Legend

Business Processes - Shapes
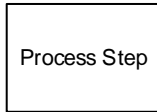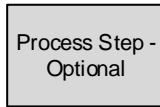
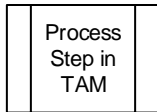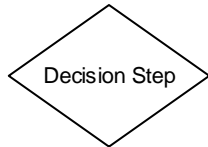| Shape	Description
Process Trigger or Link to Next Process	The process trigger (or business event) initiates the process. It is also the primary entity (i.e., item or thing) that enters the process to be worked on.
Process Step	The process step represents an action taken by a resource or team of resources during a process. It represents a series of individual steps performed in sequence and/or concurrently to achieve a business objective. Each step has a unique numeric that corresponds to the most common order in which the processing is undertaken.
Process Step - Optional	Same as the process step, but is an optional step, where it can be done in the system but is not mandatory to carry out the business process.
Process Step in TAM	Process step that occurs in TAM or is a Batch Process in TAM.
Decision Step	Used when the entity can take more than one possible route to the next process step/activity. The business rule governing this decision dictates the next step within the process.