

## Flowcharts: What they are and how to use them

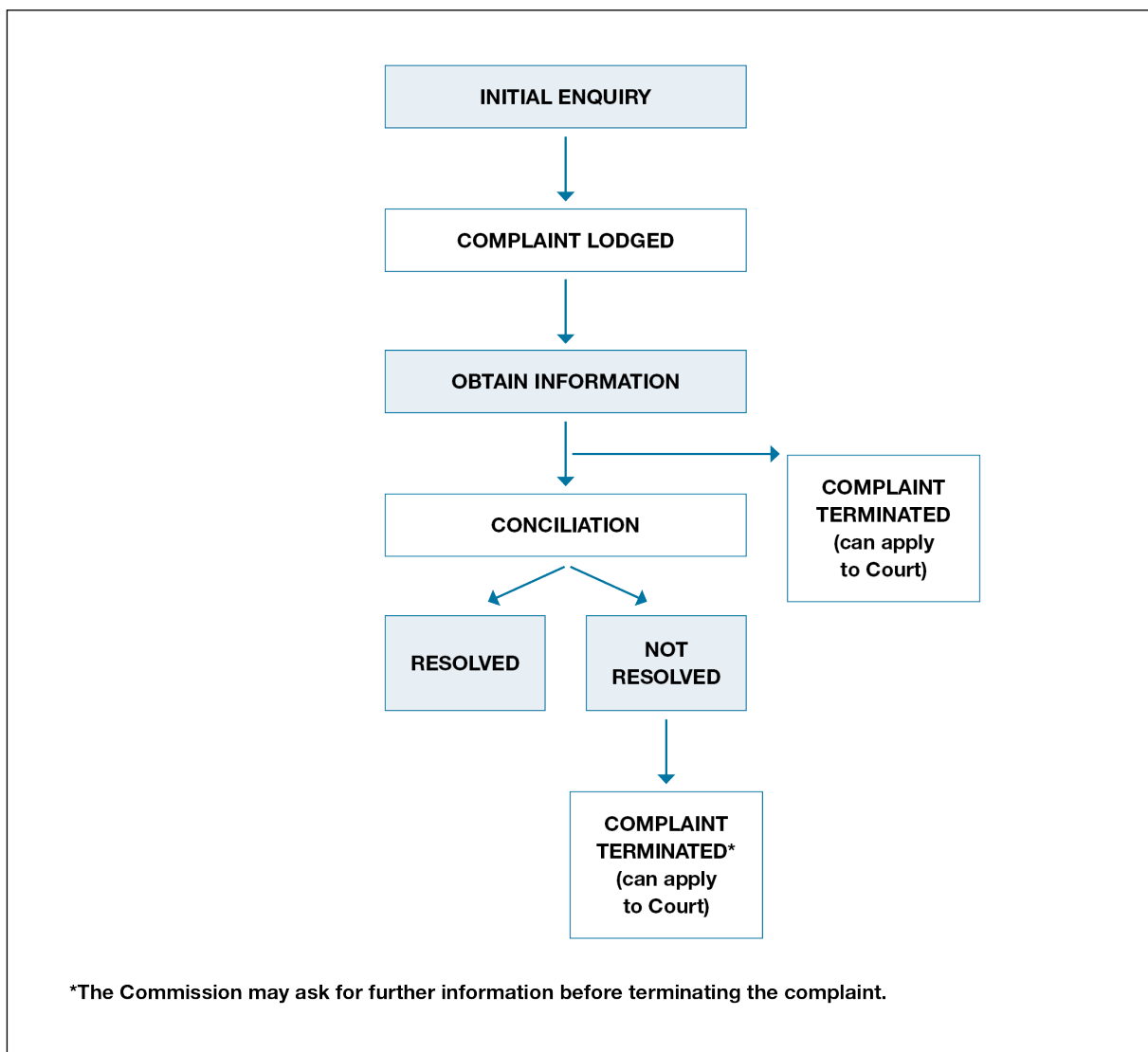
In some of your upcoming assessments you will be required to present some of your answers in the format of a flowchart. This document will help you what a flowchart is and the types of processes it displays. This document will also show you what a flowchart can look like and give you some suggestions as to what software you can use to create your own flowcharts.

What is a flowchart?

A flowchart is a diagrammatic representation of a process or workflow. It uses shapes which are connected by lines and arrows to show the steps in a process. Flowcharts can be used analysing, designing, documenting and mapping a process and by doing so can also help identify inefficiencies or problems in the process.

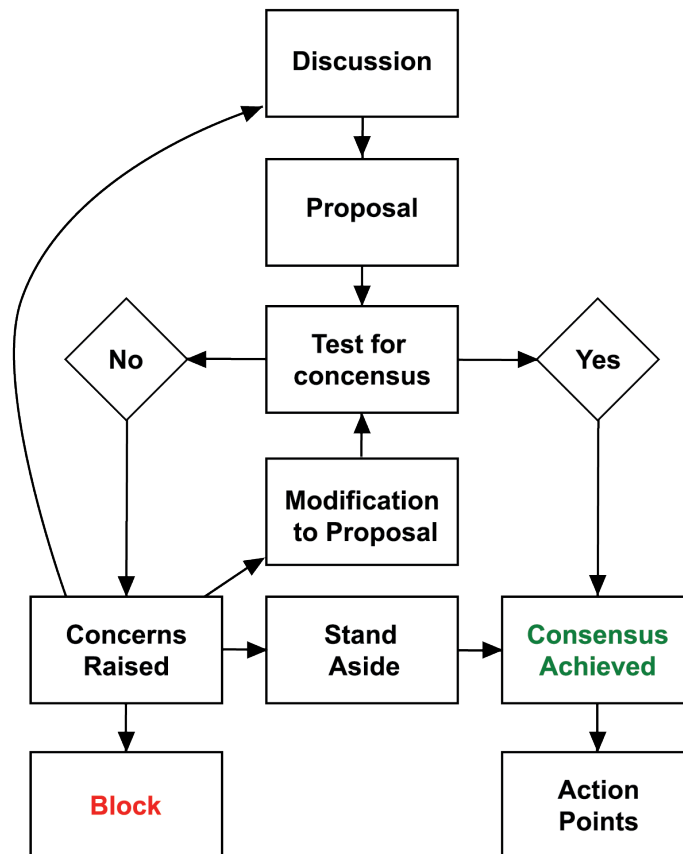
Below are two examples of flowcharts presenting different types of information. Notice how both images use shapes and arrows to show the steps in a process.

Image 1



Australian Human Rights Commission. (n.d). [The complaint handling process](#). Retrieved on 30/03/15. [CC BY](#).

Image 2



Panic2k7. (2007). [Consensus-flowchart](#). Retrieved on 30/03/15. [CC BY-SA](#).

How can I create a flowchart?

There are various types of software in which you can create a flowchart. Below are some software suggestions with links to corresponding tutorials to help you create professional looking flowcharts on your own.

**Lucid Chart** Easy to use, this is a free web based software that does not need to be downloaded. Click [here](#) and sign up for the free version and then click [here](#) to access a video tutorial and learn how to create a new flowchart of your own. Completed flowcharts can be downloaded in PDF, PNG, JPEG or Visio formats.

**Popplet** Also a free online software to create flowcharts, though it has less flexibility and shapes compared to Lucid chart, and there is a limitation to how many free popplet flowcharts you can make. Click [here](#) to access the software and click [here](#) to experiment with a demo version. You can also watch this [tutorial](#) to give you some more ideas about how to use popplet. Popplets can be exported in PDF, JPEG and PNG format.

**Microsoft Word** Flowcharts can be created in Microsoft Word using shapes, click [here](#) to see how.