**KoBo accounts and permissions**

1. **Accounts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Phase** | **Account****Form status** | **Description** | **Use** |
| 1 | Production | HNS Adminparent | for owner only, with full access to forms and data | Manage form and data collected in a locked account to enable data protection and avoid wrong manipulations |
| 2 | Production | HNS Collectchild | for collectors only, to feed data collected | HNS Admin shares with this account the data collection rights only, so that collectors can not risk to alter the form, nor see the collected data |
| 3 | Production | HNS Datachild | for decision-makers, to access the data collected | HNS Admin shares with this account to view the data but not the form. For example, IM can share data with the Cash team |
| 4 | Test | HNS Testindependent | store forms in development and testing phase | No production form here.Test forms to be deleted once moved to HNS AdminRule can be set to delete all collected data once a week |
| 5 | Training | HNS Trainingindependent | store training exercises | Forms can be created, modified, altered, with full access to the data as it is only meant to be used for training purposes |

1. **Permissions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **View form** | **Edit form**("edit project") | **View submissions** | **Add submissions** | **Edit submissions** | **Validate submissions** |
|  **Description****Accounts** | access form but not the data | make changes to the collected data or the project description, which includes viewing permissions | access collected data | only collect data but not see results | view and make changes to collected data | add a validation step before exporting data |
| **1- HNS Admin** |   |   |   |   |   |   |
| **2- HNS Collect** |   |   |   |   |   |   |
| **3- HNS Data** |   |   |   |   |   |   |
| **4- HNS Test** |   |   |   |   |   |   |
| **5- HNS Training** |   |   |   |   |   |   |

1. **Permission sharing**
	1. **Correct process**

a- SUMMARY > Share project

b- FORM > … (More Actions) > Share this project

c- SETTINGS >  Sharing

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* 1. **Incorrect process (old version)**

SETTINGS > General