Essential flowchart symbols



Terminal

Marks the beginning or end of a process. Think of it as a "Start" or "Finish" sign in a race.



Process step

The main object in a diagram. It represents an action or a step in a process.



Decision

This is the "fork in the road." It represents a point where a decision needs to be made.

Other useful symbols



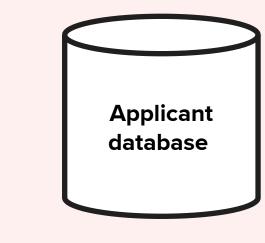
Data input or output

Indicates information going in or out of a process. For example: data entry, a report generation, etc.



Predefined process

Represents steps defined elsewhere, like saying "Refer to recipe" instead of listing baking steps.



Database

This is where the process stores information, like a "storage room" for data.



Document

This shape symbolizes a document or report in the process, something you might print or save.



Multiple documents

Just like the single document, but it's used when there are multiple documents involved.



Preparation

A step that prepares for the next part of the process, like preheating an oven before baking.



Manual input

Represents the manual input of data into a field or step in a process, usually through a keyboard or device.



Connector circle

A circle is the "teleport" of a flowchart. It helps maintain clarity in complex diagrams by showing continuity without drawing long lines. [Person, role, or department]

