

# Installing the Rev-IQ SDR Kit in ChatGPT

How to add the 6 skills in your bundle to your ChatGPT account and run them for the first time. It takes about five minutes.

**What you downloaded:** either the whole bundle as one .zip (Rev-IQ-sdr-kit-chatgpt.zip), or individual skill files from your download page. This is the ChatGPT version. If you have the whole bundle, unzip it first: inside is one .zip per skill, this guide and a README. Upload each skill's .zip to ChatGPT as it is. Don't unzip the individual skill files.

## Which plans work

OpenAI makes skills available on ChatGPT Business, Enterprise, Healthcare and Edu workspaces, subject to workspace settings. Personal Free, Plus and Pro plans don't currently include skill uploads.

## Before you start

- **Business:** skills are available to eligible members, depending on workspace settings.
- **Enterprise and Edu:** a workspace admin may need to turn on "Enable skills" and "Enable skill uploading".
- If you can't see the Skills tab described below, ask your workspace admin.

## Install the skills

1. If you downloaded the whole bundle, unzip it. On a Mac, double-click it. On Windows, right-click it and choose Extract All.
2. Open ChatGPT and sign in to your workspace.
3. In the sidebar, select **Plugins**.
4. In the Plugin Directory, select the **Skills** tab.
5. Select **Create**, then **Upload from your computer**.
6. Choose one skill's .zip file. Upload it as it is.
7. Repeat for each skill in the bundle. Each one appears separately in your skills list.

## Run them

Start a new chat and ask in plain language, or type @ and choose the skill to run it directly. Attach files such as your account list, a prospect's website or your SDR numbers when asked. In the ChatGPT desktop app you can also see your skills under Skills in the sidebar.

What's in your bundle, and a prompt to start each one:

| SKILL                                 | TRY ASKING                                                                  |
|---------------------------------------|-----------------------------------------------------------------------------|
| Rev-IQ ICP and Target Account Builder | "Build our ideal customer profile and tier this account list."              |
| Rev-IQ Account Research Brief         | "Write a research brief on this account before I reach out."                |
| Rev-IQ Outbound Sequence Writer       | "Write an outbound sequence for this contact, based on the research brief." |
| Rev-IQ Cold Call and Objection Coach  | "Prep my cold call to this operations manager, then let me practise it."    |
| Rev-IQ Meeting Handoff                | "I've booked a meeting. Check it and write the handoff for the AE."         |
| Rev-IQ SDR Weekly Review              | "Run the SDR weekly review on these numbers."                               |

## If something doesn't work

|                                        |                                                                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| There's no Skills tab or upload option | Skills or skill uploading isn't enabled for your workspace. Ask your workspace admin.                                              |
| The upload is rejected                 | Upload the original .zip from rev-iq.ai without changing it. Make sure you downloaded the ChatGPT version.                         |
| The skill doesn't start                | Type @ and choose it, or name it in your message: "Use the Rev-IQ ICP and Target Account Builder skill."                           |
| The bundle zip won't upload            | The bundle file holds several skills, so it can't be uploaded in one go. Unzip it first, then upload each skill's .zip on its own. |

Still stuck? Email [joel.smith@rev-iq.ai](mailto:joel.smith@rev-iq.ai) with your order email, the skill name and platform.

## Your licence and updates

Your purchase covers use within one business, including your team. Please don't resell, share outside your business or redistribute the files. Updates are included for 12 months from purchase: use the link on your download page to get the latest version.

## Your data

The skills run inside your own ChatGPT account. Nothing you enter or upload is sent to Rev-IQ. OpenAI's terms, your plan's data settings and your organisation's policies apply to what you share with ChatGPT, so remove anything you're not comfortable sharing, such as personal contact details.

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