

Flow keys

Start/End

Every process has a start and an end point. Use this shape to identify both moments.

Action

This shape is used for actions or instructions, the things that must be done.

Decision

The diamond shape is commonly used for asking a question or for decisions. In this step, two arrows will come out of it, depending on the answer.

Delay

Use this shape when a process is delayed, and you need to wait.

Document

It is used to represent data or information that can be read.

Points towards the next step.

Angled connectors.

Yes

Connectors with text.

