


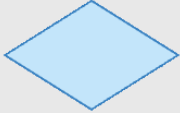










PROCESS MAP SYMBOLS SHEET

Component	Symbol / Shape	Description / When to Use
Start / End		Marks the beginning or end of a process
Activity / Task		A specific job or task to be completed
Sub-process		References another predefined process without showing all its steps
Decision		Indicates a branch in the process where multiple outcomes are possible
Flow / Connector		Shows the sequence or direction of process flow
On-page Connector		Connects different parts of the process on the same page
Off-page Connector		Indicates the process continues on another page
Data / Input-Output		Represents data entering or leaving the process
Document		A document used or produced in the process
Manual Input		A step where a user manually inputs information
Delay / Wait		Represents a delay or wait time in the process
Database / Data Store		Represents stored data or a database