# **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

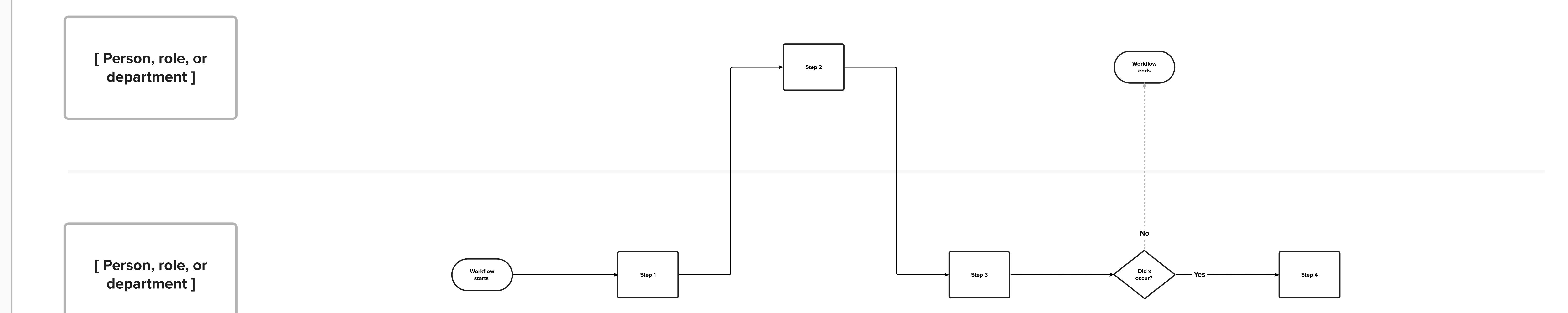
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## Connector circle

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 ]



[ Person, role, or department ]

[ Person, role, or department ]

