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| LMS (Learning Management System) | SAP SuccessFactors used by Intuitive to record, maintain and manage training activities to employees, distributors, suppliers, or MSA workers for whom training requirements are established. It is also used to deliver online training. |
| LMS Admin | Individual who has access to the LMS Administrator website where he/she manages training, enrollments, assignment of learning, and reporting. |
| LOA (Leave of Absence) | An extended absence of an employee as defined by Human Resources. |
| Item | The most basic unit of learning. Items are assignable units that typically represent all forms of training activities including, but not limited to, online, instructor-led courses, external training, and on-the-job training. |
| Content Object | A record that contains instructions for the Learning Management System specifying where to find and how to launch a unit of online content such as an online course, exam, tutorial, or other online training. |
| Curriculum | A group of one or more items, requirements, or sub-Curricula. Curricula organizes items into groups so that the items can be assigned to users or groups of users and tracked collectively. |
| Class | An instance of an instructor-led training, scheduled for a specific date and time and given specific resources for that date and time. |
| Attribute | A piece of information about a user that is file transferred from SAP (a repository of employee data) to the LMS. Examples of attributes include email address, organization, title, etc. |
| Assignment Profile | Allows the LMS Admin to automatically assign curricula, libraries, items and/or a role to users based on attributes of a user. Users whose attributes match those of the Assignment Profile are automatically assigned the curricula, libraries, items and/or a role associated with the respective Assignment Profile. Additionally, users whose attributes change so that they no longer match those of a particular Assignment Profile will be removed from that Assignment Profile. |
| Quality System Documents | Any documented procedure utilized for implementing Quality Management. |
| MSA (Managed Services Agreement) Worker | Non-employees such as consultants, typically working for Intuitive under some form of service agreement. |
| Required Fields | Fields in the LMS that the software and/or Intuitive require to be completed. |
| Optional Fields | Fields in the LMS that an LMS Admin might decide to complete to provide themselves or users with additional information or fields that might be useful based on the training. |
| Fields Not Used | Fields that are not populated in the system because their functionalities are not being used in Intuitive's implementation of the LMS. |
| APL (Approved Product List) | Controlled document listing countries approved for products to ship or sell to. |
| Agile | Automated Change Control System (ACCS) used at Intuitive to manage the Learning Change Requests workflow. |
| LCR (Learning Change Request) | A workflow in Agile used to request, authorize and document changes made by an LMS Administrator to a Learner's training requirements, Curricula and Assignment Profiles in the LMS. |
| Learner/user | An Intuitive employee, distributor, supplier or MSA worker for whom training requirements are established. |
| AICC | Aviation Industry CBT Committee (AICC) primarily uses the HTTP AICC Communication Protocol (HACP) to facilitate communication between the course content and the learning management system (LMS). |
| SCORM | Shareable Content Object Reference Model (SCORM) is an XML-based framework used to define and access information about learning objects so they can be easily shared in the learning management system (LMS). |
| RPA | Robotic Process Automation |
| Bot | A customized script of tasks to perform. It is a unique sequence of tasks, inputs, logic, and outputs used to perform a business process. |