



YE Online

New for 2014/15

YE Online is your new extranet facility, providing each company with up-to-date advice and guidance, as well as an extensive suite of business and communication tools.

In addition to the refreshed support area and accounts package, teams can use the new visual timeline facility to keep track of their business progress and forthcoming commitments. Centre Leads (teachers/tutors) and Business Advisers can also access support and guidance specifically for their role.

Anyone that provides an email address on registration (including students) will be sent a personal email with a password to use alongside their username, which will be their email address.

Once registered, visit <http://yeonline.y-e.org.uk> to access YE Online; view the new facilities and content; and see how it can help you to get the most out of your business experience.

We will continually be updating YE Online throughout the year and would warmly welcome suggestions as to what could be included to help our students, Centre Leads and Business Advisers.

Please email any recommendations to info@y-e.org.uk.

Programme Resources

If you are familiar with the programme, you will notice that some of the supporting materials have been updated with the new YE brand for 2014/15.

Following a programme review, the full suite of programme resources and supporting documents will be renovated and refreshed for September 2015.

Key features:

- **Timeline:** a visual summary to track progress as you advance through your business journey
- **Calendar:** add and edit events and activities so that you all know where you need to be
- **Tasks:** add and edit a shared "to-do" list to keep you all on track
- **Messages:** communicate with other company members. You may also occasionally get messages from YE about the programme
- **Support:** view extensive guidance, templates, videos and tools to help you throughout each stage of your business
- **Company Documents:** an area holding important files such as copies of your Certificate of Insurance. You can also add your own company files, for example company minutes
- **Accounts:** enter your financial transactions and generate company reports. A summary of your income and expenditure can be seen on your progress tracker
- **Profiles:** add details about your company and yourself. This section can be viewed by any other YE company in the UK, unless you select not to allow this
- **YE Network:** find other YE companies from across the UK and view their company profiles
- **Settings:** change your password and edit your contact details.