How to plan Outputs

Learn how to plan outputs in MEL

LED BY

IN PARTNERSHIP WITH
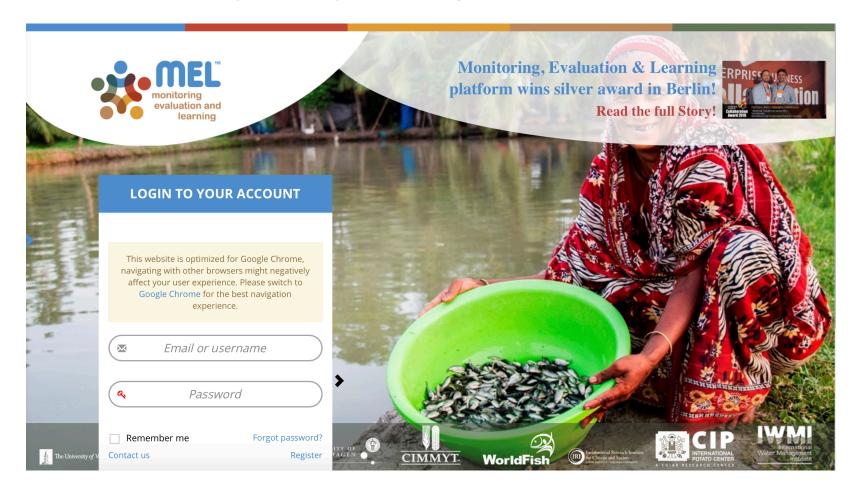
Go to mel.cgiar.org and login to your account

Use your email and password to login

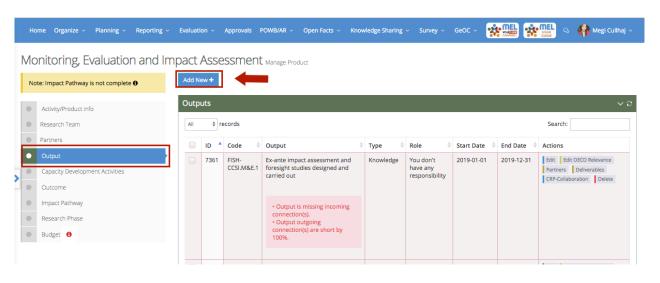Click on «Forgot password?» if you need to change your credentials

Before you start

Remember that:

1) Only cluster leaders and co-leaders and product leaders and co-leaders may create new outputs
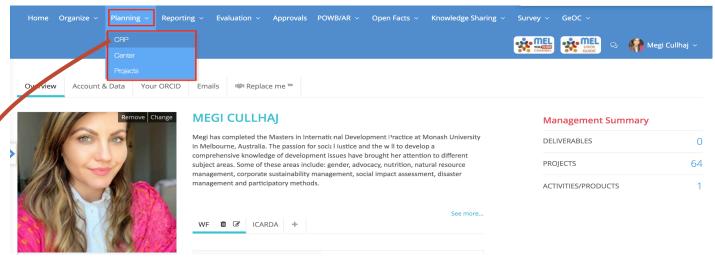
The "Add New" button will only appear in their pages

2) Output leaders and co-leaders have the right to edit the information related to the output(s) under their responsibility
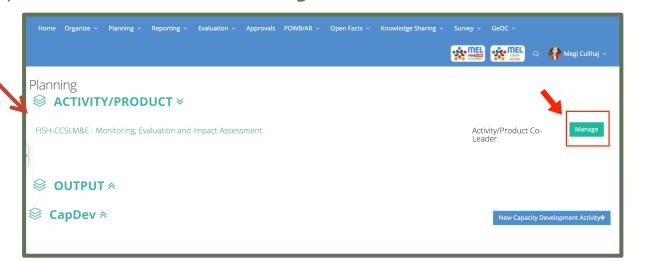
Click on the Planning menu and select the framework

You may select CRP, Center or Projects depending on the framework under which you have to create/edit your output. This guideline refers to planning at the CRP Level.
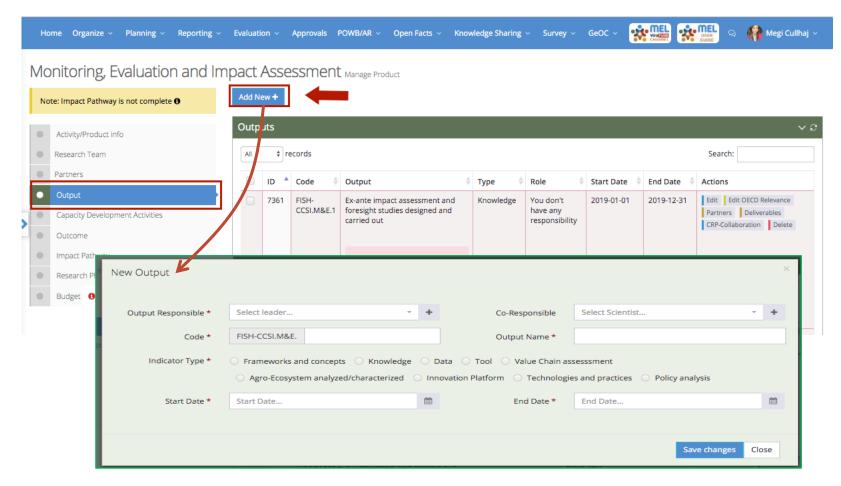

If you have the right and you want to create a new output, select the related Activity/Product and click on «Manage»

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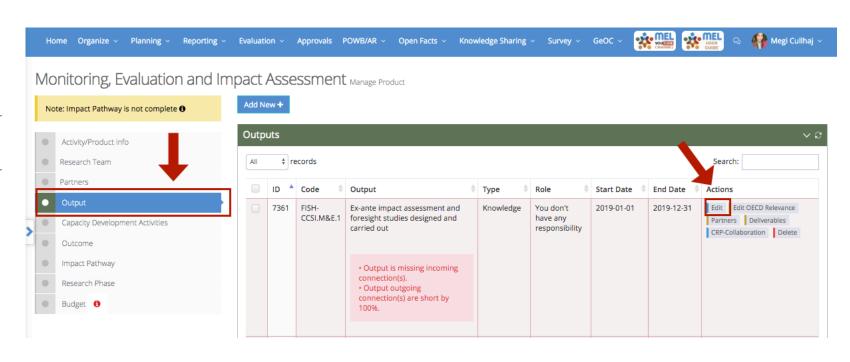
4

Select the «Output» tab and click on «Add New»

Provide the needed information to characterize the new output and then save the changes.
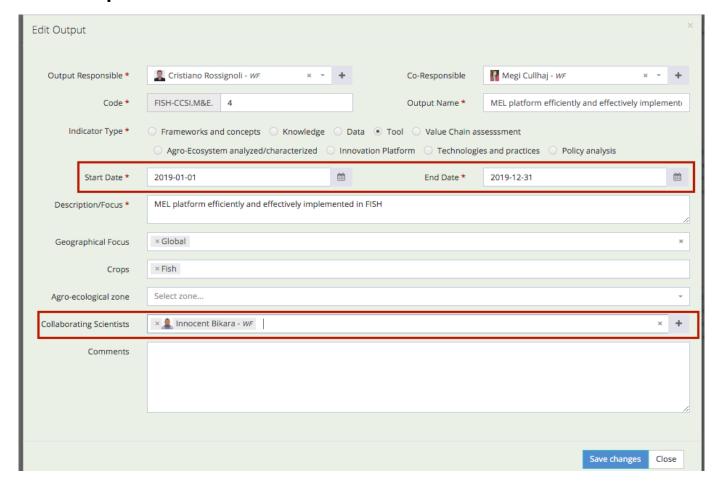
How to plan outputs

The steps for editing new and existing outputs are the same. Leaders of outputs, products and clusters may follow the same instructions

In the «Output» tab, identify the output you want to update and click on «Edit»

Revise and complete all the information related to the output

Of particular relevance : 1) End date, 2) List of collaborating scientists.
When you've updated the information, click on «Save changes»

For more detailed information on how to use MEL please use the [online guide](#)

You need support?
Chat with us 💬 or send us and email ✉️

Thanks for using MEL
monitoring evaluation and learning