

How to update the output information

Learn how to update an existing output in MEL



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IN PARTNERSHIP WITH





Go to mel.cgiar.org and login to your account

MEL OECD Relevance- Cross-cutting themes

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 product co-leaders, output responsible and co-responsible can review the information under *Actions* for the Outputs.

The "Edit" button will only appear in their pages.

How to update an output

Monitoring, Evaluation and Impact Assessment

Note: Impact Pathway is not complete

Activity/Product info
Research Team
Partners
Output
Capacity Development Activities
Outcome
Impact Pathway
Research Phase
Budget

ID	Code	Output	Type	Role	Start Date	End Date	Actions
7361	FISH-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out • Output is missing incoming connection(s). • Output outgoing connection(s) are short by 100%.	Knowledge	You don't have any responsibility	2019-01-01	2019-12-31	Edit Edit OECD Relevance Partners Deliverables CRP-Collaboration Delete
7362	FISH-CCSI.M&E.2	Ex-post performance assessment designed and carried out • Output has no deliverables. • Output is missing incoming connection(s). • Output outgoing connection(s) are short by 100%.	Knowledge	You don't have any responsibility	2019-01-01	2019-12-31	Edit Edit OECD Relevance Partners Deliverables CRP-Collaboration Delete

- 2) It is Output leaders and co-leaders who have the responsibility to review the information related to the outputs under their responsibility, ensuring accuracy and completeness all the information under *Actions*.





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 edit your output. This case refers to the CRP framework.

DELIVERABLES	0
PROJECTS	64
ACTIVITIES/PRODUCTS	1

How to update an output

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

Planning

ACTIVITY/PRODUCT ▾

FISH-CCSI.M&E - Monitoring, Evaluation and Impact Assessment

Activity/Product Co-Leader

Manage

OUTPUT ⌵

CapDev ⌵

New Capacity Development Activity+





Select the «Output» tab and click on «Edit»

How to update an output

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Home Organize Planning Reporting Evaluation Approvals POWB/AR Open Facts Knowledge Sharing Survey CLARISA GeOC

Search for... Search Beta

MEL MEL

Cristiano Rossignoli

Monitoring, Evaluation and Impact Assessment Manage Product

Notes:
To add a new member in the team her/his organization has to be first recorded in the list of partners.
Impact Pathway is not complete

- Activity/Product Info
- Research Team
- Partners
- Output**
- Capacity Development & Knowledge Sharing Activities
- Outcome
- Impact Pathway
- Research Phase
- Budget

Outputs

Status:
 Ongoing Completed Canceled
Outputs completed are those reported and approved. When an output is ended but not reported, it is presented in the ongoing view mode.

All records

ID	Code	Output	Type	Role	Start Date	End Date	Actions
7361	FISH CRP-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out	Knowledge	Responsible	2019-01-01	2020-12-31	Edit Edit OECD Relevance Partners Deliverables CRP-Collaboration Delete

Output is missing incoming

Edit Output

Output Responsible * Cristiano Rossignoli - WF

Code * FISH CRP-CCSI.M&E. 1

Indicator Type * Frameworks and concepts Knowledge Data Tool Value Chain assessment Agro-Ecosystem analyzed/characterized Innovation Platform Technologies and practices Policy analysis

Start Date * 2019-01-01

End Date * 2020-12-31

Description/Focus * Ex-ante impact assessment and foresight studies designed and carried out

Geographical Focus * National

[Bangladesh](#) [Cambodia](#) [Egypt](#) [India](#) [Malawi](#) [Myanmar](#) [Nigeria](#) [Solomon Islands](#) [Tanzania](#) [Timor-Leste](#) [Zambia](#)

Subnational Scope

Commodities * [Fish](#)

Agro-ecological zone * Select zone...

Collaborating Scientists * [Alexandros Gasparatos - UToyo](#) [Nhuong Van Tran - WF](#) [Chin Yee Chan - WF](#) [Hampus Eriksson - WF](#) [Mamta Mehar - WF](#) [Fabio Bartolini - UNWY - DAFE](#) [Alice Karanja - UToyo](#)

Comments

[Save changes](#) [Close](#)

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A new tab will open containing all the existing information on the selected output. You may update the information accordingly in line with the upcoming year's planning.





Update the output and then click on «Save Changes»

How to update an output

The screenshot shows the 'Edit Output' form with the following fields and annotations:

- Output Responsible ***: Cristiano Rossignoli - WF
- Co-Responsible**: Select Scientist...
- Code ***: FISH CRP-CCSI.M&E. 1
- Output Name ***: Ex-ante impact assessment and foresight studies designed and carried out
- Indicator Type ***: Knowledge (selected)
- Start Date ***: 2019-01-01
- End Date ***: 2020-12-31 (Annotation 5: Red box around the date field)
- Description/Focus ***: Ex-ante impact assessment and foresight studies designed and carried out
- Geographical Focus ***: National
- Commodities**: Fish
- Agro-ecological zone**: Select zone...
- Collaborating Scientists**: Alexandros Gasparatos - UTokyo, Nhuong Van Tran - WF, Chin Yee Chan - WF, Hampus Eriksson - WF, Mamta Mehar - WF, Fabio Bartolini - UNIPI - DAFE, Alice Karanja - UTokyo (Annotation 6: Red box around the list)
- Comments**: (Empty text area)
- Buttons**: Save changes (Annotation 7: Red box around the button), Close

You may edit:

- ✓ **The date:** if one or more deliverable of the output have been extended to the next year, you may extend the output accordingly in line with the deliverable's new completion date. *E.g deliverable postponed to 30 March 2021, the output will be postponed to the same date.*
- ✓ **Collaborating scientists:** Add all new collaborating team member(s)- if any.





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

You need support?

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

