

concept of a Flowchart

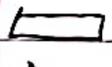
A flowchart is a graphical representation of a process, algorithm or workflow. It uses standardized symbols connected by arrows to show the sequence of steps needed to complete a task or solve a problem.

Flowcharts are widely used in -

- * Programming and software development
- * Business process modeling
- * Engineering systems
- * Decision making processes
- * Education and training

They help simplify complex processes and make them easy to understand and analyze.

common flowchart symbols

 oval	Terminator
 Rectangle	Process
 Diamond	Decision
 Parallelogram	Input / output
 Arrow	Flow line
 Small circle	connector
 Double-bordered Rectangle	Predefined Process

- * Includes inputs, processes, storage and outputs.
- * used in system design and analysis.

3) Process Flow chart →

- * Describes steps in a business or industrial process
- * commonly used in manufacturing and operations management.

4) Document Flowchart →

- * Shows the flow of documents or information within an organization.
- * used in offices and administrative systems.

5) Data Flow chart →

- * Shows how data moves within a system
- * Focuses more on data movement rather than process steps.

6) work Flow chart →

- * Shows how tasks move between people or departments
- * often used in project management.

Guidelines for drawing a Flowchart

1. use standard symbols only
2. start with a single "Start" symbol and
3. end with a single "End" symbol
4. draw the flowchart from top to bottom or left to right
5. use arrows to indicate flow direction
6. keep it clear, simple and neat.
7. Ensure each decision diamond has at least two exits (e.g., yes/No)
8. Avoid crossing lines, use connectors if necessary.
9. use meaningful and clear labels.
10. Maintain consistent symbol sizes.
11. Test the flowchart logic before finalizing.

Types of Flowcharts

Program Flowchart →

- * Shows the logic of a program.
- * used by programmers before writing code.
- * Helps in debugging and understanding program structure.

2) System Flowchart →

Shows the overall flow of data through a system.