



PT Bali Project Indonesia

Manual Book

BPI

Prepared by :
PT Bali Project Indonesia

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openjob.id

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Employer

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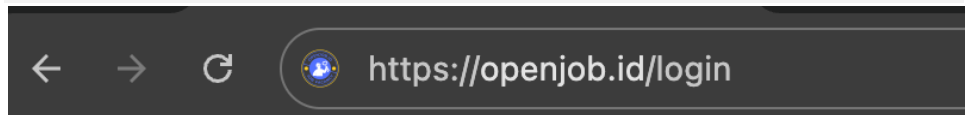
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A. Login

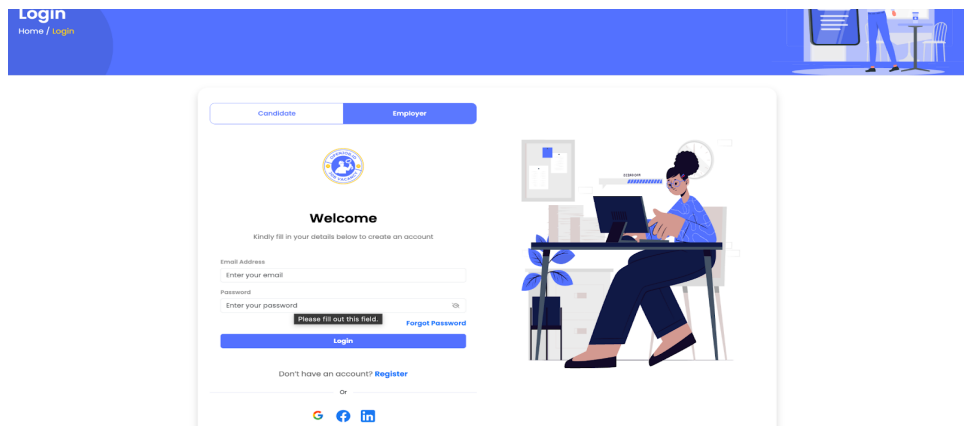
How to access openjob.id homepage :

1. Open your browser (Mozilla Firefox / Google Chrome).
2. Type the URL : <https://openjob.id/login>
3. Enter your email and password.

Open browser > Go to <https://openjob.id/login> > Enter email and password



4. The page will appear as shown below

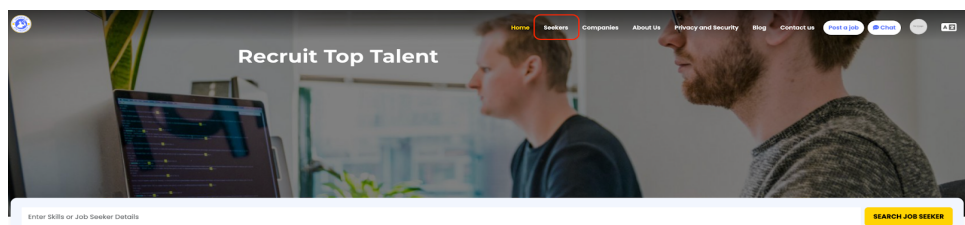


B. Seeker Menu

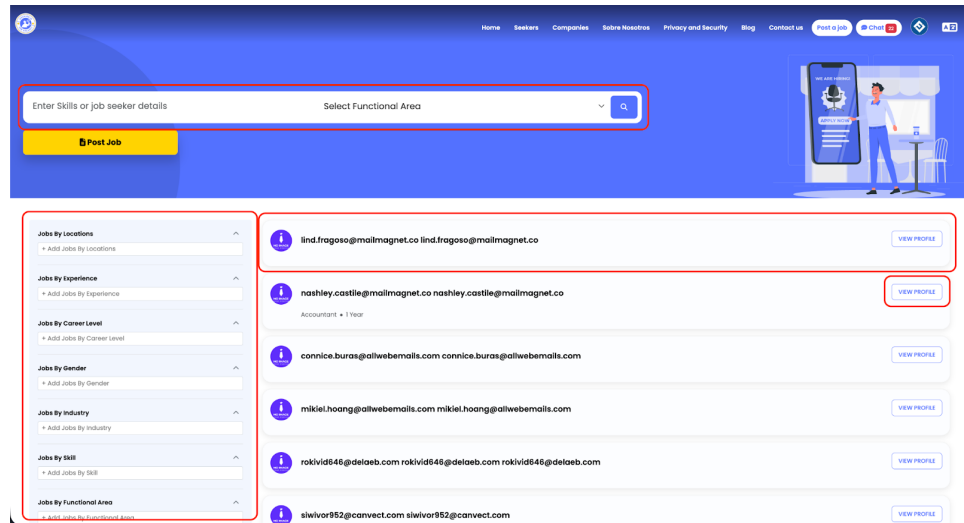
How to access the job seeker page :

1. Open the home page, then click the “Seeker” menu on the main navigation.

Home page > Seeker



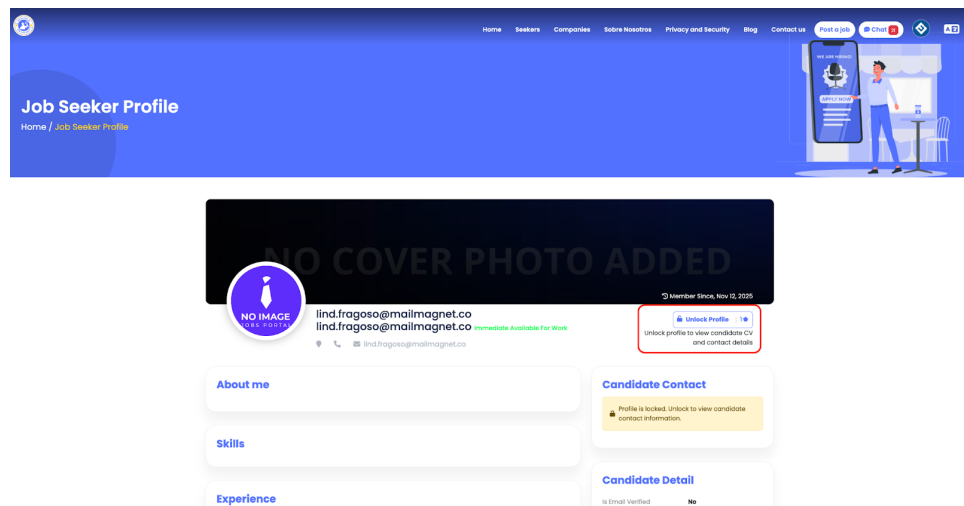
2. The page will appear as shown below



On the job seeker page, search for candidates according to your needs or company job references.

Set filters in the sidebar to display candidates that match your company's criteria.

Click the “View Profile” button to see detailed candidate information.



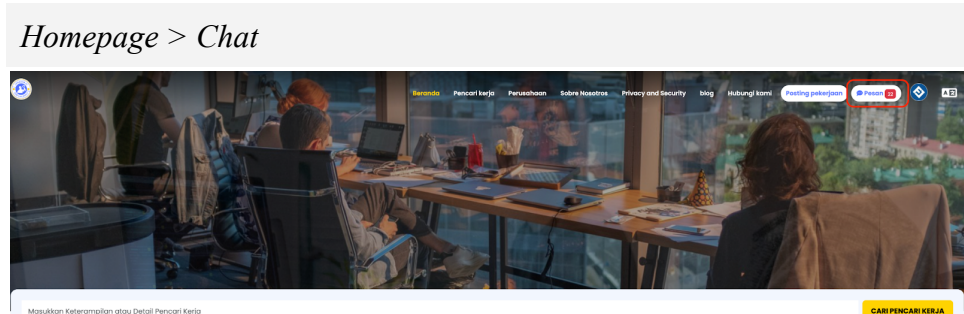
You can view candidates' details, including personal information, skills and work experience.

To view the candidate's contact information and download their CV, click the “Unlock Profile” button. This action consumes 1 point from your company balance.

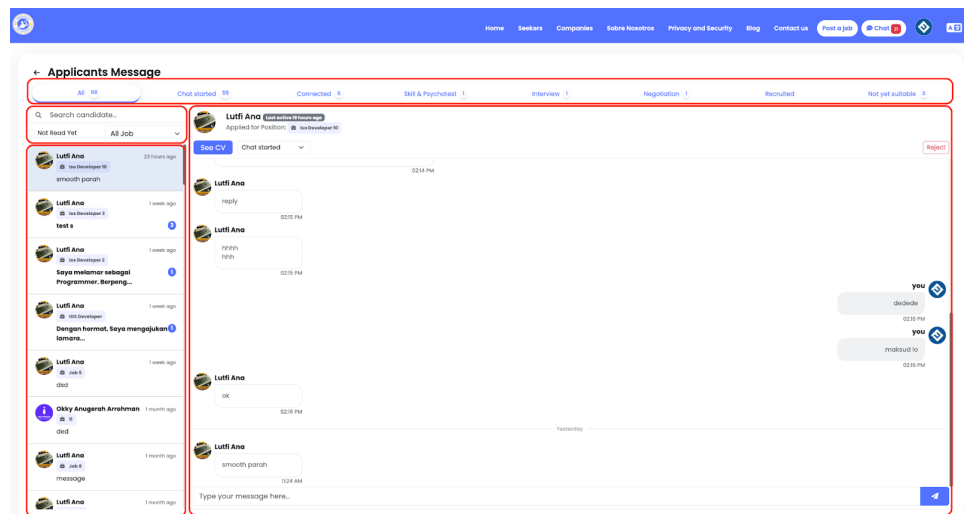
C. Chat Menu

How to access the message page :

1. Go to the homepage, then click the “Chat” button in the main navigation.



2. The page will appear as shown below



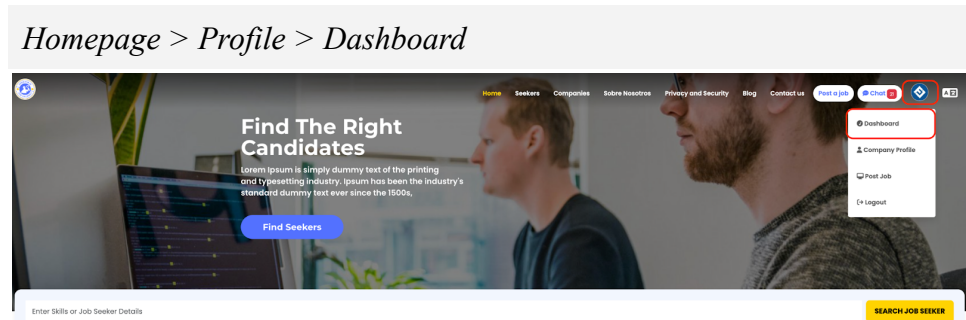
This page displays chat from all candidates. Select the recruitment status to filter candidates or use the search feature to find a specific candidate.

In the candidate chat section, you can view the content of messages sent by the candidate, as well as view their CVs.

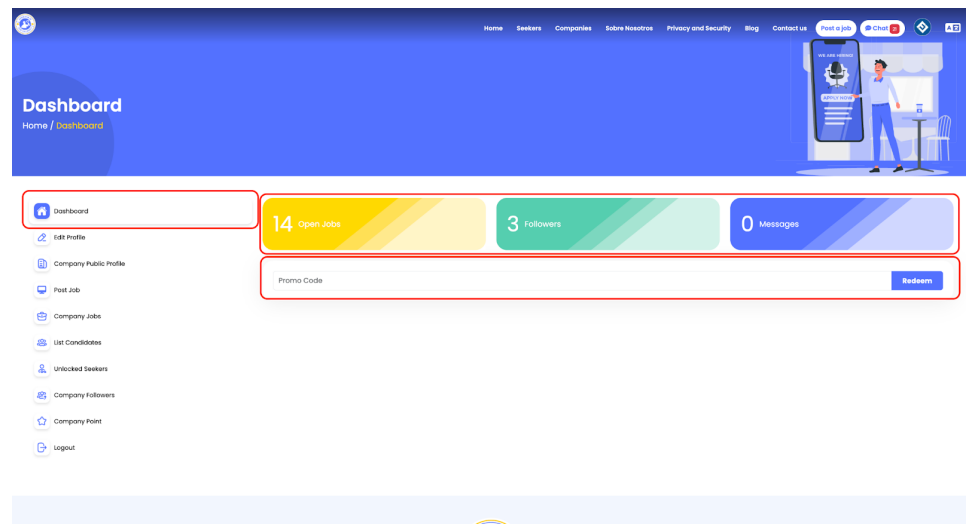
D. Dashboard Menu

How to access dashboard page :

1. Go to the homepage, click “Profile” in the main navigation, then select the dashboard menu.



2. The page will appear as shown below



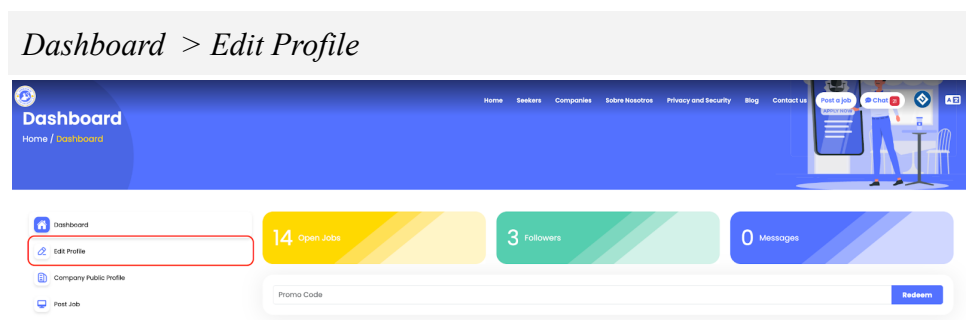
On the dashboard page, you can see the number of job postings, applicants and incoming messages.

Enter a promo code to earn free points.

E. Edit Profile Menu

How to access the edit profile page :

3. Go to the dashboard page, then click the “Edit Profile” menu in the sidebar.



4. The page will appear as shown below

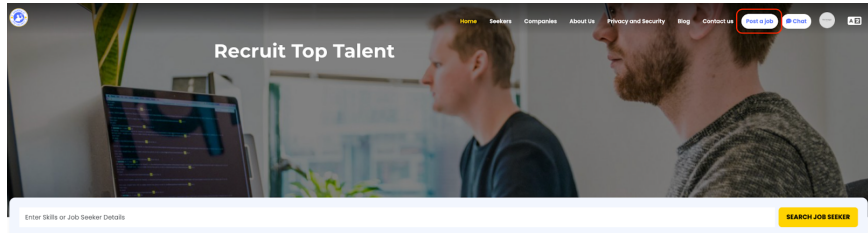
Complete your company information, include the company name, industry and other details, then click the “Update Profile and Save” button.

F. Post a Job

1. There are three ways to post a job :
 - a. Via the navigation bar.

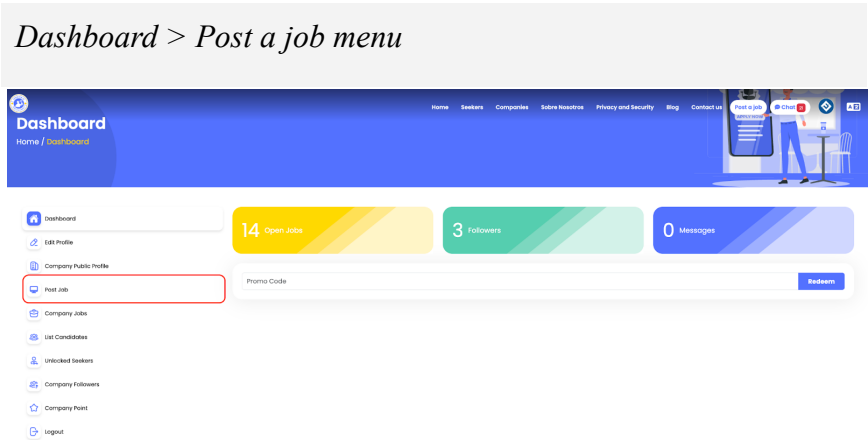
Go to the navigation bar, then click “Post a Job” in the navigation bar.

Navigation menu > Post a job



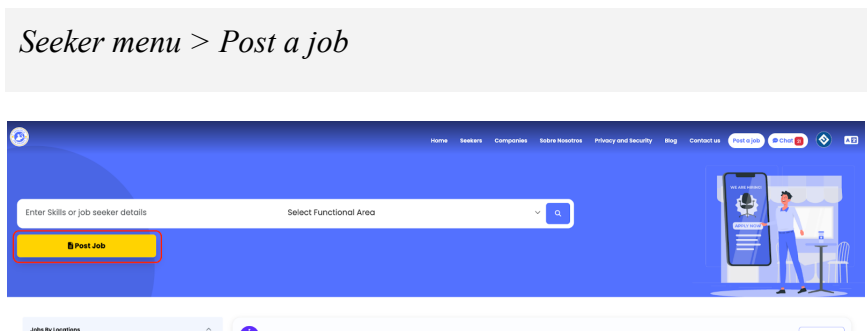
b. Via Dashboard

Go to the dashboard, then click the “Post a Job” menu.



c. Via job seeker page

Go to the job seeker page, then click the “Post a Job” button.



2. The page will appear as shown below

The screenshot shows the 'Post a Job' form with three steps: 1. Job Details, 2. Job Descriptions, and 3. Screening Question. Step 1 is active. The form includes fields for Job title, Functional Area, Job Type, Job expiry date, and Select number of Positions. The Location section has radio buttons for Work system (On-site, Remote / WH, Hybrid), Select Job Shift (First Shift (Day), Second Shift (Afternoon), Third Shift (Night), Rotating), and Location (United States of America, Select State, Select City). The Salary section has fields for USD (\$), Select Salary Period, Salary from, Salary to, and Hide Salary? (Yes, No). The Requirement section has radio buttons for Gender (Female, Male, No Reference), Minimum age, Maximum age, Skills, and Required degree level. The bottom right has Previous and Continue buttons, with Continue highlighted by a red box.

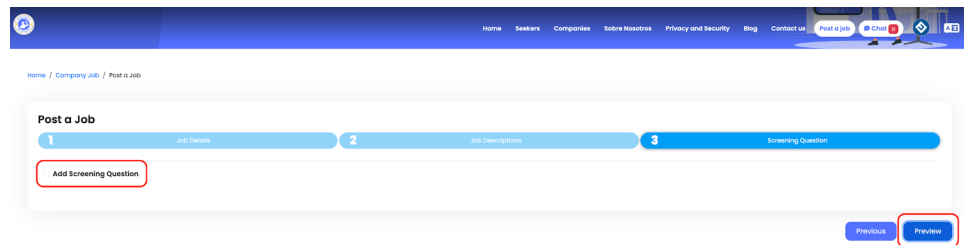
Enter the required information, such as job title, job type, location and other details.

Once all information is filled in, click “Continue” to proceed to the job description page.

The screenshot shows the 'Post a Job' form with three steps: 1. Job Details, 2. Job Descriptions, and 3. Screening Question. Step 2 is active. The form includes a Description section with a text area and a Generate With AI button (highlighted by a red box). Below the Description section is a Benefits section with a text area. The bottom right has Previous and Continue buttons, with Continue highlighted by a red box.

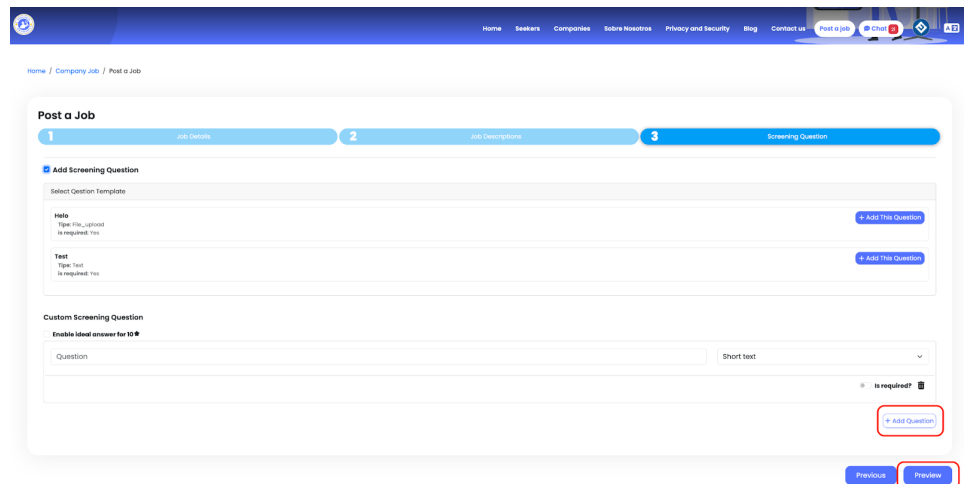
Enter the job description and the benefits offered. To make it easier, you can use the AI feature by clicking the “Generate with AI” button, which will automatically create a job description based on the information you’ve entered on the job detail page.

Once all data is complete, click “Continue” to proceed to the screening question page.



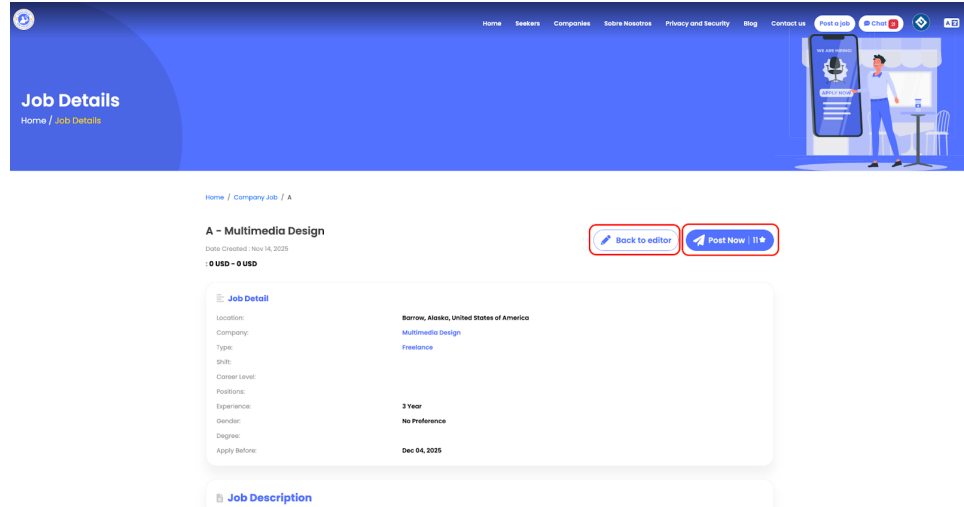
The screenshot shows the 'Post a Job' form at Step 3, 'Screening Question'. The progress bar at the top indicates three steps: 1. Job Details, 2. Job Description, and 3. Screening Question. Below the progress bar, there is a red-bordered button labeled 'Add Screening Question'. At the bottom right of the form, there are two blue buttons: 'Previous' and 'Preview', with the 'Preview' button highlighted by a red border.

Check the checkbox to add screening questions to the job posting. Use the “Add Question” button to add questions as needed.



This screenshot shows the 'Add Screening Question' section of the 'Post a Job' form. The 'Add Screening Question' checkbox is checked. Below it, there is a 'Select Question Template' section with two templates: 'Note' (Type: Note, is required: Yes) and 'Text' (Type: Text, is required: Yes). Each template has a blue 'Add This Question' button. Below these templates is a 'Custom Screening Question' section with a text input field for the question, a dropdown menu for the question type (currently set to 'Short text'), and a checkbox for 'is required?'. A red-bordered 'Add Question' button is at the bottom right of this section. At the very bottom of the form, there are 'Previous' and 'Preview' buttons, with the 'Preview' button highlighted by a red border.

Once all questions have been filled in, you can click the “Preview” button to proceed to the job details page.



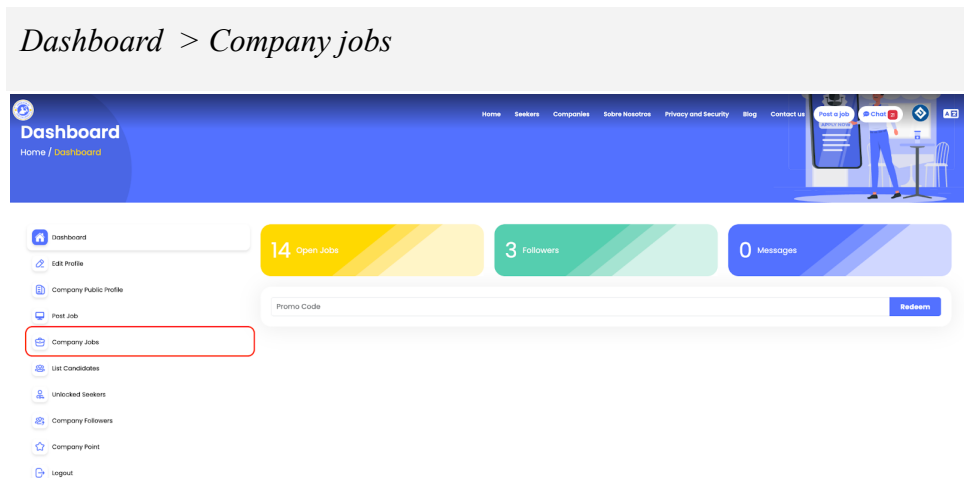
Review the job posting on the job details page. If anything still needs to be updated, click the “Back to Editor” button to revise the information.

Once everything is correct, click the “Post Now” button to publish your job listing.

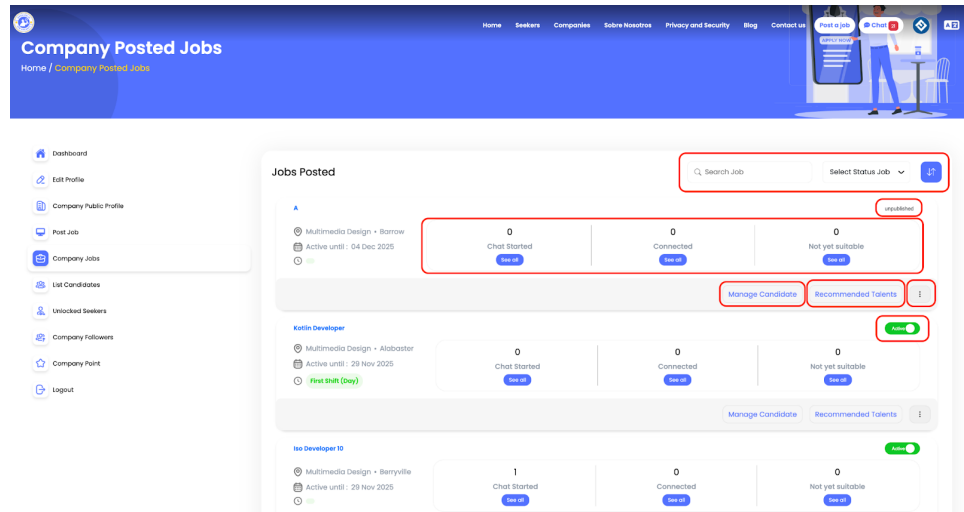
G. Company Jobs Menu

How to access the company jobs page :

1. Go to the dashboard, then click the “Company Jobs” menu in the sidebar.



2. The page will appear as shown below



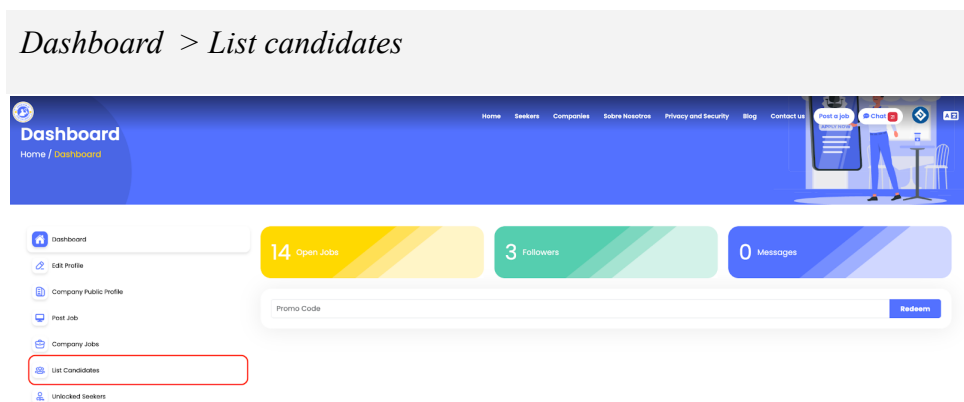
On the company jobs page, all the jobs you have posted are displayed. You can search or filter the jobs as needed.

- Click the radio button to activate or deactivate a job posting.
- Click the “View All” button on the candidate information card in the Chat Started, Connected or Not Yet Suitable.
- Click the “Manage Candidates” button to manage candidates.
- Click the “Recommended Candidates” button to view candidate recommendations.

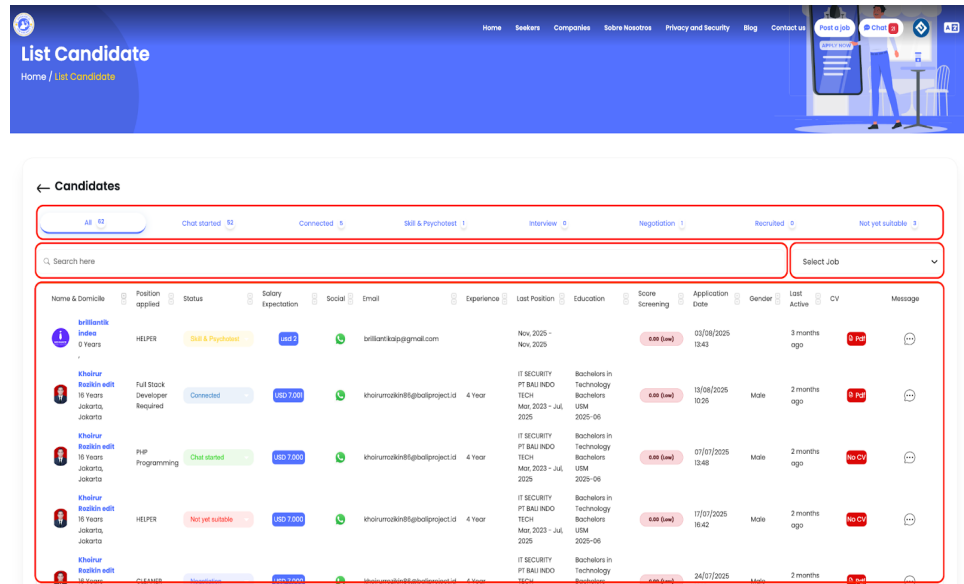
H. List Candidates Menu

How to access the list of candidates page :

1. Go to the dashboard, then click the “List Candidates” menu in the sidebar.



2. The page will appear as shown below



The list candidate page is used to manage all candidates.

Select a recruitment status to view candidates based on their process stage.

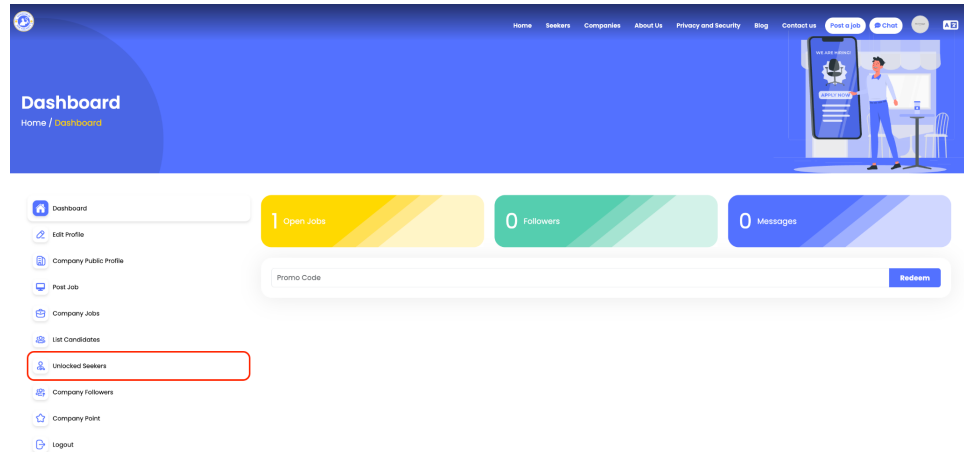
You can also search for candidates or filter candidate information in detail.

I. Unlocked Seekers Menu

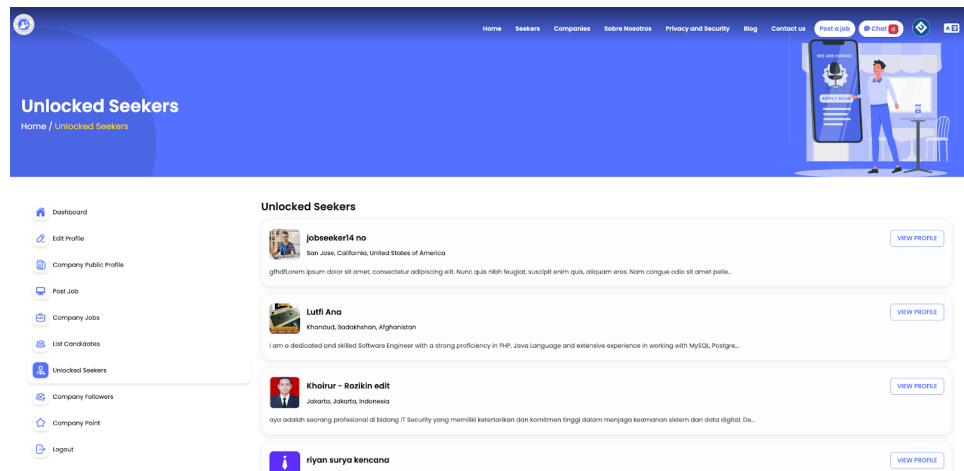
How to access the unlocked seekers page :

1. Go to the dashboard, then click the “Unlocked Seekers” menu in the sidebar.

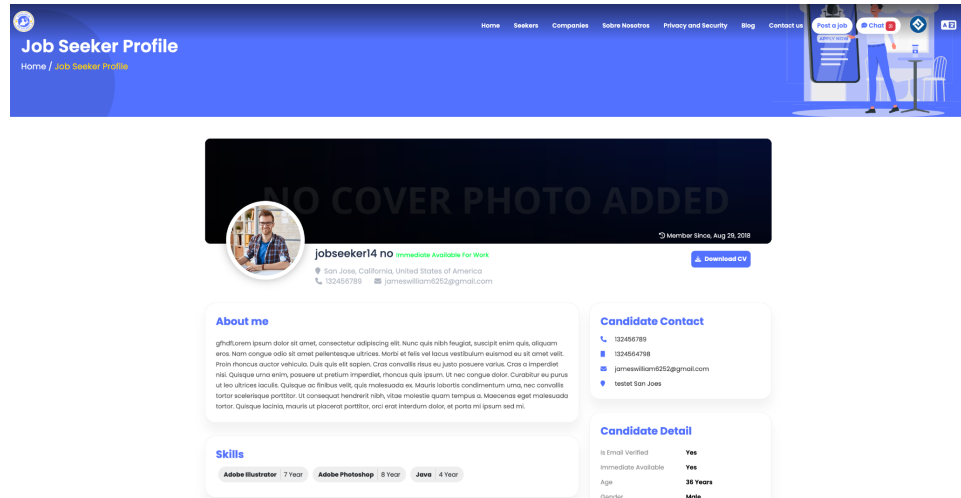
Dashboard > Unlocked seekers



2. The page will appear as shown below



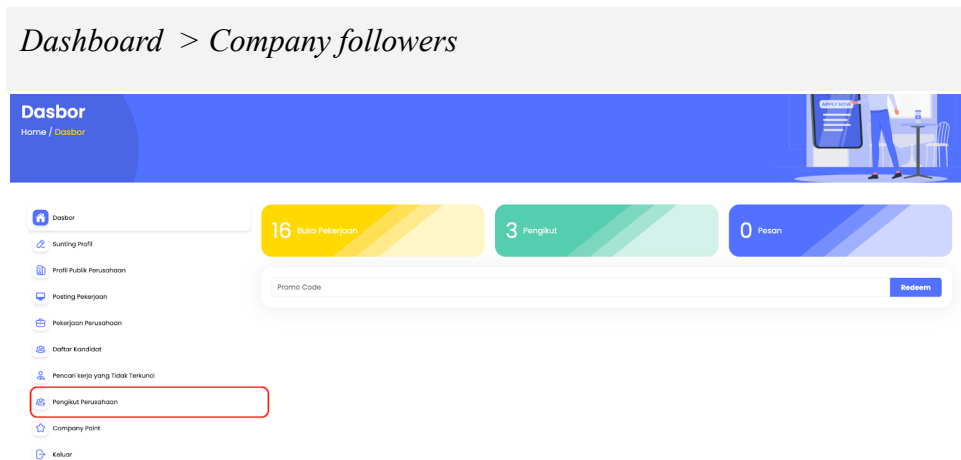
This page displays a complete list of candidates whose profiles you have unlocked. You can view all available information and details for each candidate.



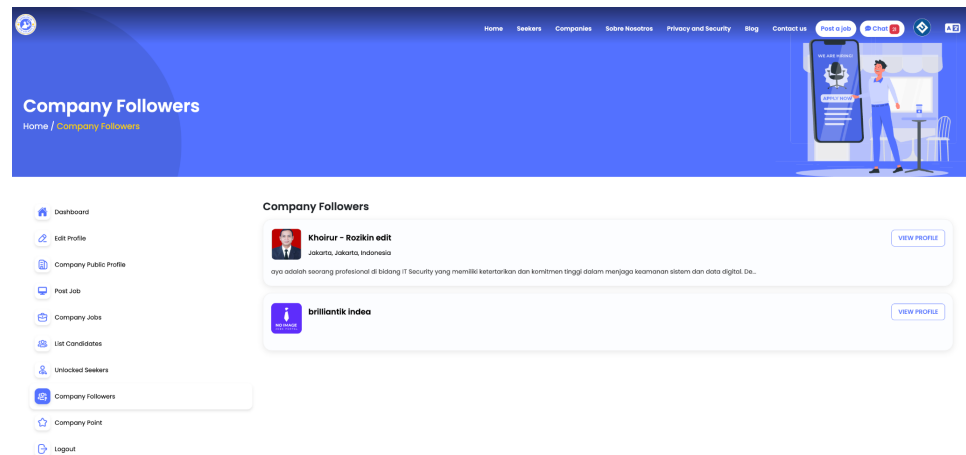
J. Company Followers Menu

How to access company followers page :

1. Go to the dashboard, then click the “Company Followers” menu in the sidebar.



2. The page will appear as shown below

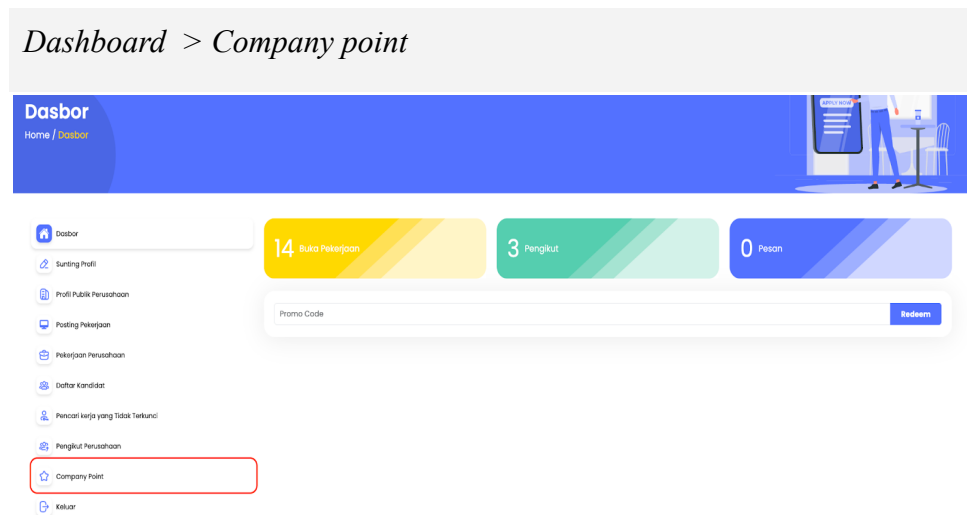


This page displays a list of job seekers who have chosen to follow your company.

K. Company Point Menu

How to access the company point page :

1. Go to the dashboard, then click the “Company Point” menu in the sidebar.



2. The page will appear as shown below

The screenshot displays the 'Company Points' dashboard. At the top, a navigation bar includes links for Home, Seekers, Companies, About Us/Us, Privacy and Security, Blog, and Contact Us. The main header area shows the 'Company Points' logo and a user profile icon. Below the header, a sidebar on the left lists navigation options: Dashboard, Edit Profile, Company Public Profile, Post Job, Company Jobs, List Candidates, Unlocked Seekers, Company Followers, Company Point, and Logout.

The main content area is divided into several sections:

- Points Summary:** A yellow box shows 'Points 4063 Total'. A green box shows 'Last Purchase Medium - 400 pts'. A blue box shows 'Recent Usage unlock seekers - 1 points'.
- Point Packages:** Two boxes for purchasing points. The 'Small' package costs USD 5 and provides 200 points. The 'Medium' package costs USD 100 and provides 400 points. Both boxes include buttons for 'pay with paypal', 'pay with stripe', and 'Pay with Midtrans'.
- Point Package Order History:** A table showing the history of point purchases. It includes columns for Invoice Number, Package Title, Order Amount, Payment Gateway, Payment Status, and Created At. The table shows three entries: two for 'Medium - 400 pts' and one for 'Small - 200 pts'.
- Point History:** A table showing the history of point usage. It includes columns for Title, Points, and Created At. The table shows five entries for 'unlock_seekers' and 'post_job'.

On the company page point page, you can view your point data, recent purchases and recent usage.

Select Point Package to purchase additional points.

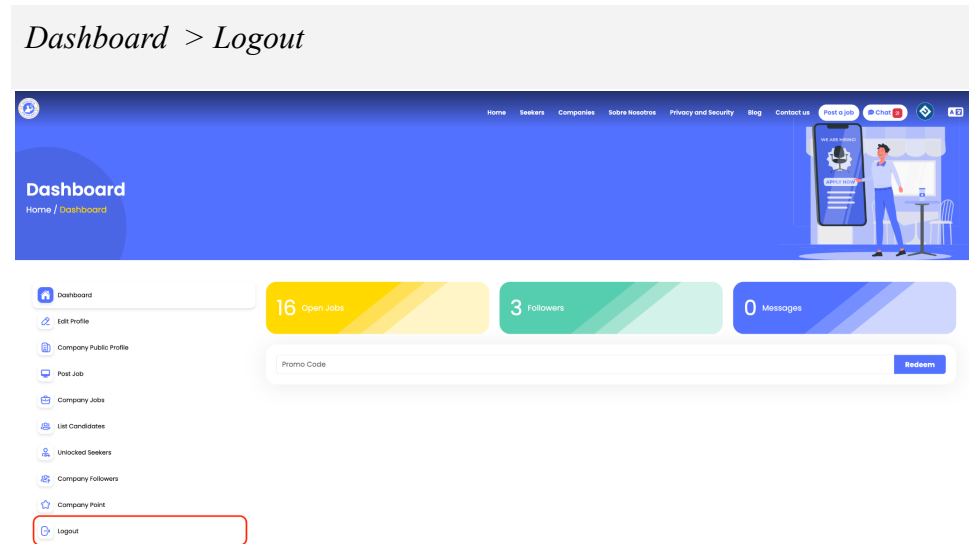
The point package order history table displays the history of purchased points.

The point history table stores information regarding the points that have been used.

L. Logout

How to logout of the openjob.id website :

1. Go to the dashboard, then click the “Logout” button in the sidebar.



2. The page will appear as shown below

