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Flowchart Symbols

Get Easy-to-Use Flowchart Symbols for Flowchart Diagrams

Create Your Flowchart   ›

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Symbol	Name	Function
(oval)	Start/end	An oval represents a start or end point
→ (arrow)	Arrows	A line is a connector that shows relationships between the representative shapes
(parallelogram)	Input/Output	A parallelogram represents input or output
(rectangle)	Process	A rectagle represents a process
(diamond)	Decision	A diamond indicates a decision

Common Flowchart Symbols

What Shapes Are Used in Flowcharts

Flowcharts consist of a few common geometric shapes representing steps. The most common shape is a rectangle used to show a single action or operation.

Watch this quick video to learn more about flowchart symbols.
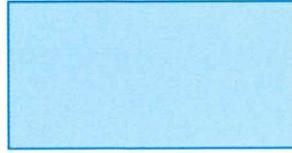
What are the Basic Symbols of a Flowchart?
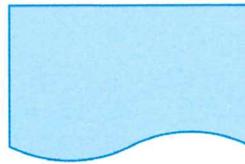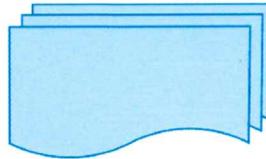
Let's go over each flowchart symbol individually.

Action or Process Symbol

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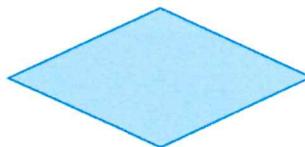
Document Symbol

A printed document or report.

Multiple Documents Symbol

Represents multiple documents in the process

Decision Symbol

A decision or branching point. Lines representing different decisions emerge from

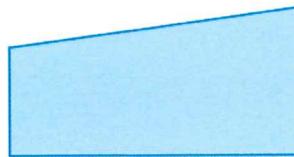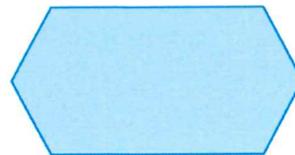### Input/Output Symbol

Represents material or information entering or leaving the system, such as customer order (input) or a product (output).
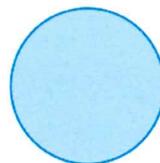
Manual Input Symbol

Represents a step where a user is prompted to enter information manually.

Preparation Symbol

Represents a set-up to another step in the process.

Connector Symbol

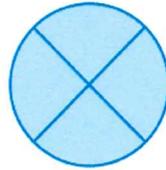Indicates that the flow continues where a matching symbol (containing the same letter) has been placed.
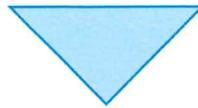
Or Symbol
Indicates that the process flow continues in more than two branches.
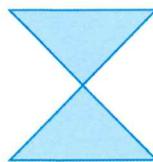
Summoning Junction Symbol
Indicates a point in the flowchart where multiple branches converge back into a single process.

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

Collate Symbol
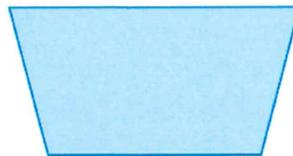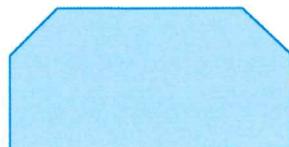Indicates a step that orders information into a standard format.

Subroutine Symbol

Indicates a sequence of actions that perform a specific task embedded within a larger process. This sequence of actions could be described in more detail on a separate flowchart.
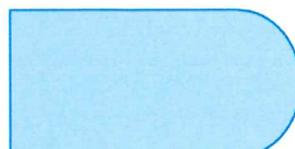
Manual Loop Symbol

Indicates a sequence of commands that will continue to repeat until stopped manually.
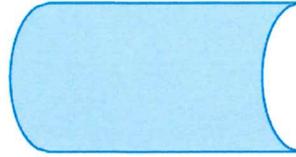
Loop Limit Symbol

Indicates the point at which a loop should stop.

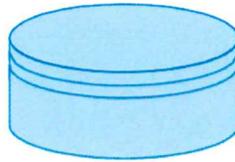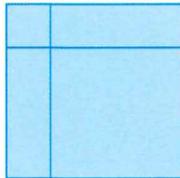By continuing to use the website, you consent to the use of cookies.
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Data Storage or Stored Data Symbol
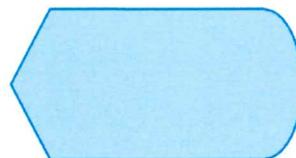
Indicates a step where data gets stored.

Database Symbol

Indicates a list of information with a standard structure that allows for searching and sorting.
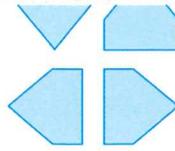
Internal Storage Symbol

Indicates that information was stored in memory during a program, used in software design flowcharts.

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Off Page
Indicates that the process continues off page.

Frequently Asked Questions (FAQ) About Flowchart Symbols

| What does a parallelogram flowchart symbol mean? | + |

| What are the types of flowcharts? | + |

| What is input and output in a flowchart? | + |

| What are the symbols used in Data Flow Diagrams (DFD)? | + |