



CHATGPT BUSINESS POWER MANUAL

Practical setup, privacy, projects, skills, agents, prompting and preservation

Prepared for Keith

Verified against current official OpenAI documentation

Edition: 26 August 2026

A controlled creative-production system - not merely a collection of chats.

Contents

1. The Operating Principle	3
2. Privacy, Administration and Ownership	3
3. Personal and Business Workspace Separation	3
4. Choose the Correct Tool	4
5. Projects as Operational Headquarters	4
6. Library and File Preservation	5
7. Skills: Preserve the Method	5
8. Workspace Agents: Emilia as a System	6
9. Plugins, Apps and Company Knowledge	6
10. ChatGPT Work and Scheduled Tasks	7
11. Professional Prompt Architecture	7
12. Master Document Protocol	8
13. Keith's Recommended Business Setup	9
14. Official Sources and Verification	10

Scope note: This manual covers legitimate productivity, governance and workflow techniques. It does not recommend bypassing security controls, usage limits or workspace permissions.

1. The Operating Principle

ChatGPT Business becomes substantially more useful when each layer is given a distinct job. Chats are conversations. Projects hold evolving context. Skills preserve methods. Workspace agents perform repeatable jobs. Library preserves reusable files. Independent backups preserve ownership.

The central discipline is to separate working context from authoritative records. A model can help maintain a record, but a conversation should never be the only surviving copy of it.

The five non-negotiable rules

- Never use conversational memory as the only archive.
- Never merge a Personal workspace into Business without preserving important material first.
- Never give an app write access when read-only access is sufficient.
- Never let AI silently resolve conflicts between locked sources.
- Turn every successful repeated process into a Skill or workspace agent.

2. Privacy, Administration and Ownership

What administrators can see

In ChatGPT Business, each member has their own ChatGPT and Codex history. Other members, including owners and administrators, do not automatically receive access to private chat transcripts. Workspace controls can expose operational information such as membership, usage and credits, but usage analytics are separate from transcript access.

Administrators and teammates can see material you deliberately share through a shared chat, project, GPT, Skill, agent or connected workflow. Review the complete shared surface, not just the final response, before granting access.

Training policy

Business workspace data is excluded from model training by default. This also applies when the workspace uses Codex or other usage-based Business features.

Important ownership limitations

- Standard ChatGPT data export is not currently available for Business workspaces.
- Leaving a workspace removes access to its data unless you are invited back.
- Deactivation preserves workspace data, but permanent deletion removes its conversations, memories and files.
- Business members can create shared links; Business does not provide the Enterprise-only workspace control that disables all shared links.
- Irreplaceable intellectual property should therefore have an independent local or cloud backup outside ChatGPT.

3. Personal and Business Workspace Separation

A Personal workspace and a Business workspace can remain separate. Switching workspaces changes the active environment; it does not automatically copy context, chats or files between them.

Recommended division

Personal workspace	Business workspace
Private life, unrelated experiments, temporary exploration and material that should remain outside organisational control.	BACKROW, albums, manuals, production systems, company documents, team projects and reusable agents.

Why merging is high risk

- A Personal-to-Business merge is permanent and cannot be undone.
- The Personal workspace is deleted after migration.
- Chats and GPTs migrate, while plugins and custom instructions may not migrate.
- Some long-running or historical chats may not remain retrievable.
- The migrated material becomes controlled by the Business workspace.
- Business data export remains unavailable after the merge.

Default recommendation: keep Personal and Business separate unless there is a clearly documented reason to merge.

4. Choose the Correct Tool

Tool	Use it for	Do not rely on it for
Ordinary chat	Quick questions and disposable drafts	Authoritative long-term records
Project	One album, book, production or continuing subject	A universal method used everywhere
Project instructions	Rules unique to that project	The entire organisation's operating manual
Project-only memory	Context isolation	Sharing context between separate projects
Library	Finding and reusing files	Your only backup
Skill	A repeatable method or standard	Changing state of one album
Custom GPT	An interactive specialist	Multi-user evolving project history
Workspace agent	Repeatable connected workflows	Casual brainstorming
ChatGPT Work	Long tasks and finished deliverables	Small factual questions
Scheduled task	Reminders and monitoring	Project-file-dependent work
Company knowledge	Cited answers from connected sources	Inventing missing records
Codex	Coding, files and technical work	Preserving every conversational fact

5. Projects as Operational Headquarters

A Project keeps related chats, files, instructions and memory together. Business currently supports up to 40 files in a project and up to 100 project participants. Shared-project access should be assigned carefully: chat access permits viewing and interacting, while edit access permits changing files and instructions.

Recommended creative structure

BACKROW CANON - protected source material
 Vocal identities
 Character and band canon
 Protected Kdot system
 Musical operating rules

ALBUM - title
 Album master document
 Track register
 Production principles
 Release decisions

SONG - title
 Current lyrics
 Current style field
 Musical architecture
 Generation record
 Locked master record

The project-only memory technique

- Choose project-only memory when creating a new project where context isolation matters.
- Previously saved personal memories are not referenced in project-only chats.
- Chats can use other conversations inside that project.
- Chats cannot draw from conversations outside that project.
- Sharing a Business project automatically changes it to project-only memory.

Use separate project-only spaces for different artists, confidential systems and characters whose voices must never bleed together.

6. Library and File Preservation

Files uploaded to or created in ChatGPT are saved to Library and can be reused with Add from Library. Library storage is separate from ordinary daily attachment limits. Library is a retrieval layer, not an independent backup.

Version naming

Bringing_Forever_Home_MASTER_v1.0_LOCKED.docx
 BACKROW_Canon_v4.3_ACTIVE.docx
 VON_System_v2.1_PROTECTED.pdf
 Album_Track_Register_v1.6_WORKING.xlsx

- Use status labels such as WORKING, APPROVED, LOCKED, SUPERSEDED and WITHDRAWN.
- Never use FINAL by itself; pair it with a version and date.
- Preserve the previous locked version before replacing an authoritative file.
- Download irreplaceable masters to independent storage after every lock event.

7. Skills: Preserve the Method

A Skill is a reusable workflow containing instructions, examples, references and optionally code. ChatGPT can invoke an installed Skill when the task matches it, and Business Skills may be shared with the workspace.

Useful Skills for Keith

- BACKROW Canon Guardian
- Suno Field Architect
- Lyric Integrity Auditor

- Vocal Identity Separator
- VON Emotional Tempo Mapper
- Album Continuity Examiner
- Master Document Archivist
- Generation Result Recorder
- Kdot Protected System
- Prompt Quality Examiner

Every Skill should declare

- Its activation conditions and exact command syntax.
- The hierarchy of authoritative sources.
- The workflow and mandatory validation steps.
- Protected material it must never change.
- The required output format and evidence labels.
- Conditions that require Keith's explicit approval.
- Correct and incorrect examples.

VON command example

Use VON:6 on the current song.

The VON Skill should analyse the current narrative, select six related and narratively justified emotional states, assign six distinct BPM directions from VON-161, map them to sections, explain each decision and avoid defaulting to familiar emotions. It must treat BPM as a design direction rather than a guaranteed generated result.

Personal Skills may need to be installed separately on desktop and web/mobile because they do not necessarily synchronise automatically across surfaces.

8. Workspace Agents: Emilia as a System

Workspace agents can combine permanent instructions, files, memory, Skills, web search, image generation, apps, actions, schedules, API triggers and controlled sharing. This is a better long-term home for Emilia than a single long chat.

Recommended Emilia configuration

Identity: BACKROW senior music architect
 Authority: Keith has final creative and release authority
 Knowledge: Condensed manual, BACKROW canon, vocal identities, tested Suno findings, VON and validation rules
 Skills: Lyric audit, Suno construction, VON mapping, canon protection, generation recording, master-document locking
 Memory: Enabled only for relevant project state
 External actions: Read-only unless Keith explicitly approves writing

Agent files are currently limited to 512 MB per file and 10 GB in total. More material is not automatically better: use only the necessary sources, divide large manuals into indexed modules and remove superseded duplicates.

9. Plugins, Apps and Company Knowledge

Since July 2026, the Plugin Directory is the main discovery surface. A plugin may contain Skills, apps and app templates. Apps provide controlled connections to external data or actions; Company knowledge uses connected organisational sources to answer questions with citations back to the originals.

Least-authority configuration

- Use read-only access for research and reference agents.
- Enable write actions only where the workflow genuinely requires them.
- Restrict repositories, folders, accounts and action types where supported.
- Require approval before material external actions.
- Review the app's permissions and the agent's instructions separately.
- Microsoft and Google write actions remain disabled until a workspace administrator enables them.

10. ChatGPT Work and Scheduled Tasks

Delegate an outcome

ChatGPT Work is intended for longer assignments involving research, files, connected apps and complete deliverables such as documents, spreadsheets, presentations, reports and websites. Give it an outcome, authority boundaries, sources and acceptance tests.

Audit the attached 20-song album package. Verify that every track has a title, locked lyrics, exact Suno style field, vocal identity, generation record, selected master, alternate version, credit use and independent backup status. Do not rewrite creative material. Produce a Word album register and a spreadsheet identifying omissions. Stop and ask before resolving any conflict between two locked sources.

Scheduled tasks

Business currently supports scheduled tasks for one-off reminders, recurring work and monitoring, with up to ten active tasks. A task created inside a project cannot access that project's uploaded files, so include necessary context directly or use an eligible workspace agent with the appropriate files and connections.

- Remind Keith weekly to back up newly locked songs.
- Audit album-master completeness monthly.
- Monitor official platform policy pages for material changes.
- Record credits after generation sessions.

11. Professional Prompt Architecture

Authority hierarchy

Authority order:

1. Keith's latest explicit decision
2. Locked master document
3. Active project canon
4. Tested production evidence
5. Working hypothesis
6. General musical knowledge

State labels

PROPOSED | WORKING | TESTED | APPROVED | LOCKED | SUPERSEDED | WITHDRAWN | UNVERIFIED

Change control

Do not silently rewrite locked material. List each proposed change, its reason, its consequence and the source that authorises it. Wait for approval before applying material changes.

Evidence ledger

For each technical claim, mark it: DOCUMENTED, OBSERVED IN OUR TEST, INFERRED or SPECULATIVE.

This distinction prevents a mathematically valid score calculation from being presented as a reliable prediction of generated audio.

Acceptance tests

The result passes only if:

- all lyric lines are present;
- section labels are intact;
- character counts are recalculated;
- no unauthorised creative changes appear;
- runtime prediction is omitted;
- credit use is recorded only after Keith reports it;
- the selected master and alternate are identified.

Stop condition

If two locked sources conflict, do not choose one. Report the conflict and ask Keith.

Adversarial second pass

Audit your own result as an adversarial examiner. Find omissions, unjustified assumptions, silent changes and claims stated with more certainty than the evidence supports.

Diff before edit

First show a precise change list. Do not edit yet. After approval, apply only the listed changes and verify that all unlisted text remains unchanged.

Recovery versus reconstruction

An AI cannot genuinely recover text it can no longer access. It can retrieve accessible material, use a preserved file, reconstruct from partial evidence or invent a replacement. Require the response to identify which category applies.

12. Master Document Protocol

Start-of-project command

Create a master document for this project. It is the authoritative record, not merely a summary. Maintain version history and state labels. Do not call anything locked until I explicitly say LOCK.

Lock command

LOCK SONG.

Update the master document with:

- exact title;
- exact final lyrics;
- exact style field;
- field character counts;
- performer and vocal identity;
- key, metre and BPM directions;
- VON map if used;
- structural and pronunciation instructions;
- generation model/version and settings;
- generation identities and exact durations;
- selected master and alternate;
- credits consumed;
- Keith's assessment;
- unresolved limitations;
- date locked and document version.

Preserve the prior version. Do not estimate missing facts. Return a completion audit.

Post-lock requirement

After the master is updated, download the locked version and preserve it outside ChatGPT. A lock is a creative decision; the independent file is the preservation mechanism.

13. Keith's Recommended Business Setup

Asset	Purpose
BACKROW Canon Project	Private, project-only source of authoritative canon and protected systems.
Current Album Project	Track register, production philosophy, continuity and release decisions.
Individual Song Projects	Clean bounded context for substantial song development.
Emilia Workspace Agent	Senior music architect using the condensed manual and controlled Skills.
VON Skill	Select the requested number of narrative-fit emotional tempo states.
Song Lock Skill	Update and verify the master only after Keith's explicit lock command.
Generation Ledger	Record generation identities, credits, durations, masters and alternates.
Independent Backup	Local plus external cloud storage outside ChatGPT.

First-session checklist

- Confirm that Personal and Business remain separate unless a deliberate migration has been approved.
- Enable MFA and review workspace members, roles, billing and usage controls.
- Review Plugins and Apps; allow only those needed and inspect their action permissions.
- Create project-only Projects for canon, the current album and sensitive artist identities.
- Place authoritative files in Library, then create independent backups.
- Build and test the VON, Song Lock and Canon Guardian Skills.
- Create Emilia as a private draft agent; test before sharing or publishing.
- Establish the Generation Ledger and use it after every Suno generation action.

14. Official Sources and Verification

The product facts in this edition were checked against current official OpenAI material. Features, limits, naming and rollout status can change; recheck the relevant source before making a high-impact migration, access or security decision.

1. Business pricing and included capabilities
<https://openai.com/business/pricing/>
2. Managing data, sharing and privacy in ChatGPT Business
<https://help.openai.com/en/articles/8798634>
3. Business workspace lifecycle and migration
<https://help.openai.com/en/articles/8801890-can-i-migrate-or-merge-my-personal-chatgpt-workspace-over-to-my-chatgpt-business-workspace>
4. Projects in ChatGPT
<https://help.openai.com/en/articles/10169521>
5. File storage and Library
<https://help.openai.com/en/articles/20001052-file-storage-and-library>
6. Skills in ChatGPT
<https://help.openai.com/en/articles/20001066-skills-in-chatgpt>
7. Workspace Agents for Business and Enterprise
<https://help.openai.com/en/articles/20001143>
8. Company knowledge
<https://help.openai.com/en/articles/12628342/>
9. Plugins in ChatGPT and Codex
<https://help.openai.com/en/articles/20001256-plugins-in-chatgpt-and-codex>
10. Scheduled Tasks
<https://help.openai.com/en/articles/10291617>

The practical objective is controlled continuity: every method reusable, every source attributable, every change authorised and every locked result independently preserved.