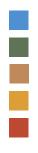


How to report an output

Learn how to report outputs on MEL





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



Use your email and password to login

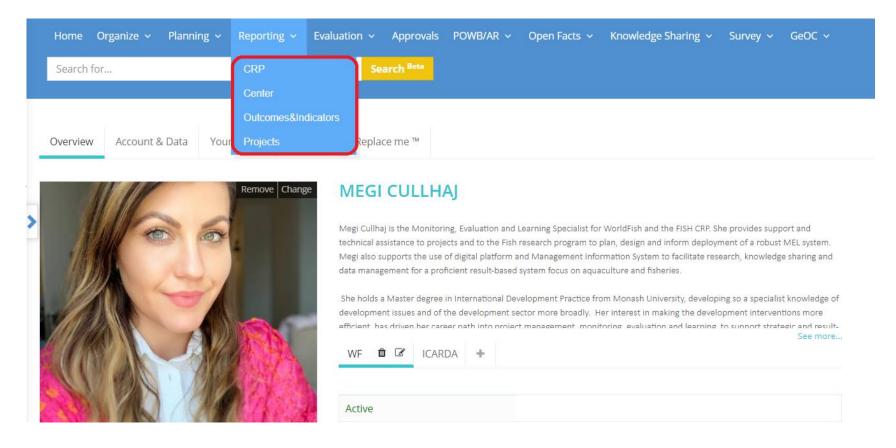
Click on «Forgot password?» if you need to change your credentials

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9/10/2017



Click on the Reporting menu and select the reporting framework

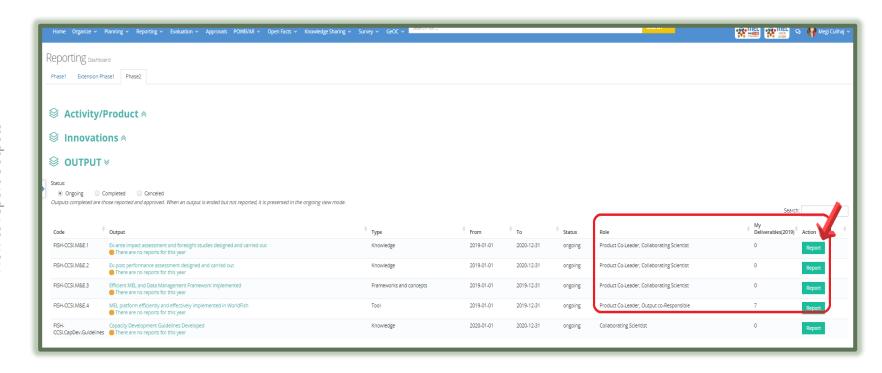


You may select CRP, Center or Proejct depending on the framework under which your product has been planned. To report at CRP level, select «CRP».





Identify the outputs that are under your responsibility or co-responsibility



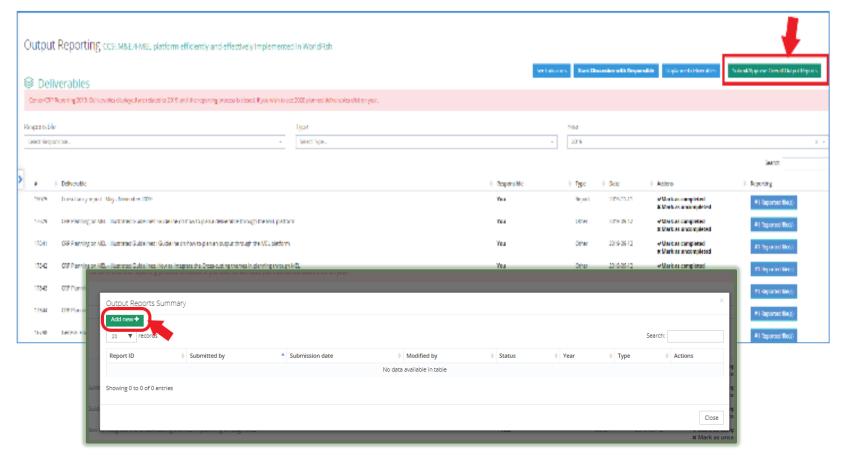
Click on «Report» to open the Output page

Remember that the Output reporting has to be prepared and submitted by the output leader in collaboration with the co-responsible (if any). Follow this procedure for all the outputs you are resposnible of.





Report the overall Output

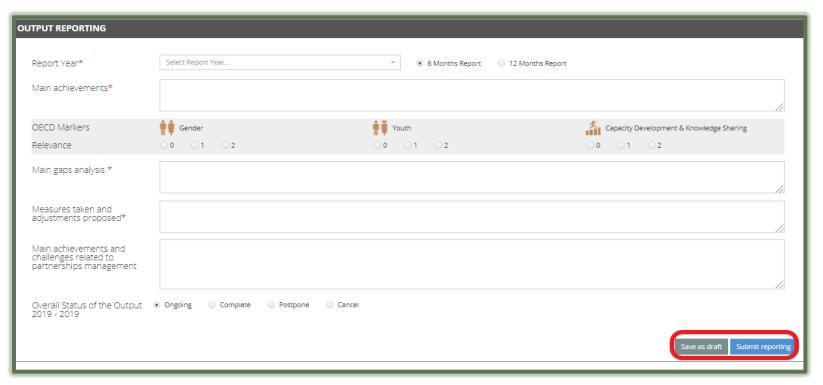


Click on the button «Submit Overall Output Report» to start reporting the output of reference. This will open a new window.

Click on Add New to access the oruput reporting template.



Complete the output reporting template and submit your report



If you are not ready to submit or if you want the output co-responsible to contribute, save the report as draft. You will be able to resume the reporting and finalize it later.

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For more detailed information on how to use MEL please use the online quide

You need support? Chat with us no or send us and email no







