A **flowchart** is a type of diagram that represents a *workflow* or *process*. A flowchart can also be defined as a *diagrammatic representation of an algorithm*, a step-by-step approach to solving a task.

The flowchart shows the steps as *boxes of various kinds*, and their order by connecting the boxes with *arrows*. This diagrammatic representation illustrates a solution model to a given problem. Flowcharts are used in analysing, designing, documenting or managing a process or program in various fields.

**BASIC SYMBOLS**

|  |  |  |
| --- | --- | --- |
| ***Symbol*** | ***Name*** | ***Description*** |
|  | Process symbol | Also known as an “Action Symbol,” this shape represents a process, action, or function. |
|  | Start/End symbol | Also known as the “Terminator Symbol,” this symbol represents the start points, end points, and potential outcomes of a path. It contains “Start” or “End” within the shape. |
|  | Flowline  (Arrow head) | Shows the process’s order of execution. A line coming from one symbol and pointing at another. Arrowheads are added if the flow is not standard top-to-bottom, left-to-right |
|  | Decision symbol | Indicates a question to be answered — usually yes/no or true/false. The flowchart path then splits off into different branches depending on the answer or consequences thereafter. |
|  | Input/ Output symbol | Also referred to as the “*Data Symbol*” this shape represents data that is available for input or output as well as representing resources used or generated. |
|  | Comment/Note symbol | Placed along with context, this symbol adds needed explanation or comments within the specified range. It may be connected by a dashed line to the relevant section of the flowchart as well. It has many other symbols also. |
|  | Preparation symbol | Represents a step to another step within the same process. |

**ADVANCED SYMBOLS**

|  |  |  |
| --- | --- | --- |
| ***Symbol*** | ***Name*** | ***Description*** |
|  | Connector symbol | Usually used within more complex charts, this symbol connects separate elements across one page. |
|  | Off-Page Connector/Link symbol | Frequently used within complex charts, this symbol connects separate elements across multiple pages with the page number usually placed on or within the shape for easy reference. |
|  | Database symbol | Represents data housed on a storage service that will likely allow for searching and filtering by users. |
|  | Summing junction symbol | The logical Summing Junction flowchart shape is shows when multiple branches converge into a single process. The merge symbol is more common for this use. |
|  | Or symbol | The logical or symbol shows when a process diverges - usually for more than 2 branches. When using this symbol, it is important to label the out-going flow lines to indicate the criteria to follow each branch. |
|  | Predefined process symbol | A Predefined Process symbol is a marker for another process step or series of process flow steps that are formally defined elsewhere. |
|  | Merge symbol | Combines multiple paths to become one. |
|  |  |  |
|  |  |  |

**Example: -**

Given example is Login and registration process in any website.

**References: -**

1. Symbols and their usage from: -Lucid Chart (<https://www.lucidchart.com/pages/flowchart-symbols-meaning-explained>)
2. Example from: - Concept Draw (https://www.conceptdraw.com/How-To-Guide/business-process-flow-chart-event-driven-process-chain-EPC-diagrams)