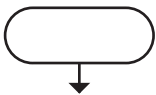




Flowchart Key

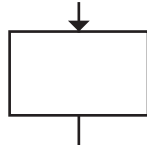


Each step on a flowchart is linked by a line and an arrow showing the direction of flow.



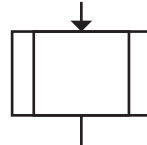
Start / End

The start or end point.



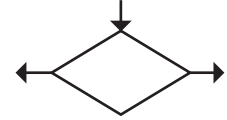
Process

A single step, action or instruction.



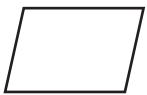
Sub-process

Link to a self-contained flowchart.



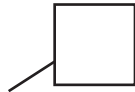
Decision

A choice or branch with 2 options such as YES or NO.



Input or Output

Entering data or displaying a result.



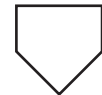
Annotation

A comment or extra information about a step.



On Page Connector

Pairs of connectors replace long or confusing lines.



Off Page Connector

Use when the connecting pair are on different pages.



Document

Create or reference a document or file.



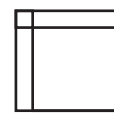
Documents

Multiple documents.



Database

Data that can be accessed in any order.



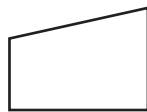
Internal Storage

Saving data for later use.



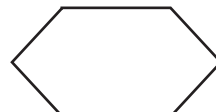
Manual Operation

A step that must be done manually.



Manual Input

Data or information entered manually.



Preparation

Setting something ready for use.

Flowchart Example

