



ChatGPT

Utilizing ChatGPT-4 for Data Analysis

Standard Operating Procedure (SOP)

Guide for setting up and using ChatGPT-4 for data analysis purposes.

Section 1: System setup

- 1. Hardware and software requirements:**
 - a. A functional computer, either laptop or desktop.
 - b. A reliable and uninterrupted internet connection
 - c. A web browser compatible with the ChatGPT platform.
- 2. Subscription to ChatGPT-4:**
 - a. Secure a subscription to ChatGPT-4. As of the last update, the subscription rate is 20USD/month.
 - b. To subscribe, visit <https://chat.openai.com/auth/login>
- 3. Configuration and activation:**
 - a. Once logged in, navigate to **Settings**.
 - b. Proceed to **Settings and Beta**.
 - c. Under **Beta features**, select and activate the **Advanced data analysis** option to enable the code interpreter.

Section 2: Uploading data to ChatGPT-4

- 1. Small data sets or simple tables:**
 - a. Directly copy and paste the dataset into ChatGPT chat window.
- 2. Large data sets:**
 - a. For large data sets or multiple files, use the **“upload file (+)”** situated within the chat interface.

- b. The system allows for the simultaneous upload of multiple datasets or multiple workbooks within a single dataset.

3. Supported file formats:

- a. ChatGPT-4 supports a range of data types, including but not limited to CSV, Excel, PDF and data.
- b. For large data sets or multiple files, use the “**upload file (+)**” situated within the chat interface.
- c. The system allows for the simultaneous upload of multiple datasets or multiple workbooks within a single dataset.

Section 3: Data analysis with ChatGPT-4

1. Using the prompt sheet:

Refer to the provided **prompt sheet** in the toolkit for specific data analysis instructions. This sheet is curated to offer guidance tailored to ChatGPT-4’s capabilities.

2. Data description and cleaning:

Utilize the prompts specified for data description and cleaning.

3. Data analysis:

The **prompt sheet** offers tailored prompts for both patient-level and cumulative dataset analysis.

4. Merging datasets:

Refer to the **prompt sheet** for instructions on merging various data sets.

5. Data visualization:

Utilize the visualization prompts from the **prompt sheet** to generate insightful charts and graphs.

6. Generating reports and insights:

The **prompt sheet** provides prompts for generating analysis insights, comprehensive reports, summaries, and presentation materials.

NOTES:

1. *Ensure that sensitive data is anonymized or encrypted before uploading for analysis. ChatGPT-4 respects user privacy, but it’s always a good practice to maintain data confidentiality.*
2. *Regularly check the OpenAI platform for updates or changes in features and functionalities.*