CREATING FLOWCHARTS (P.209)

Pictorial representation of steps, sequence and relationship of operations in a process.

Flowcharts use special shapes to represent different types of actions or steps in a process. Lines and arrows show the sequence of the steps, and the relationships among them. These are known as flowchart symbols.

Common Flowchart Symbols

- Rectangle Shape - Represents a process
- Oval or Pill Shape - Represents the start or end
- Diamond Shape - Represents a decision
- Parallelogram - Represents input/output

Each shape has a meaning

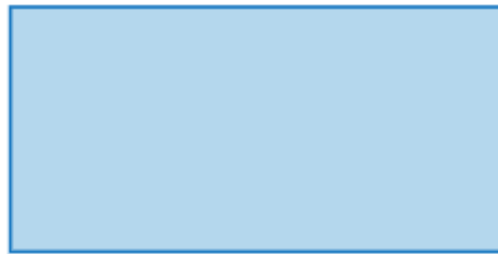| Symbol	Name	Function	
(oval)	Start/end	An oval represents a start or end point	Terminator/Terminal
(arrow)	Arrows	A line is a connector that shows relationships between the representative shapes	Director of flow
(parallelogram)	Input/Output	A parallelogram represents input or output	Input/Output (I/O)
(rectangle)	Process	A rectangle represents a process	Most common symbol
(diamond)	Decision	A diamond indicates a decision	Question or branch in the process - Yes/No Go/Don't Go

Flowchart can have only one start and one stop symbol

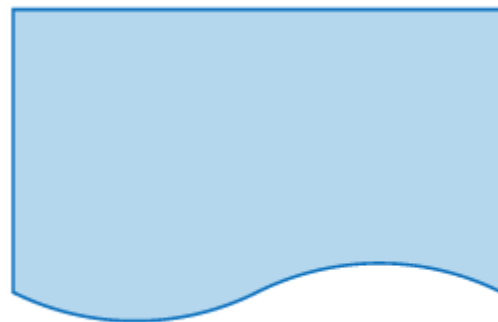General flow of processes is top to bottom or left to right

Start/End Symbol

The TERMINAL OR TERMINATOR
Symbol marks the starting or ending point of the process.
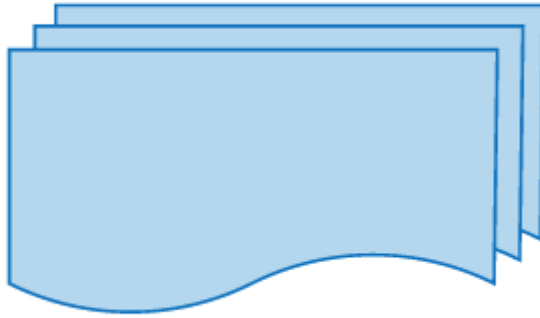It usually contains the word "Start" or "End."

Action or Process Symbol

A box can represent a single step
(e.g. "add two cups of flour"), or an entire sub-process ("make bread") within a larger
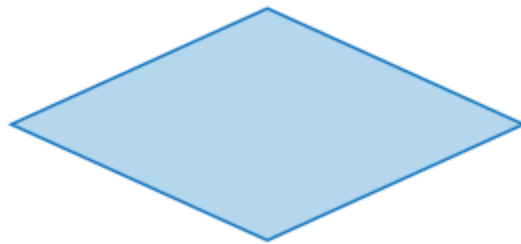process.

Document Symbol

Represents a document introduced into or created by the process.
A printed document or report.

Multiple Documents Symbol
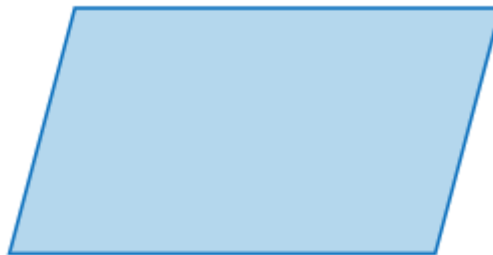Represents multiple documents in the process

Decision Symbol
A decision or branching point.
Shows a point where a decision is made that leads to a different processing step.
Indicates a question or branch in the process flow.
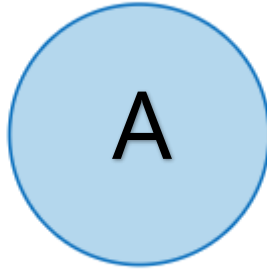Used when there are two options (e.g, YES/NO)

DATA
Input/Output Symbol (I/O shape)
Represents material or information entering or leaving the process.
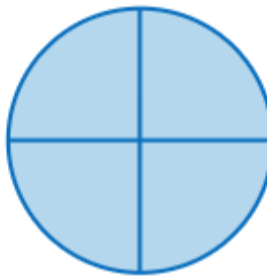(E.g. as customer order (input) or a product (output))

Connector Symbol
Shows a jump from one point in the process flow to another.
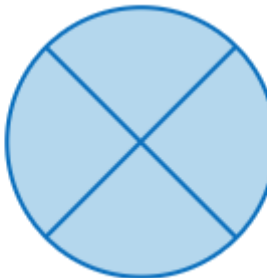Labelled with capital letters.
Indicates that the flow continues where a matching symbol (containing the same letter)
has been placed.

OR Symbol
Shows where a process diverges.
Indicates that the process flow continues in more than two branches.
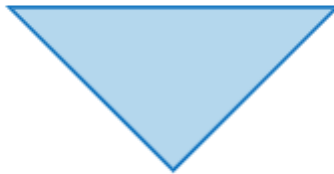

Summing Junction Symbol
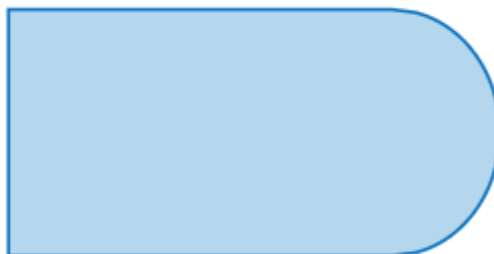Shows where multiple branches unite into a single process

Flow line

Direction of Flow

Shows the direction and order of the process steps

Merge Symbol

Indicates a step where two or more sub-lists or sub-processes become one.
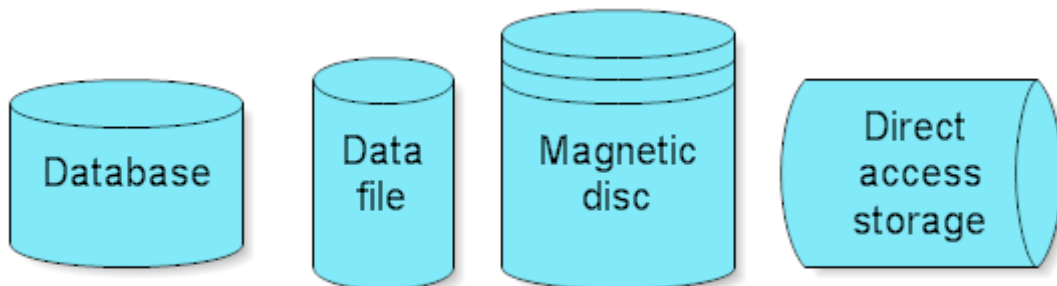
Delay Symbol

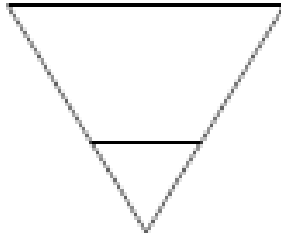Indicates a delay in the process.

Data Storage or Stored Data Symbol
Indicates a step where data gets stored.

Internal Storage Symbol
Indicates that information was stored in memory

Database

Data file

Magnetic disc

Direct access storage

The shape represents storage offline