

AI SKILLS · INSTALL GUIDE

Installing Rev-IQ AI Skills in ChatGPT

How to add a free Rev-IQ skill to your ChatGPT account and run it for the first time. It takes about two minutes.

What you downloaded: a .zip file named after the skill, for example rev-iq-pipeline-health-check.zip. This is the ChatGPT version. Upload it as it is.

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 skill

1. Open ChatGPT and sign in to your workspace.
2. In the sidebar, select **Plugins**.
3. In the Plugin Directory, select the **Skills** tab.
4. Select **Create**, then **Upload from your computer**.
5. Choose the .zip file you downloaded from rev-iq.ai. Upload it as it is; don't unzip it first.

Run it

Start a new chat and ask in plain language, or type @ and choose the skill to run it directly. Attach files such as a CRM export or P&L when asked. In the ChatGPT desktop app you can also see your skills under Skills in the sidebar.

Prompts that work well:

SKILL	TRY ASKING
Commercial Engine Scorecard	"Score our commercial engine and tell me where revenue is leaking."
Six SaaS Numbers	"Here's our P&L and MRR export. How healthy are our SaaS numbers?"
Pipeline Health Check	"Health check our pipeline from this CRM export."
AI Readiness Check	"Are we actually ready for AI? Run the readiness check."
Positioning Sharpener	"Help me sharpen the positioning for our product."

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 Six SaaS Numbers skill."

Still stuck? Email joel.smith@rev-iq.ai with the skill name and platform.

Your data

The skill runs 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 customer contact details.

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