COMMONLY USED PROCESS MAPPING SYMBOLS

SYMBOL	DESCRIPTION & USAGE
Connector	• Connects any two steps and shows the path or direction of the process
Terminal Activity	• Indicates where the process starts and stops
Activity	• Describes the actual work task that occurs at that point in the process; • It generally is best to include only one task in each activity symbol
Delay	• Identifies when the process comes to a temporary halt • Also identifies what has to happen before the process resumes
Database	• Shows that a database is associated with this step
Document	• Indicates that a written document is prepared or used at that step of the process; the name of the document appears in the symbol
Predefined Process	• Indicates a pre-defined process
Storage	• Indicates when something goes into storage for some period of time; it contains a brief description of what is stored and for how long
Decision	• Displays a question that has several optional answers/flows that lead away from the diamond; • Answers can be simple "Yes" or "No" or specifically described choices • Answers are labeled on connector lines