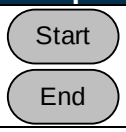
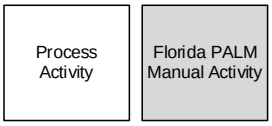
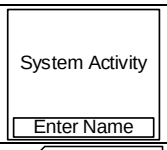
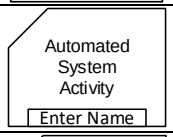
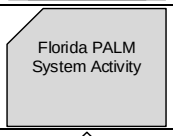
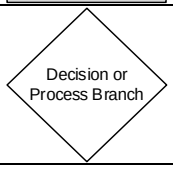
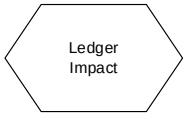
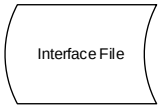
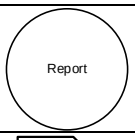
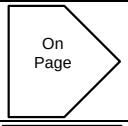
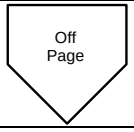
Each flow diagram contains a standardized shape diagrams to document the business process steps. Shaded shapes indicate functions performed in Florida PALM and unshaded boxes to indicate activity performed outside of Florida PALM.

Shape	Denotation
	These shapes indicate the start and end points in a process. The start is used to depict a trigger action that sets the process in motion.
	These shapes indicate a process or action step being performed. If the process or action is performed in Florida PALM, the icon is shaded grey.
	This shape indicates a process or action step in a partner system. The title designates the system in which the process occurs.
	This shape indicates a process or action step performed by a partner system including jobs scheduled to run automatically. The title designates the system in which the process occurs.
	This shape indicates a process in Florida PALM that is performed by the system, including jobs scheduled to run automatically.
	This shape indicates a question or branch in the process flow. This icon is used in flow and will not carry a Process Step ID number. Discussion about the alternative path is included in the step preceding or succeeding the decision point.
	This shape indicates that a business event results in a financial transaction that is captured in the ledger. These are not used as steps in the flow. Instead, they are shown next to the shape which triggered the ledger impact.
	This shape indicates the use of a database in the process flow.
	This shape indicates when an interface file is exchanged, either to or from Florida PALM. The specific method of exchanging information may not be solely file based. The methods of exchanging information will be defined during the interface design and development activities.
	This shape indicates designated points in the process flow to identify when a report is generated, received, or used in completing a step of the process. These are not used as steps in the flow. Instead, they are shown next to the shape where the report is referenced.
	This shape indicates a loop in the process flow linking to another step on the same page. Each shape will contain a letter that will link to the associated connector.
	This shape indicates continuation of the same flow on another page within a business process or the need to connect with a different business process.