

The ChatGPT Dots cheat sheet



Get a dot, hand it a job, set its limits and stop it. Labels in bold are the words on your screen.

1 CREATE YOUR DOT IN ABOUT A MINUTE

START

Your dot

In ChatGPT on a computer, look under **New chat** in the sidebar. Click **Your dot**.

SCREEN 1

Create your dot

Three points on what a dot is and does. Click **Continue**.

SCREEN 2

Make your dot more helpful

Continue with Google adds Email, Calendar, Contacts and Drive. A text link under the card skips it.

SCREEN 3

Choose where your dot can work

In the desktop app the **Your local computer** switch starts on. Switch it off if you prefer. Click **Continue**.

DONE

"Hey! I'm your dot."

It asks for a name. Reply with one, or click **Customize your dot**.

apps already connected? a screen may be skipped

2 WHO CAN GET A DOT, AND WHAT IT COSTS

PLAN	PRICE	DOT
Pro 100, 200, 500	\$100, \$200 or \$500 a month, billed monthly	One each
Business, Premium seat	\$100 per user a month billed annually, \$125 billed monthly. Minimum 2 seats	Yes
Enterprise, Edu, Healthcare	Beta. Off until a workspace admin turns it on	Admin
Free, Go, Plus	Not included	No

Over 18 only

One dot per person

Create it on a computer, not in the mobile app

Pro leaves out the European Economic Area, Switzerland and the UK.

Cheapest route there: Business, one Premium plus one Standard seat, \$120 a month billed annually.

3 WHERE EVERYTHING LIVES

- Your dot**
Sidebar, right under **New chat**. The row reads **Your dot** until you name it. On a phone: the first row of the app's sidebar.
- Its profile**
Click your dot's picture or name at the top of the conversation.
- The dot's menu**
... at the top right of the conversation (the title bar in the desktop apps): **Rename, Pause, Reboot, Delete**.
- Custom rules**
Account picture, bottom left > **Settings** > **Personalization** > **Permissions** > **Custom rules**.
- Schedules**
The clock in the left rail opens **Scheduled**. Your dot's tasks sit in a group under its name.

the profile, top to bottom

Your dot's name
Active · point here to **Pause**

Call

Slack

Desktop notifications
Enable. Desktop apps only

Computers
Its cloud computer (click to watch it) and yours, with **Allow**

Recent activity
🔄 running now
✅ finished
🕒 a task it created
🕒 a schedule, with its timing

Outputs
Files and pages it made

4 PAUSE, STOP OR CANCEL

three different things

Pause your dot ITS MAIN TASK

In the profile, point at the status line and click **Pause**. Click the **Paused** pill to resume. Handed-off tasks and scheduled runs are not all stopped.

Stop one task THAT TASK ONLY

Type "stop". Or open the task from **Recent activity** and press the square stop button at the bottom.

Cancel a schedule EVERY FUTURE RUN

On **Scheduled**, point at the task and click ..., then **Pause** or **Delete**. Or ask your dot to.

8 WHEN YOU SEE THIS, DO THIS

"Dots aren't available in your region yet"	Pro leaves your region out. Block 2 has the Business route.
No Your dot row in the desktop app	If the sidebar's title reads Codex , click it and choose ChatGPT .
"Couldn't connect the call. Please try again"	Hang up and call again. Your dot can't ring you: you click Call .
"Couldn't open this chat. Try again."	On Scheduled . Click Try again , or tell your dot what to change.

5 A BRIEF YOUR DOT CAN RUN WITH

four short sentences

TYPE INTO SEND A MESSAGE

CHANGE THE WORDS

<i>the job</i>	Help me keep the customer newsletter on track.
<i>where to look</i>	Use the outline and the contributor emails I shared to track what's written, what's late and what still needs a decision.
<i>what needs you</i>	Draft reminders for my review, but don't send them .
<i>when to tell you</i>	Tell me when something needs my attention.

To repeat it, ask. There is no form: "Every morning at 7am, send me a briefing with [what]. Run one right now so I can see what it looks like."

Read the reply. Your dot confirms the timing in words, and offers another interval if it can't run that often. The schedule shows in **Recent activity** with a clock.

Usage. Conversations with your dot don't count toward your ChatGPT usage limits. Tasks it starts in **Work** or **Codex** count toward theirs.

6 CUSTOM RULES: THE FOUR BEHAVIORS

PICK	YOUR DOT	USE IT WHEN
Take action without asking	Goes ahead, no approval step	It's routine and easy to undo
Take action when you say so	Goes ahead only if you explicitly asked for it	You want it on request, never as a surprise
Ask before taking action	Asks every time. A new rule starts here	You want to see each one first
Hand off to you	Never does it. Asks you to	Only you should ever do it

Add one: on the **Custom rules** page click **Add**, describe the action under **When [name] wants to:** (400 characters), choose under **[Name] should:**, click **Add rule**. Or tell your dot the rule and click the **Confirm custom rule** button it posts. Your dot tries to follow rules and can still get one wrong.

7 WHAT IT DOES ON ITS OWN, AND WHEN IT STOPS

Goes ahead

- Reads connected apps, suggests jobs
- Saves drafts and says they aren't sent
- Makes files and pages, private to you
- Sets up its own scheduled checks
- Declines a site's cookie prompt

Stops and asks "May I...?"

- Solving a CAPTCHA
- Typing your personal details into a site
- Sharing something about other people
- Sending from your own email account
- Using a site in its cloud browser

How it asks In an ordinary message. There are no buttons: you answer by typing.

To approve "yes", "sure" and "Ok" work for ordinary steps. If it turns down a vague yes, it writes out the sentence it needs. Send that.

To decline Say no and what to keep: "Not today, don't book anything. Just keep the comparison."

Offline beside your computer

It has to be on, awake, online and connected. Cloud work carries on.

"www.[site] is blocked"

The cloud browser refused the site. Your dot can't get around that.

"The approval check didn't accept ... as explicit permission"

Nothing was sent. Reply with the exact sentence your dot wrote out.

"Your dot is on a break" or "You've hit the preview limit"

A usage limit. Wait, then tell your dot to carry on. No numbers are published.