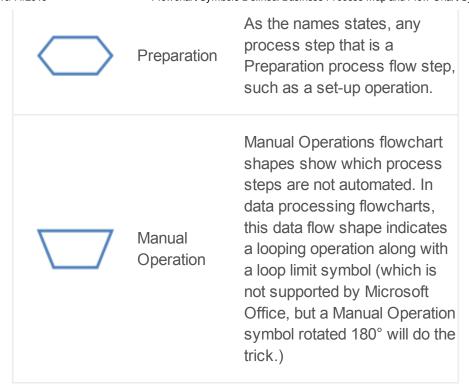
Process / Operation Symbols

SYMBOL	NAME (ALIAS)	DESCRIPTION
	Process	Show a Process or action step. This is the most common symbol in both process flowcharts and process maps.
	Predefined Process (Subroutine)	A Predefined Process symbol is a marker for another process step or series of process flow steps that are formally defined elsewhere. This shape commonly depicts sub-processes (or subroutines in programming flowcharts). If the sub-process is considered "known" but not actually defined in a process procedure, work instruction, or some other process flowchart or documentation, then it is best not to use this symbol since it implies a formally defined process.
	Alternate Process	As the shape name suggests, this flowchart symbol is used when the process flow step is an alternate to the normal process step. Flow lines into an alternate process flow step are typically dashed.
	Delay	The Delay flowchart symbol depicts any waiting period that is part of a process. Delay shapes are common in process mapping.



Branching and Control of Flow Symbols

SYMBOL	NAME (ALIAS)	DESCRIPTION
→	Flow Line (Arrow, Connector)	Flow line connectors show the direction that the process flows.
	Terminator (Terminal Point, Oval)	Terminators show the start and stop points in a process. When used as a Start symbol, terminators depict a <i>trigger action</i> that sets the process flow into motion.
\Diamond	Decision	Indicates a question or branch in the process flow. Typically, a Decision flowchart shape is used when there are 2 options (Yes/No,

No/No-Go, etc.)

Flowchart: In flowcharts, this symbol is typically small and is used as a Connector to show a jump from one point in the process flow to another. Connectors are usually labeled with capital letters (A, B, AA) to show matching jump points. They are handy for avoiding flow lines that cross other shapes and flow lines. They are also handy for jumping to and from a sub-processes defined in a separate area than the main flowchart.

Process Mapping: In process maps, this symbol is full sized and shows an Inspection point in the process flow.

[Just to confuse things further, some people will use a circle to indicate an operation and a square to indicate an inspection. That's why it's important to include a symbol key in the flowchart.]

Off-Page Connector shows continuation of a process flowchart onto another page. When using them in conjunction with Connectors, it's best to differentiate the labels. e.g. use numbers for Off-

Off-Page

Connector

(Inspection)

The logical Summing Junction flowchart shape is shows when multiple



Summing Junction

branches converge into a single process. The merge symbol is more common for this use, though. This symbol and the Or symbol are really more relevant in data processing flow diagrams than in process flowcharts.

Input and Output Symbols

SYMBOL	NAME (ALIAS)	DESCRIPTION
	Data (I/O)	The Data flowchart shape indicates inputs to and outputs from a process. As such, the shape is more often referred to as an I/O shape than a Data shape.
	Document	Pretty self explanatory - the Document flowchart symbol is for a process step that produces a document.
	Multi- Document	Same as Document, except, well, multiple documents. This shape is not as commonly used as the Document flowchart shape, even when multiple documents are implied.
	Display	Indicates a process step where information is displayed to a person (e.g., PC user, machine operator).

Manual Input	Manual Input flowchart shapes show process steps where the operator/ user is prompted for information that must be manually input into a system.
Card	This is the companion to the punched tape flowchart shapes. This shape is seldom used.
Punched Tape	If you're very good at stretching all the life out of a machine, you may still have use for the Punched Tape symbol - used for input into old computers and CNC machines.

File and Information Storage Symbols

SYMBOL	NAME (ALIAS)	DESCRIPTION
	Stored Data	A general Data Storage flowchart shape used for any process step that stores data (as opposed to the more specific shapes to follow next in this table).
	Magnetic Disk (Database)	The most universally recognizable symbol for a data storage location, this flowchart shape depicts a database.
	Direct Access Storage	Direct Access Storage is a fancy way of saying Hard Drive.
		Used in programming flowcharts