AUTHORIZED SIGNATORY

COMPANY

Versie
01-08-2026

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GENERAL INSTRUCTION

During an internship period, ROC Nijmegen collaborates closely with companies. To facilitate this collaboration, we work with the OnStage platform. As an organization, you use OnStage4Business (O4B). This is a website linked to the OnStage platform.

To log in to OnStage4Business, you need an account. Contacts are invited by OnStage via email to create an account in OnStage4Business. Under the chapter “more detailed instructions”, you can read what to do..

This account is linked to one or more roles in O4B. These role(s) determine your rights in O4B. A ‘Performing Authorized Person’ and a ‘Work Supervisor’ must (always) be linked to an intern’s file. This can be the same contact person, but it does not have to be.

Important to know;

- For each employee/contact person, you can indicate which role(s) they have..
- The employee with the role of Authorized Signatory signs the work placement agreement. This is, for example, an HR employee..
- The employee selected as the LogBook assessor in the intern's file assesses the intern's practical training hours. This can be an employee with the role of Work Supervisor, but the Authorized Signatory can also be selected for this purpose..
- The employee with the role of Coordinator can view all intern files within the organization and its subsidiary branches, while the role of Authorized Signatory only sees the students to whom he/she is assigned..

Log in via this link: http://onstage4business.xebic.com

Is information missing from the dashboard, or are you unable to log in to OnStage4Business?

If so, please contact your study program contact person at ROC Nijmegen.

This manual elaborates on the role of the Authorized Signatory.

DETAILED INSTRUCTIONS

1 Explanation of the role of the Authorized Signatory

The Authorized Signatory can:

- Digitally sign the work placement agreements
- View the files of interns to whom he/she is assigned
- Modify the basic details of the organization and the company profile
- Create and modify vacancies
- Add, view, modify, and make other contacts a user of OnStage4Business (via OnStage4Business Company Profile).

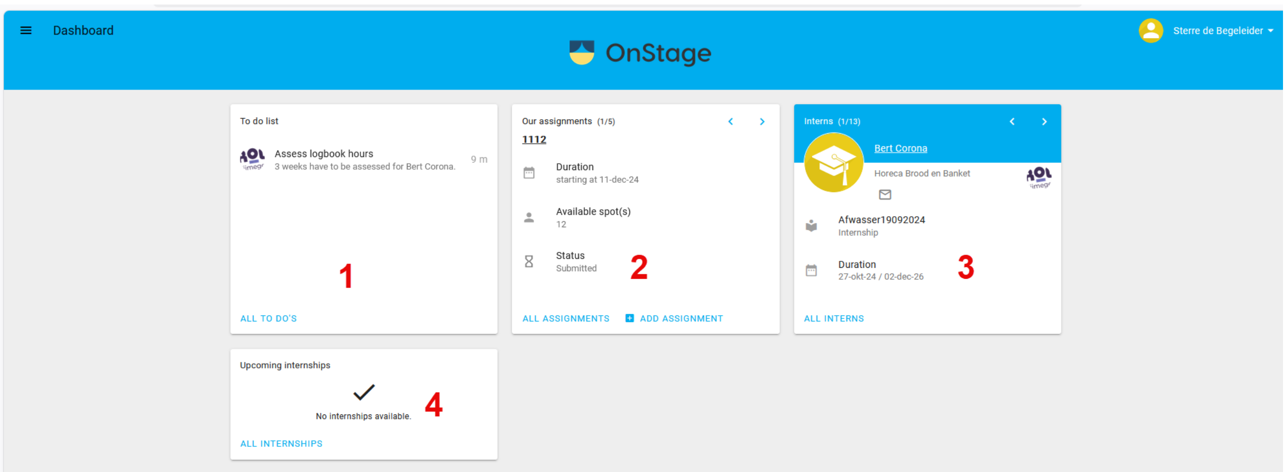
When the organization has multiple branches, it may be desirable to use this role so that other contacts only see the details of the branch where they work. Otherwise, this role has the same capabilities as that of Authorized Signatory.

2 Dashboard

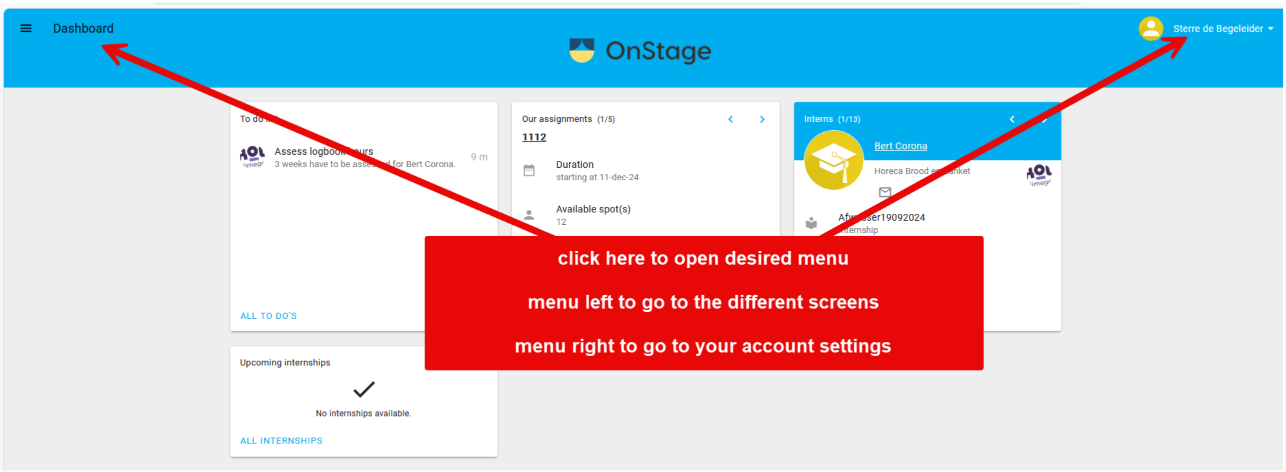
Wanneer je inlogt via https://onstage4business.xebic.com kom je op het dashboard binnen. Op het dashboard zie je een overzicht van alle functionaliteiten binnen O4B.

The dashboard consists of the following tiles:

1. To do list.
2. Our assignments.
3. All files of the interns to whom the Work Supervisor is assigned.
4. All upcoming internships, if set, the number of available students from the study program.



In the top left, you will find a menu to navigate to different screens. In the top right, there is a drop-down menu to access your account settings..



2.1 To do list

Here you will find all outstanding actions for the Work Supervisor role in the files of the linked interns. If you also have the role of Coordinator or Authorized Signatory in addition to the Work Supervisor role, you will see the actions for these roles listed as well.

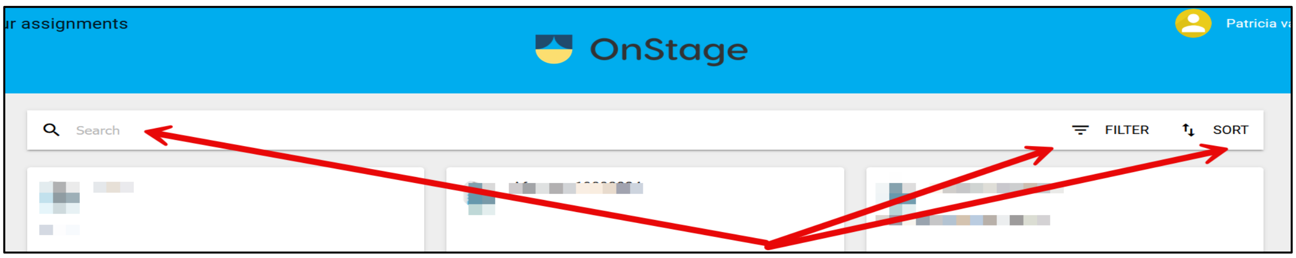
Examples of outstanding actions are:
- Hours log to be approved
- Feedback on submitted documents from an intern
- Assessment forms to be completed

By clicking on an action, you go directly to the relevant action to perform it..

Door op een actie te klikken ga je direct naar de desbetreffende actie om deze uit te voeren.

2.2 All assignments and option to add a new assignment

Click on “all vacancies” for an overview of all open vacancies. Above the vacancies is a bar that allows you to search, filter, or sort.



If you then click on “new vacancy” next to the +, you can add a new vacancy. You will find more detailed instructions in Chapter 6 of this manual.

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2.3 All intern files

Click on “all iterns” to get an overview of all interns to whom you are assigned as a Work Supervisor. From here, you can go directly to an intern’s logbook to approve hours, or to the practical file where you can find information about the supervisors. You can also view progress via the activities tab.

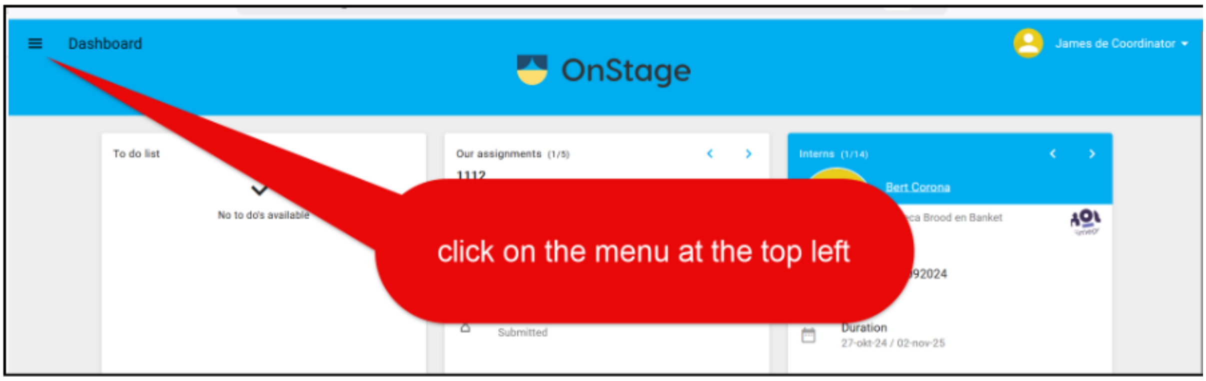
If you click on “report a problem”, you can send a message directly to the educational institution regarding the student in question. You will find further explanation in Chapter 4

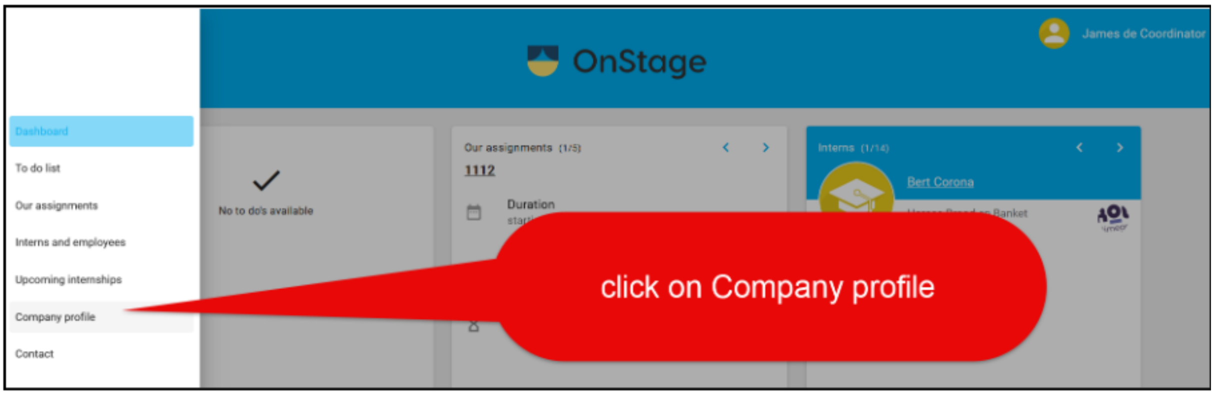
2.4 All upcoming internships, if set, the number of available students from the study program

List of available students from the study program. If you are interested, you can contact the relevant study program via “submit application”.

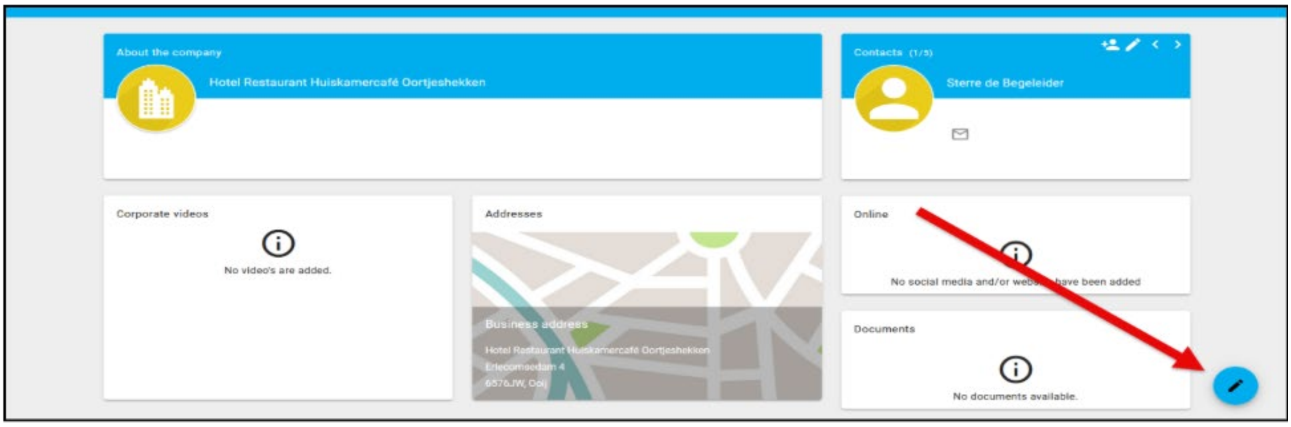
3 Company Profile

Follow the steps below to reach your company profile overview page. If you only have the role of Work Supervisor, you can edit your personal details here. If you also have the role of Coordinator and/or Authorized Signatory, you can edit the company profile as described below..





To edit the company profile, click on the circle with the pen in the bottom right

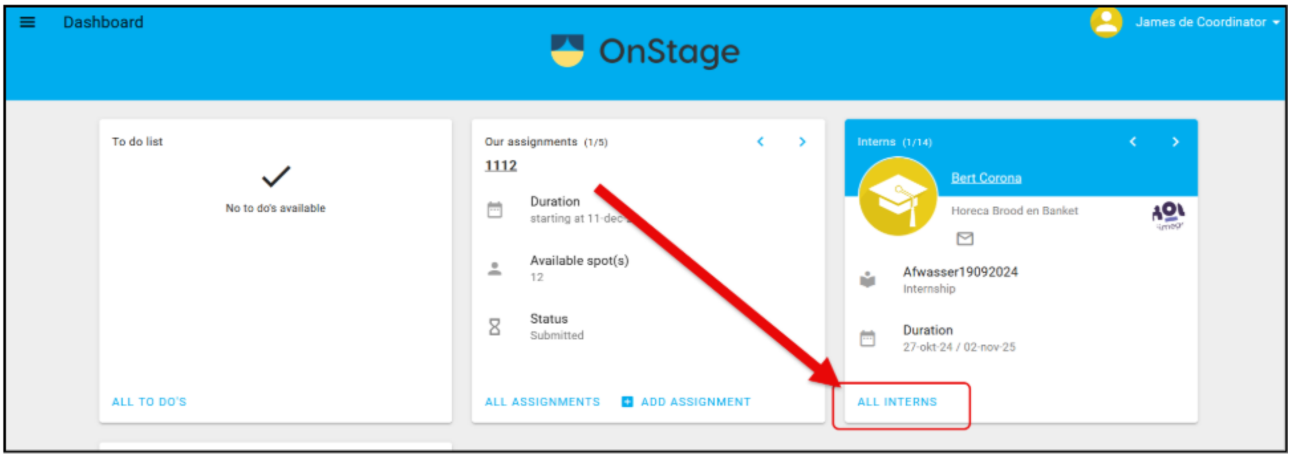


You can edit the company profile by:

- Including a description of your organization
- Adding documents
- Adding videos. A link to, for example, a company video can be uploaded here
- Managing addresses, phone numbers, etc
- Adding websites
- Adding social media profiles

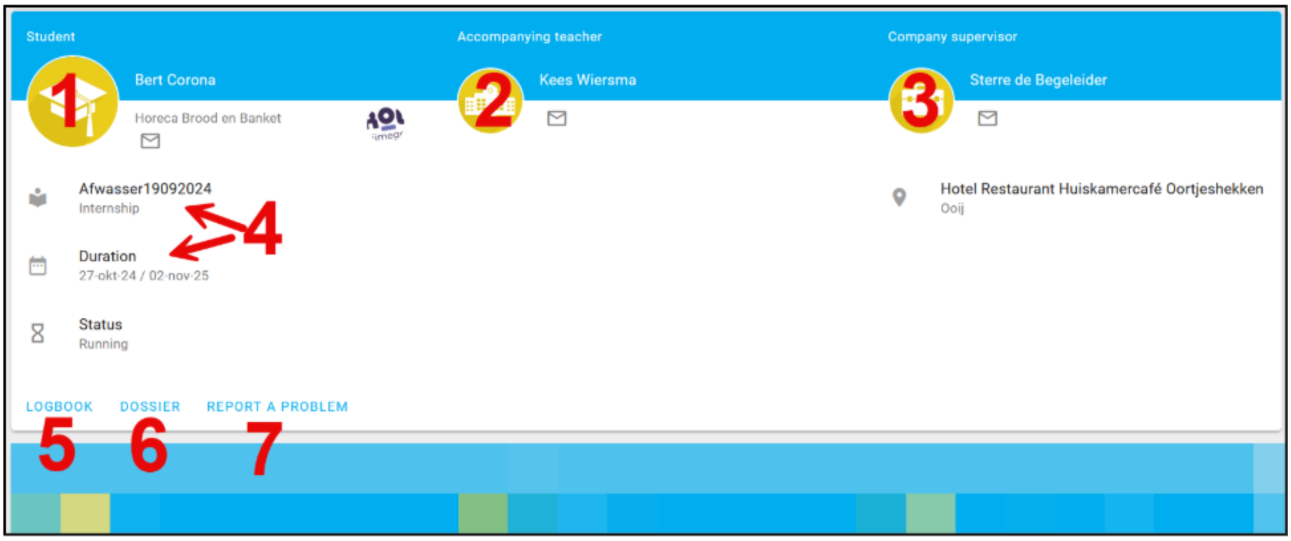
4 Interns

On the dashboard, click on the interns tile at the bottom under “all interns”.



The list consists of blocks containing internship files.

Each internship file contains the following information:



1. The students name
2. The supervising lecturer from the educational institution
3. The practical supervisor/work supervisor.
4. Title of the internship and the internship period

The following options are available for each internship file:

5. **Logbook**: In the logbook, the contact person with the appropriate rights can approve or reject the logged hours of the intern.
6. **Dossier**: Here you can view the interns complete file.
7. **Report a problem**: Here you can contact the educational institution.

Click on Dossier and you will access the student’s file

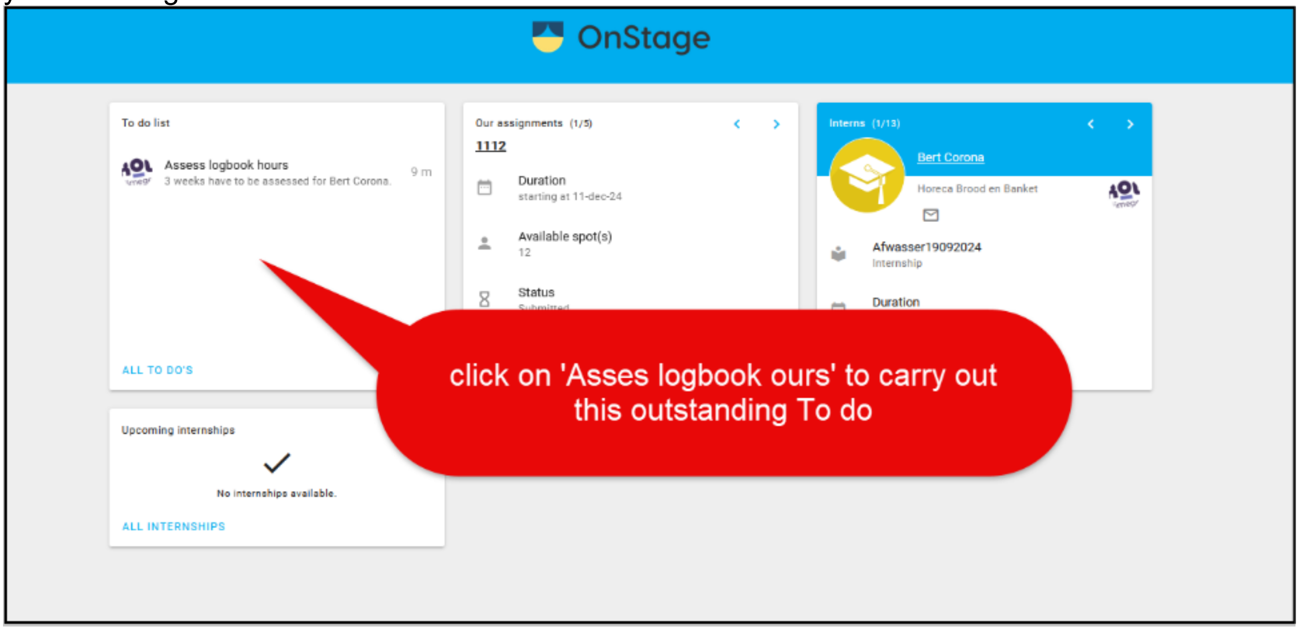
5 Assessing work placement hours

Time registration is recorded in OnStage by the intern in the “LogBook”. Read below how to assess BPV hours in OnStage4Business

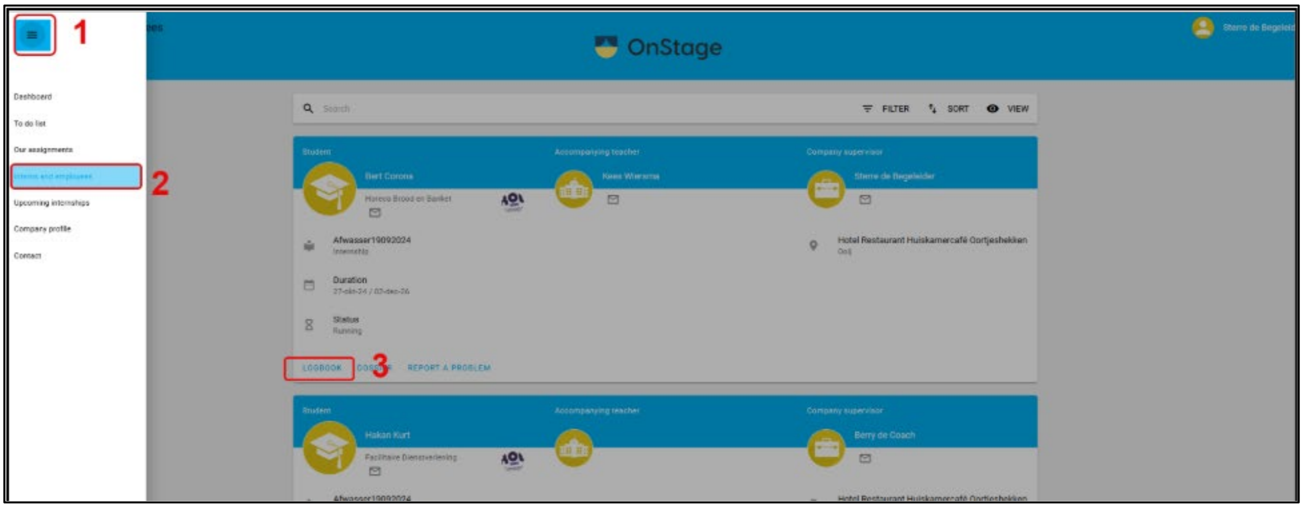
Please note!: A contact person can have multiple roles. The employee selected as the LogBook assessor in the intern’s file assesses the practical training hours. This can be an employee with the role of Work Supervisor, but the Authorized Signatory can also be selected for this purpose

There are 2 ways to access an intern’s logbook:

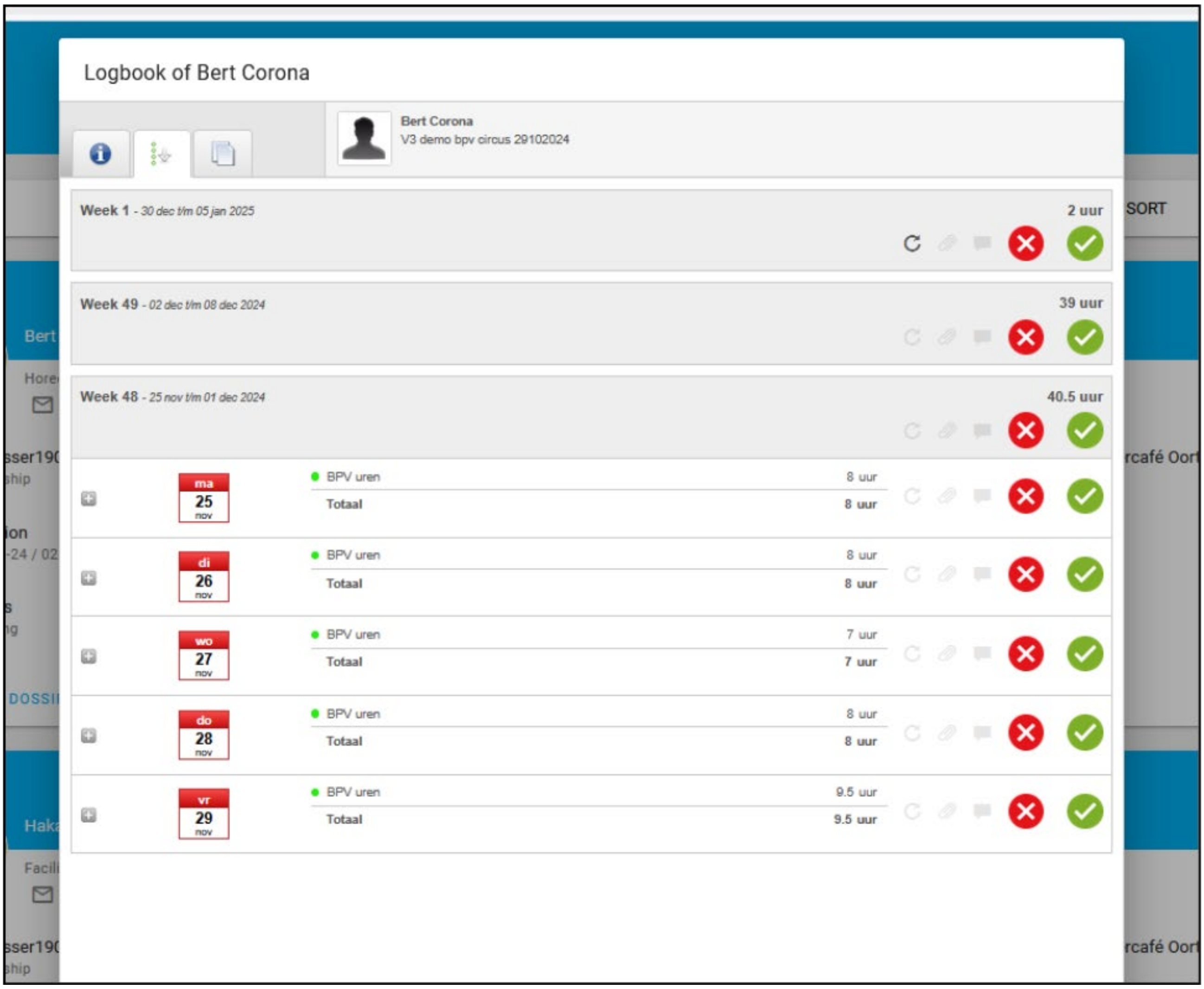
1. On the dashboard overview screen, you will find the “To do list” tile. If an intern has submitted hours, the action to review these logbook hours is located here. Clicking on the action takes you to the logbook.



2. Select the interns and employees (2) option via the menu at the top left (1). Here you will find an overview of all files. Click on ‘logbook’ (3) for the relevant intern.

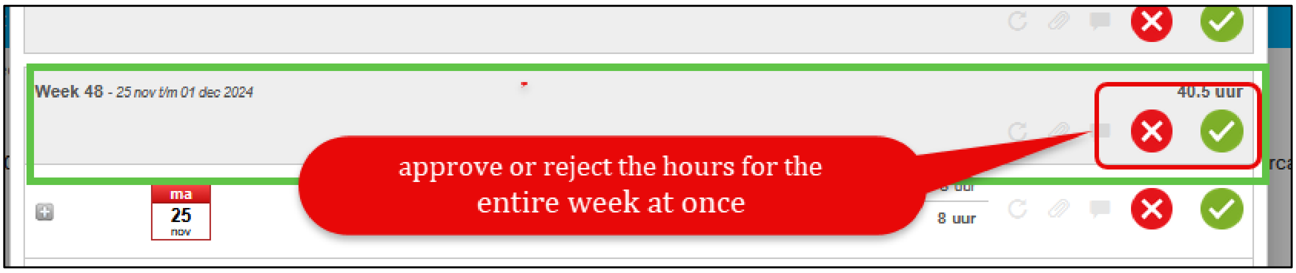


You are now viewing an overview of the hours submitted by the intern. By clicking on the week number in the gray bar, you can view the submitted hours for that week.



You can approve the hours by clicking ✓, or reject them by clicking ✗

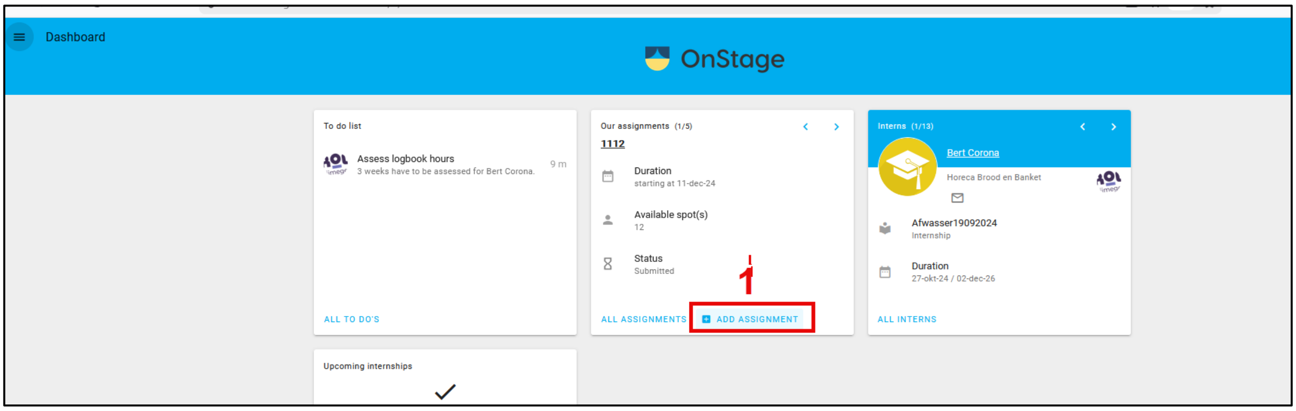
Tip: You can ‘approve’ or ‘reject’ the hours for the entire week at once by clicking on the ‘check mark’ or ‘cross’ in the gray bar.



6 Add assignments

You will only have the option to edit vacancies if, in addition to your role as Work Supervisor, you also hold the role of Coordinator and/or Authorized Signatory. You do this by following the steps below

Click on 'ADD ASSIGNMENT' on the your 'Our Assignments' tile on the dashboard.



A new window opens with the name 'Add assignment' at the top. Fields marked with an * are required

Basic information to fill in:

1. **Title**: name of the vacancy.
2. **Description**: the recruitment text associated with the internship position.
3. **Selection options for different locations**: listed here are locations linked to your company/person that can be selected for the vacancies.
4. **Contact persons**: Under 'Contact persons', you link the appropriate employees to the assignment

Additional information to fill in:

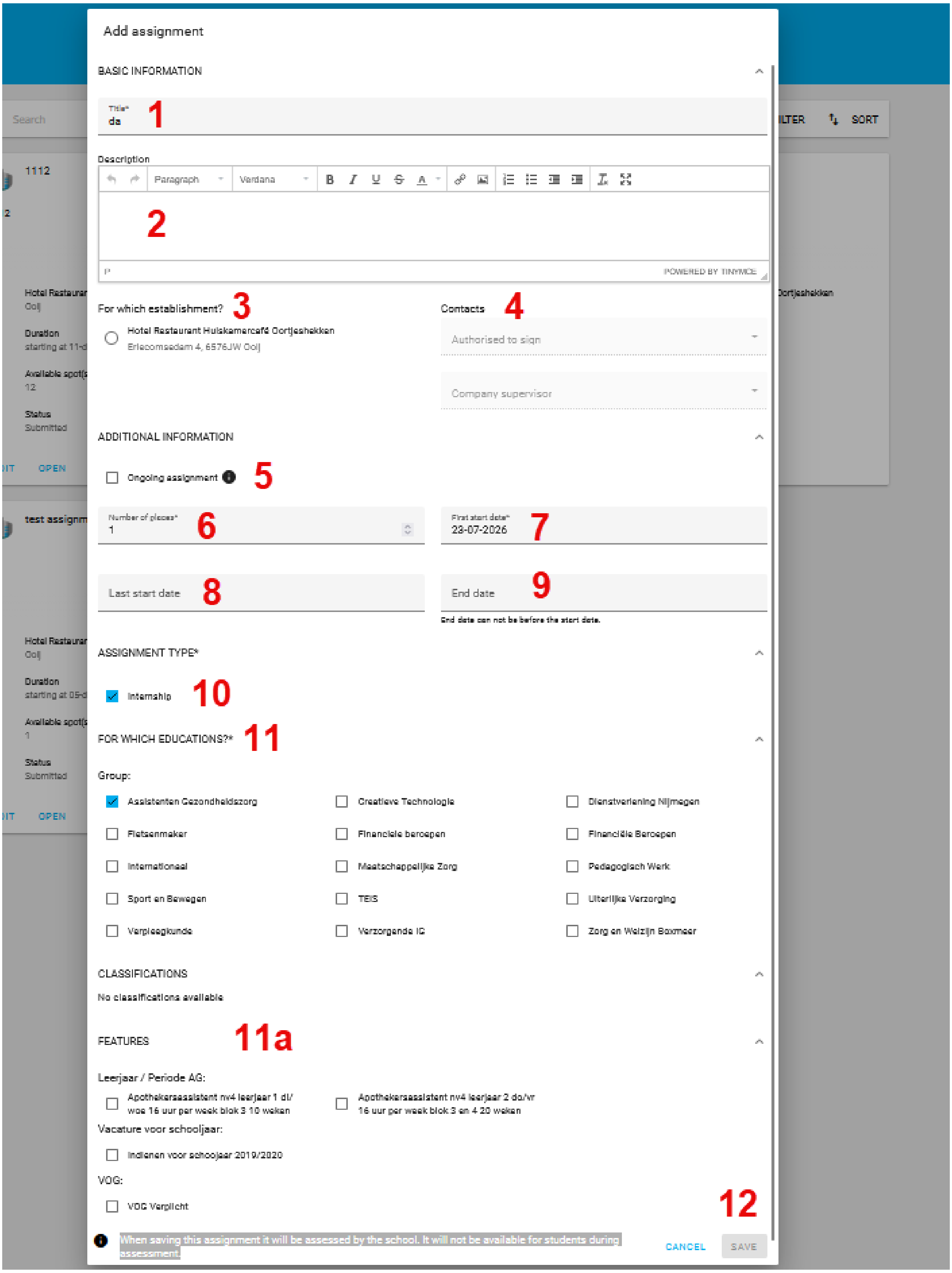
5. **Ongoing assignment**: if selected this 10ssignment will be always available
6. **Number of places**: here you enter the number of available positions for this assignment.
7. **First start date:** first opportunity to start
8. **Last start date**: last opportunity to start
9. **End date:** last moment to end the internship, can not be before the start date

10. Under '**Assigment type**', indicate whether it concerns an 'internship' or a 'graduation assignment'.

11. Under '**For wich educations**, you indicate for which education group you are making the assignement available. Depending on this choice, a few additional Features may appear that you can add to the 10ssignment.(11a)

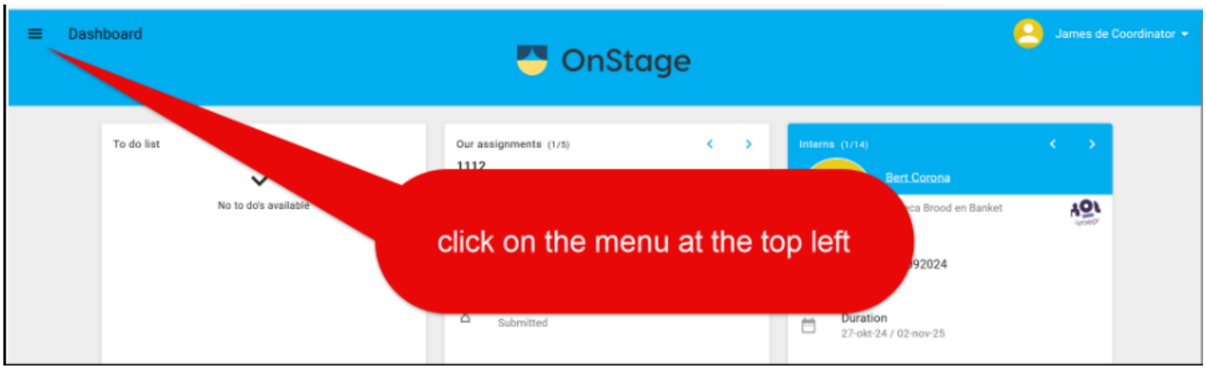
12. Finally, click **save** in the bottom right corner.

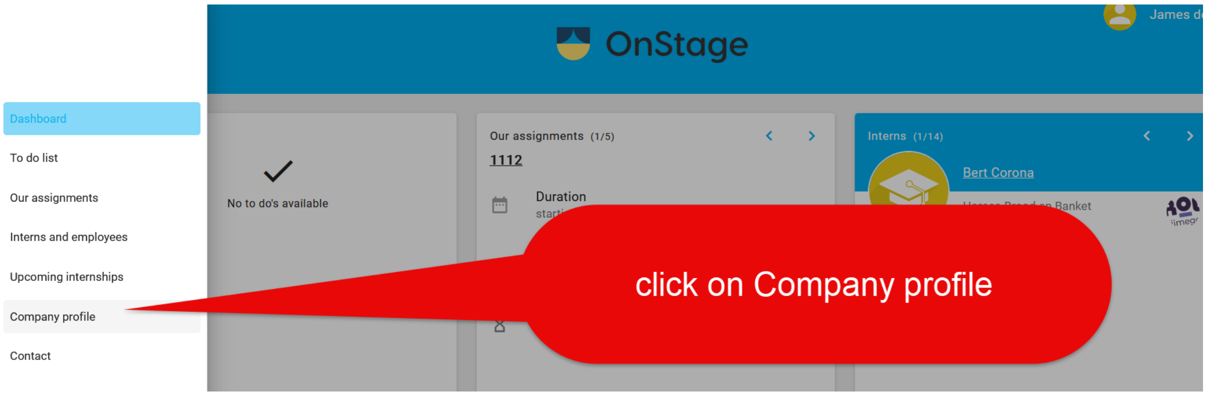
When saving this assignment it will be assessed by the school. It will not be available for students during assessment.

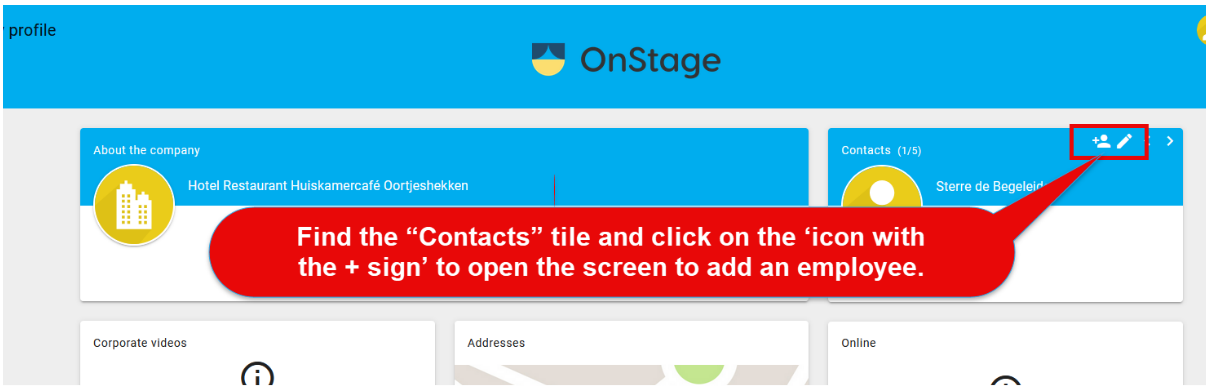

Add assignment
BASIC INFORMATION
Title*
da
1
Description
Paragraph
Verdana
2
POWERED BY TINYMCE
For which establishment?
3
Hotel Restaurant Huiskamercafé Oortjeshekken
Erlecomsedam 4, 6576JW Ooij
Contacts
4
Authorised to sign
Company supervisor
ADDITIONAL INFORMATION
Ongoing assignment
5
Number of places*
1
6
First start date*
23-07-2026
7
Last start date
8
End date
9
End date can not be before the start date.
ASSIGNMENT TYPE*
Internship
10
FOR WHICH EDUCATIONS?*
11
Group:
Assistenten Gezondheidszorg
Creatieve Technologie
Dienstverlening Nijmegen
Fietsenmaker
Financiele beroepen
Financiële Beroepen
Internationaal
Maatschappelijke Zorg
Pedagogisch Werk
Sport en Bewegen
TEIS
Uiterlijke Verzorging
Verpleegkunde
Verzorgende IG
Zorg en Welzijn Boxmeer
CLASSIFICATIONS
No classifications available
FEATURES
11a
Leerjaar / Periode AG:
Apothekersassistent nv4 leerjaar 1 di/woe 16 uur per week blok 3 10 weken
Apothekersassistent nv4 leerjaar 2 do/vr 16 uur per week blok 3 en 4 20 weken
Vacature voor schooljaar:
Indienen voor schoojaar 2019/2020
VOG:
VOG Verplicht
12
When saving this assignment it will be assessed by the school. It will not be available for students during assessment.
CANCEL
SAVE

7 Add new contact

You will only have the option to edit contacts if, in addition to your role as Work Supervisor, you also hold the role of Coordinator and/or Authorized Signatory.

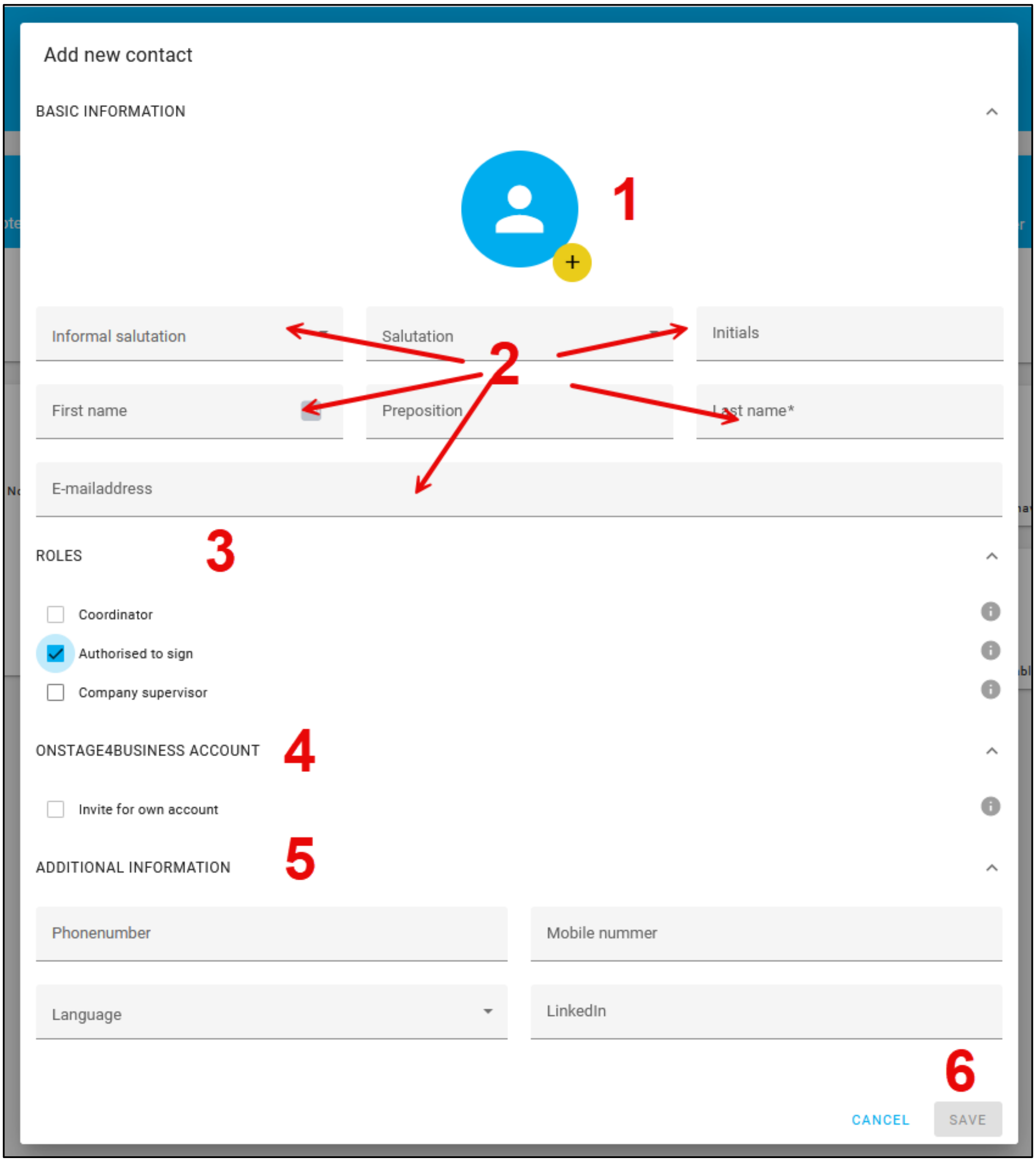






A new window opens with the name ‘Add new contact’ at the top. Fill in the requested information. Fields marked with an * are required

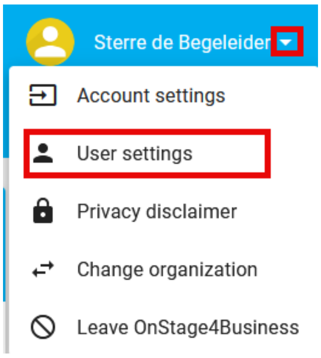
1. If desired, you can upload a **photo** here.
2. **Basic information**, ‘Last name’ is required, the other fields are optional
3. **Roles**, assign a role, depending on which tasks the new contact needs to perform
4. **OnStage4Business account.** Select this option if the new on-site representative also needs to use OnStage4Business. Please note that an email address is required for this option.
5. **Additional information,** these fields are optional. Please note that the language in Language can be changed if desired.
6. Finally, click **save** in the bottom right corner



Please note! A new employee is not yet linked to a file at this stage; this is done by the school.

8 Adjust account settings.

In OnStage4Business, it is possible to adjust your own settings, such as the display language. To do this, click on “your name” in the top right corner. Then click on “user details”.



You now can adjust the basic details and select your desired role.
After making changes, click the blue ‘save’ button.