

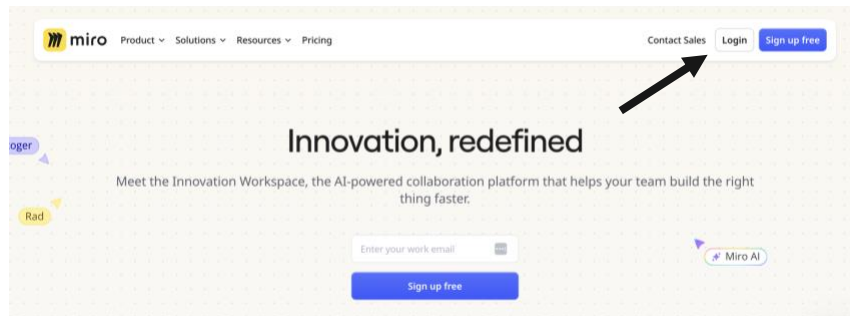
Standard Operating Procedure

Creating a Flowchart in Miro.com

Document Legend



Font type	Meaning
Bold Text	Indicates text found on a button
<i>Italicized Text</i>	Indicates a Section Header
Red Text	Flags steps with potential errors and next steps to take if an error occurs.

1. Type in www.miro.com within the browser of your choice (Google Chrome and Safari are your organization's recommended browsers).
2. Select the login button in the upper right corner.



3. Login by either typing in your email and password or by accessing one of the single sign on options.

Sign in to Miro

SSO   +

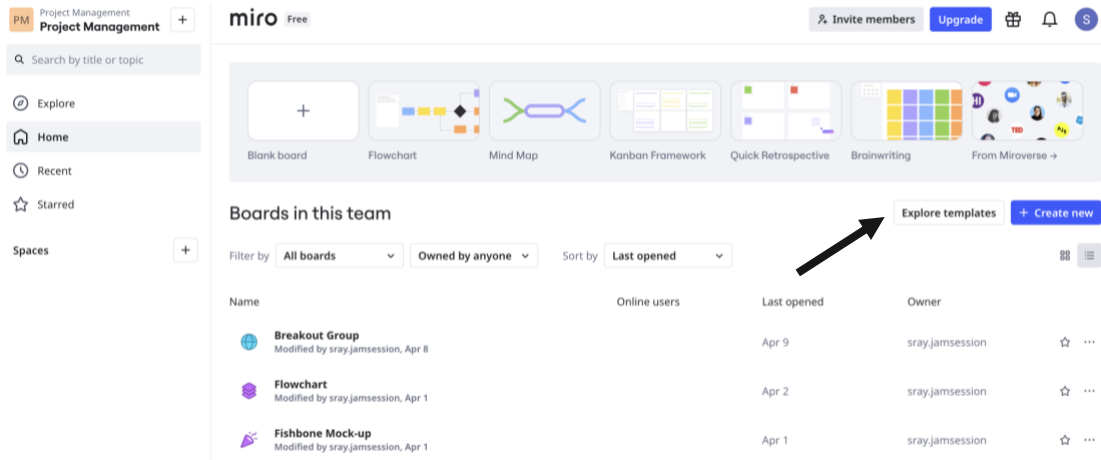
Email

Password

[Forgot password?](#)

Remember me

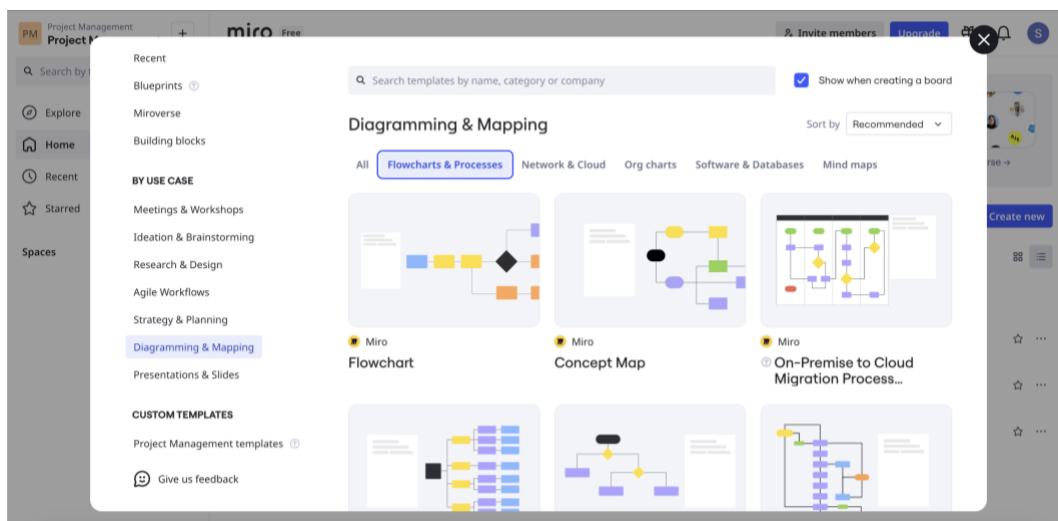
4. Once you are logged in, you will land on your personal dashboard. **Explore Templates** (indicated by the black arrow in the image below).



5. Your team's available templates are shown in a pop-up. Within the "By Use Case" panel on the left, select **Diagramming & Mapping**. Next, select **Flowcharts & Processes** within the menu at the center of the pop-up, directly underneath the "Diagramming & Mapping" title.

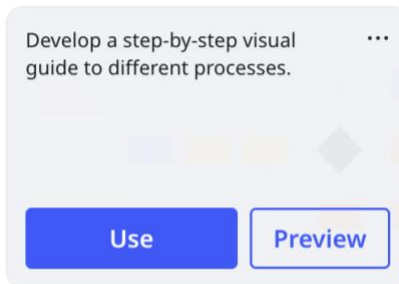
Note: If this pop-up does not appear, ensure that your browser settings are configured to allow pop-ups from Miro.com. Please reach out to the [IT Helpdesk](#) if you are unable to re-configure this setting.

Note: The availability of specific templates is dependent on your team's Miro subscription. If you are unable to access a required template, please reach out to your manager about the potential to change your team's subscription.



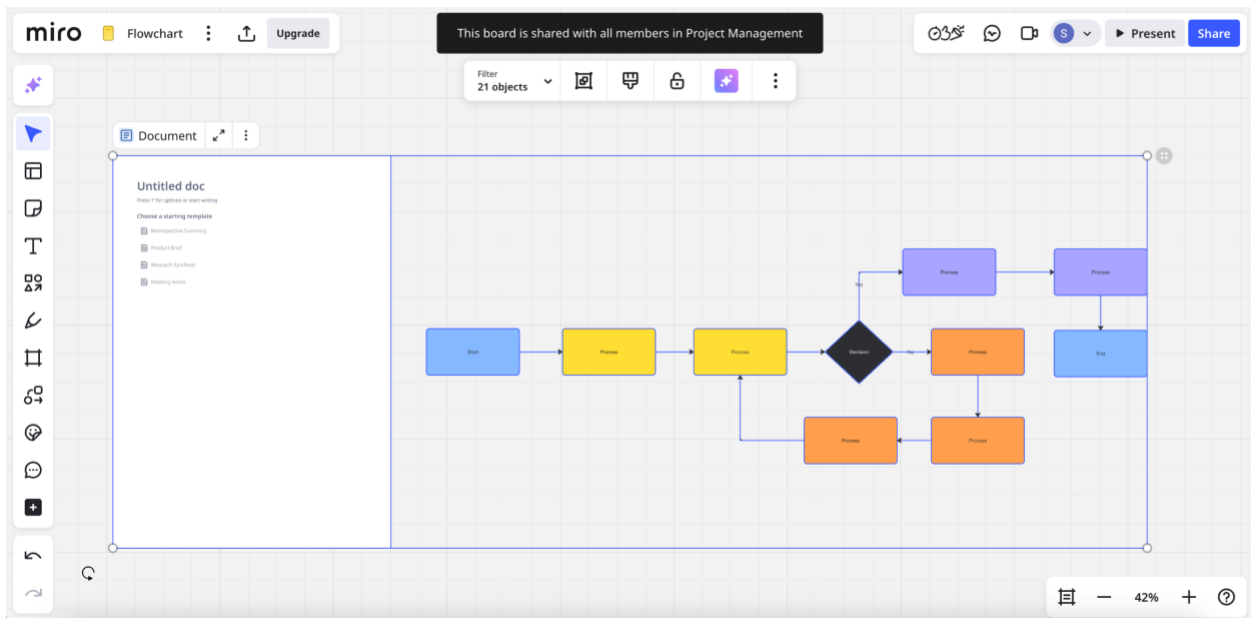
6. Hover over the **Flowchart** and select **Use**.

Note: This chart type is not obligatory. Feel free to select **Preview** to see a sample of the Flowchart. If this chart type does not meet your needs, please work with your team to determine which chart type will best present your process.

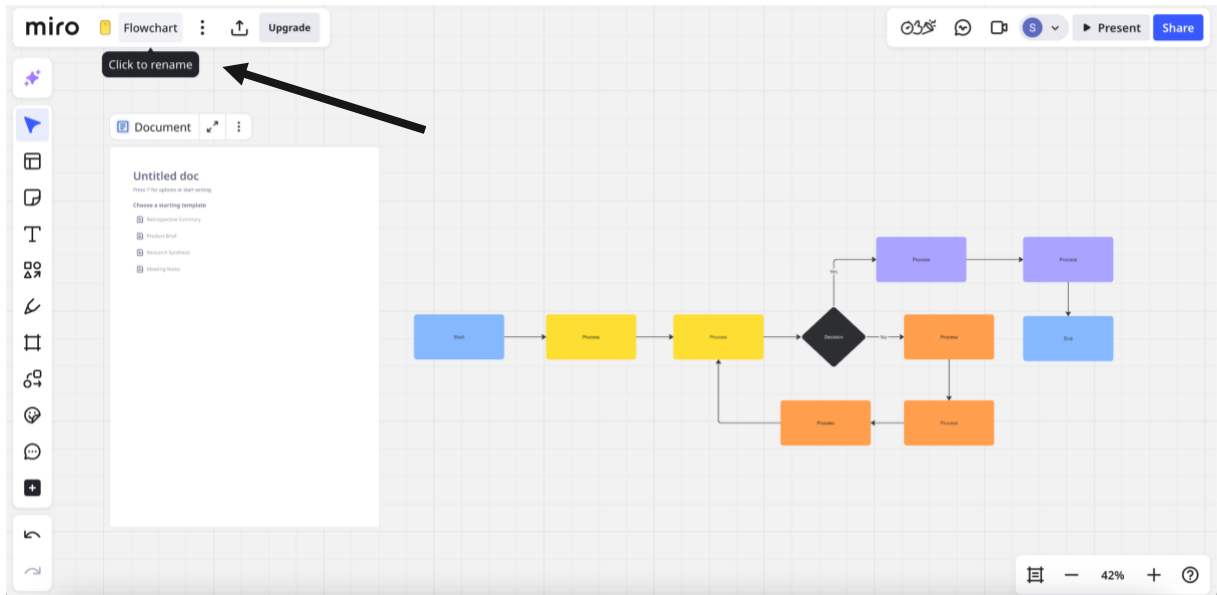


Miro
Flowchart

7. A Flowchart will appear with sample shapes and verbiage. Feel free to use this as a starting point for your diagram or delete the shapes by highlighting each shape and pressing **delete** on your computer's keyboard.

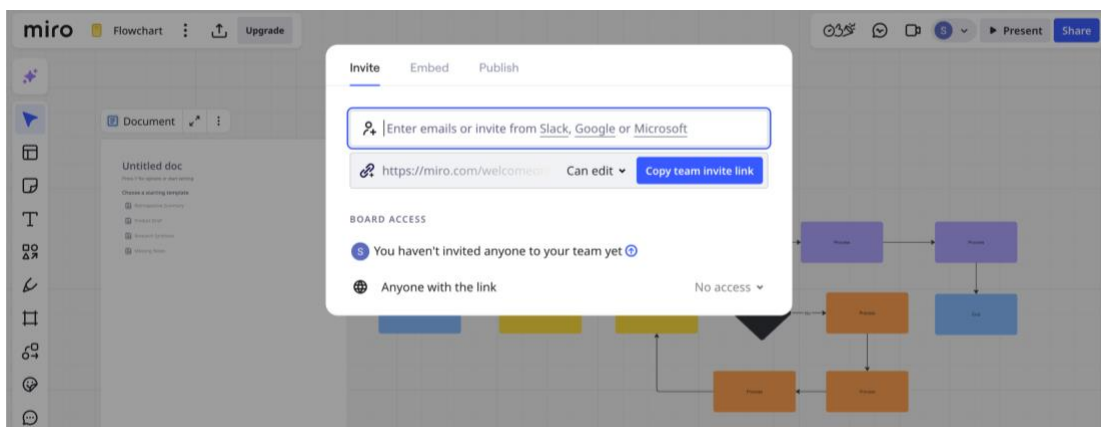


- Change the name of your diagram by selecting **Flowchart** in the upper left corner of the screen and typing your desired name.



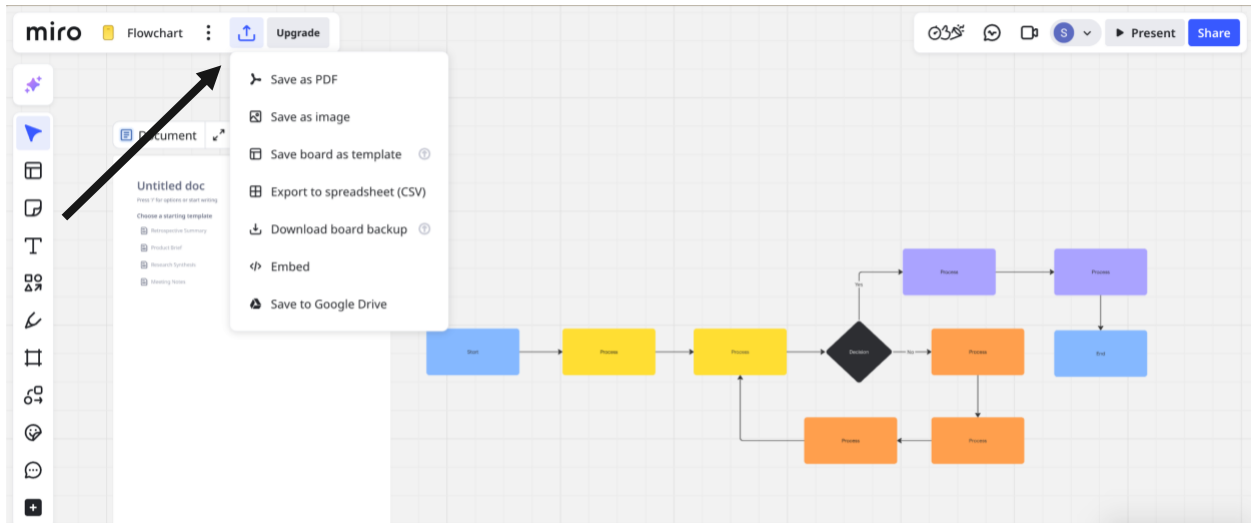
- To share the link to this diagram with stakeholders, select **Share** in the upper right corner and either type their email addresses or copy the link and send using your preferred communication channel.

Note: Any proprietary or confidential information should be shared using the proper channels as defined in the [Corporate Policies Handbook](#).



10. Edit the diagram as desired to suit your project needs using the editing options in the left panel of the screen. Please refer to the glossary for a table that provides a description of each icon. The system auto-saves all changes, so ensure that your internet remains connected throughout your editing session.

11. Once your diagram is complete, export a copy of the diagram as a PDF or JPG using the icon indicated by the black arrow in the image below.

















Glossary

Personal Dashboard: Landing page that shows the boards and spaces owned by your selected team. In Miro, are referred to as boards.

Boards: the visuals that your team creates.

Spaces: team-driven groupings of boards within a team.

Icon Descriptions:

Icon	Description
	Create with AI
	Select boxes/shapes/lines
	Templates
	Add Sticky Notes
	Add a Text Box
	Add shapes/lines
	Create freehand drawings
	Frame selected portions or the entirety of the diagram
	Add process shapes
	Add stickers, emojis, GIFs
	Add comments
	Media and external integrations
	Undo
	Redo