

KoBo Toolbox Data Collection App Instruction Guide

About KoBo Toolbox

KoBo Toolbox (KoBo) is an application used for mobile data collection by Enketo web form on any modern browser. For the purposes of the Tobacco Pack Surveillance System (TPackSS) project, you will use a web form version of KoBo survey to enter information about your tobacco and nicotine product purchases and store visits while in the field. KoBo will enable you to enter and save information while you are offline and send the stored information to the IGTC account once you have internet access.

Entering and Saving Data with KoBo

- Step One: On a browser, open web form version of KoBo survey – “TPackSS China Wave III Field Survey” on your smartphone.



The screenshot shows the KoBo Toolbox interface. At the top left is the 'KoBo Toolbox' logo, and at the top right is a printer icon. The main content area has a title 'TPackSS China Wave III Field Survey' in blue. Below the title, there is a list of instructions: '1. This form is for the TPackSS field data collection in the selected neighborhoods in China.' and '* 2. Date – enter date, including month, day, and year'. Below the second instruction is a date input field.

- Step Two: Enter the information.
- Step Three: In the bottom of your screen, you will click ‘Submit’ box to submit the record and start a new form.

39. This is the end of the survey for this neighborhood



The screenshot shows the bottom of the KoBo Toolbox interface. There are two buttons: a 'Save Draft' button with a pencil icon and a 'Submit' button with a checkmark icon. Between the two buttons is a small information icon (i).

Instruction of Taking “Field Survey”

Follow the instructions below, which correspond with each data entry field, to complete the form. Some questions will appear or disappear based on your answers, so it is crucial that you work on the questions in the order that they appear. Give the form time to load and update after you answer each question.

- A. *Date* - enter the date of data collection, select specific date from the calendar.
- B. *City* - Identify which city you are in from the three choices provided in the dropdown menu.
- C. *Neighborhood ID* - Enter the neighborhood ID you are in from the choices provided based on the master list.

WALK TO THE HUB

- D. *Did you find the hub?* - indicate “yes” or “no” for whether you were able to locate the pre-specified hub. If you found the hub, but it does not work based on your walking protocol instructions, select “Yes, but the hub location is not ideal for the walking protocol. I need to choose a new hub.”
- E. *If you did **not** find the hub or the hub was not ideal*, enter the location of the new hub decided upon in the textbox.
- F. *This question records the GPS location of the hub*. Make sure you are just outside of the hub when you record this question. Follow the prompts that pop up to complete this question.

WALK TO THE IDENTIFIED STORE

- G. *This question records the GPS location of the store*. Make sure you are inside the store or just outside of the store when you record this question. Follow the prompts that pop up to complete this question.
- H. *What is the vendor type?* - Select the type of vendor you visited from the dropdown menu.
- I. *Did you observe heated tobacco product sticks for sale?* Select Yes or No.
- J. *Did you purchase any unique heated tobacco product sticks?* Select Yes or No.
- K. *How many unique heated tobacco product sticks did you buy?* Input the number of heated tobacco product sticks you bought.
- L. *Did you make a cigarette pack purchase?* Select Yes or No.
- M. *Did you make a e-cigarette purchase?* Select Yes or No.

IF YOU SELECT “NO” TO THE ABOVE QUESTION, YOU WILL WALK TO THE NEXT STORE AND REPEAT QUESTIONS G THROUGH R AGAIN.

- N. *How many cigarette packs did you purchase?* - Enter the number of packs you purchased from the store.
- O. *Overall, this store is the number __ store visited in this city*. This question is asking you if this is the 1st, 5th, 11th, etc. store that you have visited total in the city (this includes all neighborhoods you’ve visited); therefore, you may enter numbers 1 through 12 (the max number of stores you will visit in a given city).
- P. *Submit a clear picture of the receipt(s)*. Once the purchase is final and you have the receipt(s), please write down the neighborhood ID, the total number of packs purchased, the total amount

paid and date. Then take a picture. Note: This includes ALL receipts of ALL products (e.g., HTPs) you purchased from the vendor.

- Q. *Submit a clear picture of the outside of the storefront of the vendor you purchased from (not required but highly suggested).* If the vendor allows you, please take a picture of the retail display.
- R. *Please write down any specific comments/notes about this neighborhood (if any).* This is a space for you to register anything that might be important to share with the team later, if there were any incidents, etc.

You will repeat these questions for every new neighborhood you visit in each city. You will visit a minimum of 1 store and a maximum of 4 stores in each neighborhood. If you make a purchase at the first store, you do not have to visit stores 2-4; if you make a purchase at the 2nd store, you do not have to visit stores 3-4, etc.

Once you have entered ALL information, click 'Submit' box at the bottom of the form to submit the record and start a new form.

VAPE SHOP FORM

- Steps One – Three: Refer to instructions on Page 1.
- Step Four: Follow the instructions below, which correspond with each data entry field, to complete the form. Some questions will appear or disappear based on your answers, so it is crucial that you work on the questions in the order that they appear. Give the form time to load and update after you answer each question.
 - A. *Date* - enter the date of data collection, including month, day, and year.
 - B. *City* - Identify which city you are in from the six choices provided in the dropdown menu.
 - C. *Neighborhood ID* - Enter the neighborhood ID you are in from the choices provided based on the master list.
 - D. *What is the vendor type?* Select the type of vendor you visited from the dropdown menu.
 - E. *How many electronic cigarette products did you buy?* Input the number of e-cigarette products you purchased
 - F. *This is vape shop number ____ visited in this city.* This question is asking you if this is the 1st, 2nd, 3rd vape shop that you have visited in the city.
 - D. *Submit a clear picture of the receipt.* Once the purchase is final and you have the receipt, please write down the neighborhood ID, the total number of packs purchased, total amount paid, and date. Then take a picture using your smart phone.
 - E. *Submit a clear picture of the outside of the storefront of the vendor you purchased from (not required but highly suggested).* If the vendor allows you, please take a picture of the retail display using your smart phone.
 - F. *Please write down any specific comments/notes about this store (if any).* This is a space for you to register anything that might be important to share with the team later, if there were any incidents, etc.
- Step Five: Once you have entered ALL the information, click 'Submit' box at the bottom.

You will repeat these questions for every new predetermined store you visit in each city. You will visit three vape shops in each city.