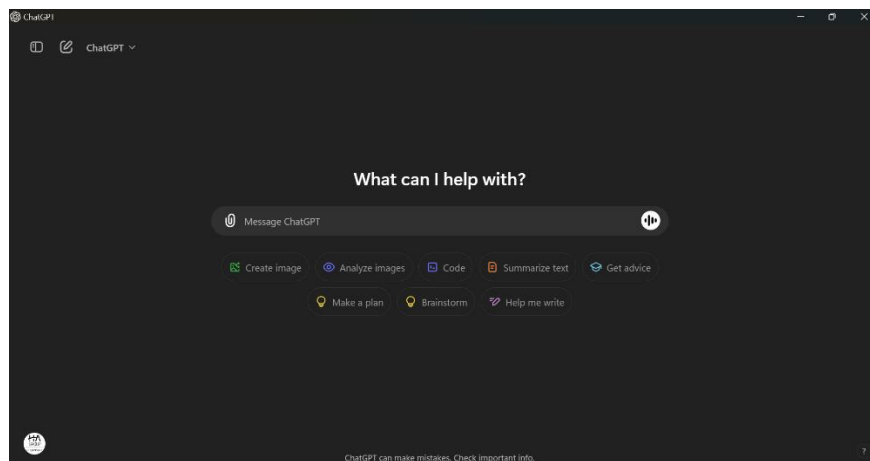## ICT Shared Services

ChatGPT Guide

Figure 1 Home Page of ChatGPT

Basic Guide to Getting Started

What is ChatGPT?

ChatGPT is like having a helpful assistant who can help you write, answer questions, and solve problems. Think of it as a smart tool that can help with your daily work tasks.

Getting Started

1. Create Your Account

- Go to: chatgpt.com

- Click "Sign Up"
- Use your work Gmail backup email*****
- Create a password
- Verify your email

If you have not created the backup email, please do so **as soon as possible. Refer to the IT Email and Website Policy.*

2. Basic Rules to Remember

- **NEVER** share company secrets or customer information
- Don't share your login details with others
- Log out when you're done
- Clear your chat history regularly

How to Use ChatGPT

1. Starting a Chat

- Click "New Chat" on the left side
- Type your question or request
- Press Enter or click the send button
- Wait for the response

2. Writing Good Prompts

Bad prompt: "Write report"

Good prompt: "Write a maintenance report for a 500KVA generator serviced today, including oil change and filter replacement"

3. Real Examples for Your Work

For Project Managers:

Prompt: **"Create a project timeline template for installing electrical systems in a shopping mall, including major milestones and safety checkpoints"**

Prompt: **"Write a site inspection report template for an industrial electrical installation"**

For Technical Staff:

Prompt: **"Create a troubleshooting checklist for a malfunctioning circuit breaker"**

Prompt: **"Write step-by-step instructions for safely testing a power distribution panel"**

For Administrative Tasks:

Prompt: **"Draft an email to schedule a site visit with a client for next week"**

Prompt: **"Create a meeting agenda template for weekly project progress reviews"**

For the Finance Department:

Prompt: **"Create a cost analysis template for electrical installation projects including labor, materials, equipment rental, and overhead costs"**

Prompt: **"Draft a budget variance report template focusing on common electrical project cost variations"**

Common Tasks and How to Do Them

1. Writing Reports

Prompt: **"Write a technical report about [what was done] at [location] on [date]. Include [specific details] and [safety measures taken]"**

Example: **"Write a technical report about replacing a transformer at ABC Mining Site on November 15, 2024. Include details about the new 1000KVA unit and safety protocols followed"**

2. Creating Checklists

Prompt: **"Create a safety checklist for [specific task]"**

Example: **"Create a safety checklist for working with high voltage equipment in a manufacturing plant"**

3. Technical Documentation

Prompt: **"Write step-by-step instructions for [specific procedure]"**

Example: **`"Write step-by-step instructions for conducting a power factor test on an industrial electrical system"`**

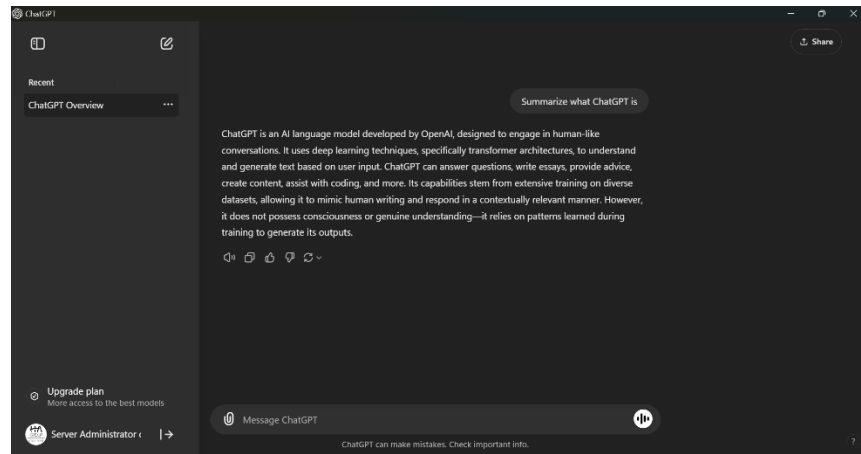*Figure 2 Example of a Prompt*

Tips for Better Results

1. Be Specific

Bad: "Help with electrical problem"

Good: "Help troubleshoot why a 400V motor keeps tripping its circuit breaker after 10 minutes of operation"

2. Add Context

Bad: "Write a proposal"

Good: "Write a proposal for upgrading the electrical system of a 3-story office building, focusing on energy efficiency"

3. Ask for Revisions

If the first response isn't quite right, say: "Please revise this to include [what's missing]"

IMPORTANT: Safety and Security

DO NOT Share:

Client names

Exact site locations

Contract values

Employee details

Confidential company information

Practice Exercise

Try these simple tasks to get started:

1. Write a basic safety checklist

2. Draft a meeting minutes template
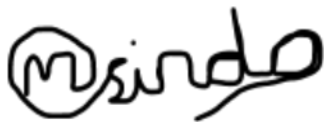
3. Create a simple maintenance schedule

Remember: ChatGPT is a tool to help you work better - **it doesn't replace your expertise and judgment.**

Getting Help

If you need help:

1. WhatsApp [+27680655718](+27680655718)

2. Email server_admin@hpcagroup.africa

3. Ask during our regular meetings

Clarence Itai Msindo

ICT Shared Services Lead