



New Zealand BioSecure
A division of Southern Monitoring Services Limited

Kobo Toolbox

User Guide

Version 2 - June 2026

Contents

Introduction	3
Access	3
Entering SampleInformation	3
Main Information	5
Sample Data	8
Weather Conditions	13
Attachments	14
Saving the SampleInformation as a Draft	15

Introduction

Kobo toolbox is a tool that can be provided to localities to assist in conducting surveys. It collects the same information that is required for data entry into the Online National Mosquito Surveillance Database and allows for bulk upload by the New Zealand BioSecure Entomology Laboratory (NZBEL) entomologists.

Kobo toolbox is accessed using a link that is prepared by the NZBEL entomologists and is able to be customised for each specific region, and if required, for the specific survey that is being completed.

Access

To use the Kobo toolbox, a link will need to be provided by the NZBEL entomologists. To request this, send an email to taxonomy@nzbiosecure.net.nz. Use the link received to access the Kobo toolbox.

The link will need to be updated if there is a need to include additional sites or sample officers, or if there are sites or sample officers that are no longer required in the list.

Entering Sample Information

The information required when creating a new sample is the same as that which is found in the Online National Mosquito Surveillance Database, and as such the headers follow the same order.

It is suggested that the user switches to “Desktop View” to allow a map to be displayed when collecting coordinates for new site references (Figure 1). Please note that many screenshots are using the mobile view to allow better visibility for the document therefore there may be some minor differences in appearance where desktop view is used. The general layout remains the same with the exception of the GPS coordinate collection section which is discussed in the relevant section of the document.

When the link to the Kobo toolbox is opened it will land on a page with three expanding categories (Figure 2). To expand each category, select the arrow on the left.

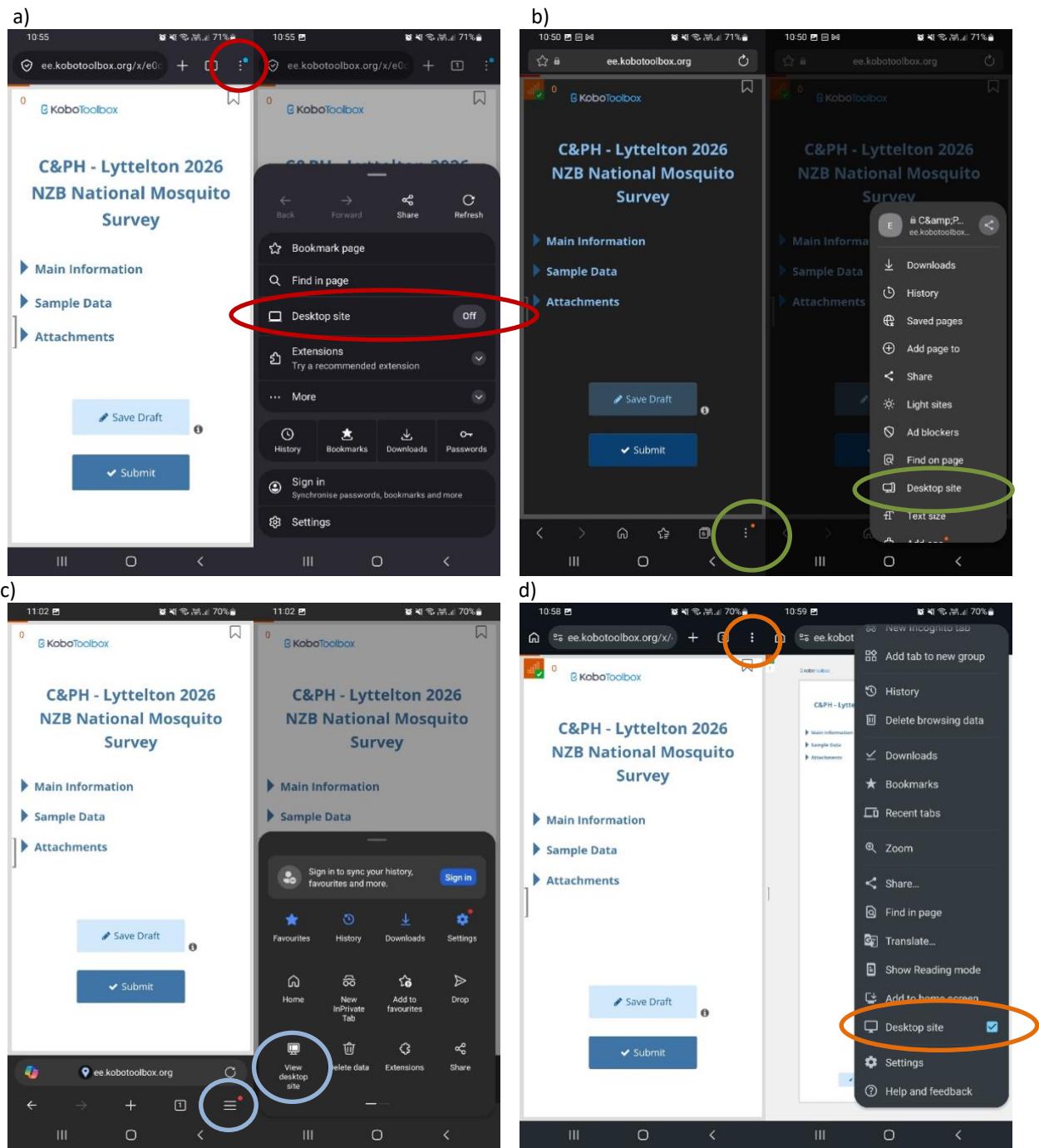


Figure 1. Switching to desktop view in a). Firefox; b). Samsung internet browser; c). Edge; d). Chrome

a)



b)

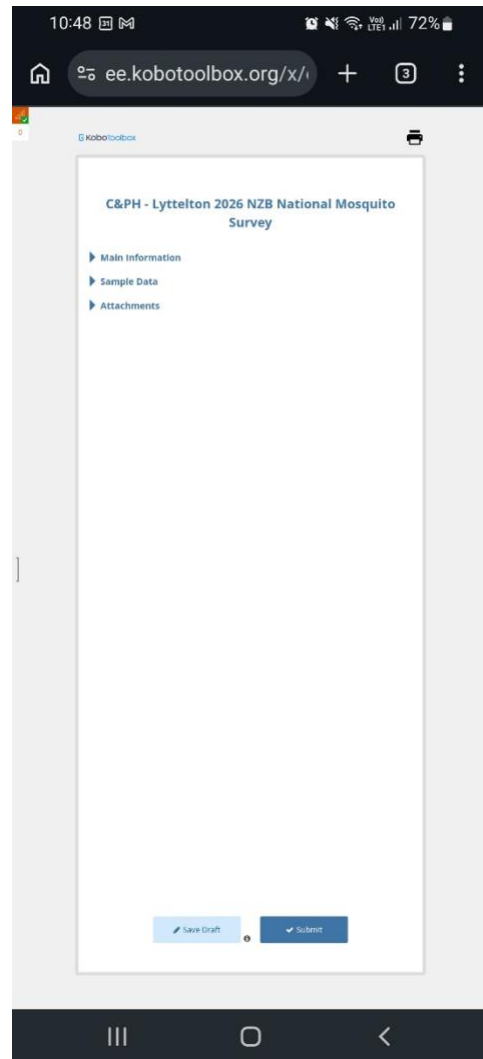


Figure 2. a) Landing page of Kobo Toolbox link: b). Landing page once changed to desktop view

Main Information

The main information section is where you select the “Sample Officer”, “Location” (when required), and “Collection Date” (Figure 3).

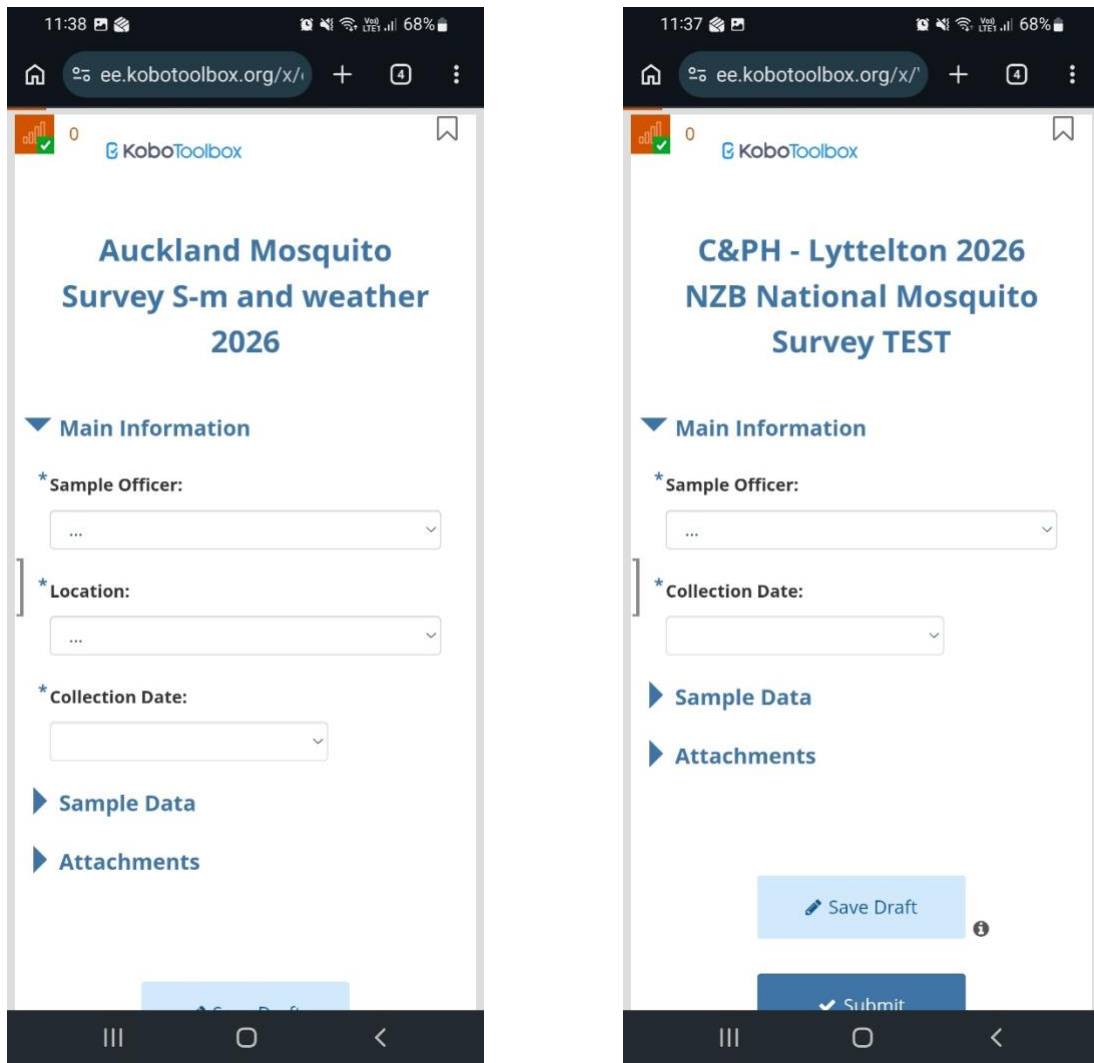


Figure 3. The “Main Information” menu will always display “Sample Officer” and “Collection Date” however depending on the use of the survey, “Location” may or may not be present.

If the Kobo Toolbox has been provided for a specific occasion such as a mega survey at one specific Point of Entry, then the location will not display and does not need to be selected. In situations such as these, this link should ONLY be used at the location that the link has been provided for.

In other situation, the link may be provided as a general use link for a Public Health Unit, or may be used when a survey is being completed over multiple locations (e.g. there are two different sites with enhanced surveillance occurring at one time, or there is more than one location that is close together in the survey).

Select the appropriate options from the list of “Sample Officers” and “Location” (Figure 4a & b).

a)

b)

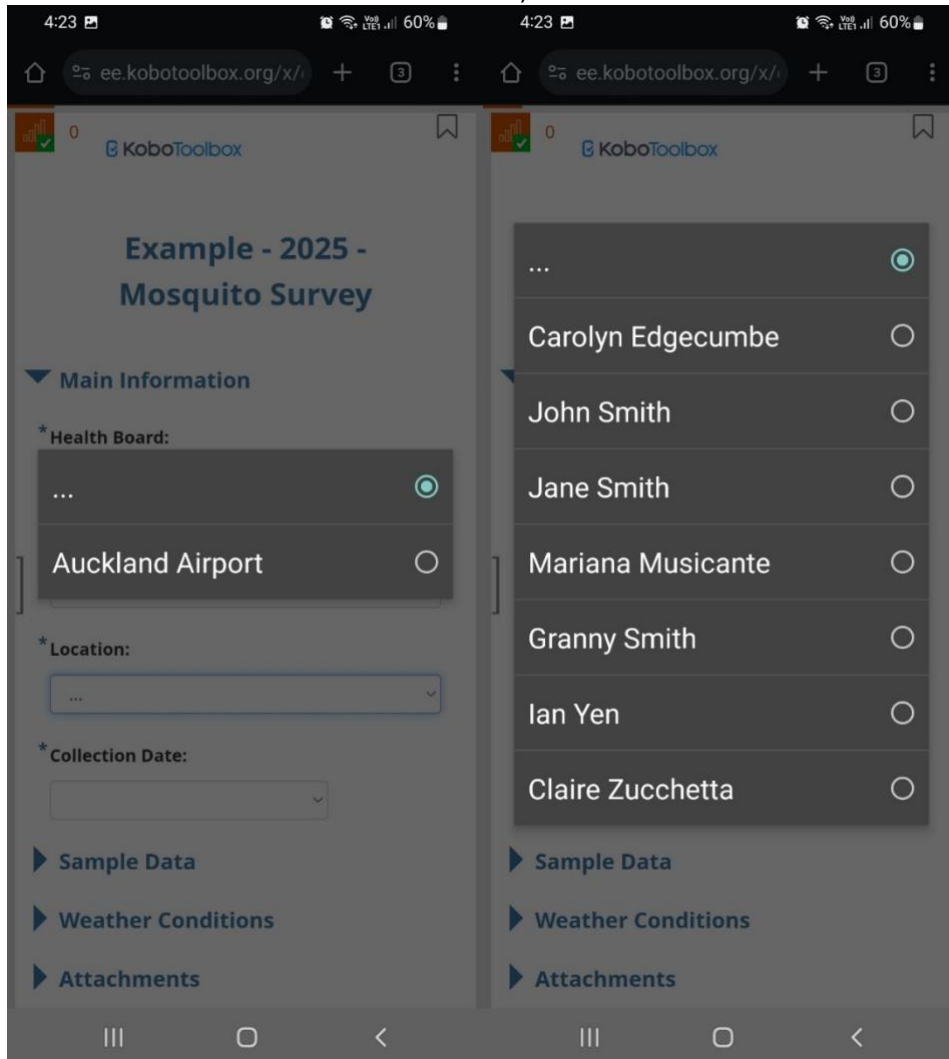


Figure 4a). Location menu (where required), b). Sample Officer menu

Complete the “Collection Date” by selecting collection date. The current date should be automatically selected, however if another date is required then select it from the calendar. Once the correct date has been chosen, select “Set” (Figure 5).

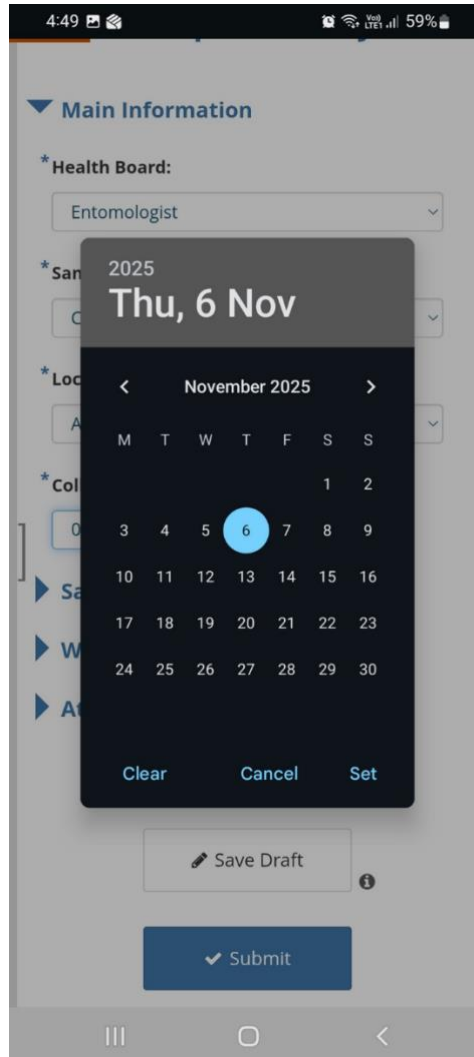


Figure 5. Select the date and then select “Set”

Once the “Main Information” section has been completed, select the triangle beside Sample Data to begin to fill out this field (Figure 1).

Sample Data

The questions under this heading contain the information that is found in the “Sample Data” and “Trap Data” sections of the online database, with some adjustments to make filling the form out in the field easier. Fields may contain drop-down menus where you can select from a list or will be typed (Figure 6).

12:15

Sample Data

* **Sample Number:**

...

* **Site Reference saved in Database:**

...

Reason for Sampling:
Please enter in at least one sample

...

* **Positive / Negative Sample:**
**water tipped out counts as treatment*

Positive

Negative

No sample - Treatment Only

No sample - No treatment

* **Habitat Category:**

...

* **Attractants:**

...

* **Control / Treat:**
**water tipped out counts as treatment*

Figure 6). Sample data menu

Where sites are already in the database, select “Yes” under the field “Site Reference Saved in Database” which will cause a new menu to appear where you’re able to select the site reference from a list (Figure 7).

Once the site name is selected you will need to fill out the specific information for the site as it appears in the database. As this is time consuming, we would recommend that traps are uploaded to the database via a CVS. How to create this can be found in the [Database guidelines](#).

Figure 7). Site reference drop down appears once “Yes” has been selected

For adding a new site reference, select “No” under this menu which will create a series of selections to create the site reference (Figure 9). This includes, the name of the new site, the coordinates, and whether the site should be saved to the online database in the site reference list.

To decide if the site should be saved or not, a few things can be considered. If the site is an artificial container such as a bucket, that has been emptied and removed for the zone, then it might not be a site that is needed in the future. A site such as a large pond or drainage sumps are sites that are likely to be revisited and may be useful to include in the list of site references in the database.

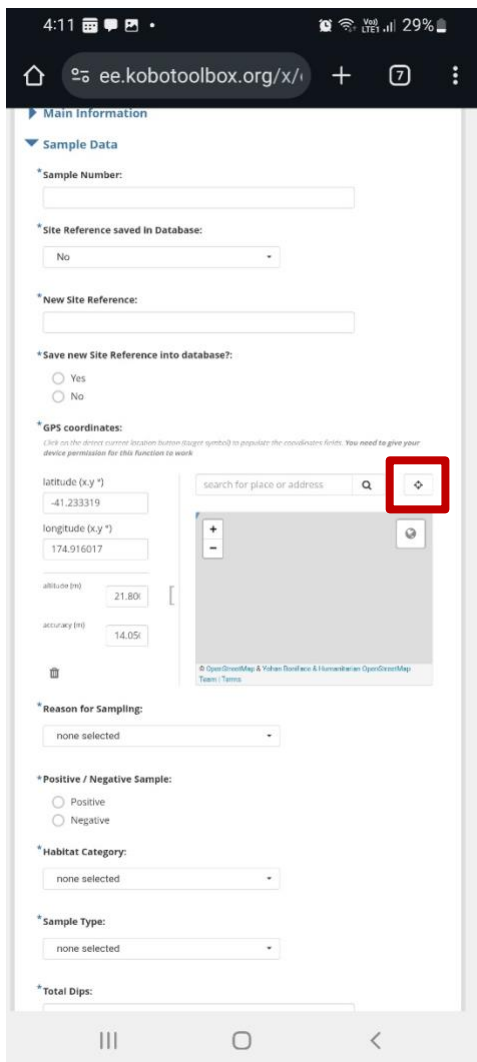
NB: Saving a site to the database in Kobo will not make it available in the site references list in Kobo, to do this the lab will need to add the site to allow it to appear in the link.

To collect GPS coordinates, there is a location button that will automatically take the coordinates at the current location. This button is available regardless of if Kobo Toolbox has been set to display desktop view, or if it remains on mobile view, though

the location on the screen and how it looks will vary slightly (Figure 8). To do this you must ensure that your browser has location services allowed, or the coordinates will be inaccurate.

NB: Like all GPS readings, there will be a natural fluctuation in accuracy, which is displayed in – or + meters. In general fluctuation of +/- 2m-5m is normal, however things such as visibility to the sky (are there high-rise buildings or tree cover or you are inside), lots of metal, or the general capability of the device being used can affect the accuracy.

a)



b)

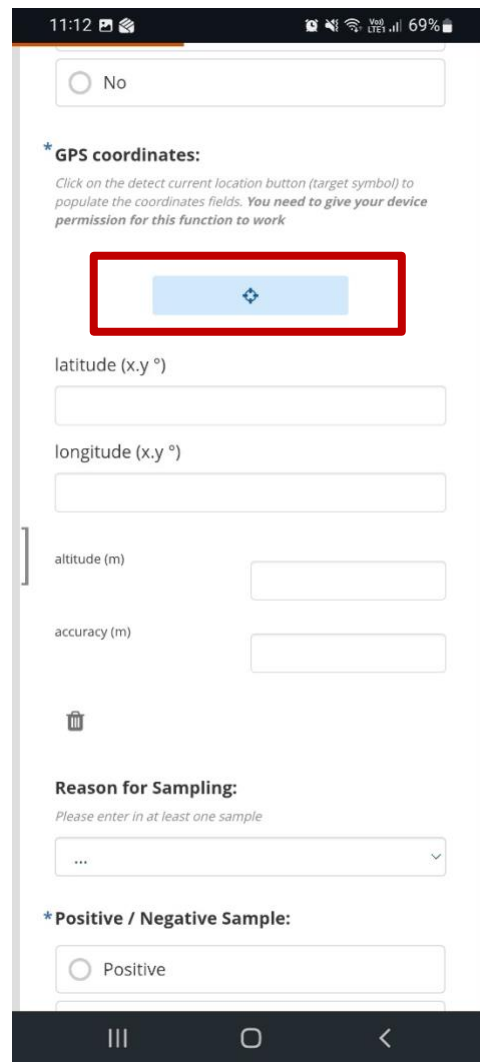


Figure 8). Adding a new site reference. GPS coordinates can be collected using the button in the red box when a) changed to desktop view or b) when remaining on mobile view.

When using the desktop view, the map will often not show up when it is first opened due to the default map that Kobo uses. This can be changed to either satellite, terrain, or street depending on user preference (Figure 9). Once this has been changed, the location can also be selected on the map by tapping the appropriate area on the screen, if the coordinates created by the phone are not accurate.

NB: Please note that the map and ability to select more accurate coordinates is not available on iPhones, and while the lab is working on a solution, this may not be possible as Kobo is a third party, and we are limited by their functionality. For iPhone users will need to use the coordinates that are given by selecting the location and will need to update them if required using a program such as Google Earth.

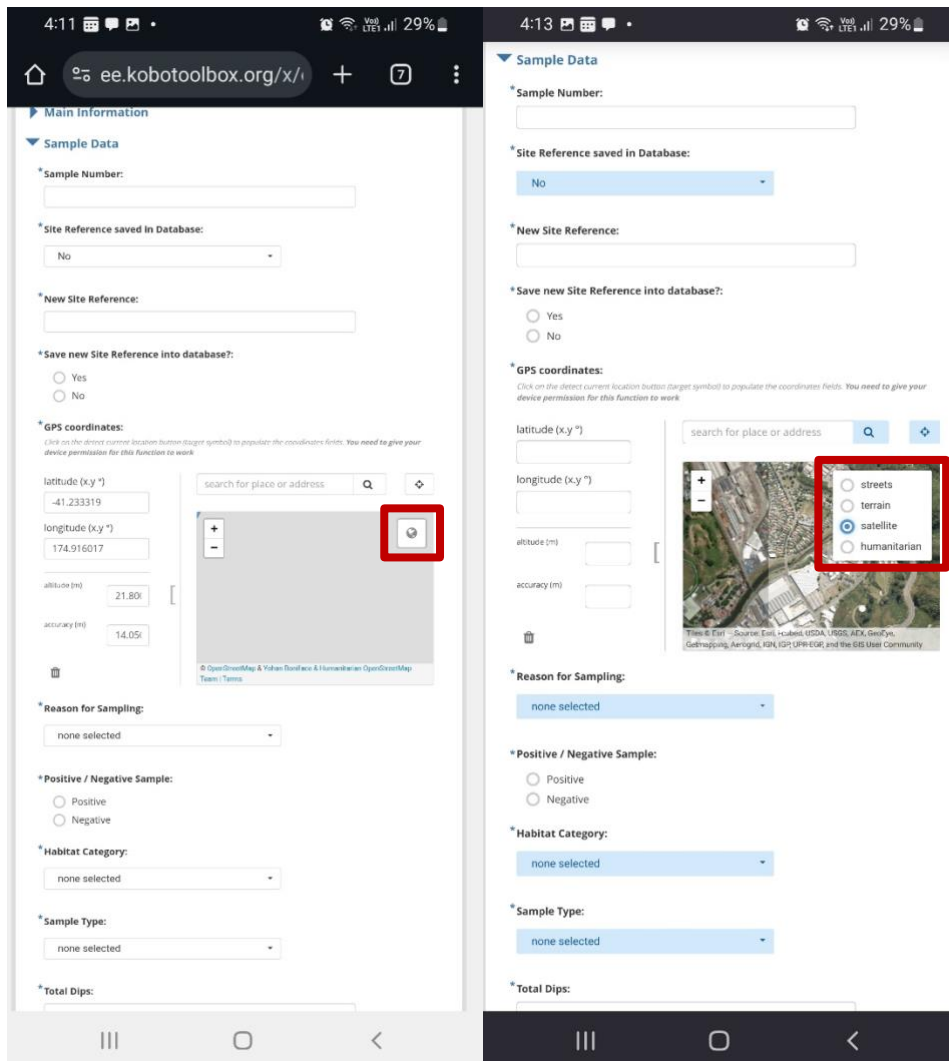


Figure 9). How change the map display

The remainder of this section closely follows the online database, though some options may only have a selection of options to pick from depending on the purpose of the survey e.g. in a response situation, the only options in “Reason for Sampling” may be “Delimiting Survey” and “Enhanced surveillance”, while for a mega survey, only “Mega survey” may be displayed.

Depending on which option is selected under the “Positive/Negative Sample” question, different sections will be displayed depending on what information is important. “Habitat Category” and “Attractants” will need to be selected for all options under sample type.

For “Positive” and “Negative” the information will follow the database with information such as “Sample Type” and “Total & Positive Dips” (for larvae and/or pupae samples) being required, along with “Control/Treat”.

For the options of “No sample – Treatment Only” and “No sample – No treatment” sample type and dips will not need to be recorded, however you will get a yes/no question: “Was the site dry?”. For “No sample – Treatment Only” the “Control/Treat” section will need to be filled out with what control or treatment was used. The “No sample – No treatment” will have also have a prompt of why the site was not treated.

NB: The “No sample – No treatment” option is included for where a site may need to be mapped, such as in a delimiting survey, where treating or sampling may not be possible due to access (e.g., there is a fence that is preventing access) or if a habitat is too large or its use is unknown and it cannot be safely treated or sampled.

Weather Conditions

Much like the online database there is a section in the Kobo toolbox to fill out the weather conditions when S-Methoprene has been applied (Figure 10). As with the database it is important to complete all sections and ensure that the wind speed and direction is included.

This section will only be displayed when “S-Methoprene” has been selected from the “Control/Treat” dropdown.

12:47 [status icons] 64%

Weather Conditions

* Temperature (°C):

* Wind speed (Km/h):
e.g. 15km/h

* Wind direction:
e.g. NW or North West

* Precipitation:

* Cloud cover:

* Record Time:
e.g. 13:30 - 15:10

Attachments

Figure 10. Weather conditions section

Attachments

In the attachments, you are able to add comments, and upload photos, either from the phone's camera roll, or by taking a photo at the time (Figure 11). It can be incredibly useful for the lab to have notes about the habitat found and photos to help understand what was happening out in the field.

4:25 [notification icons] [signal strength] [Wi-Fi] [LTE1] [60% battery]

...

* Cloud cover:
...

* Record Time:
e.g. 13:30 - 15:10
[text input]

▼ Attachments

Comments:
[text input]

Photo:
Click here to upload file. (< 10MB) [refresh icon]

[Save Draft] [info icon]

[Submit]

Powered by ENKETO

[navigation icons]

Figure 11. Attachments section

Once all the sections have been completed you are able to upload the sample by selecting “Submit”.

Saving the Sample Information as a Draft

If required, samples are able to be saved as a draft to be completed later. This is done by selecting the “Save Draft” button at the bottom of the form which will give you a pop up where you are able to name the draft (Figure 13a). Once it is named select “Save & Close” (Figure 12a) and you will get a message confirming the record has been saved as a draft (Figure 12b).

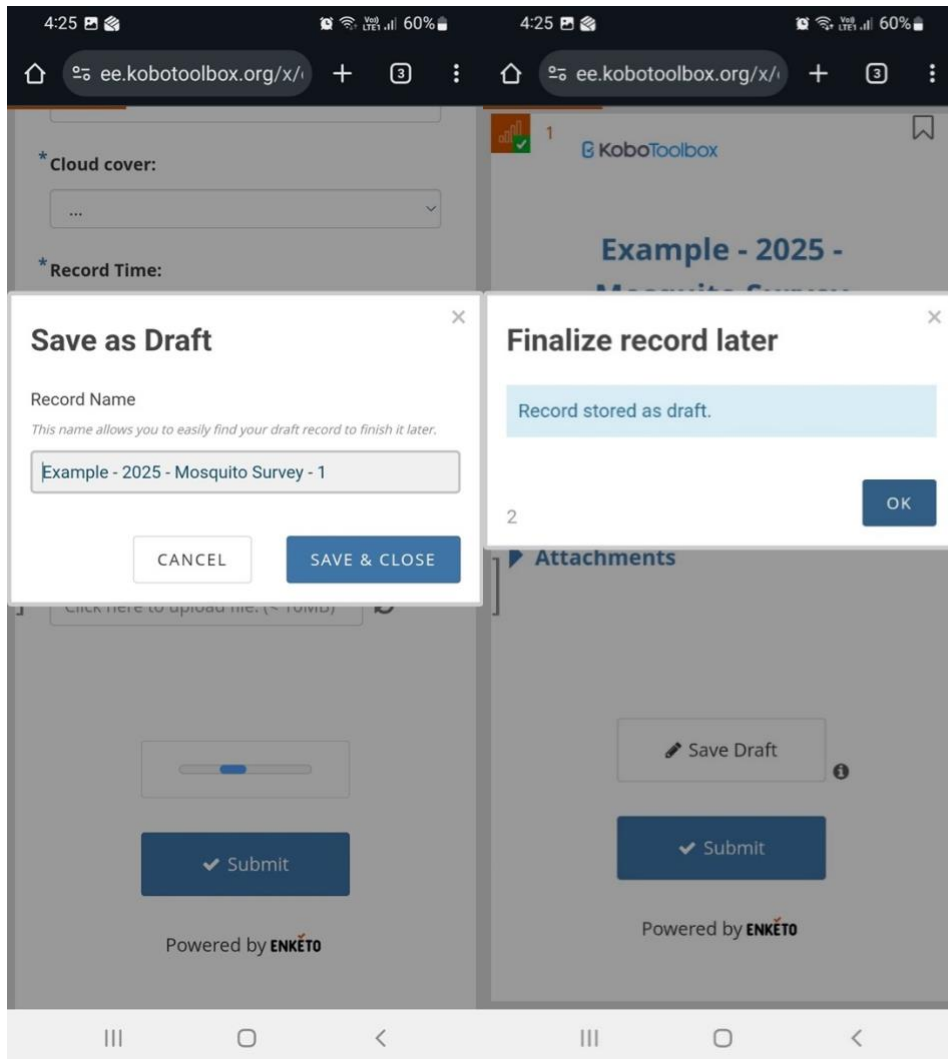
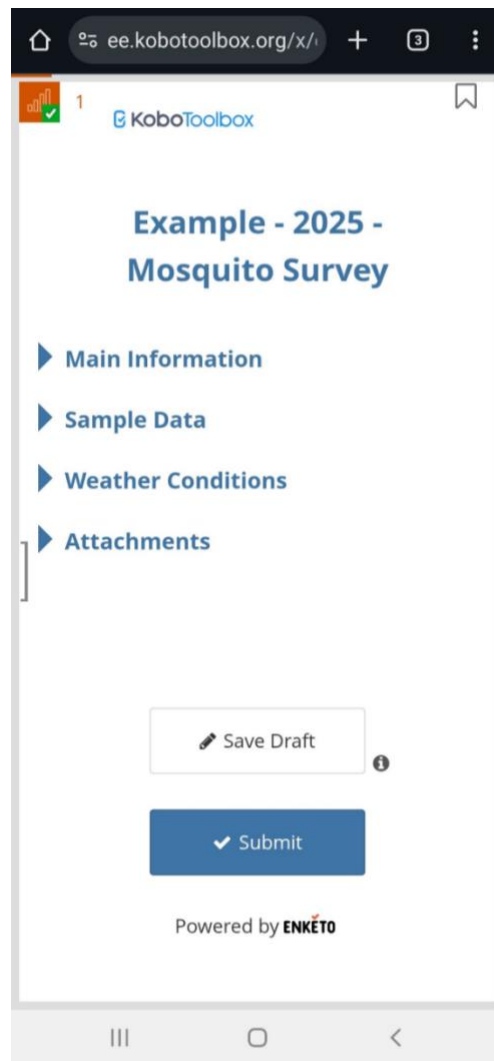


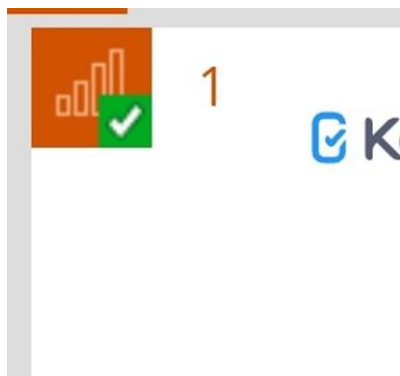
Figure 12, a). pop up displayed when saving record as a draft; b). confirmation pop up that draft has successfully saved.

To access the drafts later either select the number at the top left of the screen (a “1” in Figure 13b below but will depend on the number of records saved) or by selecting the bar midway down the left side of the screen (Figure 13c).

a)



b)



c)



Figure 13 a) overall layout of the screen when a draft is saved; b) the number of records saved as a draft which can be used to access drafts; c). an alternative way to access drafts.

This will bring up the queue where the incomplete records can be either selected to continue being worked on or uploaded (Figure 14). The queue will also show any records that have not been uploaded yet and it can be useful to confirm that the list is empty once all the samples have been completed and submitted.

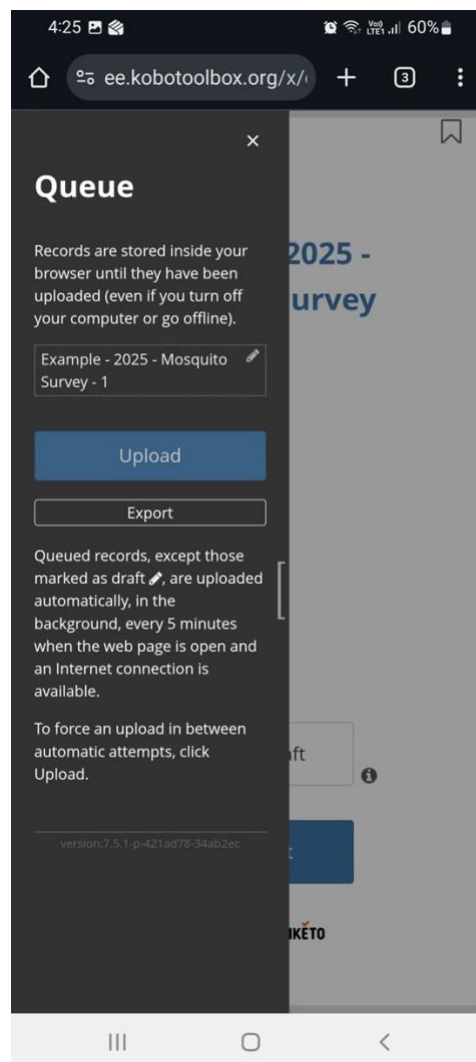


Figure 14. The queue showing drafts and unsubmitted records.

When all the samples from the day have been submitted by all teams that are in the field sampling, let the lab know so we can upload them to the database. If there is a requirement for the samples to be uploaded by a specific time (e.g. the situation report is due by a certain time and the map of the days activities is required), please let us know this information at the same time so we know to prioritise the upload. There will be a delay as the downloaded form will require some editing to tidy up the form for upload to the database is done.

Thank You

If you have any queries please
Email us at the Laboratory
taxonomy@nzbiosecure.net.nz