

Capital one 360

Business, Management



Lecturer Flow chart A flow chart refers to a type of diagram for representing process, workflow or algorithm. the flowchart shows the steps using boxes of different kinds. The order of the steps is shown through the use of arrows that connect the boxes. the diagrammatic representation is used to show a solution to a particular problem. Therefore, flowcharts are utilized for analyzing, documenting, designing or managing a program or a process in different fields. The flow charts help in visualization of what is happening and in that case, help the people understand a given process and find bottlenecks, flaws as well as other less-obvious characteristics.

Start and end symbols are shown by rectangles, ovals or circles. Flow of control is shown by arrows. parallelogram represents input/output. Decision or conditional is represented by rhombus or diamond. in the flow chart given, decisions are made at first floor operations, second floor operations, third floor operations and fourth floor operations. the decisions made in the first floor operations affect the employee check in, the café and the second floor operations. Decisions are also made in the café. These decisions affect the work out center and the public meeting room. The decisions made in the second floor affects the sales call employees, the sales director office and the third floor. the process will flow from sale director to document processing room. the processes will also flow from the sales call employees to check filter.