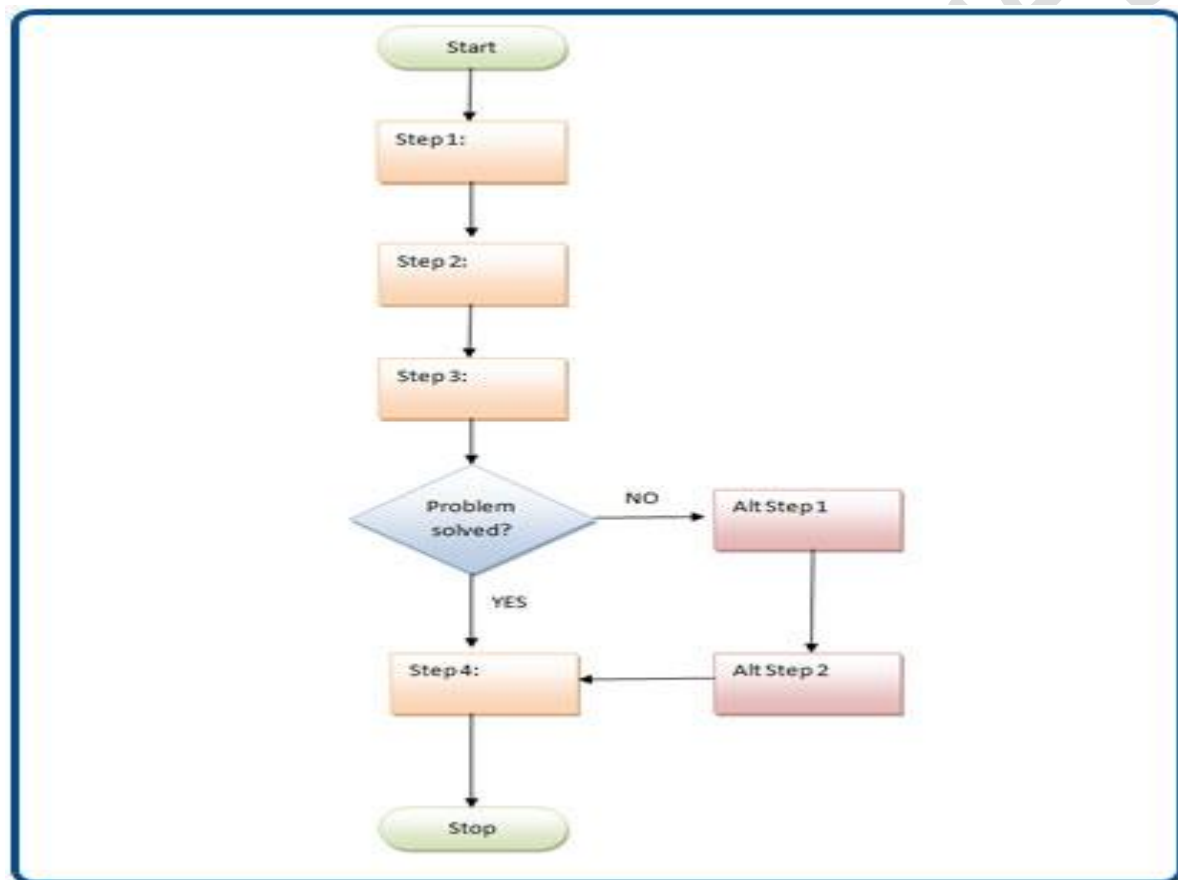


Flow Chart is prepared by a Systems Architect or a developer; once the project scope is finalized by the client. The flow chart is then used by the testing team to understand flow and analyze testing strategy, development team – to help identify modules and team assignments, designers – to build layout.

### Flow Chart Template

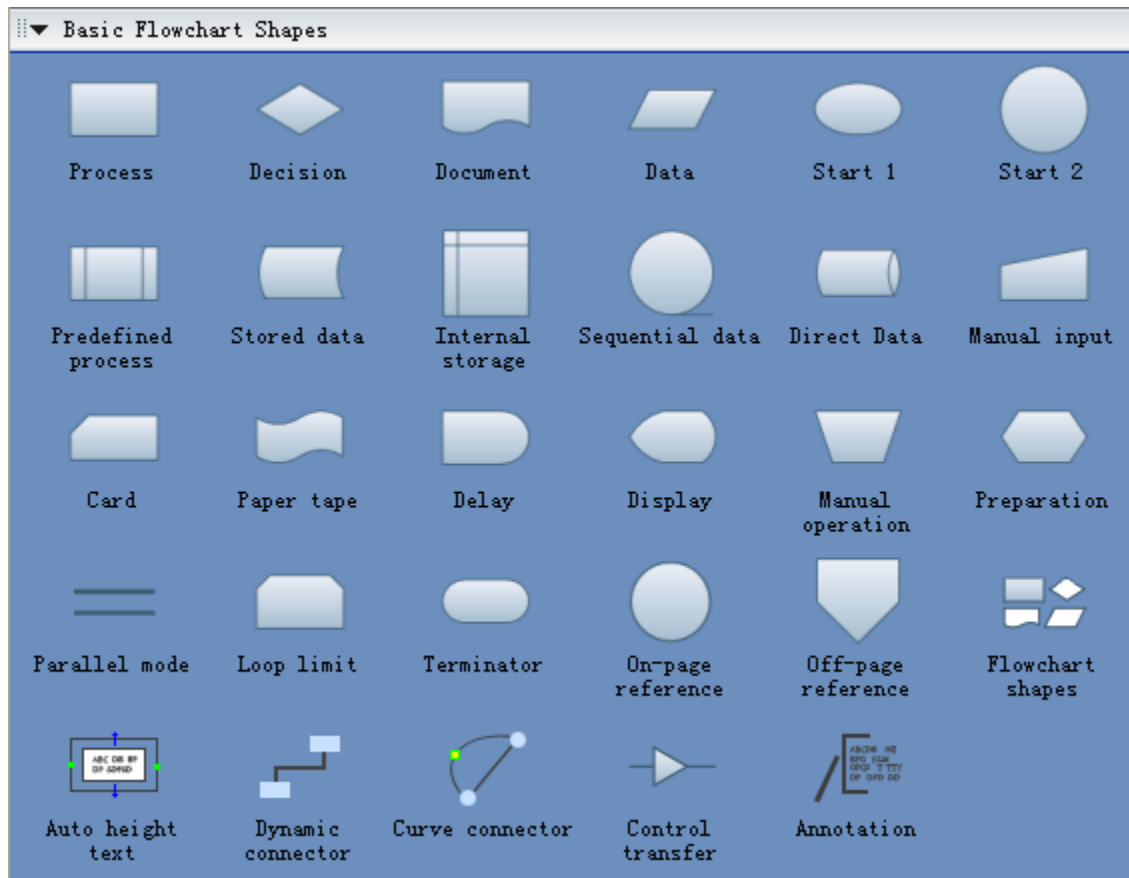


## Flow Chart Guidelines

### Standard Flowchart Symbols

A typical flowchart may have the following kinds of symbols:

- **Start and end** symbols, represented as lozenges, ovals or rounded rectangles, usually containing the word "Start" or "End", or another phrase signaling the start or end of a process, such as "submit enquiry" or "receive product".
- **Arrows**, showing what's called "flow of control" in computer science. An arrow coming from one symbol and ending at another symbol represents that control passes to the symbol the arrow points to.
- **Processing steps**, represented as rectangles. Examples: "Add 1 to X"; "replace identified part"; "save changes" or similar.
- **Input/Output**, represented as a parallelogram. Examples: Get X from the user; display X.
- **Conditional (or decision)**, represented as a diamond (rhombus). These typically contain a Yes/No question or True/False test. This symbol is unique in that it has two arrows coming out of it, usually from the bottom point and right point, one corresponding to Yes or True, and one corresponding to No or False. The arrows should always be labelled. More than two arrows can be used, but this is normally a clear indicator that a complex decision is being taken, in which case it may need to be broken-down further, or replaced with the "pre-defined process" symbol.
- A number of other symbols that have less universal currency, such as:
  - A **Document** represented as a rectangle with a wavy base;
  - A **Manual input** represented by rectangle, with the top irregularly sloping up from left to right. An example would be to signify data-entry from a form;
  - A **Manual operation** represented by a trapezoid with the longest parallel side upmost, to represent an operation or adjustment to process that can only be made manually.
  - A **Data File** represented by a cylinder





#### Audit Flow Diagram Shapes

