



### Legend

Start	Intermediate	End	Events
Condition	Condition	Condition	Condition
Start	Start	Start	Start
Intermediate	Intermediate	Intermediate	Intermediate
End	End	End	End

**Events**  
 Delayed events, typically showing where the process starts or ends.  
**Message**  
 Receiving and sending messages.  
**Timer**  
 Cyclic timer events, points in time, time spans or timeunits.  
**Conditional**  
 Reacting to changed business conditions or integrating business rules.  
**Signal**  
 Signaling across different processes. One signal (token) can be caught multiple times.  
**Link**  
 Off-page connectors. Two corresponding link events equal a sequence flow.  
**Terminate**  
 Triggering the immediate termination of a process.

**Swimlane**  
 Human, Role Type, or Organization Performed Functionality (Blue Fill)  
 System Performed Functionality (Orange Fill)

**Pool**  
 A Data Object represents information flowing through the process, such as business documents, emails or letters.  
 A Directed Association indicates information flow. A data object can be used at the start of an activity or written upon completion.  
 Sequence flow defines the execution order of activities. Note a sequence flow may not cross a pool boundary.  
 Message Flow depicts communication between organizational boundaries. Note a message flow may not be used within a pool boundary.

**Gateways**  
 Data-Based Exclusive Gateway: When splitting, it routes the sequence flow to exactly one of the outgoing branches based on conditions. When merging, it awaits one incoming branch to complete before triggering the outgoing flow.  
 Parallel Gateway: When used to split the sequence flow, all outgoing branches are activated simultaneously. When merging parallel branches it waits for all incoming branches to complete before triggering the outgoing flow.  
 Inclusive Gateway: When splitting, one or more branches are activated based on branching conditions. When merging, it awaits all active incoming branches to complete.

**Process Step**  
**Sub Process**