FREE FIELD SHEET · Nº 121
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KEYWORD TERRA

FIRST COMPUTER-USE TASKS TO TRY WITH GPT-6.1 TERRA

A starter checklist for handing browser and app tasks to GPT-6.1 Terra's computer use

CHECKS	DO FIRST	PARTS	COST
19	5	5	Free



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OpenAI released GPT-6.1 Terra on 26 October 2026: a fast, efficient model for computer use that reads the screen, clicks and types through browsers and apps for you. In ChatGPT it is in Work and Codex (not in Chat) on Plus, Pro, Business, Enterprise and Edu, and developers can use it through the API. This checklist covers which marketing and admin tasks are lower risk to hand off first, and which still need a human at the keyboard.

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TICK IT ON YOUR PHONE
youtube.hamzajameel.com/free/terra-121

PART 1 OF 5 — 2 CHECKS

What changed

- [ ] 1.1 DO FIRST

OpenAI released GPT-6.1 Terra, a fast, efficient model for computer use.

OpenAI's model page describes it as a fast, efficient model for visual reasoning, precise computer use, and clear, natural writing. It follows GPT-5.6 Terra.

- [ ] 1.2

In ChatGPT it is available in Work and Codex on paid plans.

OpenAI's release notes list Plus, Pro, Business, Enterprise and Edu, in Work and Codex but not in Chat. Developers can also call it through the API as gpt-6.1-terra. Check your own plan before relying on it.

PART 2 OF 5 — 4 CHECKS

Before you hand off anything

- [ ] 2.1 DO FIRST

Read the full OpenAI announcement page for your plan's exact availability.

Computer-use access and limits vary by plan; confirm on the official page rather than guessing from this checklist.

WHERE `openai.com/index/introducing-gpt-6-1-terra`

- [ ] 2.2

Start in a low-stakes test account or sandbox environment if one is available to you.

Since it acts on your behalf, verify behavior on dummy data or a test login before pointing it at live customer or financial systems.

- [ ] 2.3

Write down the exact end state you want before starting a task.

Clear success criteria (e.g. '12 rows updated, no duplicates') make it easier to check the computer-use session actually did the right thing.

- [ ] 2.4

Keep screen recording or activity logs on if your tool offers it.

A record of clicks and pages visited lets you audit what the agent did after the fact, which matters most the first few times you use it.

PART 3 OF 5 — 5 CHECKS

Marketing tasks likely safe to try first

Pick repetitive, low-risk, easily-reversible tasks for your first attempts

☐ 3.1 • DO FIRST

Pulling the same report from a dashboard every week.

A repeat task that is easy to check: in a session you are already signed in to, ask it to open the report screen and export or screenshot the numbers, then check them against one manual pull before trusting it.

COPY THIS

```
Open [dashboard name], go to [exact menu path], and export the [report name] for [date range] as a CSV. Then tell me the top 3 numbers you see.
```

☐ 3.2

Checking a list of pages for broken links or missing images.

Give it the list of URLs and ask it to visit each one and report what loads or fails; spot check two or three yourself to confirm accuracy.

COPY THIS

```
Visit each of these URLs: [list of URLs]. For each one, tell me if the page loads normally, shows an error, or is missing images.
```

☐ 3.3

Filling out a repetitive web form with the same field structure each time.

Good for things like submitting the same directory listing or event form multiple times; review the submitted data on screen before it clicks submit, if your tool allows a pause step.

COPY THIS

```
Go to [form URL]. Fill in: Name: [value], Email: [value], Company: [value]. Show me the filled form before submitting.
```

☐ 3.4

Collecting publicly posted prices or stock status from competitor pages.

This is read-only and reversible, a good first test of navigation accuracy; compare its output against a manual check on a few pages.

COPY THIS

```
Visit [competitor URL] and tell me the current price and whether the item shows as in stock or out of stock.
```

☐ 3.5

Organizing files already sitting in a shared drive folder.

Ask it to sort or rename files by a clear rule; check the folder afterward to confirm nothing was deleted or moved outside the intended location.

PART 4 OF 5 — 3 CHECKS

Admin tasks likely safe to try first

☐ 4.1

Scheduling a batch of calendar events from a list.

Provide exact dates, times and titles; review the calendar afterward to check for timezone or overlap mistakes before relying on it for client-facing meetings.

COPY THIS

```
Create calendar events for: [Event name, date, time], [Event name, date, time]. Use the [calendar name] calendar.
```

☐ 4.2

Downloading and renaming a batch of invoices or receipts.

Ask it to save files using a consistent naming pattern; verify a sample of filenames and that totals match the source before archiving them as final records.

☐ 4.3

Updating a shared spreadsheet with values copied from another system.

Reversible since spreadsheets have version history; check the history after the task to see exactly which cells changed.

PART 5 OF 5 — 5 CHECKS

Tasks to still do manually for now

Anything involving money movement, irreversible deletion, or sensitive data should stay manual until you have tested extensively

☐ 5.1 DO FIRST

Sending payments, transfers, or making purchases.

These are hard or impossible to reverse if something goes wrong; the source does not claim this capability is verified safe for financial transactions.

☐ 5.2 DO FIRST

Deleting files, records, or accounts in bulk.

Mistaken deletions may not be recoverable; keep this step manual or require a human confirmation click before any delete action runs.

☐ 5.3

Posting content live on public social media or company websites.

A wrong click here is publicly visible and hard to fully undo; have the agent draft and stage the post, then have a person click publish.

☐ 5.4

Changing account passwords, permissions, or security settings.

Errors here can lock you out of your own accounts or expose sensitive systems; handle these changes yourself.

☐ 5.5

Entering or moving customer personal data between systems.

Data handling rules and privacy obligations mean a human should still verify what is being copied where until you have a clear policy for this.

WANT ME TO LOOK AT YOURS?

If you have gone through this and want a second pair of eyes, book a free call. We open the account together and look at what is actually happening. No deck, no pitch.

- **Book a free call** hamzajameel.com/book-a-call/
- **Free SEO audit** hamzajameel.com/free-seo-audit/
- **Instagram** @ihamza.jameel
- **YouTube** @ihamzajamil

SOURCES

1. https://openai.com/index/introducing-gpt-6-1-terra
2. https://developers.openai.com/api/docs/models/gpt-6.1-terra
3. https://www.digit.in/features/general/gpt-61-terra-explained-what-openais-newest-computer-use-model-can-do.html