





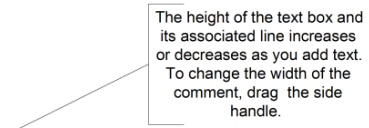




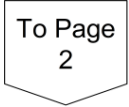


Symbols most often used in ANSI standard flowcharts:

Diagram Component	Symbol
Activities – rectangles that represent business tasks	
Flow of control – arrows from one activity to another	
Documents – a shape with a torn bottom half that represents a form, letter, report, fax, or other information presented on paper	
Decision points – diamond showing a question or condition and the appropriate branching. Arrows from either side of diamond show results.	
Communication link – lightning bolt (interrupted arrow) to represent the transmission of information	
Display - this represents a screen interface	
Annotation – A textual description that can be connected to any other symbol on the flowchart to give the reader additional information.	
Terminator – an oval shape signifies the beginning and end of the sequence of tasks	
Database – electronic storage of information	
Pre-defined process – any outside system or process that will not be detailed on the current diagram. It may be represented on a flowchart of its own.	
Manual process – any business task that is not automated	
Off page connector	
On page connector	