Flow Chart Symbols with Meaning By WebNots

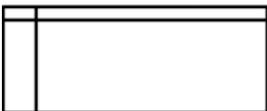| Flow Chart Symbol	Symbol Name	Purpose
	Alternate Process	Alternate process flow
	Arrow or flow lines	Indicates the direction of the process flow
	Card	Data stored in a card
	Collate	Used for collating details into a standard format
	Comment or annotation	Used for inserting a comment or annotation in the process flow for leaving a note for reference
	Database or Data	Standard database symbol where data is stored in a structured manner and can be accessed asynchronously
	Decision Making	Multiple decision making step in a process, generally used for yes or no decisions
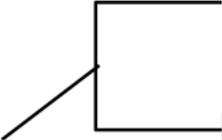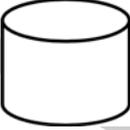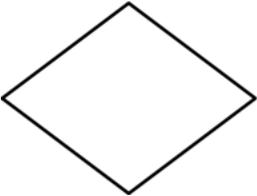
	Delay	Delay in the process flow
	Direct Access Storage	Data stored in a direct access like hard disk
	Display	Symbol for a step that displays information in the process like an information shown in a monitor screen
	Extract	Symbol for extracting information
	Initialize or Prepare	Initialize or preparation symbol used for starting another process from the current flow
	Input or Output	Any input for next steps or output as a result of the previous steps
	Internal Storage	Internal storage of data like data stored in memory in software programming process flow
	Manual Input	Symbol for manual input in a process where human input is needed
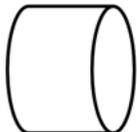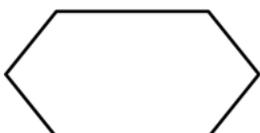
	Manual Operation or Manual Loop	Symbol indicates where a manual operation is needed to stop the loop of steps
	Merge	Merging of two of more subprocess
	Multiple Documents	Multiple documents used in
	Off Page Connector	Used for connecting when the process flow terminates on a current page and continue on a different page
	On Page Connector	Used for connecting the flow chart when it flows across multiple places on the same page
	Or	Logical OR indicating process step leads to two branches
	Process	A process or action in the process flow
	Punched Tape	Data stored in a punched tape
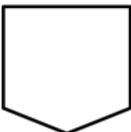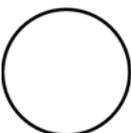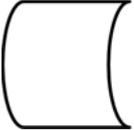
	Sequential Access Storage	Step to indicate a data storage in sequential manner
	Single Document	Single document used in the process
	Sort	Used for sorting of the process steps based on criteria
	Start or End	Beginning or end of the process flow, usually first and last symbols in any flow start for a single process
	Stored Data	Data is stored in that step
	Subprocess or Predefined Process	Predefined or subprocess that is part of the current flow. Details of subprocess can also be found in a separate flow chart
	Summing Junction	Meeting of multiple processes and flow as a single process