

Access to the Asylum Capacity Self-Assessment Form in Kobo - EXTERNAL USERS

Content:

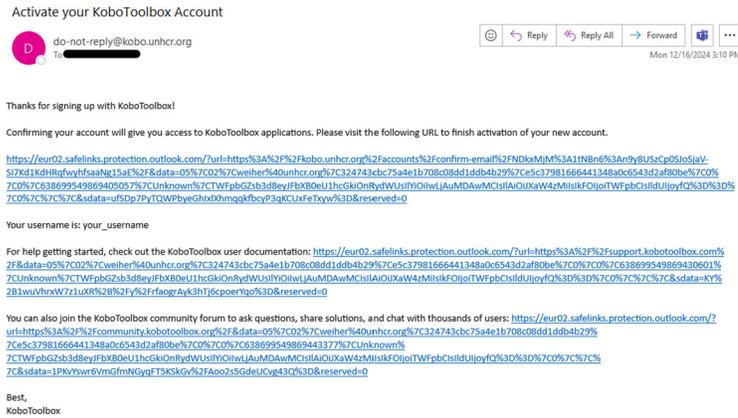
1. Create an account on kobo.unhcr.org
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1. Create an account on kobo.unhcr.org

- In your Internet browser, navigate to <https://kobo.unhcr.org/accounts/login/>
- Click on “ Create an account”

- Fill in the required metadata fields, including Name, Username (must consist of only lowercase letters or numbers), Email, Country, Sector, Organization Name, and Password. Agree to the Kobo Terms of Service and Privacy Notice, before clicking on “Create Account”.

- After clicking on “Create Account”, you will receive an automated email with your account activation link. Click on the link to complete your account setup.



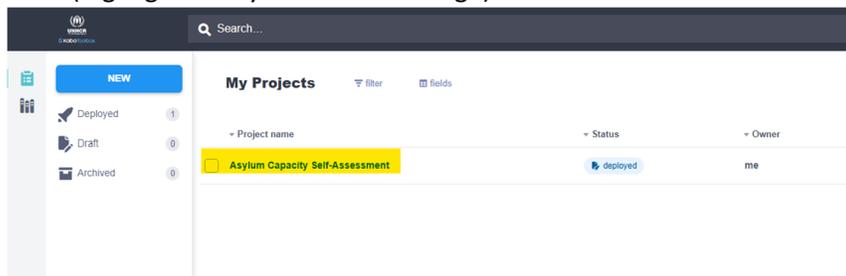
- Once you have successfully created your account, kindly share the username (sharing of the password is not necessary) with your UNHCR focal point who will make the Asylum Capacity Self-Assessment Tool available in your newly created account.

2. Access and fill the Self-Assessment Tool

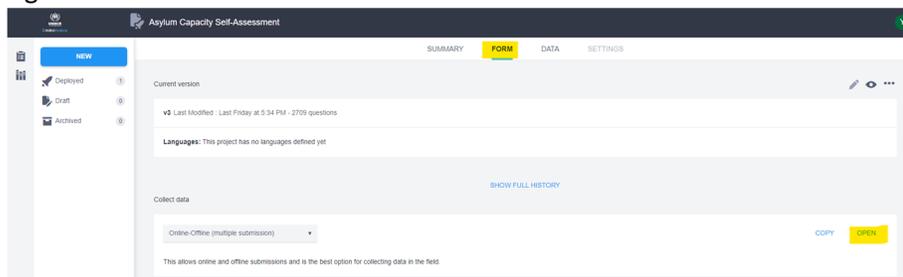
- After you have received confirmation that the Asylum Capacity Self-Assessment form has been shared with your newly created account, log into your account here:

<https://kobo.unhcr.org/accounts/login/>

- You will see the Asylum Capacity Self-Assessment in the list of available projects. Click on the form (highlighted in yellow below image)



- To start filling the form, click on “Form” in the top menu, and then on “Open”, in the bottom right corner.



- The form will open in a separate browser window, and you can proceed to fill it.
- **Note:** Ensure to fill the field “assessment coordinator email address” correctly. This email will receive a submission confirmation, and the link to the assessment dashboard.

» Assessment coordinator details

Name, Surname Your Name
Organization / department Organization
Position / title Title
Email address <i>This email address will receive an email providing access to an interactive PowerBI dashboard with the</i> yourname@organization.org

3. Save a draft

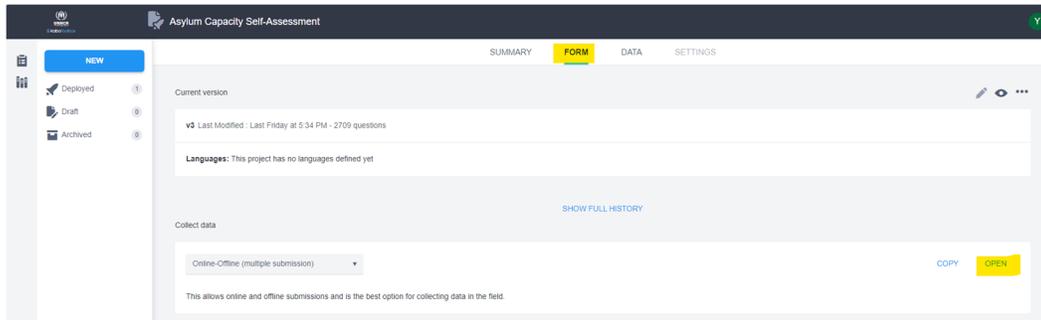
- Kobo has a “Save draft” option for incomplete submissions. To save a draft, navigate to the bottom of the form and click on “Save draft”.

The screenshot shows the bottom portion of a form. It includes a progress indicator with seven radio buttons, the second of which is selected. Below the progress indicator are three text input fields with labels: 'Comments and notes to inform about priority areas' and 'Observation on the overall module and related capacity areas'. At the bottom, there are two buttons: a yellow 'Save Draft' button and an orange 'Submit' button. The text 'Powered by ONETO' is visible at the bottom right of the form area.

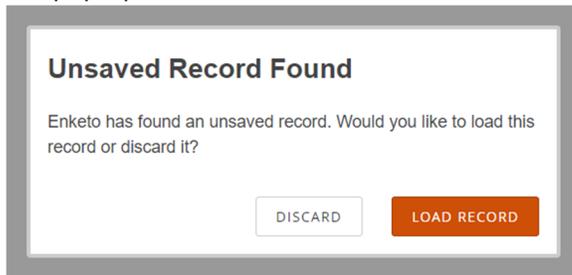
- Click on “Save & Close” in the “Save as draft” pop-up window.

The screenshot shows a 'Save as Draft' pop-up window. It has a title bar with a close button (X). The main content area contains the text 'Record Name' followed by a subtext: 'This name allows you to easily find your draft record to finish it later.' Below this is a text input field containing the text 'Asylum Capacity Self-Assessment - 5'. At the bottom of the window are two buttons: a white 'CANCEL' button and an orange 'SAVE & CLOSE' button.

- Your form is now saved as a draft. You can close the form to continue later.
- **Note:** The “Save draft” function will store the draft locally in your browser. Your draft will **not** be accessible from a different computer or a different browser. Also, ensure that you do not clear your browsing history / cache, as doing so would result in the loss of your draft.
- To continue on your draft, log into your account and open the form. Once again, click on “Form” and “Open”.



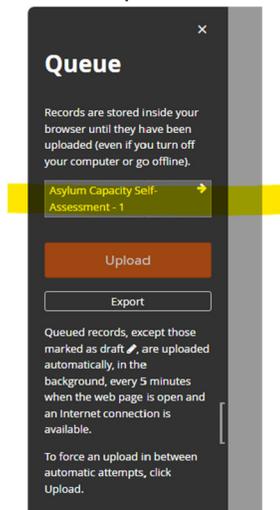
- If a saved draft is available, A pop-up window will allow you to load it. Click on “Load record” in the pop-up window.



- Click on the “1” on the left-hand side (indicating that there is one saved draft – depending on number of drafts saved, a different number may show).



- This will open the list of saved drafts. Click on your draft to load it.



- You can now continue filling the form.

4. Submit an assessment

- Once you have completed the assessment form, click on “Submit” at the bottom of the form:

5. Asylum entities plan for and undertake the replacement of vehicles within their own budgets (when necessary)

Comments and notes to inform about priority areas

Observation on the overall module and related capacity areas

Save Draft Submit

- You may be prompted to re-enter your credentials. Click on “Log in now” and re-enter your account credentials.

Login Required

Record queued for submission. In order to submit your queued data, you need to login.

Would you like to login now or later?

LATER LOG IN NOW

Enter your KoboToolbox credentials

Username
your_username

Password

Remember on this computer

SUBMIT

- **Note:** Submission of the form may take a few seconds due to its size and depending on connectivity. Do not close the browser window before the submission has been confirmed by a yellow bar temporarily appearing at the top of the screen:

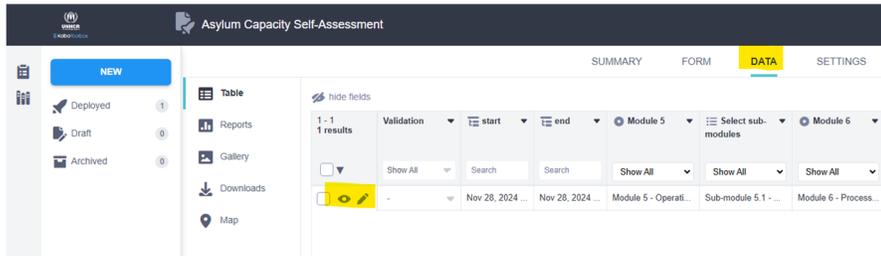
Asylum Capacity Self-Assessment - 3 was successfully submitted

For detailed instructions on the Questionnaire, please refer to THIS URL .
N.B. Throughout the Questionnaire, the term "personnel" relates to all personnel involved in the asylum procedures, regardless of contract type.
The Asylum Capacity Self-Assessment consists of four mandatory modules, and five optional modules:
Mandatory modules
• Module 1 - Enabling Environment

- If you are in doubt whether your submission was successfully made, you can confirm this by viewing the “Data” section in your Kobo account (instructions further down)
- If your submission was successful, you will also receive an automated confirmation email.

5. View / edit / delete a submission

- To view your submission(s), click on **“Data”** in the top menu. By default, the data appears in a table format, with each row being one submission. To view a specific submission, click on the **“eye”** symbol on the left-hand side of the submission. To make edits, click on the **“pen”** symbol.



- The submission will open in a separate browser window. Make the edit and click on **“Submit”** to re-submit the edited form.

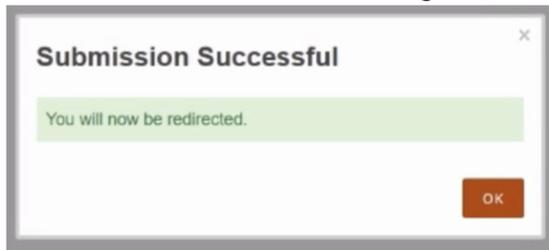
5. The appeal entity takes appropriate action against cases of serious misconduct (including fraud, corruption, sexual harassment, sexual exploitation, sexual abuse and other serious acts of misconduct) such as dismissal and referral to law enforcement authorities

Comments and notes to inform about priority areas
Test comment Module 9.4

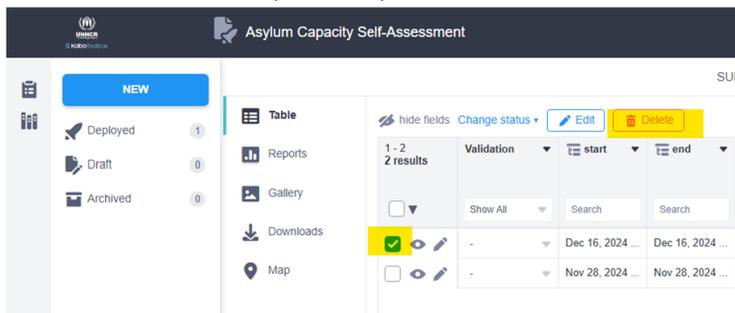
Observation on the overall module and related capacity areas
Test comment Module 9



- Wait for confirmation before closing the window:



- To delete a submission, select it, and click on **“Delete”**



- **Note:** Once deleted, a submission cannot be recovered!

6. Download your data

- To download the data in xls format, click on **“Download”** in the left-hand menu. Click the blue **“Export”** button to generate a data export, which you can then download to your computer.

The screenshot displays the 'Asylum Capacity Self-Assessment' application interface. The top navigation bar includes the UNHCR logo, the application title, and a '1 submissions' indicator. Below the navigation bar are tabs for 'SUMMARY', 'FORM', 'DATA', and 'SETTINGS', with 'DATA' currently selected. On the left, a sidebar contains a 'NEW' button and a list of items: 'Deployed' (1), 'Draft' (0), 'Archived' (0), 'Downloads' (highlighted), and 'Map'. The main content area is titled 'Downloads' and features a 'Select export type' dropdown set to 'XLS' and a 'Value and header format' dropdown set to 'Labels'. Below these are 'Advanced options' and 'Apply saved export settings' (set to 'Latest unsaved settings'). A green 'EXPORT' button is visible. At the bottom, an 'Exports' table lists the following data:

Type	Created	Language	Include Groups	Multiple Versions
XLS	November 28, 2024	Labels	No	Yes

A 'Download' button with a download icon is located at the end of the table row.

With further questions or for technical assistance, please contact your UNHCR focal point.