**User Guide**

**Project Name**

ChatGPT Enterprise

**Introduction and Overview**

Welcome to the **ChatGPT Enterprise User Guide**! This guide is designed to help you unlock the full potential of OpenAI’s enterprise-grade conversational AI platform. ChatGPT Enterprise combines cutting-edge natural language processing with enterprise-grade security, performance, and scalability.

It’s suitable for:

* Knowledge workers streamlining daily productivity
* Developers integrating AI into workflows
* Teams that require secure, compliant AI assistance

By the end of this guide, you will know how to:

* Set up your account and organization space
* Navigate the dashboard
* Use ChatGPT for content, data analysis, and automation
* Access admin features for team management
* Configure advanced settings and integrations

**Key Features and Capabilities**

**Enterprise Security and Privacy**

* SOC 2 compliance
* Data encryption in transit and at rest
* Admin console for role-based access

**Scalable Performance**

* Unlimited GPT-4 usage
* Priority processing
* Advanced analytics

**Team Collaboration**

* Shared workspaces
* Role-based permissioning
* Secure prompt libraries

**Feature Table Example**

| **Feature** | **Standard Plan** | **Enterprise Plan** |
| --- | --- | --- |
| GPT-4 Access | Limited | Unlimited |
| Analytics Dashboard | No | Yes |
| Admin Console | No | Yes |
| SSO Authentication | No | Yes |

**Getting Started**

**Creating Your Account**

1. Go to [chat.openai.com/enterprise](https://chat.openai.com/enterprise)
2. Register with your work email (SSO available)
3. Verify via your company domain

**Navigating the Interface**

* Dashboard for conversations
* Sidebar for saved prompts
* Settings menu for workspace control

**Embedded Image Placeholders**

* *Figure 1: Screenshot of ChatGPT Enterprise dashboard*
* *Figure 2: Admin Console role management page*

**Troubleshooting**

* **Issue**: “Model not responding”  
  **Solution**: Check internet connection or retry request.
* **Issue**: “Admin console not accessible”  
  **Solution**: Verify role permissions.