



FLOWCHARTING TEMPLATE

The symbols shown on this envelope are recommended for use in the preparation of system and program flowcharts.

PROGRAM FLOWCHART SYMBOLS

| SYMBOL | REPRESENTS |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | PROCESSING A group of program instructions which perform a processing function of the program. |
| | INPUT/OUTPUT Any function of an input/output device (making information available for processing, recording processing information, tape positioning, etc.) |
| | DECISION The decision function used to document points in the program where a branch to alternate paths is possible based upon variable conditions. |
| | PREDEFINED PROCESS OR PREPARATION A group of operations not detailed in the particular set of flowcharts. |
| | TERMINAL The beginning, end, or a point of interruption in a program. |
| | CONNECTOR An entry from, or an exit to, another part of the program flowchart. |
| | OFFPAGE CONNECTOR A connector used instead of the connector symbol to designate entry to or exit from a page. |
| | FLOW DIRECTION The direction of processing or data flow. |

SUPPLEMENTARY SYMBOL FOR SYSTEM AND PROGRAM FLOWCHARTS

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| | ANNOTATION The addition of descriptive comments or explanatory notes as clarification. |
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SYSTEM FLOWCHART SYMBOLS

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| PROCESSING | INPUT/OUTPUT |
| A major processing function. | Any type of medium or data. |
| KEYBOARD | TRANSMITTAL TAPE |
| Manual entry | A proof or adding machine tape or similar batch-control information. |
| DOCUMENT | DISK, DRUM/ RANDOM ACCESS |
| Paper documents and reports of all varieties. | On line storage. |
| MAGNETIC TAPE | DISPLAY |
| | Information displayed by plotters or video devices. |
| OFFLINE STORAGE | SORTING, COLLATING |
| Offline storage of either paper, cards, magnetic or perforated tape. | An operation on sorting or collating equipment. |
| MANUAL OR CLERICAL OPERATION | AUXILIARY OPERATION |
| A manual offline operation not requiring mechanical aid. | A machine operation supplementing the main processing function. |
| PUNCHED CARD | COMMUNICATION LINK |
| | The automatic transmission of information from one location to another via communication lines. |
| FLOW | The direction of processing or data flow. |