

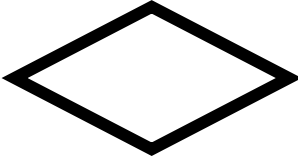



COMMONLY USED PROCESS MAPPING SYMBOLS




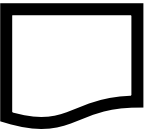
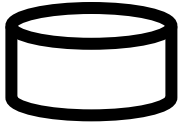
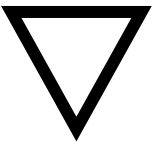
TOPIC: COMMONLY USED PROCESS MAPPING SYMBOLS

SYMBOL	DESCRIPTION & USAGE
 <p data-bbox="201 981 434 1012">Terminal Activity</p>	<ul data-bbox="591 919 1272 950" style="list-style-type: none">• Indicates where the process starts and stops
 <p data-bbox="265 1261 366 1292">Activity</p>	<ul data-bbox="591 1108 1350 1280" style="list-style-type: none">• Describes the actual work task that occurs at that point in the process• It generally is best to include only one task in each activity symbol
 <p data-bbox="265 1524 386 1555">Decision</p>	<ul data-bbox="591 1365 1308 1537" style="list-style-type: none">• Displays a question that has several optional answers/flows that lead away from the diamond• Answers can be simple “Yes” or “No” or specifically described choices• Answers are labeled on connector lines
 <p data-bbox="254 1765 401 1796">Connector</p>	<ul data-bbox="591 1682 1300 1748" style="list-style-type: none">• Connects any two steps and shows the path or direction of the process

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SYMBOL	DESCRIPTION & USAGE
 <p>Delay</p>	<ul style="list-style-type: none">• Identifies when the process comes to a temporary halt• Also identifies what has to happen before the process resumes
 <p>Document</p>	<ul style="list-style-type: none">• Indicates that a written document is prepared or used at that step of the process; the name of the document appears in the symbol
 <p>Database</p>	<ul style="list-style-type: none">• Shows that a database is associated with this step
 <p>Storage</p>	<ul style="list-style-type: none">• Indicates when something goes into storage for some period of time; it contains a brief description of what is stored and for how long

COMMONLY USED PROCESS MAPPING SYMBOLS



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SYMBOL	DESCRIPTION & USAGE
 <p data-bbox="178 1000 454 1033">Predefined Process</p>	<ul style="list-style-type: none"><li data-bbox="592 917 1085 950">• Indicates a pre-defined process