|  |  |  |
| --- | --- | --- |
| Symbol | Name | Function |
|  | No/False |  |
|  | Yes/True |  |
|  | Flow | Process Direction od flow |
|  | Start/End Symbol | The terminator symbol marks the starting or ending point of the system. It usually contains the word "Start" or "End." |
|  | Action or Process Symbol | A box can represent a single step ("add two cups of flour"), or and entire sub-process ("make bread") within a larger process. |
|  | Document Symbol | A printed document or report |
|  | Multiple Documents Symbol | Represents multiple documents in the process |
|  | Decision Symbol | A decision or branching point. Lines representing different decisions emerge from different points of the diamond. |
|  | Input/Output Symbol | Represents material or information entering or leaving the system, such as customer order (input) or a product (output). |
|  | Manual Input Symbol | Represents a step where a user is prompted to enter information manually. |
|  | Preparation Symbol | Represents a set-up to another step in the process |
|  | Connector Symbol | Indicates that the flow continues where a matching symbol (containing the same letter) has been placed. |
|  | Or Symbol | Indicates that the process flow continues in more than two branches. |
|  | Summoning Junction Symbol | Indicates a point in the flowchart where multiple branches converge back into a single process. |
|  | Merge Symbol | Indicates a step where two or more sub-lists or sub-processes become one. |
|  | Collate Symbol | Indicates a step that orders information into a standard format. |
|  | Sort Symbol | Indicates a step that organizes a list of items into a sequence or sets based on some pre-determined criteria |
|  | Subroutine Symbol | Indicates a sequence of actions that perform a specific task embedded within a larger process. This sequence of actions could be described in more detail on a separate flowchart. |
|  | Manual Loop Symbol | Indicates a sequence of commands that will continue to repeat until stopped manually. |
|  | Loop Limit Symbol | Indicates the point at which a loop should stop. |
|  | Delay Symbol | Indicates a delay in the process. |
|  | Data Storage or Stored Data Symbol | Indicates a step where data gets stored. |
|  | Database Symbol | Indicates a list of information with a standard structure that allows for searching and sorting. |
|  | Internal Storage Symbol | Indicates that information was stored in memory during a program, used in software design flowcharts. |
|  | Display Symbol | Indicates a step that displays information. |
|  | Off Page | Indicates that the process continues off page. |