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QUICK REFERENCE

# GLOSSARY

For ***AI Rules for Your Business***
by Don Sykes

The book's twenty-five terms on one sheet, from AI agent to version number.




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# GLOSSARY

Twenty-five terms as the book uses them, each with the chapter where it does its work.

## A

**AI agent.** Software that can act on its own: book, send, order, pay, or change a record without a person pressing the button. Treat anything that can do that as an agent, whatever the vendor calls it. (Chapter 14)

**Approved list.** The short list, on your one page, of AI tools your company has checked and allowed for named jobs. Anything not on it isn't approved. (Chapter 7)

**Automation register.** A record of every automation in your software: what it can do by itself, inside what limits, waiting for whose yes, and where its off switch is. T-12. (Chapter 14)

## B

**Business plan.** An AI vendor's plan sold to companies, with accounts the company controls and no training on your work by default. A paid personal plan is not a business plan. (Chapter 7)

## C

**Checker.** The named person who reads AI-assisted work against its source before it leaves the building. (Chapters 2 and 6)

**Company account.** An AI account set up on a company email address, which the company owns and can shut off the day someone leaves. (Chapters 4 and 7)

**Confabulation.** The risk framework's word for a confident wrong answer that sounds exactly right. (Chapters 6 and 13)

## E

**Exclusion.** Wording in an insurance policy that removes a kind of claim from coverage. Some general liability policies can now exclude claims arising out of generative AI. (Chapter 11)

## F

**Four triggers.** Numbers, rules, safety, and promises. A draft with any of them in it stops until someone checks that part against its source. (Chapter 6)

## G

**Generative AI.** Tools that write text, pictures, or other content on request. Chatbots are the best-known kind.

## H

**Hard nos.** The two rules that never bend: nothing about a customer goes into any tool that isn't on a company account, and no AI answer ever decides a safety question. (Chapter 3)

## I

**Incident.** Something went into a tool that never should have, something went out wrong under your name, or something acted without a person approving it. (Chapter 10)

**Inventory.** One row for every AI tool and every AI feature inside software you pay for, with an owner's name on each row. (Chapter 13)

## M

**Model training.** A vendor using what people type into its tool to build the next version. The setting that controls it is the first one to check. (Chapter 5)

## O

**Off switch.** The setting that stops an automation. Flip it once before you need it, and write down the date. (Chapter 14)

**One page.** Your company's AI rules on a single sheet, read out loud and signed by everyone, owner first. T-1. (Chapter 4)

## P

**Personal account.** An AI account tied to an employee's own email. The company can't open it, check its settings, or close it when the employee leaves. (Chapter 7)

**Planted instruction.** A command hidden in an email, a text, or a web page that tells an AI tool to do something its owner never asked for. Security people call it prompt injection. (Chapter 14)

**Prompt.** What you type into an AI tool to ask for something. The free Prompt Pack holds 41 ready-to-use prompts, numbered by chapter.

## R

**Risk rating.** High, medium, or low, set by what a tool's output touches. Anything that touches a person's money, home, or job is high. (Chapter 13)

## S

**SOC 2 report.** An outside accountant's written opinion on whether a vendor's security controls were built right and, in the Type 2 version, worked over months. It says nothing about whether the tool's answers are true. (Chapter 7)

**Strip.** To take names, addresses, phone numbers, and exact figures out of working information before it goes into a company AI account. A code can't be stripped; it gets cut. (Chapter 5)

## T

**Traffic-light card.** The data card. Green is fine on any tool, yellow goes only into a company account after you strip it, and red never goes in. T-3. (Chapter 5)

## U

**Usage log.** One line for each thing AI helped send out of the building: the date, who sent it, the tool, what went out, and who checked it. T-5. (Chapter 8)

## V

**Version number.** The number at the top of your one page. It changes every time a line does, so everyone can tell which rules are current. (Chapter 4)