Flowchart Symbol Cheat Sheet

Flowchart Symbol	Name (Alternates)	Description
	Process	An operation or action step.
	Terminator	A start or stop point in a process.
	Decision	A question or branch in the process.
	Delay	A waiting period.
	Predefined Process	A formally defined sub-process.
	Alternate Process	An alternate to the normal process step.
	Data (I/O)	Indicates data inputs and outputs to and from a process.
	Document	A document or report.
	Multi-Document	Same as Document, except, well, multiple documents.
	Preparation	A preparation or set-up process step.
	Display	A machine display.
	Manual Input	Manually input into a system.
	Manual Operation	A process step that isn't automated.
	Card	A old computer punch card.
	Punched Tape	An old computer punched tape input.
	Connector	A jump from one point to another.
	Off-Page Connector	Continuation onto another page.
	Transfer	Transfer of materials.
	Or	Logical OR
	Summing Junction	Logical AND
	Collate	Organizing data into a standard format or arrangement.
	Sort	Sorting of data into some pre-defined order.
	Merge (Storage)	Merge multiple processes into one. Also used to show raw material storage.
	Extract (Measurement) (Finished Goods)	Extract (split processes) or more commonly - a measurement or finished goods.
	Stored Data	A general data storage flowchart symbol.
	Magnetic Disk (Database)	A database.
	Direct Access Storage	Storage on a hard drive.
	Internal Storage	Data stored in memory.
	Sequential Access Storage (Magnetic Tape)	An old reel of tape.
	Callout	One of many callout symbols used to add comments to a flowchart
	Flow Line	Indicates the direction of flow for materials and/or information

Courtesy of BreezeTree Software - Makers of FlowBreeze Flow Chart add-In for Excel