

# How to retrieve reported deliverables

Learn how to retrieve deliverables with links on MEL



RESEARCH  
PROGRAM ON  
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Go to [mel.cgiar.org](http://mel.cgiar.org) and login to your account

How to retrieve reported deliverables

Use your email and password to login

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





# To start, go to the «Knowledge Sharing» module and SELECT «Knowledge Evaluation»

Any user on MEL can access and utilize this sub-module to retrieve knowledge products uploaded on the platform.

How to retrieve reported deliverables

The screenshot shows the MEL platform interface. The top navigation bar includes: Home, Organize, Planning, Reporting, Evaluation, Approvals, Workflows, POWS/AR, Open Facts, Knowledge Sharing, IP & L, GeCK, Survey, and Statistics. A red arrow points to the 'Knowledge Sharing' dropdown menu, which contains: Repositories and Links, Knowledge Evaluation, Packs, Blog & Outcome Stories, and Resource Pack. Below the navigation bar, the user profile for Cristiano Rossignoli is displayed, including a photo, name, and contact information. A red arrow points from the 'Knowledge Evaluation' option in the dropdown menu to the 'Reports filter' page. The 'Reports filter' page is a complex form with various search criteria such as Institution, CRPs, SLOs, License, Format, Region, Publication status, Text search, Led By, Flagships, IDOs, Publisher, Language(s), Country(s), Date Range, Co-Led By, Clusters, Sub-IDOs, Authors, Keyword(s), ISI Journal, Impact Factor, and Sort Result By. The Boolean operator for matching criteria between filters is set to 'AND'.

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The page of the knowledge evaluation will open. From here you can start the research to retrieve the list of deliverables following the desired criteria.





# Use the desired fields (boxes) to filter the information as per desired criteria

The user can search for any publications uploaded in MEL by using the search categories/filters as shown in the picture. For example to search for a list of deliverables by author enter the following search categories:

1. Insert the belonging Institution's name, such as *WorldFish*
2. Insert the author's name, such as *Michael Phillips*.
3. Insert the date range, such as *1 January 2019 – 31 December 2019*, if you are looking for the 2019 reporting period. Alternatively you can set the desired range. Do not fill the date box if you want to see all the deliverables reported from the beginning to now.
4. Click on "Get Results" button.

How to retrieve reported deliverables

The screenshot shows the MEL Knowledge Products Filter interface. The interface is a grid of search filters. Red boxes and numbers 1 through 4 highlight the following elements:

- 1:** The Institution filter box, which contains the text "WorldFish - WF".
- 2:** The Authors filter box, which contains two entries: "Michael John Phillips - WF" and "Michael John Phillips - PSW".
- 3:** The Date Range filter box, which shows a range from "2019-01-01" to "2020-02-03".
- 4:** The "Get Results" button at the bottom right of the filter area.

The interface also includes a navigation menu at the top, a search bar, and various other filter categories such as CRPs, SLOs, License, Format, Region(s), publication status, Text search, and various product types like CRPs, Flagships, Clusters, Activities/Products, SDOs, Type, Commodity(ies), Impact Factor, and Order Result By.





# Get the list of the deliverables and related details

The Knowledge Evaluation filters through the reported data available in the MEL database and extrapolates the desired list by the criteria previously selected.

How to retrieve reported deliverables

The screenshot shows a list of deliverables with the following entries:

- #14581 - **Capacitating Farmers and Fishers to Manage Climate Risks in South Asia (CaFFSA). Reducing climate risk by providing timely, reliable information** (Attention Score: 17)
- #14894 - **FISH ISC ToR Final** (Attention Score: 3)
- #14916 - **BMGF Aquaculture: increasing income, diversifying diets, and empowering women in Bangladesh and Nigeria\_1st Milestone Report** (Attention Score: 3)
- #15012 - **Annual Plan of Work and Budget (POWB) for 2019 - CGIAR Research Program on Fish Agri-Food Systems (FISH)** (Attention Score: 2)
- #15033 - **CGIAR Research Program on Fish Agri-Food Systems - Annual Report 2018** (Attention Score: 1)
- #15127 - **FACT SHEET CGIAR Research Program on Fish Agri-Food Systems (FISH)** (Attention Score: 6)
- #15296 - **Supporting more sustainable, productive and inclusive fish agri-food systems : 2018 Annual report** (Attention Score: 6)
- #15900 - **Report of the 8th FISH Management Committee** (Attention Score: 3)

An overlay diagram explains the access status icons:

- Approved**: Indicated by a green checkmark icon.
- Open access**: Indicated by an orange padlock icon.
- Access to this file is permitted**: Indicated by a green eye icon and a green download icon.
- Not approved**: Indicated by a red 'X' icon.
- Limited access**: Indicated by a red padlock icon.
- Access to this file is restricted**: Indicated by a blue padlock icon.

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The user can identify the status of each publication, whether it is approved, open access, limited access, can be downloaded or not by checking the icons attached to each publication.





# Export option 1: Copy link(s)

It is possible to copy the link for each deliverable by right clicking on the deliverable of interest, as shown in the example.

How to retrieve reported deliverables



For deliverables that are not shared in any other public repository such as Dspace, the MEL link will be used.





# Export option 2: export in excel

A detailed summary of the deliverables under your name can be downloaded via the "EXPORT" functionality.

How to retrieve reported deliverables

Knowledge Products Filter

Please define your parameters of search, then "Get Results"

Institution: WorldFish - WF  
Led By: Select Institution Type  
Co-Led By: Select Institution Type  
Projects: Enter Project(s)

Institution Search Level: All (x) Donors (x) Implementer (x) First Author (x) Contributors (x) Deliverable Leader

CRPs: Enter CRP(s)  
Flagships: Enter Flagship(s)  
Clusters: Enter Cluster(s)  
Activities/Products: Enter Activities/Products

SLOs: Enter SLO(s)  
IDOs: Enter IDO(s)  
Sub-IDOs: Enter Sub-IDO(s)  
SDGs: Select SDG(s)

License: Select License  
Type: Select Type

Formats: Select Format  
Commodity(ies): Enter Commodity(ies)

Regional: Enter Reg  
Impact Factor: Select Comparison Method

Publication: Created  
Impact Factor: Number

Text search: Enter text  
Order Result By: Select order Type

show file Th

Export  Items

Check all **2**

<input checked="" type="checkbox"/> 1. ID	<input checked="" type="checkbox"/> 2. Type
<input checked="" type="checkbox"/> 3. Title	<input checked="" type="checkbox"/> 4. Link to file
<input checked="" type="checkbox"/> 5. Link to metadata	<input checked="" type="checkbox"/> 6. Link to D-space
<input checked="" type="checkbox"/> 7. Hash	<input checked="" type="checkbox"/> 8. Leader/Contact
<input checked="" type="checkbox"/> 9. Email	<input checked="" type="checkbox"/> 10. Organization
<input checked="" type="checkbox"/> 11. Uploading Date	<input checked="" type="checkbox"/> 12. Creation Date
<input checked="" type="checkbox"/> 13. Accepted Date	<input checked="" type="checkbox"/> 14. Print Date
<input checked="" type="checkbox"/> 15. Online publish Date	<input checked="" type="checkbox"/> 16. Open access
<input checked="" type="checkbox"/> 17. Embargo Date	<input checked="" type="checkbox"/> 18. ISI Journal
<input checked="" type="checkbox"/> 19. Series Name	<input checked="" type="checkbox"/> 20. Series Number
<input checked="" type="checkbox"/> 21. Citation	<input checked="" type="checkbox"/> 22. Activity/Project Name
<input checked="" type="checkbox"/> 23. Activity/Project ID	<input checked="" type="checkbox"/> 24. Deliverable/Training/Donor Report/Product Name
<input checked="" type="checkbox"/> 25. Deliverable/Training/Donor Report/Product ID	<input checked="" type="checkbox"/> 26. Output Name
<input checked="" type="checkbox"/> 27. Output ID	<input checked="" type="checkbox"/> 28. Output Matching
<input checked="" type="checkbox"/> 29. Project Mapping	<input checked="" type="checkbox"/> 30. Deliverable/training mapping (planning)
<input checked="" type="checkbox"/> 31. Deliverables mapping (reporting)	<input checked="" type="checkbox"/> 32. Cluster leader
<input checked="" type="checkbox"/> 33. Flagship leader	<input checked="" type="checkbox"/> 34. Output leader
<input checked="" type="checkbox"/> 35. Deliverable leader	<input checked="" type="checkbox"/> 36. Uploaded by
<input checked="" type="checkbox"/> 37. Last modified by	<input checked="" type="checkbox"/> 38. Last modified
<input checked="" type="checkbox"/> 39. Journal Title	<input checked="" type="checkbox"/> 40. Impact Factor
<input checked="" type="checkbox"/> 41. DOI Link	<input checked="" type="checkbox"/> 42. CGSpace Link
<input checked="" type="checkbox"/> 43. Attention Score	<input checked="" type="checkbox"/> 44. Views
<input checked="" type="checkbox"/> 45. Downloads	

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Follow the steps 1, 2, 3 and 4 accordingly

**1** Export

Export Current Collection to Excel

Items

Download **4**

Exporting

Download



# Consult the downloaded information

You can have a detailed overview on the downloaded sheet, where it is possible to filter the information as per your interest.

How to retrieve reported deliverables

ID	Type	Item Title	Link To File	Link To Metadata	Link To D-space	Hash	Flagship activity leader	Email	Organization	Upload date	Creation date	Accepted	Public
14581	Brief	Capacitating Farmers and Fishers to Manage Climate	<a href="https://mel.cgiar.org/reportin/12348/3628">https://mel.cgiar.org/reportin/12348/3628</a>	<a href="https://hdl.handle.net/20.500.415fca/38c6b">https://hdl.handle.net/20.500.415fca/38c6b</a>	<a href="https://hdl.handle.net/20.500.415fca/38c6b">https://hdl.handle.net/20.500.415fca/38c6b</a>	0334c00891	Michael John Phillips	M.Phillips@cgiar.org	WF	2019-06-26	2019-06-18	NA	2019-06-26
14894	Other	FISH ISC ToR Final	<a href="https://mel.cgiar.org/reportin/12348/3760">https://mel.cgiar.org/reportin/12348/3760</a>	<a href="https://hdl.handle.net/20.500.415fca/38c6b">https://hdl.handle.net/20.500.415fca/38c6b</a>	<a href="https://hdl.handle.net/20.500.415fca/38c6b">https://hdl.handle.net/20.500.415fca/38c6b</a>	789f9a883	Michael John Phillips	M.Phillips@cgiar.org	WF	2019-08-10	2019-01-01	NA	2019-08-10
14916	Donor Report	BMGF Aquaculture: increasing income.	<a href="https://mel.cgiar.org/reportin/14916">https://mel.cgiar.org/reportin/14916</a>	<a href="https://hdl.handle.net/20.500.47e2f33036">https://hdl.handle.net/20.500.47e2f33036</a>	<a href="https://hdl.handle.net/20.500.47e2f33036">https://hdl.handle.net/20.500.47e2f33036</a>	8a529e84f	Murshed-E-Jahan Khondker	K.Murshed-e-Jahan@cgiar.org	WF	2019-08-15	2019-06-30	NA	NA
15012	Other	Annual Plan of Work and Budget (POWB) for 2019 - CGIAR Research Program on Fish Ari-Food Systems	<a href="https://mel.cgiar.org/reportin/15012">https://mel.cgiar.org/reportin/15012</a>	<a href="https://hdl.handle.net/20.500.12348/3779">https://hdl.handle.net/20.500.12348/3779</a>	<a href="https://hdl.handle.net/20.500.12348/3779">https://hdl.handle.net/20.500.12348/3779</a>	8c4e54ec73	Cristiano Rossignoli	C.Rossignoli@cgiar.org	WF	2019-08-29	2019-01-31	NA	NA
15033	Report	FACT SHEET CGIAR Research Program on Fish Ari-Food Systems	<a href="https://mel.cgiar.org/reportin/15033">https://mel.cgiar.org/reportin/15033</a>	<a href="https://hdl.handle.net/20.500.12348/3781">https://hdl.handle.net/20.500.12348/3781</a>	<a href="https://hdl.handle.net/20.500.12348/3781">https://hdl.handle.net/20.500.12348/3781</a>	4128a41df	Cristiano Rossignoli	C.Rossignoli@cgiar.org	WF	2019-09-03	2019-04-15	NA	NA
15127	Other	Supporting more sustainable, productive and inclusive fish Report of the 8th FISH Management Committee	<a href="https://mel.cgiar.org/reportin/15127">https://mel.cgiar.org/reportin/15127</a>	<a href="https://hdl.handle.net/20.500.12348/3785">https://hdl.handle.net/20.500.12348/3785</a>	<a href="https://hdl.handle.net/20.500.12348/3785">https://hdl.handle.net/20.500.12348/3785</a>	9341b148e1	Tana Lala-Pritchard	t.lala-pritchard@cgiar.org	WF	2019-09-17	2019-09-16	NA	NA
15296	Report	Supporting more sustainable, productive and inclusive fish Report of the 8th FISH Management Committee	<a href="https://mel.cgiar.org/reportin/15296">https://mel.cgiar.org/reportin/15296</a>	<a href="https://hdl.handle.net/20.500.12348/3788">https://hdl.handle.net/20.500.12348/3788</a>	<a href="https://hdl.handle.net/20.500.12348/3788">https://hdl.handle.net/20.500.12348/3788</a>	ef16080e70	Cristiano Rossignoli	C.Rossignoli@cgiar.org	WF	2019-10-03	2019-10-03	NA	NA
15900	Concept Note	Report of the 8th FISH Management Committee	<a href="https://mel.cgiar.org/reportin/15900">https://mel.cgiar.org/reportin/15900</a>	<a href="https://hdl.handle.net/20.500.12348/3788">https://hdl.handle.net/20.500.12348/3788</a>	<a href="https://hdl.handle.net/20.500.12348/3788">https://hdl.handle.net/20.500.12348/3788</a>	ac495e2e7d	Michael John Phillips	M.Phillips@cgiar.org	WF	2019-12-01	2019-10-12	NA	NA
15901	Concept Note	Report of the 8th FISH Management Committee	<a href="https://mel.cgiar.org/reportin/15901">https://mel.cgiar.org/reportin/15901</a>	<a href="https://hdl.handle.net/20.500.12348/3788">https://hdl.handle.net/20.500.12348/3788</a>	<a href="https://hdl.handle.net/20.500.12348/3788">https://hdl.handle.net/20.500.12348/3788</a>	9355d5103b	Michael John Phillips	M.Phillips@cgiar.org	WF	2019-12-01	2019-10-12	NA	NA
16030	Journal Article	Prospects and challenges of fish for food security in Africa	<a href="https://mel.cgiar.org/reportin/16030">https://mel.cgiar.org/reportin/16030</a>	<a href="https://hdl.handle.net/20.500.12348/2098">https://hdl.handle.net/20.500.12348/2098</a>	<a href="https://hdl.handle.net/20.500.12348/2098">https://hdl.handle.net/20.500.12348/2098</a>	710fb5699	Nhuong Van Tran	n.tran@cgiar.org	WF	2019-12-12	NA	NA	2019-01-01
16128	Journal Article	Vulnerabilities in aquatic animal production	<a href="https://mel.cgiar.org/reportin/16128">https://mel.cgiar.org/reportin/16128</a>	<a href="https://hdl.handle.net/20.500.12348/2098">https://hdl.handle.net/20.500.12348/2098</a>	<a href="https://hdl.handle.net/20.500.12348/2098">https://hdl.handle.net/20.500.12348/2098</a>	2c442cbb54	Vishnumurthy Mohan Chadag	V.Chadag@cgiar.org	WF	2019-12-17	2019-12-14	NA	NA
16262	Book	Hilsa: Status of fishery and potential for aquaculture	<a href="https://mel.cgiar.org/reportin/16262">https://mel.cgiar.org/reportin/16262</a>	<a href="https://hdl.handle.net/20.500.12348/3851">https://hdl.handle.net/20.500.12348/3851</a>	<a href="https://hdl.handle.net/20.500.12348/3851">https://hdl.handle.net/20.500.12348/3851</a>	a4c80e62cf	Wahab Mid Abdul	A.Wahab@cgiar.org	WF	2019-12-24	2019-12-20	NA	NA
16321	Report	Science leadership development program: CRP Performance	<a href="https://mel.cgiar.org/reportin/16321">https://mel.cgiar.org/reportin/16321</a>	<a href="https://hdl.handle.net/20.500.12348/3852">https://hdl.handle.net/20.500.12348/3852</a>	<a href="https://hdl.handle.net/20.500.12348/3852">https://hdl.handle.net/20.500.12348/3852</a>	5949261b5	Michael John Phillips	M.Phillips@cgiar.org	WF	2019-12-31	2019-03-01	NA	NA
16322	Report	CRP Performance	<a href="https://mel.cgiar.org/reportin/16322">https://mel.cgiar.org/reportin/16322</a>	<a href="https://hdl.handle.net/20.500.12348/3852">https://hdl.handle.net/20.500.12348/3852</a>	<a href="https://hdl.handle.net/20.500.12348/3852">https://hdl.handle.net/20.500.12348/3852</a>	88da29ae4f	Michael John Phillips	M.Phillips@cgiar.org	WF	2019-12-31	2019-11-16	NA	NA
16329	Report	Management Standards Pilot Report of the Tenth FISH Management Committee	<a href="https://mel.cgiar.org/reportin/16329">https://mel.cgiar.org/reportin/16329</a>	<a href="https://hdl.handle.net/20.500.12348/3862">https://hdl.handle.net/20.500.12348/3862</a>	<a href="https://hdl.handle.net/20.500.12348/3862">https://hdl.handle.net/20.500.12348/3862</a>	bac2a90c5	Michael John Phillips	M.Phillips@cgiar.org	WF	2020-01-01	2019-10-18	2019-12-09	NA
16330	Report	Report of the Ninth FISH Management Committee	<a href="https://mel.cgiar.org/reportin/16330">https://mel.cgiar.org/reportin/16330</a>	<a href="https://hdl.handle.net/20.500.12348/3878">https://hdl.handle.net/20.500.12348/3878</a>	<a href="https://hdl.handle.net/20.500.12348/3878">https://hdl.handle.net/20.500.12348/3878</a>	b83e6b02d	Michael John Phillips	M.Phillips@cgiar.org	WF	2020-01-01	2019-10-18	2019-12-09	NA
16334	Book	Contributions of biodiversity to the sustainable Employment generation in the Egyptian aquaculture value Population genomics of an anadromous Hilsa Shad	<a href="https://mel.cgiar.org/reportin/16334">https://mel.cgiar.org/reportin/16334</a>	<a href="https://hdl.handle.net/20.500.12348/3862">https://hdl.handle.net/20.500.12348/3862</a>	<a href="https://hdl.handle.net/20.500.12348/3862">https://hdl.handle.net/20.500.12348/3862</a>	6021c29bc	Michael John Phillips	M.Phillips@cgiar.org	WF	2020-01-01	2019-07-01	2019-10-22	NA
16870	Journal Article	Population genomics of an anadromous Hilsa Shad	<a href="https://mel.cgiar.org/reportin/16870">https://mel.cgiar.org/reportin/16870</a>	<a href="https://hdl.handle.net/20.500.12348/3862">https://hdl.handle.net/20.500.12348/3862</a>	<a href="https://hdl.handle.net/20.500.12348/3862">https://hdl.handle.net/20.500.12348/3862</a>	b06b77480	Michael John Phillips	M.Phillips@cgiar.org	WF	2020-01-01	2019-07-01	2019-10-22	NA
17277	Journal Article	Pond Polyculture for Homestead	<a href="https://mel.cgiar.org/reportin/17277">https://mel.cgiar.org/reportin/17277</a>	<a href="https://hdl.handle.net/20.500.12348/3878">https://hdl.handle.net/20.500.12348/3878</a>	<a href="https://hdl.handle.net/20.500.12348/3878">https://hdl.handle.net/20.500.12348/3878</a>	5949261b5	Cristiano Rossignoli	C.Rossignoli@cgiar.org	WF	2020-01-28	NA	NA	2020-01-01
17283	Journal Article	The Potential for Homestead Pond Polyculture of Tilapia	<a href="https://mel.cgiar.org/reportin/17283">https://mel.cgiar.org/reportin/17283</a>	<a href="https://hdl.handle.net/20.500.12348/3878">https://hdl.handle.net/20.500.12348/3878</a>	<a href="https://hdl.handle.net/20.500.12348/3878">https://hdl.handle.net/20.500.12348/3878</a>	260c74dd5e	Wahab Mid Abdul	A.Wahab@cgiar.org	WF	2020-02-02	NA	NA	2019-12-30
17290	Other	Investment in climate change Proposal for W1/W2	<a href="https://mel.cgiar.org/reportin/17290">https://mel.cgiar.org/reportin/17290</a>	<a href="https://hdl.handle.net/20.500.12348/3876">https://hdl.handle.net/20.500.12348/3876</a>	<a href="https://hdl.handle.net/20.500.12348/3876">https://hdl.handle.net/20.500.12348/3876</a>	1c11624180	Wahab Mid Abdul	A.Wahab@cgiar.org	WF	2020-02-02	NA	NA	2019-03-31
17300	Journal Article	Review of inclusive business models and their application Annual Plan of Work and	<a href="https://mel.cgiar.org/reportin/17300">https://mel.cgiar.org/reportin/17300</a>	<a href="https://hdl.handle.net/20.500.12348/3874">https://hdl.handle.net/20.500.12348/3874</a>	<a href="https://hdl.handle.net/20.500.12348/3874">https://hdl.handle.net/20.500.12348/3874</a>	45c0bb4ecd	Michael John Phillips	M.Phillips@cgiar.org	WF	2020-02-02	2020-02-02	NA	NA
17300	Journal Article	Review of inclusive business models and their application Annual Plan of Work and	<a href="https://mel.cgiar.org/reportin/17300">https://mel.cgiar.org/reportin/17300</a>	<a href="https://hdl.handle.net/20.500.12348/3874">https://hdl.handle.net/20.500.12348/3874</a>	<a href="https://hdl.handle.net/20.500.12348/3874">https://hdl.handle.net/20.500.12348/3874</a>	4006b75a5	Cynthia McDougall	C.McDougall@cgiar.org	WF	2020-02-03	2019-05-15	2020-01-02	2020-01-30
17304	Other	Annual Plan of Work and	<a href="https://mel.cgiar.org/reportin/17304">https://mel.cgiar.org/reportin/17304</a>	<a href="https://hdl.handle.net/20.500.12348/3874">https://hdl.handle.net/20.500.12348/3874</a>	<a href="https://hdl.handle.net/20.500.12348/3874">https://hdl.handle.net/20.500.12348/3874</a>	580663c2e	Cynthia McDougall	C.McDougall@cgiar.org	WF	2020-02-03	2020-01-31	NA	NA

8 A sample of the downloaded file is shown in the picture above.







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

You need support?

Chat with us  or send us an email 

Thanks for using  **MEL**  
monitoring  
evaluation and  
learning

