AI Answers
Simplifying AI for business

EXECUTIVE FIELD GUIDE / AUSTRALIA

Get started with ChatGPT and your Dot

Set up your personal agent, brief it by voice or chat, and turn one week's figures into a briefing you can stand behind.

1. Get ChatGPT

Open chatgpt.com on a computer. Choose **Sign up** to create an account or **Log in** with your existing sign-in method. If your company invited you to a workspace, accept the invitation and check the workspace name in the account menu.

2. Choose where to use it

A desktop browser is enough to get started. For the desktop or mobile app, follow the links on OpenAI's download page. Sign in with the same account. Open a new chat and ask, "What information would you need to prepare my weekly business brief?"

3. Find your Dot

Look for **dots** in ChatGPT on desktop or in the current mobile app. Select it and turn to page 2. If the entry is missing, check your workspace and plan eligibility on page 3 before buying anything.

Jump to a task	Set up your Dot / Choose a subscription / See the system map
Try it at work	Connect an app / Trace your data / Run the sample brief

Official links Open ChatGPT / Get the app / Start with dots

SETUP / YOUR FIRST DOT

Set up your Dot

A Dot is your personal agent in ChatGPT. Give it a job in its own conversation and it can keep track of the work, ask questions and bring in help.

1. Create it in the right workspace

Open **dots**, follow the introduction and choose a name or appearance if offered. For your first run, skip optional plugins and computer access. Your Dot can work with the figures you type. Sign in to the same account on your other device to reach the same Dot.

2. Give it a small, testable job

Open the Dot conversation and paste the brief below. Pick a task where you already know what a good answer looks like. Spell out the inputs, the output and the point at which you want to approve the work.

First message to copy

Help me prepare a Monday operations brief. The approval queue went from 6 to 11 quotes. Use only those figures. Return three lines: the change, what we cannot tell yet, and one question for my sales lead. Keep the draft here for me to review.

3. Check that it can take a correction

The queue rose by five. The figures do not say why. Reply, “Correction: the latest queue is 9. Recalculate the change and show me the revised three lines.” Look for a rise of three. If the answer introduces a cause or a staff name, ask it to remove the assumption.

4. Find the controls

On desktop, open your Dot’s profile and select **Activity**. Open a delegated task there to inspect progress or a request for input. A simple answer may stay entirely in the conversation. **Scheduled** is where you manage recurring work if you later set it up.

Official links Dot setup / Dot tasks and memory / Review and stop work

BUYING GUIDE / AUSTRALIA

What should I buy?

Andrew uses and recommends ChatGPT Pro for hands-on executive training with a personal Dot. Pro comes in several usage tiers. Here is how to choose a starting point.

Plan	US web reference / month	A practical fit
Free	US$0	Try chat and voice with usage limits. Practise the sample brief in ordinary chat.
Go / Plus	US$8 / US$20	Go adds everyday capacity. Plus adds broader reasoning and research. Neither plan alone qualifies for a personal Dot.
Pro 100	US$100	Entry individual Pro tier. A starting point for an eligible executive who wants a Dot and regular Work or Codex use.
Pro 200	US$200	More included usage. Consider it when preparing reports or building dashboards repeatedly exhausts the lower allowance.
Pro 500	US$500	Highest Pro allowance and access to Ultrafast. Compare the time saved with the extra cost for your actual workload.

Where to buy and what Australia sees

Sign in to ChatGPT pricing with the account you intend to use. Choose the plan, then check the Australian currency, tax, renewal date and billing interval at checkout. Apple Australia lists Go A$13.00, Plus A$29.99 and Pro purchases at A$154.99, A$300.00 and A$769.99. These are Apple storefront examples. Web pricing can differ.

Buying for a CEO or a team

For one person, start with the lowest Pro allowance that fits. For company-managed users, compare ChatGPT Business for workspace controls and central billing. Eligible Business Premium seats can use dots subject to rollout and admin settings. Business Standard alone does not unlock a Dot.

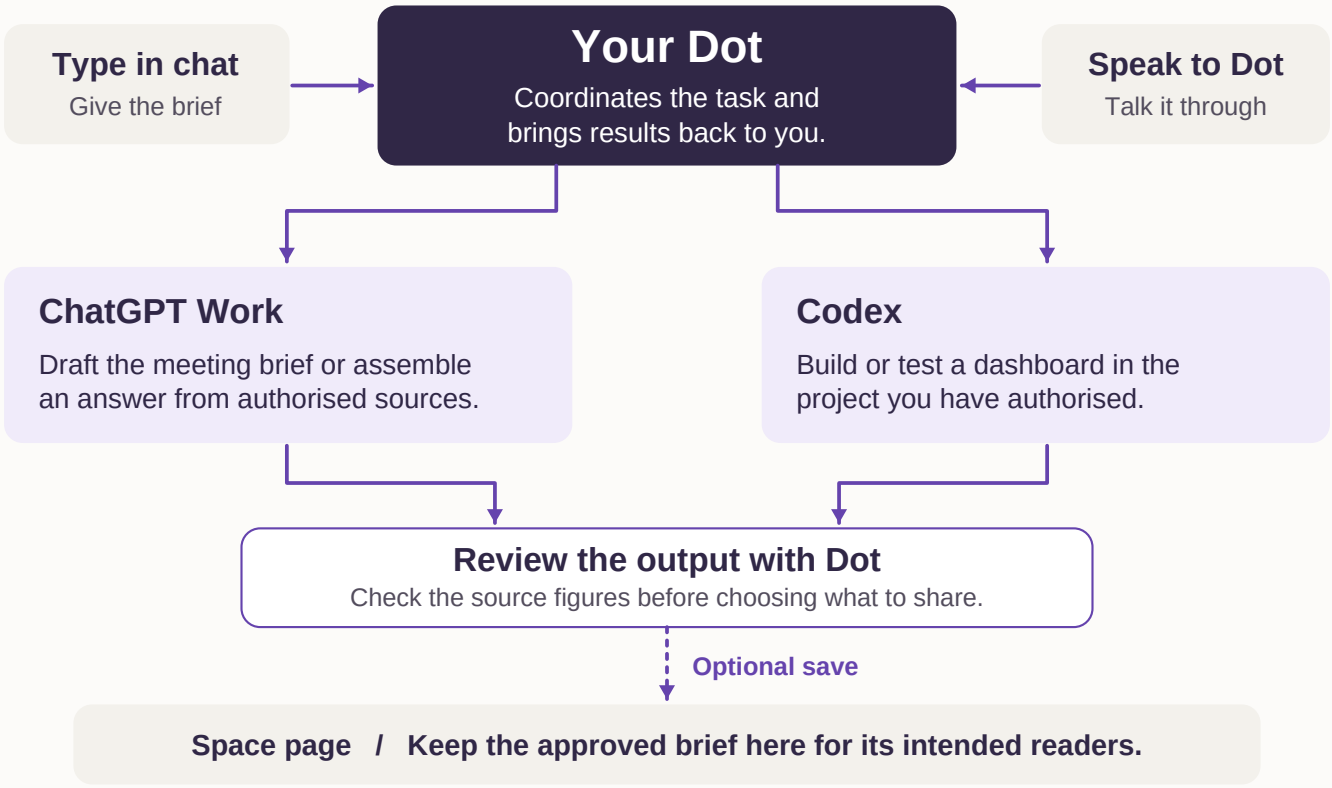
Eligibility. Individual dots are rolling out to eligible Pro users aged 18 and over, including in Australia. Check the account, plan and workspace before upgrading solely for this feature. The Dot does not require a separate purchase.

Official links Pro tiers / Compare plans / Australian Apple listing / Dot eligibility

SYSTEM MAP / FIGURE 1

Your Dot coordinates the work

Think of a Monday briefing. You can speak the brief or type it. Your Dot keeps the assignment together while different tools do different jobs.



Chat and voice	Two ways to talk. Open your Dot's own conversation when you want that agent to keep the thread. Ordinary ChatGPT chat or voice also works independently.
Work and Codex	Work can handle a multi-step research or file task. Codex can build and test software in an authorised environment. Your Dot can delegate when the job calls for it.
Spaces	A Space holds material you choose to keep or share. Review the result, choose its destination and check who can read it. A draft in the Dot conversation has its own audience.

Official links How dots work / ChatGPT Work / Space

CONVERSATION / HANDS-ON

Speak the context. Type the figures.

Voice is useful when you are still working out what you mean. Chat is useful when a precise number, file name or approval needs to survive a handoff.

Talk to your Dot

Open your Dot's conversation and select the **phone button**. Allow microphone access when prompted. Try, "I've got a sales meeting in ten minutes. Help me work out which change in the weekly numbers deserves attention." End the call, then continue in the Dot conversation.

Give it the numbers in writing

Type: "New enquiries went from 32 to 40. Jobs booked went from 16 to 18. The approval queue went from 6 to 11." Ask it to show the change for each and identify the question it would take to the meeting. Read back any figures you originally dictated.

Ordinary chat	Choose New chat for a one-off conversation. Use it to rephrase a paragraph or test a question. If an earlier chat contains the agreed brief, bring that brief into the Dot conversation explicitly.
Ordinary Voice	Start Voice within a ChatGPT conversation to talk back and forth. A transcript is added to that conversation. A call from the phone button inside your Dot's chat is the route to that specific Dot.
Dictation	The microphone used for dictation turns your words into a message you can edit before sending. Use it for exact instructions when you want to catch a misheard name or amount first.

Ending a call

You can put the phone down while a delegated task continues. To stop that task, open your Dot's profile, choose Activity and stop the task. To end a repeating run, open Scheduled and disable or remove its schedule.

Official links Meet dots / ChatGPT Voice / Dot controls

CONNECTIONS / LEAST ACCESS FIRST

Connect one useful source

Begin with the job you are trying to do. A weekly brief may need one report. It rarely needs your entire inbox, a local project folder and a distribution list on day one.

1. Find the integration

In ChatGPT Work open **Customize** → **Plugins**, or look for **Apps** or **Plugins** in your ChatGPT settings. Search for the service, open its listing and check the supported actions in your workspace. Choose Connect or Install, select the right account, review the permissions and authorise the connection.

Files and reports	Use an available storage plugin, such as Google Drive, to retrieve an approved report. Give it the exact file name or link. Ask for one known figure and its source.
Calendar and email	Use Calendar to prepare a meeting brief or an available email app to find a specific thread. Request a draft first. Reading an item, sending an email and inviting someone are separate actions.
CRM and team chat	Look up your CRM or chat service in the directory. Check whether its available actions include search, writing records or sending messages. Read one known record before considering any updates.

2. Test the boundary

Ask your Dot, “Using only this test file, quote the report date and latest approval count. Link the source and leave it unchanged.” Open the returned link yourself. If the file exists but the tool cannot read it, check the connected identity, file sharing and workspace administrator settings.

Connecting your computer is optional

A Dot has its own cloud computer. For supported local work, open the Dot profile on that computer → Computers → Allow. The local computer must be online with the app open. Choose Revoke access when finished. An offline computer may still be authorised for a later session.

Official links Plugin directory and setup / Dot computers and apps / Access controls

DELEGATE / CHOOSE THE RIGHT TOOL

When to delegate to Work or Codex

Keep the outcome with your Dot. Ask Work for a finished analysis, report or presentation. Bring in Codex when the job calls for software you can run, inspect and change.

Give Work a result you can judge

Ask your Dot: “Use these practice figures to draft our Monday operations brief. Return the inputs, the change in each figure and one question for me. Show the draft here for review.” On desktop, open the Dot profile and select Activity to see delegated tasks and requests for input.

Try Codex on a small local project

In the ChatGPT desktop app, open the ChatGPT dropdown, choose Codex, then use Work in → This computer. Choose a new practice folder. Cloud selects a remote environment with its own available files. Pick the environment that actually holds your sample.

A tiny dashboard you can test

Create a plain-text file called weekly.csv in the practice folder. Give it exactly these three lines:
week,open_quotes
previous,6
current,11
Ask Codex: “Build a local dashboard from weekly.csv. Label each period, show the change in open quotes and tell me how to preview it. Keep the original CSV intact. Stop before deployment.”

Decide whether to accept the work

Open the preview and confirm it shows 6, 11 and an increase of 5. Change 11 to 9 in a practice copy and rerun it. The change should be 3. Review the files Codex created or modified before keeping the changes or asking anyone to use the dashboard.

Official links Work overview / Codex environments / Inspect Dot tasks

KEEP THE RESULT / TEAM KNOWLEDGE

Keep the reviewed result in a Space

A Space is a home in ChatGPT for pages and files that people revisit. One practical arrangement is a Space for leadership operations and a dated page for each approved Monday brief.

1. Make the destination

In ChatGPT, open Space → All → New → Space. Name it “Leadership operations practice” and choose Create. Start with a Space you control. Open its sharing panel and check who can view or edit it before adding material.

2. Save the approved version

In the Space, choose New page and give it a date and title. Paste the reviewed brief, or ask ChatGPT to create the page in the named Space with the exact approved text. Include the source period, the figures you checked and the decision owner. Open the page yourself and compare it with the approved draft.

3. Check what the audience can see

People with access to the parent Space can inherit access to its pages. A link to a restricted source still relies on that source’s permissions. Anyone who can read your page can read figures you paste onto it. Review the page text and the sharing panel separately.

A useful handoff

“Save the checked briefing in Leadership operations practice. Title it Monday operations review. Include the two period labels, the queue change and the owner of the next action. Show me the page link for review. I will decide who receives it.”

Codex project or Space? Keep the dashboard’s code and sample CSV in the project folder. Put the reviewed summary and, where appropriate, a link to the approved dashboard in the Space. Each has its own access settings.

Official links Create a Space and pages / Space sharing and inheritance

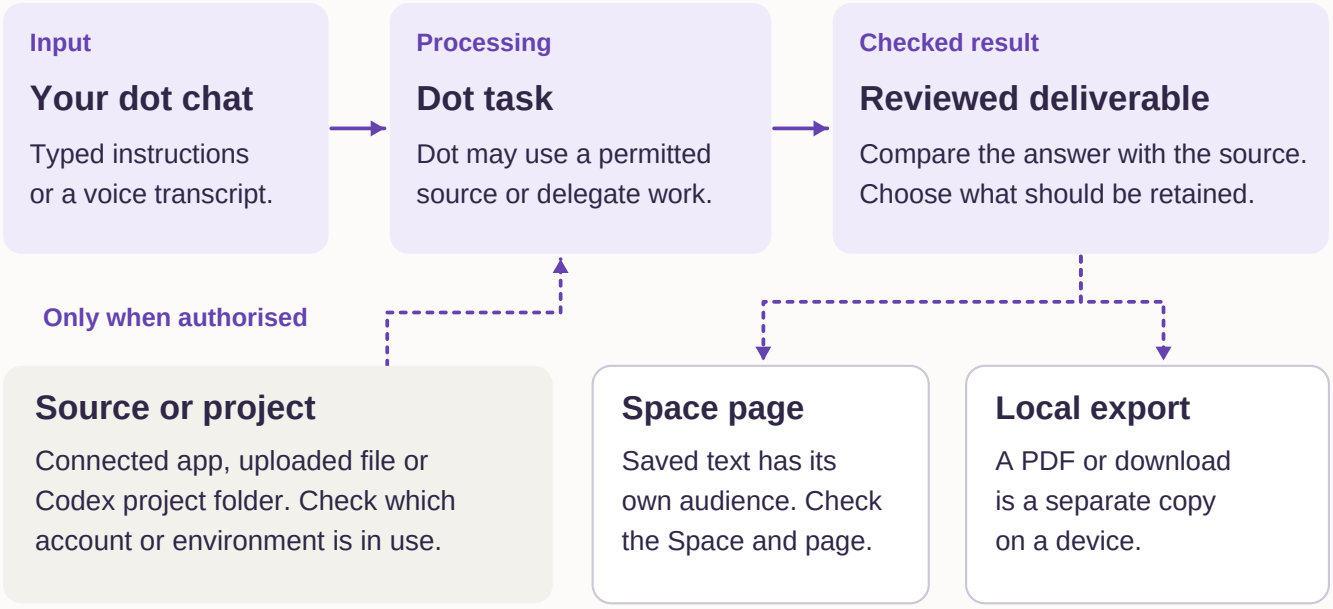
DATA MOVEMENT / A WORKED ROUTE

Follow one brief through the system

Trace a single decision: which quotes need attention this week? The arrows below follow the request, the material used to answer it and the places a reviewed result can go.

How a briefing leaves a trail

Follow the solid arrows for the task. Dotted arrows show possible inputs or saved copies.



Start with one input and one destination

Speak or type the brief to your Dot. For this trial, paste the two sample figures into that conversation. If you later authorise a source, name it and the period to use. Ask the Dot to return a draft to you first.

Repeat the decision, not every transfer

Work can prepare a narrative. Codex can build the optional dashboard. Check the answer against your source, then choose where the reviewed result belongs. Saving a Space page and downloading a PDF create separately managed copies. A later correction needs to reach each version people rely on.

Official links Dot activity and memory / Space sharing / Chat and file retention

DATA CONTROLS / REVIEW AND CLEANUP

Where the copies live

Before using an actual board paper, trace a practice brief through this inventory. For each copy, identify the owner, who can see it and how a correction or deletion would reach it.

Chat and voice	Check the conversation history for typed prompts, replies and voice transcripts. Some voice modes also retain audio clips. Archiving hides a chat in the sidebar. Deleting it starts the applicable retention process.
Dot and memory	A Dot can draw on its conversation, relevant ChatGPT memory and its own saved notes. Inspect its instructions and activity. Review memory under Settings → Personalization. Delete unwanted saved memories and the conversations containing them separately.
Sources and apps	A plugin reads or acts with its connected account and approved permissions. Some apps offer a searchable synced index. Check source access, the connection and any sync settings separately. Disconnecting a source leaves prior excerpts in chats or outputs.
Library and Space	Uploads or generated files can be saved in Library or Space. Delete an unwanted saved file there too. Open a Space’s sharing controls to check access inherited by pages. Editing the original leaves manually copied passages elsewhere intact.
Code and exports	Look in the chosen Codex folder or cloud environment for working files. A commit or push can also place changes in repository history or a remote repository. Check downloaded PDFs, exported files and copies already shared with others.

Stop future work, then review stored copies

To stop a delegated task, open the Dot profile → Activity. For recurring work, open Scheduled and disable its schedule separately. To manage personal model-improvement choices, go to Settings → Data Controls. Company retention policies may also apply.

Official links Dot controls / Chat and file retention / Voice data / Memory controls

PRACTICE RUN / THE FIRST BRIEFING

Build a Monday brief you can check

Use these practice figures for two consecutive weeks. Keep the first run in the Dot conversation. A dashboard and a recurring schedule can wait until the arithmetic and wording hold up.

Weekly measure	Prior week	Latest week	Change to check
New enquiries	32	40	+8
Jobs booked	16	18	+2
Quotes awaiting approval	6	11	+5

Brief to copy

Using only the three rows above, give me a three-line executive brief. Identify the biggest numerical change, a queue that deserves attention and one question for the sales lead. Include the before and after figures. Keep it as a draft here.

What a sound answer looks like. Enquiries rose by eight, the largest count change. The queue rose from six to eleven. Ask how long the oldest quotes have been waiting. The figures alone cannot establish why they are waiting or whether this week's bookings came from this week's enquiries.

Rehearse a correction. Change the latest queue to nine. Check that the change is now +3 throughout, including any dashboard label or saved briefing page. Save the approved version in the Space you chose on page 8.

Choose the useful handoff

If you only need a spoken update, read out the three checked lines. If the team needs a record, save a dated page in the Space. If you need to filter the same figures each week, give Codex the sample CSV and test its dashboard against this table.

Official links Tasks and memory / Review a Space page

OPERATING ROUTINE / FIGURE 3

Make next week's run repeatable

An executive briefing gets useful when a second person can check the inputs, the correction and the version that went to the meeting.

Try the weekly brief with a correction

Use the same tiny example twice. You should be able to predict the second answer.

Give Dot the figures	**Quotes awaiting approval** Last week: 6. This week: 11. Ask for the change and one question for the team.
Correct the input	**Update this week to 9** Ask Dot to revise the brief using 9. Check that the original 11 is no longer used as the current count.
Approve the wording	**The queue rose by 3** 9 minus 6 equals 3. The cause is still unknown. Save the checked brief in the intended Space if you want a team record.

Write the rule before scheduling the work

Agree on the source, reporting cut-off and reviewer. For example: "Every Monday at 8 am Brisbane time, prepare a draft if both weeks of figures are present. Flag missing inputs. Keep the draft in our conversation for my review." Decide who opens it and where the approved brief will live.

Test the exception

Run once with a missing latest-week value. A good result names the missing number and asks for it. If your Dot guesses, update the brief and repeat the test. Once a schedule is configured, open Scheduled to verify the time, frequency and task.

Official links Recurring tasks and memory / Manage or cancel a schedule

HANDOVER / FIRST WORKING SESSION

When something doesn’t show up

Work through the symptom before buying a higher plan, reconnecting an entire account or repeating an action.

No dots entry	Try the desktop browser or current desktop/mobile app. Check your account, age and workspace. Ask your admin about dots and rollout. You can practise the prompts in ordinary chat while access is being confirmed.
A file is missing	Open the original as the connected user. Verify its owner and sharing, then give the Dot a direct link. If you chose a cloud task, confirm the file is actually available in that environment.
A result is missing	Open the Dot profile → Activity and inspect the task, result and any request for input. Look in the selected Codex folder for a file, or in the named Space for a page. Downloads and attachments can be separate copies.
The figures differ	Check the reporting dates and source version. Have the Dot list the exact inputs and calculation. Correct the source and mark the old briefing as superseded before anyone relies on it.
A run keeps starting	Stop the active task in Activity. Open Scheduled and disable its recurring trigger. If the task used a linked computer or plugin, review that permission independently.

Bring one workflow to training

Bring a sample report you may use, the decision it supports and the name of the person who checks it. In a one-to-one session we can connect the right source, test the Dot’s brief and agree where the approved result belongs.

Meet Andy and contact AI Answers

Official links Dot setup / Manage activity and schedules / Work environments

AI Answers
Simplifying AI for business

About AI Answers

SUNSHINE COAST, QUEENSLAND

We build it. It works.

We're a family-run Queensland business. We build automations, connect software and create dashboards that help Australian teams run their day-to-day operations.

I'm Andy, founder of AI Answers. In one-to-one training we work on something from your week. Bring the report you rebuild every Friday, and we'll trace its inputs, build a first draft and check the numbers together.



Andy
Founder, AI Answers

Call Andy directly

0477 048 850

Email Andy	andrew@aianswers.tech
Visit AI Answers	aianswers.tech / Ask Andy online
Train with Andy	One-to-one executive AI training Usually 1 to 2 hours a week, in person or online.