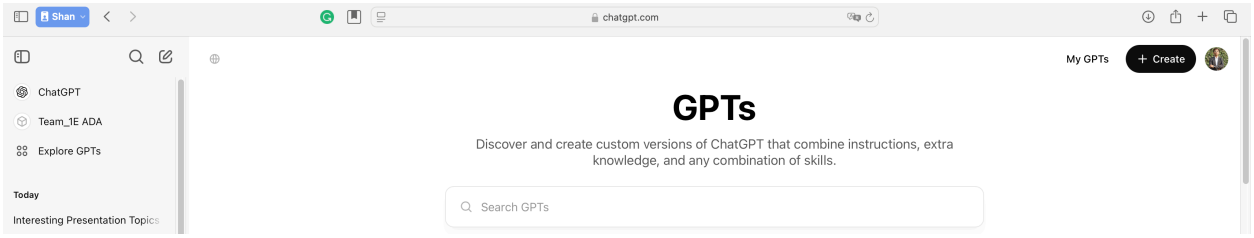
Custom GPT Documentation: NLS Assistant

Custom GPT (NLS Assistant) Link:
https://chatgpt.com/g/g-67457bd89d408191a305b86fb60cffc6-nls-assistant

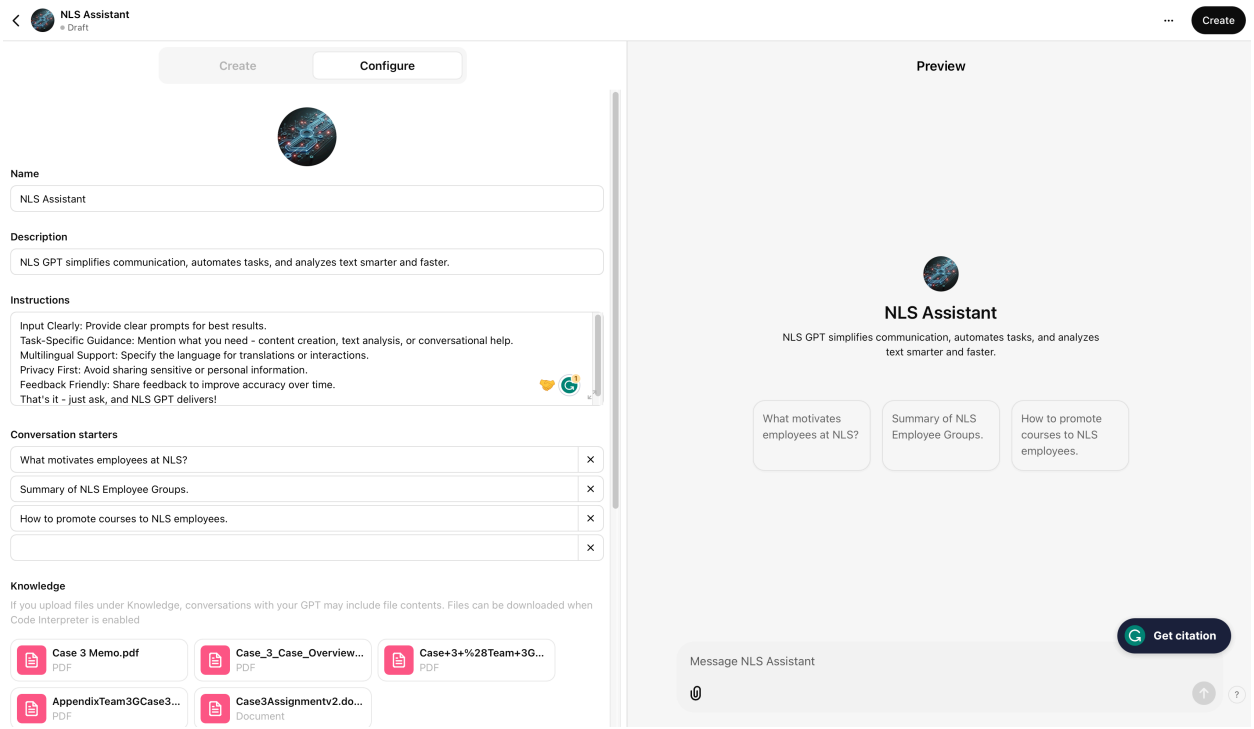
Overview:
The NLS Assistant is designed to generate tailored and engaging promotional content for Nexus Logistics Solutions' Employee Development Program (EDP). By utilizing segmentation insights from the previous project tasks and leveraging OpenAI's Custom GPT capabilities, the NLS Assistant creates draft flyers customized to align with the specific motivations of each employee segment. Given that this is the first project of NLS using Custom GPT, this will be documented in the process below. This thorough document serves as a guide for optimizing future projects and enhancing the model's utility for similar tasks.

Step 1: Accessing the Platform
We start by accessing the OpenAI Custom GPT workspace at https://chatgpt.com/ and logging in with our credentials. After logging in, we click on the **"Explore GPTs"** option highlighted in yellow in the image below.



Step 2: Model Configuration

After clicking on **"Explore GPTs"** we proceed to **"Configure"** (highlighted in yellow below) to manually set up the Custom GPT. As shown in the picture below, we provid the necessary details for the NLS Assistant, including the Icon, Name, Description, Instructions, Conversation Starters, and Knowledge Base.



Step 3: Uploading Training Documents and Assigning Capabilities

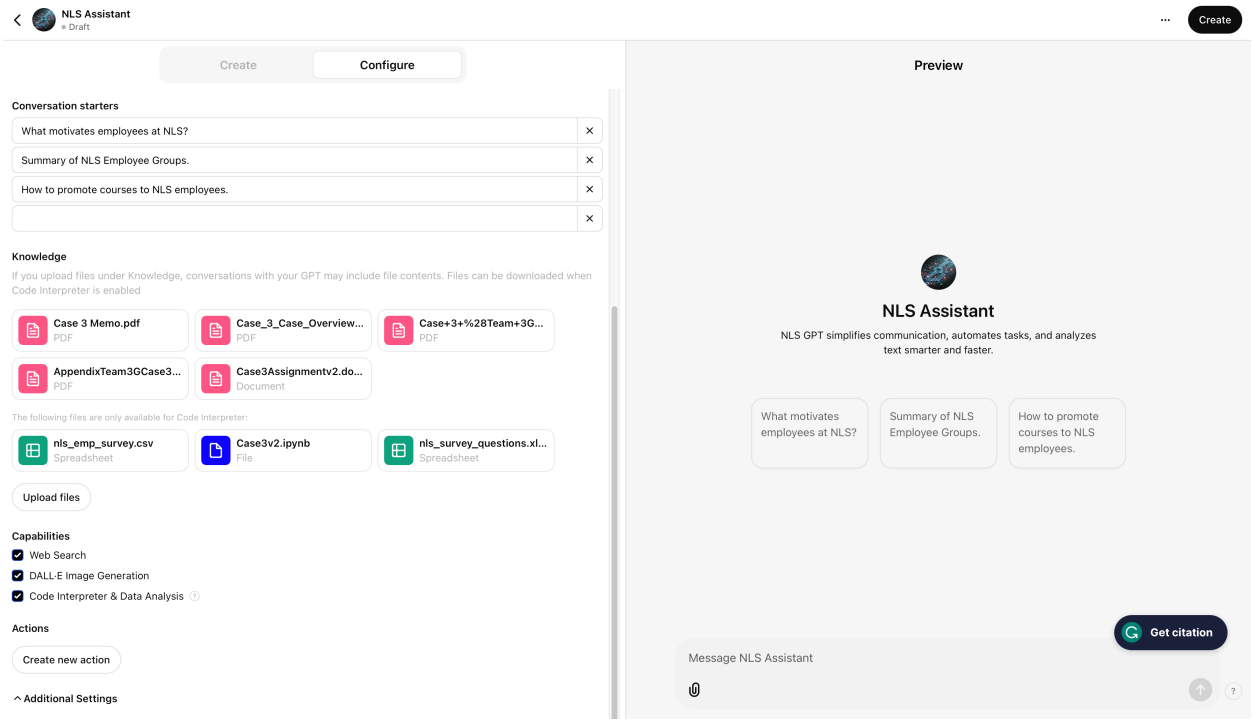
On the configuration page, as shown in the image below, we include the following key documents in the knowledge base:

Case 3 Memo and Case 3 Case Overview:
These files were uploaded to provide context about NLS and its employee segmentation project.

Case 3 Assignment Dashboard, Case 3 Assignment Notes File, and Appendix:
These three documents supplied the statistical and descriptive analysis of employee motivations and segmentation, covering key elements from the previous project such as PCA themes, K-means clusters, and segmentation insights.

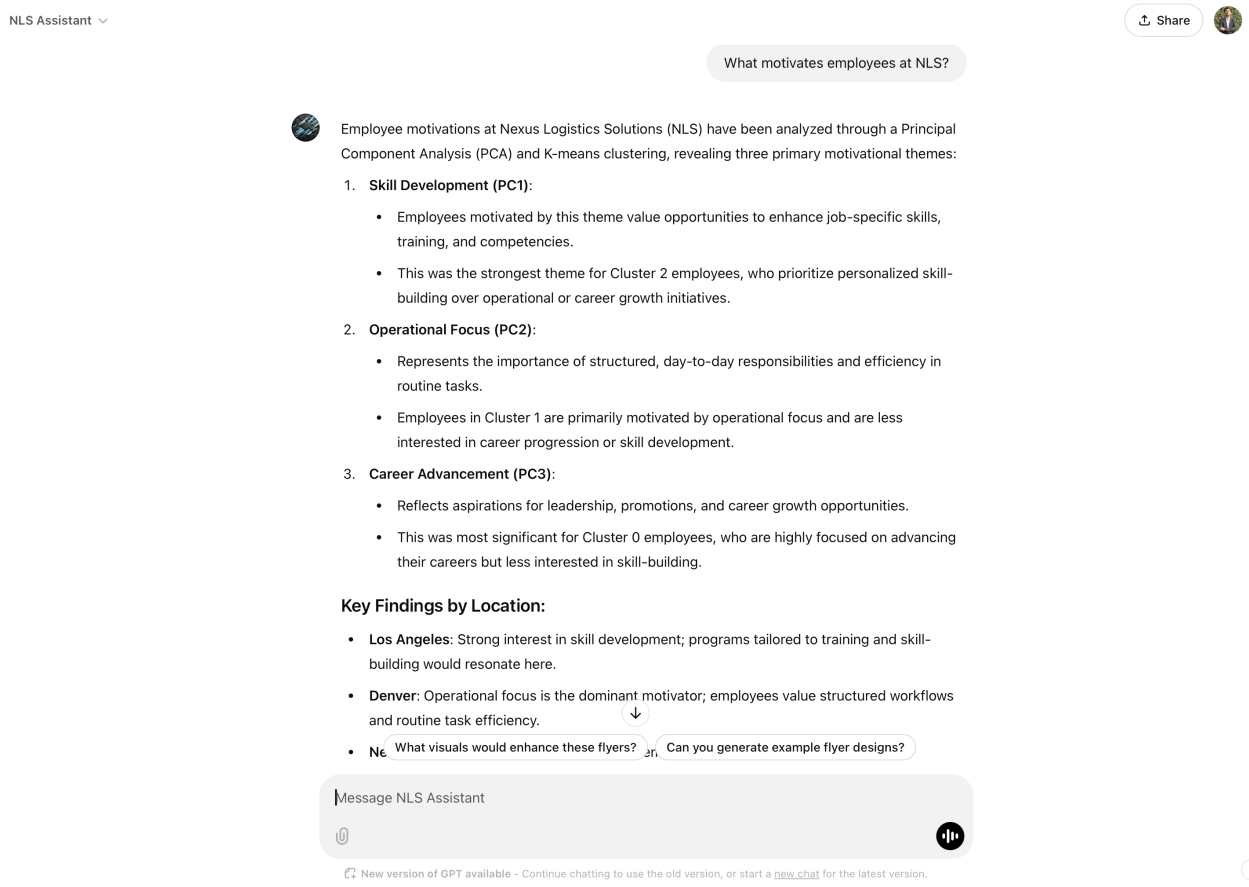
NLS Employee Survey Data, NLS Survey Questions, and Python Code File:
We include the questions file, response data file and the python code file in the knowledge base as this ensured that the Custom GPT had a comprehensive understanding of the data used for segmentation, as well as the process through which PCA and K-means clustering were conducted to generate the results.

Additionally, we enable all options under the **Capabilities** section to ensure the NLS Assistant could access up-to-date information via the web, generate images when instructed, and read and analyze code effectively.



Step 4: Instruction Tuning

In this step, we test the Custom GPT using various prompts to ensure it accurately incorporated all the information and provided precise responses.



Step 5: Accurate Prompt Writing

We define the exact prompt, set clear limitations (e.g., word count), and outlined the desired format for the Custom GPT to follow when generating the draft flyers. This ensured the responses met our expectations and aligned with the project objectives.