How to retrieve reported deliverables

Learn how to retrieve deliverables with links on MEL

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/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.

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.

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.

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.

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

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Export option 2: export in excel

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

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.

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

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