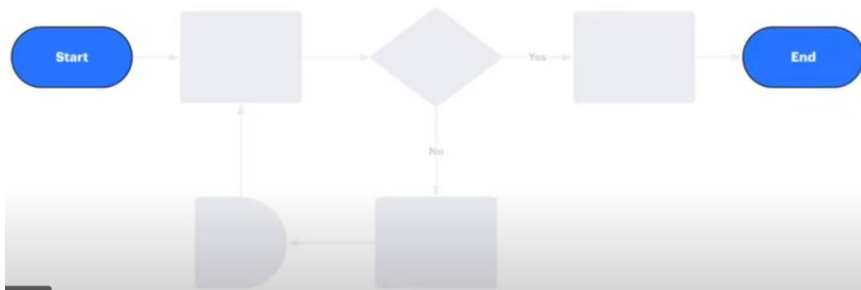## Flow Chart:

- It is a type of diagram that represents a process or a system.
- Improve context and comprehension.
- Abstract steps and concepts are easily comprehensible for nontech individuals.
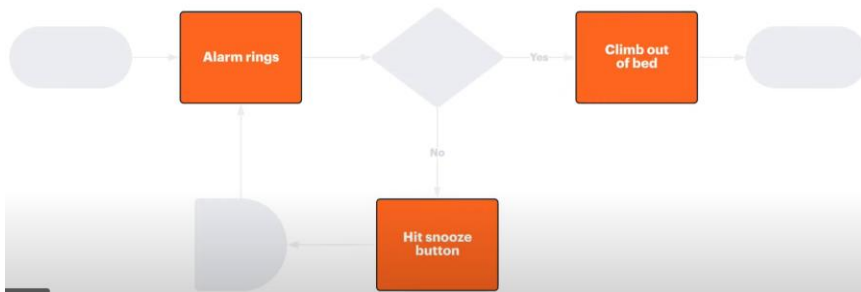
Advantages:

- Identify specific steps
- Simplify complex info
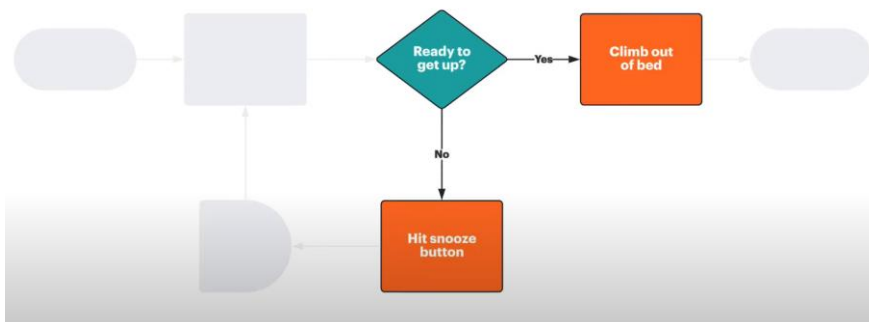- Communicate Faster

Symbols:

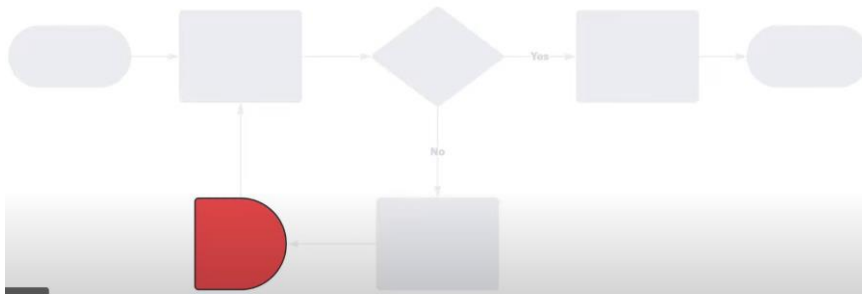Terminator – Represents where a system terminates

Process Symbol – Represents a process action or function
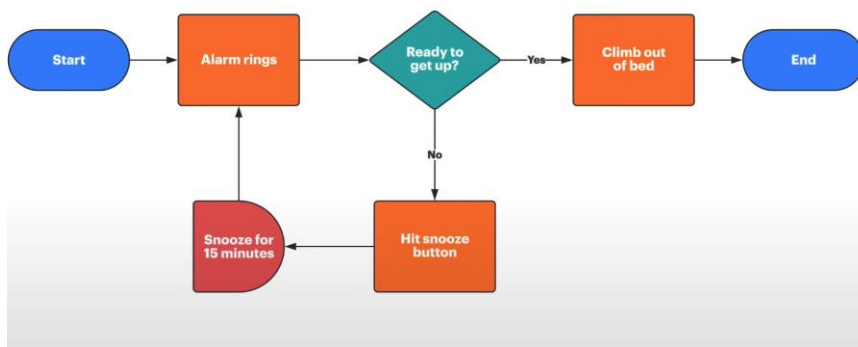

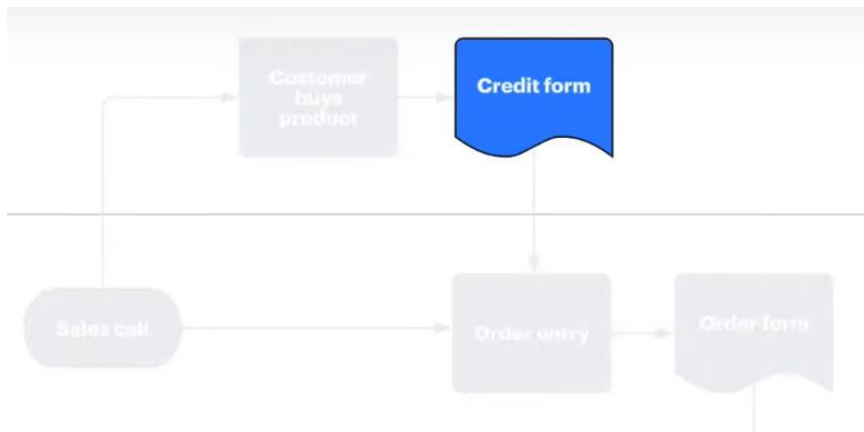Decision Diamond – Fork in your flow as per a decision or condition

Delay Symbol –

Lines or connectors – Indicate the sequence of things

Document Symbol – Input or output of a document

Of page connector shape/Link shape – Connect separate elements across multiple pages

Data –

Database –

Swim Lane –

Steps to create a flow chart:

1. Define purpose.
2. Identify Task
3. Format tasks by type
4. Draw Chart
5. Confirm flow chart

Types of flowcharts

Different authors describe various types of flowcharts in different terms.

Document Flowcharts: These "have the purpose of showing existing controls over document flow through the components of a system. ... The chart is read from left to right and documents the flow of documents through the various business units."

Data Flowcharts: These show "the controls governing data flows in a system. ... Data flowcharts are used primarily to show the channels that data is transmitted through the system rather than how controls flow."

System Flowcharts: These "show the flow of data to and through the major components of a system such as data entry, programs, storage media, processors, and communication networks."

Program Flowcharts: These show "the controls placed internally to a program within a system."