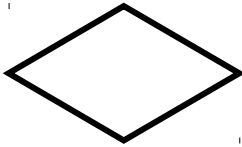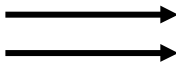# Process Flow Symbols

The *task symbol* is a rectangle that indicates a step in the process. A brief description of the task is shown inside.
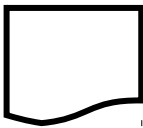
The *decision symbol* is a diamond that designates a decision point in the process. The description of the decision or branch is written inside, usually in the form of a question. The answer to the question determines the path. Each path is labeled to correspond with an answer.
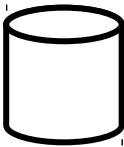
The *terminal symbol* is a rounded rectangle that identifies the beginning or the end of a process. "Start" or "End" is shown inside.
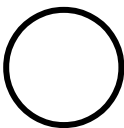
Flow lines represent the progression of tasks in the process. The arrowhead on the flow line indicates direction.

The *document symbol* represents written information. The title or description of the document is shown inside.

The *data base* symbol represents electronically stored information pertinent to the process. The title or description of the data base is shown inside.

The *connector* is a circle used to indicate a continuation of the flow. A letter or number is shown inside. This same letter or number is used in a corresponding connector on the continued flow indicating where the flows are connected.

DESIGNED
PERFORMANCE, LLC