- v	August 18, 20	August 18, 20	deviceid not f			Collector B	
				00		August 16, 20	August 18, 20	deviceid not f			Collector A	

5. Once the full-screen view appears, click on the preview (eye) icon located on the left side of the list to see the individual's submitted responses.

			Validation s	tatus	start	end	imei	Tilapia Diseas	Tilapia Diseas	Tilapia Diseas	Name of d
			Show All	~							
	۲	0	-	$\sim$	August 21, 20	August 21, 20	ee.kobotoolb				
	۲	0	-	$\sim$	August 21, 20	August 21, 20	ee.kobotoolb				
	۲	0	-	$\sim$	August 21, 20	August 21, 20	ee.kobotoolb				
	۲	0	-	$\sim$	August 21, 20	August 21, 20	ee.kobotoolb				
	۲	0	-	$\sim$	August 21, 20	August 21, 20	ee.kobotoolb				
	۲	0	-	$\sim$	August 18, 20	August 18, 20	deviceid not f			Collector B	
٦	۲	0	_	~	August 18, 20	August 18, 20	deviceid not f			Collector A	

6. A 'Submission Record' window will appear. Select the 'Validation status' drop-down option at the top right of the window to validate the submission ('Not Approved'/'Approved'/'On Hold') after checking the data.

	Submis	ssion Record (1 of 7)					×	
Ea						Meltidation	Palast	h' me
1						vaidation status:	Select	
	NEXT >						EDIT 🔄 💼	
	Туре	Question		Response				
	Tilapia	Disease Outbreak Investigation - Versic	on 0.5 (Pilot Testing)					
	abc	Name of data collector						
	abc	Name and details of person/institution	on reporting the case					
	abc	Mobile number						
	0	Country					_	н
	abc	Location of reported case (village, di	strict, state)					
Subm	ission	Record (1 of 7)			×			
Subm	ission	Record (1 of 7)	Validation status:	Select	×			
Subm	ission	Record (1 of 7)	Validation status:	Select	× •			
Subm	ission	Record (1 of 7)	Validation status:	Select  Not Approved	× ~			
Subm NEXT > Type	ission	Record (1 of 7)	Validation status:	Select  Not Approved Approved	× •			
Subm NEXT > Type Tilapi	ission Que	Record (1 of 7)	Validation status: EDD Response	Select  Not Approved Approved On Hold	×			
Subm NEXT > Type Tilapi abc	Que Que Nan	Record (1 of 7) stion se Outbreak Investigation ne of data collector	Validation status: EDF Response n - Version 0.5 (Pilot 1	Select - Not Approved Approved On Hold	×			

7. As an alternative, you may also download the data for analysis. To do this, click the 'Downloads' button in the left sidebar of the 'Data' tab. Select your preferences and click the 'Export' button to download the data.

	SUMMARY	FORM DATA	SETTINGS	×
Reports	Download Data			
Table	Select export type	Ň	alue and header format	
Gallery	XLS	~	Labels	~
Downloads     ■	Include groups in headers			
nº Map	Group separator			
AP	/			
	Include fields from all 2 deploye	ed versions		
	EXPORT			

8. Below is a screenshot of the downloaded data.

A												М				
start	end	today	deviceid	subscriber	simserial	imei	phonenum	Tilapia Dise	Country	Location of r	GPS	_GPS_lat	_GPS_long	GPS_altit	_GPS_pree	Month of (
2017-08-1	2017-08-1	2017-08-1	deviceid n	subscriber	simserial I	deviceid n	phonenum	nber not fou	Malaysia	Batu Maung	5.2880	5.28806	100.28371	0	0	May
2017-08-1	2017-08-1	2017-08-1	deviceid n	subscriber	simserial r	deviceid n	phonenum	nber not fou	Egypt	Abbassa	5.2884	5.2884	100.28375	0	0	June
2017-08-2	2017-08-2	2017-08-2	ee.koboto	subscriber	simserial r	ee.koboto	phonenum	nber not fou	Bangladesh	Khulna	20.961	20.9614	96.222639	0	0	March
2017-08-2	2017-08-2	2017-08-2	ee.koboto	subscriber	simserial r	ee.koboto	phonenum	nber not fou	Bangladesh	Chittagong	26.745	26.7456	64.582014	0	0	June
2017-08-2	2017-08-2	2017-08-2	ee.koboto	subscriber	simserial I	ee.koboto	phonenum	nber not fou	Egypt	Kafer Elshek	n					June
2017-08-2	2017-08-2	2017-08-2	ee.koboto	subscriber	simserial r	ee.koboto	phonenum	nber not fou	Bangladesh	Mongla, Bag	22.803	22.8037	89.554471	0	2122	August
2017-08-2	2017-08-2	2017-08-2	ee.koboto	subscriber	simserial r	ee.koboto	phonenum	nber not fou	Zambia	Kabala fishin	g village	, Kazung	ula, Wester	n Province		August 2

# 11. Adding pictures to an existing XLSForm survey template

1. Refer to the PI, co-PI or team leader on where to get the XLSForm sheet that was used to create the questionnaire. In this example, we will refer to the dataset from the FEHE survey. Open the XLSForm and click on the 'survey' tab at the bottom of the sheet.



2. Scroll down the row to locate the section where you want to add your pictures. In this example, it is section 'P,' question 'P01,' which is to select multiple 'Prominent clinical signs.'

1	type 👻	name	v label v	
770	select_multiple prominent_clinical_	P01 و	P01. Prominent clinical signs	

- 3. For that question, select the text under the 'type' column and copy the words "prominent\_clinical\_sign." (Highlight then hold down the 'Ctrl' and 'c' key buttons to copy).
- 4. Click on the 'choices' tab at the bottom of the sheet.



5. Under the 'choices' tab, use the Excel Find/Search function and paste the words "prominent\_clinical\_sign" to look for the rows listing those words.

	A	В	С	D	E	F
1	list name	name	label	filter	country	administrative1
235	prominent_clinical_sign	Lethargy	Lethargy			
236	prominent_clinical_sign	Loss_of_appetite	Loss of appetite			
237	prominent_clinical_sign	Swimming_at_the_surface	Swimming at the surface			
238	prominent_clinical_sign	Erratic_swirling	Erratic swirling			
239	prominent_clinical_sign	Fish_gasping_air_at_the_surface	Fish gasping air at the surface			
240	prominent_clinical_sign	Eye_exophthalmia	Eye exophthalmia			
241	prominent_clinical_sign	Eye_opacification	Eye opacification			
242	prominent_clinical_sign	Skin_erosions_with_haemorrhagic	Skin erosions with haemorrhagic lesions			
243	prominent_clinical_sign	Skin_discoloration	Skin discoloration			
244	prominent_clinical_sign	Open_wounds	Open wounds			
245	prominent_clinical_sign	Abdominal_distension_swelling	Abdominal distension/swelling			
246	prominent_clinical_sign	Scale_protrusion_detachment	Scale protrusion/detachment			
247	prominent_clinical_sign	Anemia_with_abnormally_gill_pale	Anemia with abnormally gill paleness			
248	prominent_clinical_sign	Fin_rot	Fin rot			
249	prominent_clinical_sign	Other	Other (specify)			

6. Create a new column next to administrative1 and name it 'image.' Then enter the image names with '\_' in between words (no spaces are allowed). The image extension should be .png (not .jpeg) format.

list name	name	label	filter	country	administrative1	image
prominent_clinical_sign	Swimming_at_the_surface	Swimming at the surface				swimming_at_the_surface.png
prominent_clinical_sign	Erratic_swirling	Erratic swirling				
prominent_clinical_sign	Fish_gasping_air_at_the_surface	Fish gasping air at the surface				fish_gasping_air_at_the_surface.png
prominent_clinical_sign	Eye_exophthalmia	Eye exophthalmia				eye_exophthalmia.png
prominent_clinical_sign	Eye_endophthalmia	Eye endophthalmia				eye_endophthalmia.png
prominent_clinical_sign	Eye_opacification	Eye opacification				eye_opacification.png
prominent_clinical_sign	Skin_erosions_with_haemorrhagi	ic Skin erosions with haemorrhagic lesions	5			skin_erosions_with_haemorrhagic_lesions.png
prominent_clinical_sign	Skin_discoloration	Skin discoloration				skin_discoloration.png
prominent_clinical_sign	Open_wounds	Open wounds				open wounds.png
prominent_clinical_sign	Abdominal_distension_swelling	Abdominal distension/swelling				abdomina _distension_swelling.png
prominent_clinical_sign	Scale_protrusion_detachment	Scale protrusion/detachment				scale_protrusion_detachment.png
prominent_clinical_sign	Anemia_with_abnormally_gill_pa	le Anemia with abnormally gill paleness				anemia_with_abnormally_gill_paleness.png
prominent_clinical_sign	Fin_rot_tail_rot	Fin rot and tail rot				fin_rot_and_tail_rot.png
prominent_clinical_sign	gills_rot	Gills rot				gills_rot.png
prominent_clinical_sign	swallon_anus	Swallon anus				swollen_anus.png
prominent_clinical_sign	Other	Other (specify)				

7. Connect to your KoBoToolbox account and select your particular project in the 'Deployed' table under the 'Name' column.

<mark>0</mark> k	(oBoToolbox	Q Search Projects				T
	NEW	Deployed				
PTP	Deployed 2	Name	Shared by	Created	Last Modified	Submissions
	Fish Epidemiology and Health Economics Survey Tool (Ghana)	Fish Epidemiology and Health Economics Survey Tool (G	Shana) v1.10	Last Saturday at 6:41 PM	Last Saturday at 6:42 PM	0

8. Select the 'Form' tab at the top and select the 'replace form' (refresh) icon at the top right of the screen.

	KoBoToolbox	Fish Epidemiology and Health Economics Survey Tool (Ghana) v1.10	
	NEW	SUMMARY FORM SETTINGS	×
1	Deployed 2 Fish Epidemiology and Health	Current version	Q 💿 🖸
	Economics Survey Tool (Ghana) v1.10 Fish Epidemiology and Health Economics Survey Tool (Nigeria)	v1 Last Modified : Last Saturday at 6:42 PM - 840 questions	REDEPLOY
	E Draft 0	Languages: This project has no languages defined yet	•
	Archived 0		

9. When the 'Replace form: Choose a source' window appears, click on 'Upload an XLSForm' and upload your file to replace the old form.



10. Then click on the 'Settings' tab at the top of the screen.

			0 submissions 🛛 🕇
	NEW	SUMMARY FORM SETTINGS	×
Pap	Deployed 2 Fish Epidemiology and Health Economics Survey Tool (Ghana)	Current version	0 0 0
	v1.10 Fish Epidemiology and Health Economics Survey Tool (Nigeria) - v1.10	If you want to make these changes public, you must deploy this form.	
	E Draft 0	v2 (undeployed) Last Modified : Today at 11:32 AM - 840 questions	REDEPLOY
	Archived	Languages: This project has no languages defined yet	•

11. Under the 'Settings' tab, click on the 'Media' button in the left sidebar.

C KoBoToolbox		${\mathscr L}$ ${\mbox{Fish}}$ Epidemiology and Health Economics Survey Tool (Ghana) v1.10		0 submissions
	NEW  Poployed  Tablestown Text (Monay National Statestown Text (Monay National Statestown Text (Monay National Statestown Text (Monay -41.10  Data	Ceneral Mean Control	SUMMARY FORM SETTINGS Project Name Fish Epidemiology and Health Economics Survey Tool (Ghana) v1.10	SAVE CHANGES
	Archived 0		Enter short description here	

12. When the 'Form Settings' list appears, add the .png pictures there by clicking the 'Add Document' button at the bottom of the screen. Select the pictures you wish to upload. Make sure the names are identical to the ones you entered in the XLSForm.

о к	oBoToolbox	S	Fish Epidemiolog	gy and Health Economics Survey Tool (Ghana) v1.10	0 submissions	T
	NEW			SUMMARY FORM SETTINGS		×
	Deployed 2     Thin Eschemology and Heath Economics Survey Tool (Outran)    110     Thin Eschemology and Heath Economics Survey Tool (Negrat)    110     Draft 0     Archived 0		General Media Sharing REST Services	Form Settings Existing Form Files Addomnal (Uniteriosis, peeling prig) Addomnal (Uniteriosis, peeling prig) Addomnal (Uniteriosis, peeling prig) Addomnal (Uniteriosis) Addomnal (Unite	± 0 ± 0 ± 0 ± 0 ± 0 ± 0 ± 0 ± 0	
				sum_associated pay seture sectors, with "Learnor hap(C_learnor pay seture galock") and the sector pay sector	1 8 1 8 1 8 1 8	

13. Once your upload is complete, select the 'General' button in the left sidebar, then click on 'Save Changes' at the top right of the screen.

<mark>0</mark> K	oBoToolbox	ฬ	Fish Epidemiology	and Health Economics Survey Tool (Ghana) v1.10 0 submissions	Ū
	NEW	0	Ceneral	SUMMARY FORM SETTINGS	ž
	His potentiology and Health Economics Survey Tool (Ghana) v1.10 Fish Epidemiology and Health Economics Survey Tool (Nigeria) -v1.10 Draft 0		Media Sharing REST Services	Project Name Fish Epidemiology and Health Economics Survey Tool (Ghana) v1.10 Description	
	T Archived			Enter short description here Please specify the country and the sector where this project will be deployed. Sector Country Select V Select V	
				Help Kobo Toolbox improve this product by sharing the sector and country where this project will be deployed. All the information is submitted anonymously, and will not include the project name or description listed above.  ARCHIVE PROJECT Archive project to stop accepting submissions.  DELETE PROJECT AND DATA	

14. Once saved, select the 'Form' tab at the top of the screen and click the 'Redeploy' button on the right of the screen.

		Fish Epidemiology and Health Economics Survey Tool (Ghana) v1.10	0 submissions <b>T</b>
	NEW	SUMMARY FORM SETTINGS	×
979	Deployed 2		
	Fish Epidemiology and Health Economics Survey Tool (Ghana)	Current version	
	Fish Epidemiology and Health Economics Survey Tool (Nigeria)	If you want to make these changes public, you must deploy this form.	
	-v1.10	v2 (undeployed) Last Modified : Today at 11:32 AM - 840 questions	REDEPLOY
		Languages: This project has no languages defined yet	۲



### About WorldFish

WorldFish is a nonprofit research and innovation institution that creates, advances and translates scientific research on aquatic food systems into scalable solutions with transformational impact on human well-being and the environment. Our research data, evidence and insights shape better practices, policies and investment decisions for sustainable development in low- and middle-income countries.

We have a global presence across 20 countries in Asia, Africa and the Pacific with 460 staff of 30 nationalities deployed where the greatest sustainable development challenges can be addressed through holistic aquatic food systems solutions.

Our research and innovation work spans climate change, food security and nutrition, sustainable fisheries and aquaculture, the blue economy and ocean governance, One Health, genetics and AgriTech, and it integrates evidence and perspectives on gender, youth and social inclusion. Our approach empowers people for change over the long term: research excellence and engagement with national and international partners are at the heart of our efforts to set new agendas, build capacities and support better decision-making on the critical issues of our times.

WorldFish is part of One CGIAR, the world's largest agricultural innovation network.

For more information, please visit www.worldfishcenter.org