



Sites & dashboards

Build MeridianConnect from six approved HR files—then refine the experience and verify a privacy-safe dashboard.

SESSION RECORDING

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ACCESS REQUIRED

ChatGPT Work with Sites enabled; six approved Meridian HR files; permission to create a private Site.

EXPECTED OUTCOME

Create the brief, build and annotate a Site, verify metrics, and review who can access it.

WHAT WE COVERED

Core concepts

Start with a person, task, and approved source—not a blank page. Map the onboarding guide to milestones, the manager toolkit to rollout gates, the course CSV to learning, and the benefits playbook to official dates. Build a private, task-first Site; label source freshness; separate approved integrations from static uploads.

Example use cases

- [Manager toolkit](#)
- [Listening brief](#)
- [30-day onboarding](#)
- [Mobility guide](#)
- [Benefits playbook](#)
- [Course catalog](#)

Tips & tricks

- + Upload approved files.
- Work → Plugins → Sites.
- Label source + freshness.
- Current is not the target.
- A saved Site is not live sync.
- Keep employee data private.
- Review before Share.

TRY IT OUT

Think of a use case

START HERE: Open each blue file link above and download all six Meridian demo files. In ChatGPT, select Work and follow Steps 01–04. Each blue prompt opens prefilled instructions; attach the requested files before you send.

STEP 01 Open Work + create the brief

1. Click Work at the top → + beside the message box. Attach all six Meridian files.
 2. Open the prompt below → Send. Ask for audience, top tasks, source owners, accessibility, privacy, and reviewers.
 3. Review the generated MeridianConnect product brief.
- [CLICK: OPEN THE PLANNING PROMPT](#)

STEP 02 Select Sites + build

1. In the same Work task, click Plugins → Sites, or type @Sites.
 2. Open the build prompt below → Send. Keep the approved brief and six files attached.
 3. Click Open MeridianConnect. Check Get help, Start a new role, Find learning, careers, and benefits.
- [CLICK: OPEN THE SITE-BUILD PROMPT](#)

STEP 03 Annotate + send feedback

1. In the Site preview, click the annotation icon in the upper-right corner; Annotating appears.
 2. Click the heading or button you want to change. Add specific feedback such as “Make Get help the primary action.”
 3. Click Send, then reopen the preview and confirm the change.
- [CLICK: OPEN THE REFINEMENT PROMPT](#)

STEP 04 Verify the dashboard + access

1. Return to the Work task; open the dashboard prompt → Send.
 2. Open the manager/HR view. Check demos 54% → 90%, portal access 81% → 95%, and ticket response 31.6h → <24h against the source files.
 3. Click Sites in the sidebar → Share only after approving audience and privacy.
- [CLICK: OPEN THE DASHBOARD PROMPT](#)

GO FURTHER

Extend your use case

- [Create a manager rollout view](#)
- [Add a first-30-days journey](#)
- [Test save, reload, and review](#)
- [Verify every metric + target](#)
- [Check privacy + source dates](#)

Expand to your team

- [Draft a team Site brief](#)
- [Assign an owner + reviewer](#)
- [Verify the intended audience](#)
- [Map each file to its owner](#)
- [Approve access before Share](#)

Additional resources

- [Open the Academy event](#)
- [Open ChatGPT Work](#)
- [Read the Sites guide](#)
- [Create + manage Sites](#)
- [Workspace admin controls](#)