

User Guide: Local Access Monitoring Project (LAMP) tool on NRC Collect

May 2026

Introduction

This document provides instructions for how to use your version of the Local Access Monitoring Project (LAMP) tool using NRC's KoBoToolbox server, `collect.nrc.no`. The steps cover account creation, creating the tool, data collection, and integration with the dedicated Excel analysis tool. NRC Collect is NRC's dedicated instance of KoBoToolbox, a powerful and widely used suite of tools for field data collection. The instructions provided in this guide are tailored specifically to the workflow for creating and managing a Local Access Monitoring Project (LAMP). For users seeking a more comprehensive understanding of the full range of features available within KoBoToolbox, from advanced form building to detailed data management techniques, we recommend consulting the official KoBoToolbox support documentation and other detailed manuals, such as those available at [KoBoToolbox Official Support Center](#) and [IOM Kobo User Guide](#).

1. Account Creation

An account registration is required to use `collect.nrc.no`.

- Submit an account request using the registration form: [NRC Collect External Account Registration Form](#)
- Language options (English, French, Spanish) are available in the top right corner of the form.
- NRC will process the request and create the user account, typically within a few days.

2. Locating the LAMP Questionnaire Template

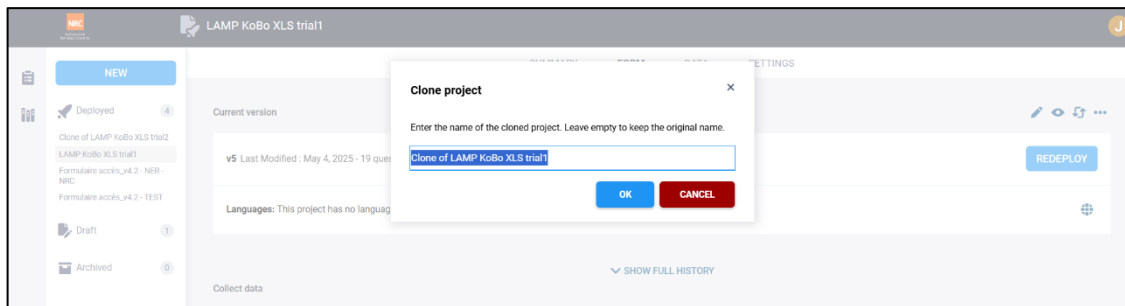
After you have received your credentials and logged into your account, access the LAMP template directly via the following link:

[LAMP KoBo form to be cloned](#)

3. Cloning the Project

Cloning creates a copy of the LAMP tool that is just for your organisation.

- From the main form interface, locate the "More options" icon (three vertical dots) to the right of the form title and click it.
- Select Clone this project from the dropdown menu.
- At the prompt, assign a new Project Name. For clarity and standardization, we recommend a naming convention that includes your organization and the term 'Access'. For example: 'Aid for all Access Monitor' or 'Aid for all Access Tracker'.
- The new project is created as a draft and can be accessed from the main navigation menu under Projects > Drafts.

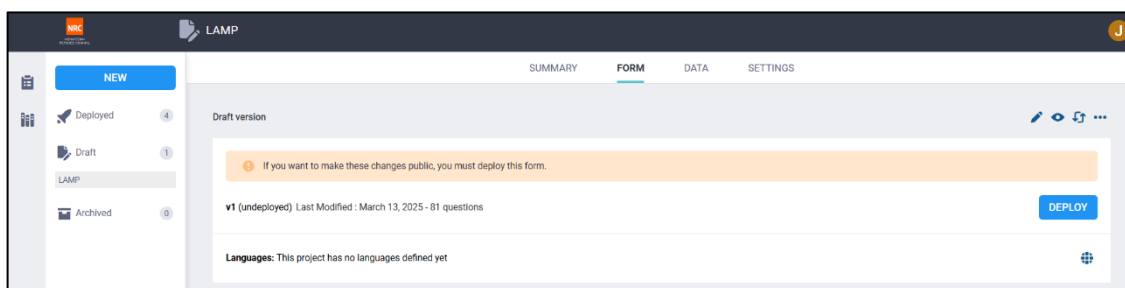


During this step, please do not use the button to **REDEPLOY**.

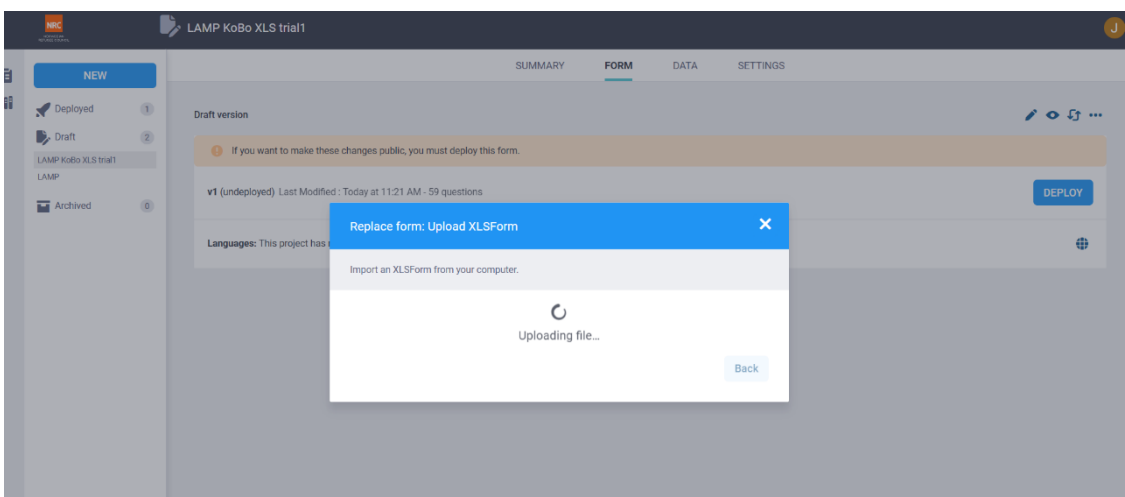
4. Deploying your cloned Form for Data Collection

A form must be 'deployed' before it can be used.

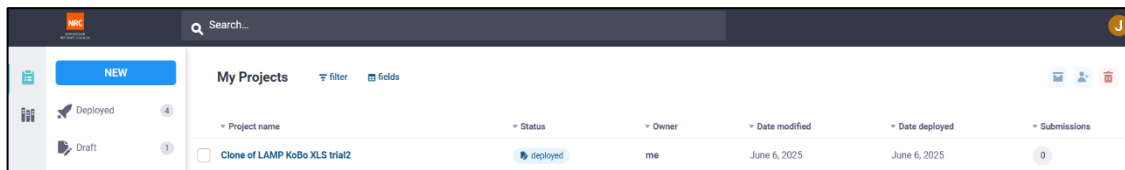
- Navigate to your newly cloned project within your Drafts.
- Inside the project, ensure you are on the **FORM** tab.
- Click the **DEPLOY** button. The form is now published and ready to collect data.



This is what the screen shows while deploying.



It should then appear within the deployed projects.



5. Configuring Data Collection and Sharing

Several options are available for data entry, depending on user requirements.

- **Direct Entry:** From the `FORM` tab, under the "Collect data" section, click `OPEN` to launch the web form for direct data entry. This method is ideal when a single, designated user, such as a project manager or information management officer with a KoBoToolbox account, is responsible for all data entry.
- **Anonymous Submissions:** To allow data entry without requiring users to log in, go to the `FORM` page and activate the toggle for `Allow submissions to this form without a username and password`. This option is best suited for collecting data from a defined group of contributors, such as trusted field staff or enumerators, who do not have individual KoBoToolbox accounts.
- **Public Link Sharing:** To generate a shareable public link, navigate to the `Settings` tab and the `Sharing` section. Select `Anyone can view this form`. The system will generate a direct link that can be copied and distributed. This method is intended for wide, open distribution where data might be crowdsourced or collected from the general public, as anyone with the link can access and submit to the form.

5.1 Data Collection Options and Offline Data Saving

- Data can be collected both online and offline using NRC Collect. KoboToolbox (which powers NRC Collect) supports offline data collection through the KoboCollect mobile app (Android). This feature is essential when working in remote areas with limited or no internet connectivity.

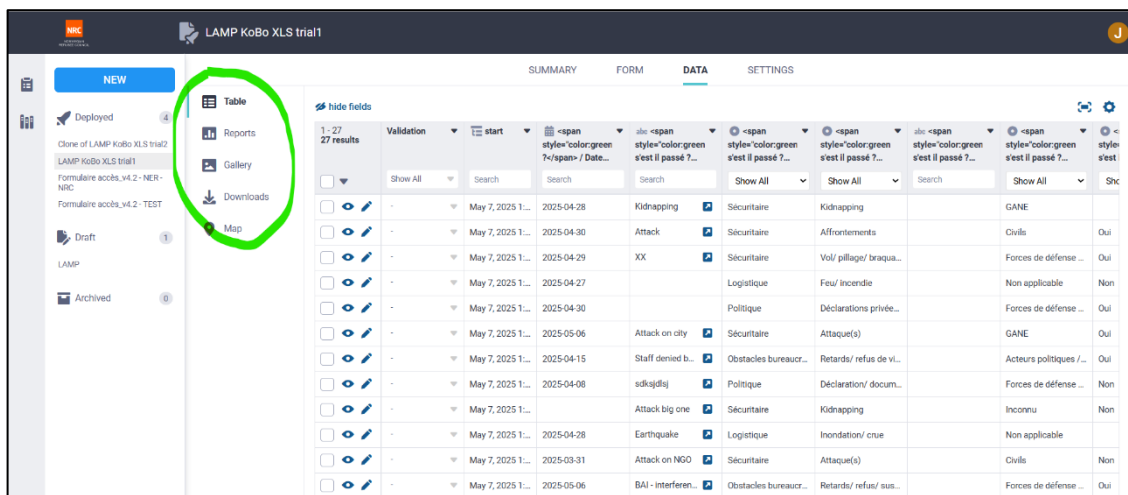
How to Save Data Offline Using KoboCollect App on a phone

- **Install KoboCollect:**
Download and install the [KoboCollect app](#) from the Google Play Store.
- **Configure the App:**
Open KoboCollect, go to General Settings > Server, and enter the NRC Collect server URL and your login credentials (username and password).
- **Download Forms:**
From the main menu, select Get Blank Form, then choose the relevant form(s) for your project and download them to your device.
- **Fill in Forms Offline:**
Go to Fill Blank Form, select the form you downloaded, and start filling out the survey. You can complete the form entirely without an internet connection.

- **Save Form:**
When finished, tap Save Form and Exit. The form data is stored locally on your device.
- **Submit When Online:**
Once you regain internet access, go to Send Finalized Form, select the saved forms, and submit them to the server.

6. Viewing your Data

The DATA tab is the central hub for interacting with your collected data on the KoBoToolbox platform. It offers several views for preliminary analysis before downloading. We recommend collecting at least two dozen (24) incidents before importing the data into the LAMP Excel analysis tool. While the tool will function with fewer entries, the dashboard's resulting visualizations will hardly represent any trends. The analysis may therefore have limited value until a more substantial dataset is collected.



- **Table:** This is the default view, presenting all submissions in a spreadsheet format. You can view individual records, edit them if necessary, and get a quick overview of the raw data.
- **Reports:** It is critical to understand that the Reports tab is a basic monitoring feature and **is not the analysis tool for this project**. Its function is strictly limited to displaying simple frequency counts for individual questions. It **cannot** perform complex analysis, cross-tabulate variables, or generate the kind of insights required for access monitoring. For all analytical purposes, you **must** download the data and use the separate LAMP Excel file. That tool is specifically designed to perform the necessary in-depth analysis, including crossing variables, to generate the project's official dashboards and visualizations.
- **Map:** This view visualizes the location of each submission on an interactive map. Note that this works only with the form submissions that have entered coordinates in the Location section of the form. This will not take into account the entries that have used only the dropdowns for the different administrative units that are in the same form section.

7. Integrating Data with the LAMP Excel-based dashboard.

This section details the final phase of the process: transferring your raw data from NRC Collect into the specialized LAMP Excel analysis tool. Following these steps carefully will ensure your data is processed correctly to generate the final dashboards and visualizations.

There are two methods to do this. First we present the recommended method, linking your version of the Excel-based dashboard synchronously with your version of the KoBo form via API. Second, we present the manual (not recommended option to download the data and pasting it into the Excel directly).

METHOD 1. USING THE API FOR SYNCHRONOUS EXPORTS

Although we would like to deliver the API connection already configured, KoboToolbox stores named exports and synchronous export links per user account and project instance. This means that when a project is cloned or imported into another user's account, the new owner must create their own named export and synchronous export URL before connecting to external tools such as Power BI, Excel, or Google Sheets.

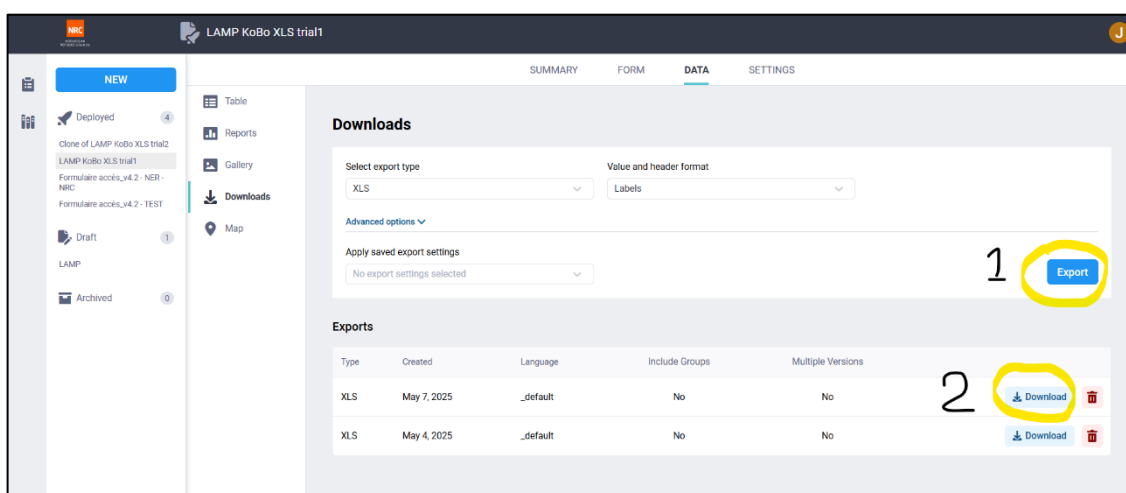
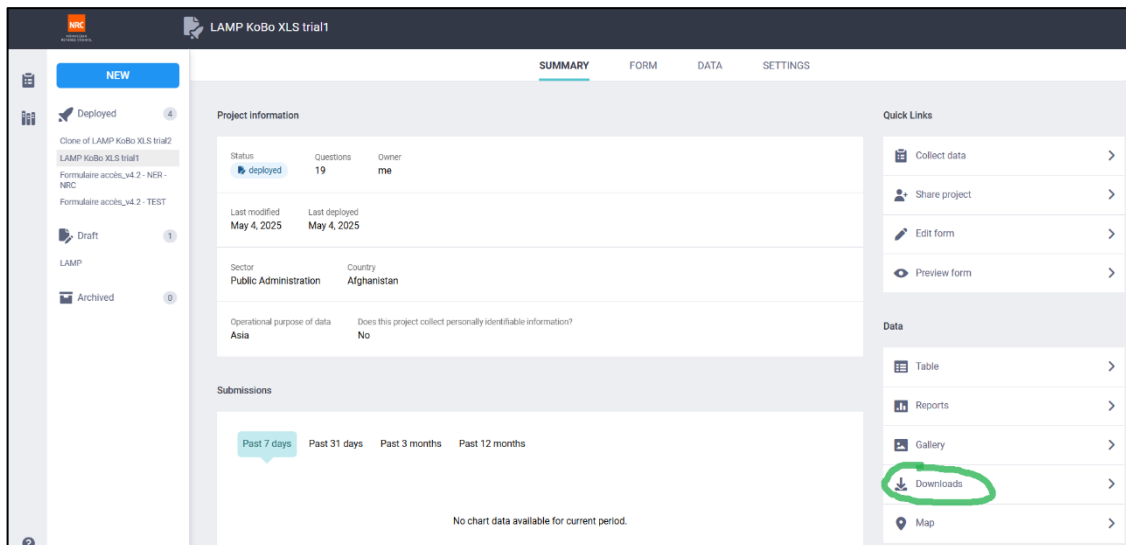
Because of this, we cannot “pre-configure” the API connection for all users. Each user has to perform the steps below in their own KoboToolbox account, following the official KoboToolbox documentation on exporting and synchronous exports. The documentation to set up the connection between KoboToolbox and Excel is in [this manual](#).

METHOD 2. DOWNLOAD AND PASTE DATA MANUALLY

Step 1: Download Your Data from NRC Collect

First, you must export the raw data from your project on the server.

1. Navigate to the **DATA** tab within your project on NRC Collect.
2. On the navigation menu to the left of the screen, click on **Downloads**.
3. The main export settings window will appear. Ensure the Export type is set to **XLS**. This format is required for the analysis tool. Click the blue **EXPORT** button.
4. The system will prepare your file. When it is complete, the export will appear in the list with a green **DOWNLOAD** button. Click **DOWNLOAD** to save the XLS file to your computer.



Step 2: Obtain and Open the Necessary Files

You will now work with two separate Excel files, the official **LAMP Excel Analysis** and the downloaded Excel with your data.

1. Use the **LAMP Visualization Tool Public** file that you have received by email.
2. Locate and open both the **LAMP Visualization Tool Public** file and the raw data XLS file you just downloaded from NRC Collect.

Step 3: Copy the Raw Data

You will copy the entire contents of the file downloaded from NRC Collect.

1. In the raw data XLS file (not the analysis tool), select all data in the spreadsheet. The most effective way is to click the corner box to the left of column A and above row 1, or use the keyboard shortcut **Ctrl+A**.
2. With all the data highlighted, copy it to your clipboard by right-clicking and selecting "Copy," or by using the keyboard shortcut **Ctrl+C**.

Step 4: Paste Data into the Analysis Tool

This is the most critical step and must be performed precisely.

1. In the the **LAMP Visualization Tool Public** file, navigate to the worksheet named **data**. This sheet is designed to receive your raw data.
2. **CRITICAL:** Click on cell **A1** (the top-left cell). You must ensure that only this single cell is selected before pasting. It is important you do this only in the worksheet named **data**.
3. Paste the data you copied using the keyboard shortcut **Ctrl+V**.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date de l'événement	Narratif	Décrivez l'incident	Catégorie	Sous-catégorie	Concernant le	Catégorie d'au	Votre organisme	Quel impact c	Si peu clair, m	Y a-t-il un imp	De quel type ?	Si autre, merc	Merci de donn
2	2025-04-01	This is a test for the LAMP pro	Politique	Déclaration/ document restr	GANÉ	Non	Impact MOYEN	L'obstacle rej	Oui	Impact FAIBLE	L'obstacle cause une perturbation min			
3	2025-04-01	Test 1	Logistique	Feu/ incendie	GANÉ	Non	Impact MOYEN	L'obstacle rej	Oui	Impact FAIBLE	L'obstacle cause une perturbation min			
4	2025-04-01	Test 1	Logistique	Feu/ incendie	Forces de déft	Non	Impact FAIBLE	L'obstacle ca	Oui	Impact FAIBLE	L'obstacle cause une perturb	40.55388		
5	2025-04-02	test 2	Politique	Déclarations publiques sur le	Civils	Non	Impact ÉLEVÉ	L'obstacle con	Oui	Impact ÉLEVÉ	L'obstacle constitue une obstruction sé			
6	2025-04-03	test 3	Obstacles bur	Retards/ refus de visas	Forces de déft	Oui	Impact MOYEN	L'obstacle rej	Oui	Impact FAIBLE	L'obstacle cause une perturb	46.17070		
7	2025-05-01	IED exploded at office	Sécuritétaire	Attaque(s)	Forces de déft	Non	Impact ÉLEVÉ	L'obstacle con	Oui	Impact FAIBLE	L'obstacle cause une perturbation min			
8	2025-05-02	Turned back at CP	Obstacles bur	Retards/ refus/ suspension d	Civils	Non	Impact MOYEN	L'obstacle rej	Oui	Impact MOYEN	L'obstacle rej	Suspended distrib		
9	2025-05-03	Flooding near office	Logistique	Sécheresse	Non applicabl	Non	Impact FAIBLE	L'obstacle ca	Oui	Impact FAIBLE	L'obstacle cause une perturbation min			
10	2025-05-03	Demo at camp	Sécuritétaire	Affrontements	Civils	Non	Impact MOYEN	L'obstacle rej	Oui	Impact MOYEN	L'obstacle représente une entrave sign			
11	2025-05-04	Attack on convoy	Sécuritétaire	Attaque(s)	GANÉ	Oui	Impact ÉLEVÉ	L'obstacle con	Oui	Impact ÉLEVÉ	L'obstacle constitue une obstruction sé			

Warning: Pasting the data anywhere other than cell A1 will cause errors throughout the workbook and prevent the dashboards from functioning correctly. Once done, the worksheet named **data** should look like the screenshot above.

Step 5: Set Up the Report Title

This step personalizes the dashboard with your organization's name.

1. After pasting your data, remain on the **data** worksheet.
2. Locate and select cell **B1**.
3. Type the name of your organization or project into this cell. This name will automatically populate the titles and headers within the **dashboard** tab.

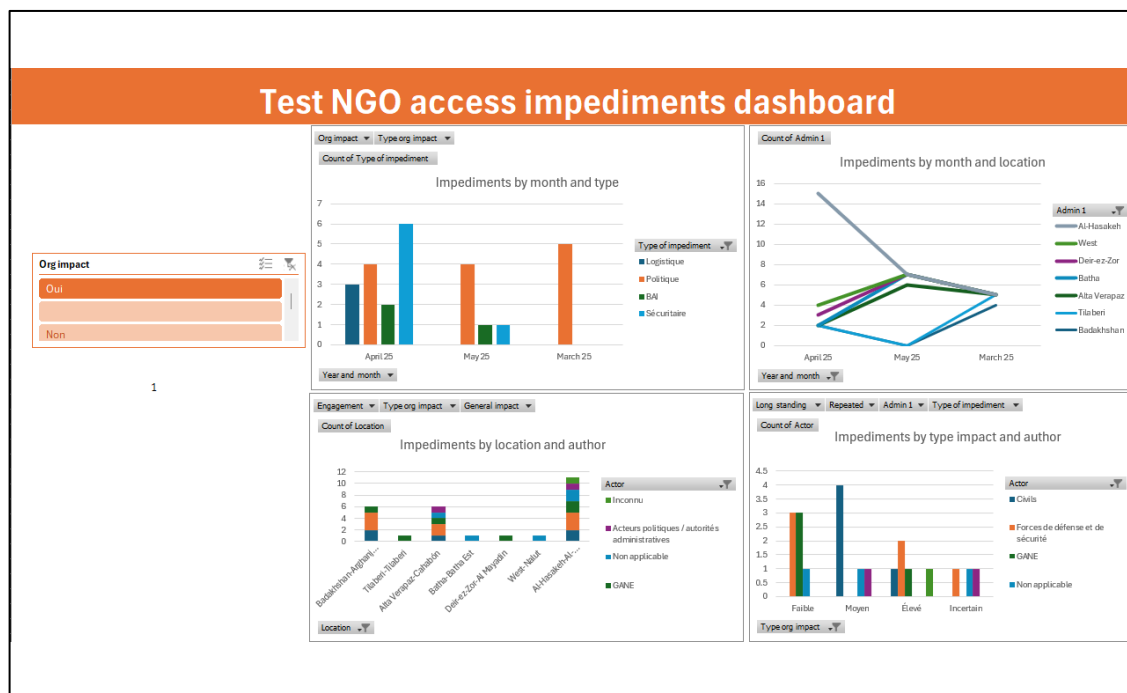
	A	B	C	D	E	F
1	Name of the organization	Test NGO				
2						
3						

Step 6: View the Analysis in the Dashboard

Once the data is correctly pasted and configured, the tool is ready.

1. Navigate to the worksheet named **dashboard**.

- Here you will find the complete analysis, including all charts, key figures, and visualizations generated from your data and personalized with your project's title.



Step 7: Review Narrative Descriptions

For qualitative context, the tool collates the detailed incident descriptions.

- Navigate to the worksheet named **descriptions**.
- In this tab, you will find a table listing the full narrative text for each access impediment, alongside the date on which the incident occurred. This view provides the qualitative details behind the data visualized in the dashboard.

1	Date	Description	Type	Column1	Column2	Column3	Column4
2	01/04/2025	This is a test for the LAMP project. This is a test for the LAMP project. This is a test for the LAMP project.	Politique				
3	01/04/2025	Test 1	Logistique				
4	01/04/2025	Test 1	Logistique				
5	02/04/2025	test 2	Politique				
6	03/04/2025	test 3	Obstacles bureaucratiques et administratifs				
7	01/05/2025	IED exploded at office	Sécuritaire				
8	02/05/2025	Turned back at CP	Obstacles bureaucratiques et administratifs				
9	03/05/2025	Flooding near office	Logistique				
10	03/05/2025	Demo at camp	Sécuritaire				
11	04/05/2025	Attack on convoy	Sécuritaire				
12	06/05/2025	Speech about needs	Politique				
13	07/05/2025	Attack attack atack	Sécuritaire				
14	05/05/2025	Dollar depreciation	Autre				
15	30/04/2025	Interference in HR	Obstacles bureaucratiques et administratifs				
16	28/04/2025	Storm	Logistique				
17	06/05/2025	BAI - interference in benef list	Obstacles bureaucratiques et administratifs				
18	31/03/2025	Attack on NGO	Sécuritaire				

8. Data Protection and User Responsibility

The LAMP tool on the NRC Collect platform is intended exclusively for the collection of non-personal, aggregated data for the purpose of humanitarian access monitoring. Users and their respective organizations are strictly prohibited from utilizing any questionnaire or data collection instrument within their NRC Collect account to solicit, collect, or store Personally Identifiable Information (PII). PII includes, but is not limited to, names, identification numbers, location data, or any other information that can be used to identify a specific individual.

The user's organization assumes sole and complete responsibility for the content of its forms and for all data it gathers. The Norwegian Refugee Council (NRC) provides this platform as a service and explicitly disclaims all liability for the collection, storage, or processing of any PII by a user or their organization. It is the user's exclusive responsibility to ensure full compliance with all applicable data protection laws, principles, and ethical standards.