Kobo Toolbox Forms

Documentation on the various forms on Kobo toolbox.

- Logging of Items Form (Daily)
- Logging of Items Form (General)
- Registration of Dealers
- Registration of Earth Moving and Mining Equipment

Logging of Items Form (Daily)

This form is completed prior to the group's departure for field work. The group indicates the number of trackers and sim cards that will be sent to the field for that day, as well as the number of trackers and sim cards that will be returned at the end of that day's trip.

This form includes;

- Date
- Name of key member of the group
- Number of Trackers sent out
- Number of Simcards sent out
- Number of Trackers returned
- Number of Simcards returned
- Comment

Logging of Items Form (General)

This form is filled before the team leaves Accra for the for the field work. The group indicates the number of trackers and sim cards that they are sending to the field and also the number of sim cards and trackers returned after the field trip. They would also specify how many days they spent in the field.

The form entails;

- Departure Date and Time
- Number of Trackers sent to the field
- Number of Simcards sent to the field
- Number of days spent during the field
- Number of Trackers returned from the field
- Names of people going to the field
- Return Date and Time
- Comment

Registration of Dealers

The Dealers form is used to collect information on dealers in the Earth Moving and Mining Equipment in the country'

The forms contains;

- Owner type
- Name of Dealer
- Telephone number of Dealer
- Residential address of Dealer
- Tin number of Dealer
- National ID (GHANA CARD) of Dealer
- Email of Dealer
- Equipment details
- Type of equipment
- Picture of Equipment (FRONT)
- Picture of Equipment (LEFT)
- Picture of Equipment (RIGHT)
- Picture of Equipment (BACK)
- Make
- Model
- Chasis number
- DVLA registration number
- Colour
- State of equipment
- Trackers details
- IMEI of tracker
- Serial number of phone tracker

Registration of Earth Moving and Mining Equipment

This form is to get data on Concession details, equipment details and tracker details. This form is filled before a tracker is installed on an excavated.

The form contains;

Concession details

- Concession File number
- Name of Concession owner
- Telephone number
- National ID type
- Valid Id number
- Site plan
- Service provider
- Preferred service provider
- Network Penetration

Equipment details

- Type of Equipment
- Picture of Equipment (Front)
- Picture of Equipment (Left)
- Picture of Equipment (Right)
- Picture of Equipment (Back)
- Make
- Model
- Chasis number
- DVLA registration number
- Colour
- State of Equipment
- Owner of Concession
- Name of current operator/dealer
- Telephone number of current operator/dealer

Tracker details

- IMEI of tracker
- Serial number of phone number

- Phone number of serial number
- Name of Technician
- Asset name
- Validation
- Site plan from MCAS
- Comment on the site plan from MCAS
- Status of License
- Comment on status of license