



JA-YE
ENTERPRISE
Without Borders™

EwB MOBILE

<http://ewb.ja-ye.org/m>

Enterprise without Borders Mobile Application Administration Guide

for Students and Teachers

www.ewb.ja-ye.org

NOKIA
Connecting People

Introduction to EwB Portal

Enterprise without Borders (EwB) is designed to give students running mini-companies the opportunity to create cross-border international partnerships as part of their JA-YE experience.

Through a mobile web-application – Enterprise without Borders (EwB) portal, teachers and schools can register for participation and students can upload their company profiles to **enter an entrepreneurial ‘dating game’**. EwB is about sharing good ideas; selling each others’ products in their markets; reducing costs by sourcing certain services or product components from other countries; and visiting other markets.

The EwB Mobile presents the activities of the registered student mini-companies operating in different countries. On the mobile web-application you can familiarise yourselves with their products and services. You can also search for partners to communicate and trade with.

The mobile web-application operates as a web-shop. The products and services of the companies registered on the EwB Mobile or portal can all be viewed here. Visitors can browse through them all and then contact companies. The registered companies can create product and service catalogues, present their company, its activities and members on a separate page.

General Overview of EwB Mobile

How to get started with EwB Mobile

To use EwB Mobile for the first time, please open the internet browser of your mobile device and go to the address <http://ewb.ja-ye.org/m>. The EwB Mobile web-application will open ready for you to use.



www.ewb.ja-ye.org



If you have a NOKIA mobile device you will see a link which asks you to install EwB launcher application onto your mobile phone. You can start EwB Mobile just by one click on your NOKIA.

If you use a mobile device of another brand, you should always open <http://ewb.ja-ye.org/m> on the chosen browser of your mobile device.

Main page

On the main page, you will see the following information:

[EwB logo and short information](#)

General information about the EwB

[Install EWB on your NOKIA](#)

You will see this link if you are using a NOKIA device. Click on this link if you want to have EwB launcher application on your NOKIA menu.

[Main Menu](#)

Navigation to the functionalities of EwB Mobile.

[Search](#)

Get the required info by typing part of the company name, country, product category, product item, service category, service item in the Search dialog Box.

[Returning to the Home Page](#)

Any time you click on the top banner with the EwB logo and map, the portal navigates you back to the Home page with the latest information about Featured Products, registered companies and added products/Services.

[Main Menu](#)

[Partnerships](#)

This section provides you with a list of registered EwB Joint-Venture Partnerships created within the academic year.



www.ewb.ja-ye.org



For more information about how to register your EwB partnership go to [EwB Joint-Venture Partnership Reporting](#) section of this administration guide.

Teachers' registration

Registration page for the EwB teachers.

Register company

Register your company to participate in the Enterprise without Borders.

Companies

EwB companies already registered on the portal are sorted by country. Click on a flag and the list of EwB companies registered under the relevant country will appear.

Products & services

The Products & Services section enables you to get a list of all companies offering the products or services in individual categories. It also shows the number of companies with the same category of product/service. Besides the complete list of all product/services categories, you can also find newly added product/service categories and most popular product/service categories.

Click on a selected category and the list of companies will appear in alphabetical order sorted by the name of the company.

Ewb News

The latest news about the EwB project.

Materials

The EwB portal also provides you with study materials for the Enterprise without Borders programme, website administration manuals, report templates and other useful information. On the mobile version you can see only the list of materials. Please access EwB web-site to download, materials will be frequently updated.



JA-YE
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Partnerships



Teachers' registration



Register company



Companies



Products & services

[EwB News](#)

[Login](#)

[Materials](#)

[About EwB](#)

[Contact Us](#)

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REGISTRATION PROCESS

Student Company Registration

To be fully registered on the EwB portal, each student company has to go through 2 phases of registration.

First phase of registration

The basic company information is registered on the EwB Mobile in the registration form.

The JA-YE national coordinator checks the information and validates the registration.

The confirmation of the validation is sent to the main contact e-mail address of the student company stated in the initial registration form.

The company can log in to its EwB account with the password they have selected.

Second phase of registration

Additional detailed company information can be added to the company profile. If the form is properly completed, the information about the student company appears on the public EwB website.

The company can process its data and create product and service catalogues. All data in the student company account can be updated any time during the year.

The company can begin networking with other companies from other countries.

To register your company, click on **“REGISTER COMPANY”** button in the left vertical menu.



Register company

Phase I

In the first phase your teacher or your team enters the main contact information and creates your login info for your account.

“Phase I” has 2 steps:

In the first step you should enter your team name, e-mail and **country**. Then press **“Next”**. **If the information you enter is valid**, you will be forwarded to the second step. In case the information is not validated, you will see an error message.

In the second step you will be asked to add further information about your company: teacher, business volunteer, and create your password.

DO NOT FORGET:

- Use only English transcription for all data. Do not use any specific symbols in your national alphabet.
- Select the country of your origin.
- State your main company contact e-mail address in the **“Contact e-mail” field. This address will be used** to login to the portal in the future and for your communication within the EwB portal and with your national coordinator.
- Check that your teacher is not already on the list of teachers in the scroll menu when entering teachers contact info. If you find the name of your teacher in the list, just select his/her name and the system finds automatically the **teacher’s data**. **If the teacher’s name is not listed in the scroll menu, just select “Not in the list” option and continue entering your teacher’s contact data.**
- Once the form is properly filled, click on REGISTER button down on the page.



The screenshot shows a Nokia mobile phone screen with the following content:

- Top status bar: NOKIA, Register company, 22:33
- Logo: JA-YE ENTERPRISE Without Borders
- Link: [Back to home](#)
- Section: Register company
- Form fields:
 - Company name:
 - Contact email:
 - Country:
- Next button:
- Navigation arrow: A small black arrow pointing up and right.

You will get the following message:

**Your registration has been successfully completed and the information sent to your EwB administrator.
Your account will be activated as soon as your registration has been approved, which normally takes up to three working-days. You will receive an e-mail confirmation from your EwB administrator.**

Thank you.

Your registration has to be validated by your national coordinator. Once the validation process is done, you will get a confirmation message from the Administrator to your main contact e-mail address:

**Your registration in the Enterprise without Borders Project has been validated. You can start using the site, by adding products and services and contacting other companies all over Europe.
For any details about the project, please contact us at ewb@ja-ye.org.
Thank you.**

The EwB team

Once you have received this message your internal account is active and you can start to complete and update your company information. In this phase, your EwB team is registered, you can use all EwB website tools, but will not yet be featured in the public company list on the EwB website. To be listed on the EwB Companies, Products, and Services lists, students have to finish Phase 2 of the registration process.

Phase II

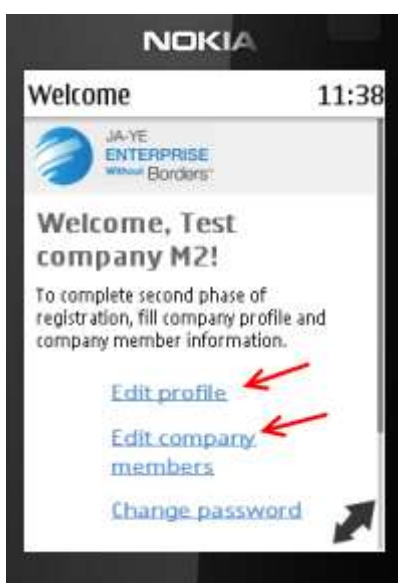
In this phase your internal team account has been created and you have access to the internal part of the EwB Mobile, but your company is not yet visible on the portal for other users yet. You have to create a complete profile for your company for your registration to be completed.

To enter your user account, please click "Login" on the main menu. Please login to the portal by entering your main contact e-mail address and password that you created in the first phase of registration to the login section.



Your EwB Company account is open. Continue in registration by clicking on **"Edit profile"** and **"Edit company members"** in your personalized menu.

The main registration form will appear and you can complete additional important information about your company. Follow the instructions in the form.



Once the form is completed, click on SAVE. A message with confirmation of your registration will appear:

Your changes have been successfully completed

Registration is not successful

If you have not completed all of the required fields, the first phase of your registration will not be complete and your company account will remain in the original notice:

To complete second phase of registration, fill company profile and company member information.

You will need to add the missing information to the form. Click on “Edit profile” or “Edit company members”. Inside the registration form, you will find alerts to what information is missing. Please add the info and confirm your changes again by clicking on “Save” button.

Successful registration

If all your company information has been properly filled out in the form, your registration will be complete, and your personalized company account changes to:

Your company is listed among other companies in the public website and you can start to create your product/service catalogue (*See more in [“How to create your Product/Service Catalogue”](#).*)

You can change or modify your account information any time you log on to your company account on the EwB portal.

Teachers Registration

There are 3 options for teacher registration:

1. Teachers can register themselves: Click on in the main menu on the home page.



A screenshot of the JA-YE ENTERPRISE Without Borders user interface. At the top, it says "Welcome, TEST Company!". Below this are several menu items: "Messages" (with a new messages count of 32), "Products & services", "Search for a partner", "Register partnership", and "Pending Applications". Further down, there are links for "Point System Score Card" and "Final report". At the bottom of the menu are "Manage profile" and "Logout". The footer includes the NOKIA logo with the tagline "Connecting People", the Junior Achievement Young Enterprise logo, and the copyright notice "© 2011, JA-YE Europe".



Teachers' registration

Fill out the registration form. All fields must be filled out otherwise the registration will not be successful.

When the form has been completed, confirm the registration by clicking on "Register" button. You will receive a confirmation message:

**Your registration has been successfully completed and the information sent to your EwB administrator.
Your account will be activated as soon as your registration has been approved, which normally takes up to three working-days. You will receive an e-mail confirmation from your EwB administrator.**

Thank you.

2. Teacher can be registered by their EwB student company during the PHASE I of the company registration process. (see [PHASE I](#) for more information).
3. Teacher can be registered by the national coordinator. Please contact the national coordinator/administrator of the EwB programme in your country and ask for registration.

[List of the national coordinators of EwB programme](#)

[\(click here\)](#)

IMPORTANT: If the company is run only by a business volunteer (not by a teacher), the business volunteer must be registered both as a teacher and a volunteer. In this way the business volunteer would have access through the internal account to the profiles of all companies linked to his/her name.



NOKIA
Register teacher 11:49
JA-YE ENTERPRISE Without Borders
[Back to home](#)
Register teacher
Email

Name

Surname

Country
Please select

www.ewb.ja-ye.org



After being validated by a national coordinator, the newly registered teacher will receive a message to their contact e-mail, informing them about their registration and providing them with a password.

You have been validated to the EwB website (<http://ewb.ja-ye.org>) as a teacher. Your minicompanies can now select you as a coordinator of an EwB company.

You can now log in to the EwB website using your e-mail address and password:

E-mail: gardavskyymtig.cz

Password: [gardav06](#)

Here are some of the most important materials for the EwB programme (see all materials at Materials section on the website - requires logging in):

- [EwB website step-to-step guide](#)

For any other details, please contact us at ewb@ja-ye.org.

Thank you.

EwB Team

The teacher's name automatically appears in the scroll menu on the official EwB Mobile (and website) and student companies can choose his/her name from the menu when registering – this tool helps to avoid double records of teachers.

After validation and receiving login information, a **teacher can log in to the EwB Mobile with their e-mail address and password**. It does not matter if there are companies linked to his/her name or not. The teacher will then have access to all study materials and information on the portal and be able to communicate with companies through their internal MAIL account. (See more in **[Working with your Teacher Account](#)**)

Working with your EWB Company Account

To enter your user account, please login to the EwB Mobile by entering your main contact e-mail address and password that you created in the first phase of registration.



Student Company menu

If your log-in is successful, you will see the following menu

Messages (Communication tool)

- After you log-in with your user-name and password, click on menu "Messages" to access the communication tool.
- The communication tool enables you to communicate with other student companies on the EwB portal.
- If you receive a message to your internal Student Company Mail account, this e-mail is automatically forwarded to your main student company contact e-mails address, so you will receive the message without having to login in to the EwB portal.



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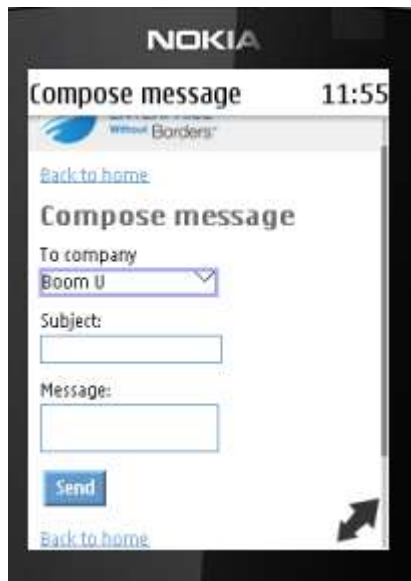
INBOX – here you can see all received messages from other companies, teachers and the national coordinator. You can reply or delete.

Click on **“COMPOSE A NEW MESSAGE”** if you would like to create and send a message to another student company, mass e-mail to companies from a particular country, or mass e-mail to all companies currently registered on the portal. You should choose this in STEP1:



- to send an e-mail to a particular company, or to all the companies from a particular country – choose **“Company in country”**, select the country and click **“Continue”**.
- to send an e-mail to all the companies registered on EwB portal – choose **“All companies”** and click **“Continue”**.

In STEP2, please choose the particular company or **“All companies”** and type Subject and Message:



Click on “Send” to finish your message.

On the bottom of the communication tool you will see:
SENT MESSAGES – list of all e-mails that you sent to other teams.
DELETED MESSAGES – list of all deleted e-mails from your inbox.

Products & Services

In this section you can update/modify all information in your products and services catalogue. See more in [How to create your Product/service Catalogue](#) section

Searching for a Partner

- This tool enables you to search for potential partners among all fully registered companies on the EwB portal. With pre-set criteria such as country, product category, service category, languages you can filter the companies on the portal to get a list of matching companies.
- If you choose a company that fits your requirements, you can send them a message by clicking on **“Write message”** under each company profile in the list.

Register Partnership

Once your company finds a partner to create a EwB Joint-Venture Partnership, agrees on co-operation and comes up with a



business idea/plan, this partnership must be registered on the EwB portal. In this section you can apply on-line to register the partnership. See more in [EwB Joint-Venture Partnership Reporting](#) section.

Pending Applications

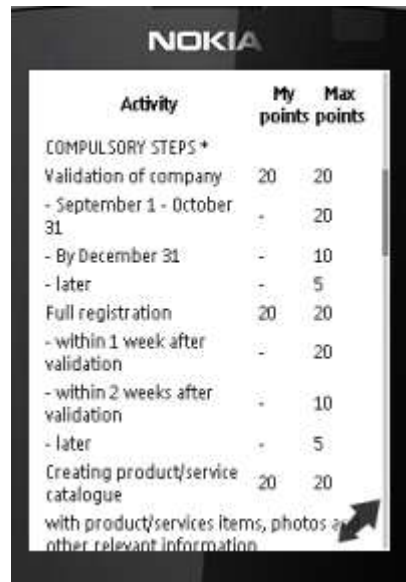
We will show you the list of partnership registrations which are awaiting approval from another company or teacher.

Points System Score Card

- In your company Points Score Card you can check the status of your points scoring. The chart shows the points assigned to your account and the maximum points which can be assigned for listed activities.
- The purpose of the scoring system is to motivate student companies participating in the Enterprise without Borders programme to be more active on the EwB portal (www.ewb.ja-ye.org) or EwB Mobile and encourage communication and partnership creation with other JA-YE Student Companies.
- The overall scoring is also the basic criterion for the JA-YE Europe EwB High Potential Award nomination process. Each EwB student company which gains at least 100 points will be automatically entered in to the JA-YE Europe Best EwB Company Award.
- The points are assigned to your company account automatically for an activity on the EwB portal (validation and full registration in defined period, creating product/service catalogue, registration of a partnership) or can be added by your national coordinator manually for **“extra bonus points” activities (creating your own website in English, participation at the national or international Trade Fairs, organizing a Student Exchange etc.)** See more in [Points System – Student Companies](#) document.



- You have to apply to your national coordinator for Extra Bonus Points ([List of the national EwB coordinators](#)) depending on whether you fulfil the conditions to obtain these points.



Activity	My points	Max points
COMPULSORY STEPS*		
Validation of company	20	20
- September 1 - October 31	-	20
- By December 31	-	10
- later	-	5
Full registration	20	20
- within 1 week after validation	-	20
- within 2 weeks after validation	-	10
- later	-	5
Creating product/service catalogue	20	20
with product/services items, photos and other relevant information		

Final Report

Each EwB Joint-venture company has to submit the final report about activities completed during the co-operation. This section allows you to submit the final report on-line. See more in the [EwB Joint-Venture Partnership Reporting](#) section

Manage profile

- In this section you can update/modify all information about your company – contact information, information about your team, school, your mission and goals, number of your company members, description of your activities, logo etc. any time during the academic year.
- Also, in this section you can change your password. In case you forget **your password**, click on **“Lost your password?”** under the log-in fields, write your main log-in e-mail address and the password will be automatically sent to you.

Logout

<http://ewb.ja-ye.org/m>

To exit the team account, you can click on "Log-out" or close the browser of your Mobile device.



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Working with your EWB TEACHER'S Account

To enter your user account, please log-in to the portal by entering your main contact e-mail address and password that you created during your registration process.



Teacher's menu

If your log-in is successful, you will see the following menu

Messages (Communication tool)

- After you log-in with your user-name and password, click on menu "Messages" to access the communication tool.
- The communication tool enables you to communicate with your students, other student companies, teachers and national coordinators and also monitor your student company's **communications**. The communication tool bar is permanently visible when you are logged in to your teacher account on the top of the screen above the main EwB banner.
- Whenever you receive a message to your internal Teacher Mail account, this e-mail is automatically forwarded to your main contact e-mail address, so you



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will receive a message without having to log-in in to the EwB portal.

INBOX – here you can see all received messages from other companies, teachers and the national coordinator. You can reply to or delete messages.

Also, you can navigate to messages of your student companies.

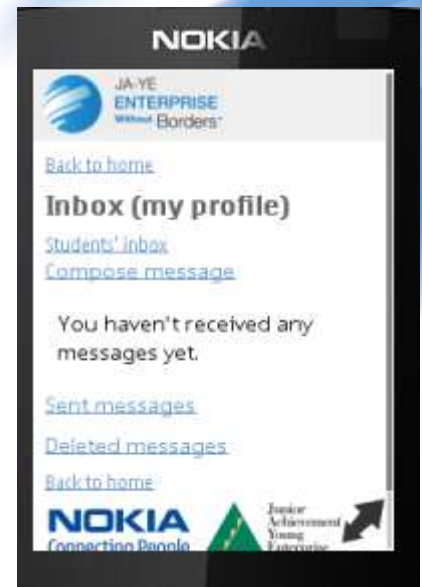
Students' inbox – Inbox of your student companies

Compose new message

You can create and send your message either to a particular student company, teacher or national coordinator. If you want to send your e-mail just to an individual company or teacher, click on the recipient group and choose the name by selecting the country of the recipient and the name of the company or teacher.



You can also send a mail merge which will reach all students companies or all teachers in the EwB network or all companies/teachers from a particular country – in this case just select All companies or All teachers in the scroll menu on the right hand side.



Click on "Send" to finish your message.

On the bottom of the communication tool you can see:

SENT MESSAGES – is divided again into 2 sections – My Account and Students' Account. All e-mails that you have already sent or all e-mails that were sent by your company are stored here.

DELETED MESSAGES – lists all deleted e-mails from your inbox.

My Companies

This section provides you with the list of all fully registered companies linked to your name. By clicking on the name of the company, you can see the company profile.

Reports

This section shows the status of Submitted or Pending reports of all companies linked to your name. You can open the pending reports and approve them. You can also modify/change/updated pending reports.

Edit profile

Your personal profile contains details of your school. You can edit/update this information any time you are logged in.

Change Password

In this section you can change your password. In case you forget your password, click on "**Lost your password?**" under the log-in fields, write your main log-in e-mail address and the password will be automatically sent to you.

You can also contact your national administrator.

[List of the national EwB coordinators](#)

Logout

To exit your Teacher's account, you can click on "Log-out" or close the browser.



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How to create your Product/Service Catalogue

This Step-By-Step Guide describes the procedure of creating a Product Catalogue.

Log-in to the EwB portal with your main contact e-mail address and password. Click on Products & Services in the Company menu. You will see the following screen.

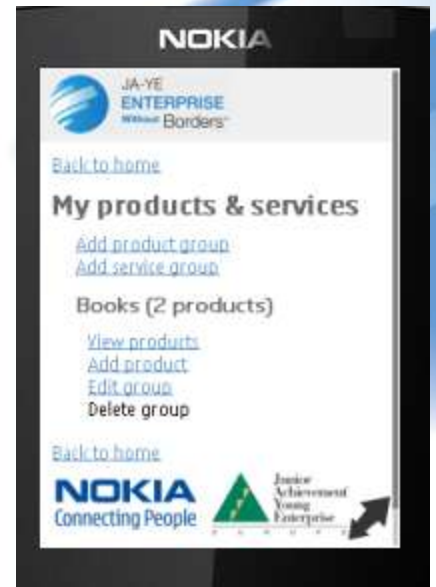
Products on the EwB portal are sorted by groups (categories). You have to create a product group by choosing a category and how long you want your product group to be valid. The EwB portal will lead you through this phase.

Please click “Add Product group” or “Add Service group”



Select the category from the roll-up menu and enter the period of availability of your products. We recommend you set the availability for the entire period which your company will operate. You can change this period any time you make changes or add products to your catalogue.

You will then see that the new group has been added.





Click on “Add Product” and fill-in all necessary information in the new form that appears. When you upload the picture of your product, please be aware that the size of the picture cannot exceed 500 x 500 pixels or 500 kB. Pictures must be in GIF or JPG formats. You can add different prices to the product by Adding another price in the list. When the form is completed, click on SAVE.



Your product is now added to the catalogue. You can view all products in the catalogue by clicking on “View Products”.

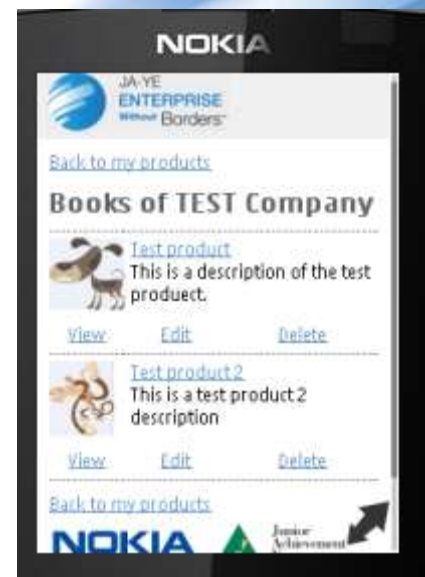
You can modify all data in the catalogue:

- Create a different category and adding products to this new category.
- Add more products to the current category.
- Update the period of availability of your products.
- Change the category of your product.
- Delete all products in the category, by clicking on DELETE CATEGORY.
- Edit/delete the information about product/service in your catalogue; open the catalogue, click on **“view products”** and under each product there are EDIT and DELETE tools.

Repeat the whole process until your Product catalogue is complete. You can change your Product/Service Catalogue any time during the school year when logged in to your Company Account.

EWB Joint-Venture Partnership reporting

One of the biggest challenges of the EwB programme is to find a partner among other international teams registered on the EwB-portal and create a EwB Joint-Venture partnership. A good partner not only ensures that you succeed in the programme but also provides opportunities for your company to earn additional revenue - so it really is worth investing some time in finding a suitable match. The EwB portal enables you to search for a potential partner among other EwB student companies, to get an overview about activities of other EwB companies, to come up with a business idea and most importantly TO COMMUNICATE WITH ALL OTHER INTERNATIONAL COMPANIES.



Joint-Venture Definition and Tips

The enclosed document provides you with a definition of EwB Joint-Venture and description of various models which can be implemented in your international co-operation.

JOINT VENTURE DEFINITION AND TIPS

Once you have found a partner and agreed to create a partnership, you have to apply for registration of this partnership. Your Joint-Venture company has also to submit the final report of the partnership when both partner companies finish their activities. Both operations can be done on-line through your Company Account on the EwB portal.

Technical System of Submitting the Registration/Final Report

The system of submitting the Registration of Partnership and the Final Report on-line is technically the same.

There are 4 subjects involved in this process:

COMPANY I - has to fill out the form, insert the description of the partnership, add attachments to the registration/final report, and approve the registration/final report by typing the name of the President/CEO of COMPANY I to the signature fields in Sign Off part of the form.

COMPANY II - can check/change/update submitted information from its own Company account. Company II has to approve the registration/final report in the same way as Company I (typing the name of the President/CEO of Company II to the relevant signature field in the forms).

Both companies will have to agree who will submit the application/final report to avoid double records of partnership.

TEACHER I –teacher of COMPANY I.

TEACHER II – teacher of COMPANY II.



Both the Registration of Partnership and the Final Report have to be validated by teachers of both companies (TEACHER I and TEACHER II) otherwise the partnership can not be listed among other partnerships on the EwB portal. Both teachers have full access to the reports and can modify/change/update them if necessary before validation.

Both teachers need to approve registration/final report by typing their names in the Teachers name fields.

Once the Registration of Partnership/Final report is approved at least by one partner (COMPANY I), the registration of Partnership/Final report is automatically sent to the internal account of the partner company (COMPANY II) and to the teachers accounts of both teachers. Both companies and both teachers also receive a notification on their main contact e-mail address informing them about the pending registration/report on their EwB internal accounts.

IMPORTANT: each partner company and each teacher has access only to the signature field assigned to their internal account. The system does not allow “signing” of any other fields in the Sign Off part of the form.

IMPORTANT: the official language of the EwB portal is English, although it is allowed to use other languages (Spanish, French, German, Russian) for communication with other EwB companies.

BOTH THE REGISTRATION OF PARTNERSHIP and THE FINAL REPORT must be prepared in ENGLISH language; otherwise they will not be validated.

Registration of Partnership

To register your partnership, click on “Register Partnership” in your Company Account.

Please choose the country form which is your prospect partner and click on it.

Fill-out the form that appears.

1. Select the name of your partner in the menu.

2. Name your Joint-Venture partnership and type the name in the relevant field.
3. Select the type of your co-operation by marking the choices which apply to you. You can choose one model or all three models if applicable.
4. Describe the goal and the history of your partnership. Try to state as much detailed information about your planned activities as possible.
5. Sign off the registration by typing the name of the President/CEO of COMPANY I and click on REGISTER PARTNERSHIP button. The registration is sent to the partner and both teachers accounts.

COMPANY I receives a confirmation and can add attachments (photos, company reports, certificates, charter etc.) to the submitted Registration of Partnership by clicking on File Uploader tool in the message and uploading required documents to the registration.

The Registration of Partnership is validated when all participating subjects (both companies and both teachers) approve the registration.

The registered partnership will then appear on the public part of the EwB portal in the section.

Final Report

Besides the overall scoring, the Final Report of the Joint-Venture partnership is the main criteria for nomination for the EwB High Potential Award. The final report describes in more details all your Joint-Venture activities. You can add various attachments (company reports, photos, charts etc.) to the final report

The on-line Final Report can be submitted in the same way as the Registration of Partnership.

If you find any technical problem during this process, please contact the European EwB administrator at ewb@ja-ye.org.



How to Successfully Use the EwB PORTAL

- 1. Check and update regularly your company, products and services information.**
- 2. View profiles of other companies.**
- 3. Check regularly your MAIL client account on EwB website.**
- 4. Do not give up communicating with other EwB companies; if you don't get a response keep trying! You can communicate through your EwB Mail Account or through any other communication tools (Facebook, Skype, ICQ).**
- 5. Check the MATERIALS, LINKS and CALENDAR sections to get the new information about the programme, European trade, events and other related topics.**
- 6. Communicate with your teachers and inform them about new partnerships, contacts and information you get from other international teams.**
- 7. Subscribe for the EwB newsletter – EwB Brief. You will get the latest information about new companies on the website, events in Europe, teachers, partners, joint-ventures etc. Please be aware that EwB Brief is automatically sent to all companies and teachers fully registered on the EwB portal.**

<http://ewb.ja-ye.org/m>



We also welcome any comments on how to improve the EwB portal.

If you have any ideas or suggestion for a change or need a technical help,

please contact the Main European EwB website Administrator at:

ewb@ja-ye.org

www.ewb.ja-ye.org

