

Overview

[Overview](#) / [Product overview](#) / [Features](#) / [Document processing features](#) / [Inserter and Quadient Inserter Express](#) / Inserter completion methods

Inserter completion methods

The inserter **completion method** is how RICOH ProcessDirector determines when the inserter controller has finished inserting a job.

There are two completion methods to choose from when you create an inserter controller:

Automatic completion

When RICOH ProcessDirector receives a results file from the inserter controller for the job, it automatically moves the job to the next step in the workflow, which is usually based on the **Reconcile** step template.

Use this method if the inserter controller creates a job-specific results file after each job has finished insertion. A job-specific results file contains information for only one job. Most inserter controllers create job-specific results files.

Manual completion

An operator must select the **Complete Insertion** action to start the reconciliation process for the job.

Use this method if the inserter controller does not create a job-specific results file after each job finishes insertion, or if it creates a job-specific results file *before* the job has finished insertion. Gunther inserter controllers do not create a job-specific results file after each job has finished insertion.

Parent topic: [Inserter and Quadient Inserter Express](#)