

Custom GPT Setup Guide

By: Aladdin Glasco

Introduction

Custom GPTs allow users to tailor A.I. models to their specific needs, optimizing responses and workflows for personalized assistance. This guide will walk you through the step-by-step process of creating and configuring your own Custom GPT using OpenAI's platform.

 Follow along with a companion YouTube video: <https://youtu.be/BolslvJqONY>

Step 1: Accessing the GPT Builder

1. Log in to your **OpenAI account**.
2. Navigate to the **ChatGPT interface**.
3. Click on "**Explore GPTs**" and then "**+ Create**" to start building.

Step 2: Defining Your GPT's Purpose

1. Specify the **role and functionality** of your Custom GPT.
2. Identify key **topics and domains** it should specialize in.
3. Decide whether it should be **informative, conversational, or task-oriented**.

Step 3: Training with Knowledge Files

1. Prepare **relevant documents** or datasets containing essential information.
2. Upload files under the "**Knowledge**" section in the GPT setup.
3. Ensure the data is **concise, structured, and relevant** to prevent unnecessary bias or hallucinations.

Step 4: Configuring Instructions & Behavior

1. Use the **Instruction Editor** to set:
 - **General Guidelines** (tone, formality, knowledge scope).
 - **Do's & Don'ts** for response structure.
 - **Example interactions** to refine GPT's responses.
2. Test multiple prompts to fine-tune how the model responds to queries.

Step 5: Testing & Iteration

1. Engage in **test conversations** to evaluate how well it follows instructions.
2. Make adjustments by refining **prompts and guidelines**.
3. Continuously update the **knowledge base** as needed.


Step 6: Deployment & Integration

1. Save and **finalize** the Custom GPT setup.
2. Share it with a **target audience or integrate it into workflows**.
3. Monitor **performance and user feedback** to improve functionality.

Best Practices for Custom GPTs:

- ✓ Keep instructions **clear and specific**.
- ✓ Regularly **update knowledge files** to maintain relevance.
- ✓ Allow **flexibility in responses** while ensuring consistency.
- ✓ Monitor **user interactions** to refine the model continuously.

Next Steps

 Need help troubleshooting or optimizing your GPT?

Book a 1-on-1 AI coaching session to refine your setup! 

 guidance@mrglasco.ai