

# The Definitive Flow Chart Cheat Sheet



## Start/End

The beginning or end of any flow



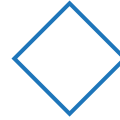
## Process

Any action or moment in the flow



## Predefined Process

Pre-existing subprocess that isn't described in this diagram



## Decision

Branching point, followed by two or more paths



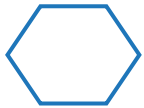
## Document

Any brief, form, or other document



## Multiple Documents

Multiple briefs, forms, or other documents



## Preparation

Set-up necessary for the rest of the flow



## Delay

Any waiting period planned into the flow



## Merge

The point where separate processes come together



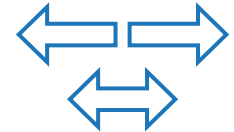
## Connector

A jump between separated sections of the flow on one page



## Off-page Connector

Flow continues on the next page / from the previous page



## Arrows

Bold alternatives to standard connectors

## Data Symbols

Specific to technical flows, these shapes indicate data flow, storage, and display.



## Loop Limit

The beginning (or end) of a looped process



## Display

Information displayed to a user



## Input/Output

Data added to the flow or resulting from the flow



## Manual Input

Data that must be entered at a prompt, e.g., filling out a form



## Manual Operation

Any adjustment to the flow that must be made manually



## Paper Tape

Input into an older computer system



## Card

Job control card for mainframe batch processing flows



## Data Storage

Data stored in any format



## Internal Storage

Data stored locally, not as a remote file



## Database

Data that can be accessed in any order



## Tape Data

Data that must be accessed sequentially