Legend

Symbol	Meaning	Explanation
X	Activity Trigger	X is the (or an) activity that activates the business process
X	Time Trigger	X is the time at which the business process is triggered
Decision	Decision Trigger	The decision made triggers the business process
X	Activity	X is a value-added activity performed as a step in a business process
Decision	A binary (yes/no) decision	Based on the outcome of the decision, the process continues one way or the other
X	Control Flow	Activity X is always followed by activity Y
D Y	Data Flow	Activity X generates data D, which is passed on to activity Y
X	Database	A repository of data, whether in paper or electronic format
X	Terminating Activity	An activity or state that terminates a business process
•	Termination Point	The ending point of a business process