*Nintex uses a standard set of definitions to describe the entitlements included in its subscriptions. For specific entitlements, customers should reference their specific Order Form and the Nintex Master Subscription Agreement or Nintex Enterprise-Wide Subscription Agreement, as applicable, and other incorporated policies available at https://www.nintex.com/legal. Customer's use of the Nintex Service is subject to the Nintex Customer Use Policy.*

**Botflow™** means a series of actions which include a manual or automated start and a termination or end in a physical or virtual desktop environment.

**Combined Offering** means the promotional program offered by Nintex and purchased by Customer that entitles Customer to use Botflows® and Workflows interchangeably in production, provided such use is within the entitlement limits of the Customer's Purchased Volumes as set forth in the Order Form.

**Development Form** means a Nintex Form designed to run on Test Data solely for the purpose of developing and testing the Nintex Form design.

**Development Workflow** means a Nintex Workflow which runs on Test Data solely for the purpose of developing and testing a Nintex Workflow design.

**Document Generation** means the automated creation of a document using the Nintex Service.

**Document Package** means a Nintex Drawloop DocGen® process of using information from a Customer's Salesforce org to merge or create a User's document(s).

**Electronic Document** means any document uploaded in the Nintex Sign® Service.

**Electronic Signature** or "E-Signature" means the capability of Nintex Sign®, via the Adobe Sign service, to include an electronic sound, symbol, or process attached to or logically associated with an Electronic Document and executed or adopted by a person with the intent to sign the Electronic Document.

**Event-Driven Document Package** means a Document Package initiated automatically upon the occurrence of an event.

**Internal Named User** is a specified individual using the Nintex K2 Cloud service on behalf of the Customer for the Customer's internal business purposes.

**K2 Form** is a form designed and published in the K2 Web Designer.

**K2 Workflow** means a set of actions designed and published in the K2 Designer which include an automated or manual start with singular or multiple end points.

**Limited Action Workflow** means a Production Workflow which is comprised of not more than five (5) Nintex Design Actions and does not initiate a separate Nintex Workflow.

**Machine** means a single desktop (physical or virtual) that the Nintex RPA User has specifically designated to run a Nintex RPA Standard Bot.

**Nintex Connectors** mean connectors that enable the Nintex Service to connect to other services or systems of record.

**Nintex Design Action** means a workflow action used by a workflow designer to construct a Nintex Workflow. Although there is no limit on the number of Nintex Design Actions or Nintex RPA Standard Bots that may be included in a Nintex Workflow or Botflow™, design within and use of the Service is subject to the Nintex Customer Use Policy.

**Nintex Form** means a form designed and published by use of the Nintex Form designer.

**Nintex K2 Named User** means any user that has been granted access to the K2 Service by the Customer Administrator in order to interact with the K2 Service, including but not limited to approvals,

tasks, comments, or interactions with forms.  K2 Named Users remain active for twelve months from the date of last log-in to the K2 Service.

**Nintex RPA Standard Bot** means a program in the Nintex platform assigned by a Nintex RPA User to autonomously complete tasks on a Machine, functioning as a virtual worker. Each Nintex RPA Standard Bot is assigned to one Nintex RPA User and one Machine, and each Nintex RPA User and Machine combination shall count against the Customer's Purchased Volumes in this Order Form.

**Nintex RPA User** means a Customer User that has access to the Nintex RPA Service and is designated a Nintex RPA Standard Bot license. A Nintex RPA User may be affiliated with more than one Machine, and each combination of Nintex RPA User and Machine will be counted individually against Customer's Purchased Volumes.

**Nintex Workflow** means a set of Nintex Design Actions that include a manual or automated start and a termination or end.

**Process** means all process maps or text-based descriptions of a procedure in Customer's Nintex Process Manager tenant, including Published, Unpublished, and Out of Date Processes.

**Production Form** means a Nintex Form designed and published into a production environment.

**Production K2 Form** is a K2 Form designed and published into a production environment.

**Production K2 Workflow** is a K2 Workflow published into a production environment.

**Production Workflow** means a Nintex Workflow that is designed and published into a production environment.

**Purchased Volumes** means the applicable Workflow, Botflows™, Processes, Forms, Document Generations, Users and other applicable limits set forth in the Order Form.

**Recipient** means a person or entity that receives an electronic document through Nintex Sign®, including as an approver, signer, by being copied on a Transaction, or otherwise.

**Stand-Alone Form** means a Nintex Form that is not included within a Nintex Workflow.

**Subscription Forms Limit** means the maximum number of Stand-Alone Forms under the Purchased Volumes in this Order Form.

**Subscription Workflow Limit** means the maximum number of Nintex Workflow Purchased Volumes in this Order Form.

**Test Data** is production data or other data utilized for the sole purpose of testing and evaluating workflow and/or forms designs.

**Transaction** is when an electronic document, or collection of related electronic documents up to 10MB or 100 pages are sent to a Recipient(s) using Nintex Sign®. Transactions are counted by the act of sending an Electronic Document or Documents, not by the successful signature. All Nintex Sign® Transactions are aggregated among all of Customer's Users, and do not carry over from one twelve (12) month license period to the next.

**User Designed Action** means a set of Nintex Design Actions configured to perform a function and incorporated in a Nintex Workflow as a single Nintex Design Action.

**User-Driven Document Package** means a Document Package initiated manually by a user.

**Users** means the individuals who are authorized by Customer to have access to the Service. Users may include Customer's employees, contractors, agents, consultants and other third parties authorized by Customer to utilize the Service on its behalf, subject to the applicable usage limitations. Users may be reassigned by Customer's administrators, so long as the total number of Users does not exceed the Purchased Volumes.

**Workflow Environment** means the environment in which Customer deploys its Purchased Volumes, including, but not limited to, Microsoft SharePoint, Microsoft Office 365, or Salesforce.com.