

Configuring

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AFP workflows for the Inserter feature

The full Inserter feature provides sample workflows that contain the steps required to receive and prepare jobs for insertion, print them, send inserter control files to the inserter controller, read inserter results files, and reconcile jobs after they have completed insertion. You copy and edit these workflows for your environment. Or, you add the steps in the workflows to your existing workflows.

⬇ **Note:**

- If you have customized phase names in your system, the phase names in this topic might not match the names in your system.

If the inserter controller specifies the open-loop reprint method, two workflows are required:

- **Original workflow:** This workflow is assigned to jobs entering the system. It contains steps in the Receive and Prepare phases.
- **Production workflow:** This workflow contains steps in the Assemble, Print, Insert, and Complete phases.

Two workflows are required when you use the open-loop reprint method because RICOH ProcessDirector creates a child job that contains the documents to be reprinted. The child job starts processing at the beginning of the production workflow. Therefore, the production workflow should contain only the steps that are needed to process the child job.

If the inserter controller specifies the closed-loop reprint method, only one workflow is required. The workflow includes all steps from the Receive phase through the Complete phase. Using two workflows is an option. For example, use two workflows if many jobs use common processing steps in the Receive, Prepare, and Assemble phases, but different processing steps in the Print, Insert, and Complete phases.

The Inserter feature provides these AFP workflows:

- **ReceiveInsert_I:** Contains steps in the Receive and Prepare phases. In the Assemble phase, it changes to the **PrintInsert_I** workflow.
- **PrintInsert_I:** Contains steps in the Assemble, Print, Insert, and Complete phases. It does not contain steps to write and send inserter control files.
- **ReceiveInsert_II:** Contains steps in the Receive and Prepare phases. In the Assemble phase, it changes to the **PrintInsert_II** workflow.
- **PrintInsert_II:** Contains steps in the Assemble, Print, Insert, and Complete phases. It contains steps to write and send inserter control files (required for file-based inserters).

⬇ **Note:**

- Use the **ReceiveInsert_I** and **PrintInsert_I** workflows only for inserters that do not require inserter control files.

This table lists the required and optional steps related to insertion in the original workflow.

Steps in the original workflow

Step template	Required	Brief description	Notes
Receive phase			
SetJobPropsFromTextFile	Yes	Set job properties using a text file that accompanies the input file.	
DetectInputDataStream	No (see Notes)	Detect the format of the input data stream.	This step is required if the SetJobPropsFromTextFile step does not specify the format of the input data stream.
Prepare phase			
ConvertLineDataJobIntoAFP	No (see Notes)	Convert line data into AFP format.	This step is required if the input files contain line data or mixed-mode data.
IndexAFP	No (see Notes)	Create AFP page groups and index tags.	This step is required if the input AFP files do not already contain AFP page groups that define the document (mailpiece) boundaries. Use the AFP Indexer mode of RICOH Visual Workbench.

Step template	Required	Brief description	Notes
EditAFP	No	Create barcodes and hidden areas.	This step can create barcodes such as Intelligent Mail (IMB) barcodes. The AFP Editor feature provides this step template. <div> Note: <ul style="list-style-type: none"> To create barcodes for insertion that contain document properties, specify an Enhance AFP control file in the BuildAFPFromDocuments step. </div>
UseInlineFormDefinition	No (see Notes)	Use an inline form definition if one exists.	This step is required for jobs that use inline form definitions. However, you can include this step even if some jobs do not contain inline form definitions.
EnableRepositioning	Yes	Map logical pages to physical sheets.	
IdentifyDocuments	Yes	Map index tags to document properties and create the document properties file.	
WriteDocumentsToDatabase	Yes	Write the documents in the job to the database.	This step assigns the unique Document ID that is used to track the document.
Assemble phase			
ChangeJobType	Yes (see Notes)	Change to a new workflow.	If you create only one workflow, do not include this step, and include all steps shown in the production workflow in this workflow.
Print phase			
Insert phase			
Complete phase			
RemoveJobs	No		Jobs do not go through this step if the ChangeJobType step is in the workflow.

This table below lists required and optional steps related to insertion in the production workflow.

Steps in the production workflow

Step template	Required	Brief description	Notes
Receive phase			
SetJobPropsFromTextFile	Yes	Set job properties using a text file that accompanies the input file.	Job properties that the original workflow set remain set. A step or rules processing in the production workflow can set new job properties. However, it cannot change the values of job properties that were set in the original workflow.
Prepare phase			
Assemble phase			
SetInsertProperties	Yes	Set inserter document properties.	
BuildAFPFromDocuments	Yes	Build an AFP job. Also, apply modifications in the Enhance AFP control file.	The Enhance AFP control file can hide existing inserter control information (such as OMR marks) and create new barcodes for insertion.
Print phase			

Step template	Required	Brief description	Notes
UseInlineFormDefinition	No (see Notes)	Use an inline form definition if one exists.	This step is required if jobs contain inline form definitions even if this step is also in the original workflow.
EnableRepositioning	Yes	Map logical pages to physical sheets.	
CreatePageRanges	Yes	Enable reprinting of a portion of the job.	
PrintJobs	Yes	Send the job to the printer.	
Insert phase			
WriteInserterControlFile	No (see Notes)	Write an inserter control file for the job.	This step is required for file-based inserters. If the inserter operator loads jobs before they have finished printing, move the WriteInserterControlFile and SendInserterControlFile step before the PrintJobs step.
SendInserterControlFile	No (see Notes)	Send the inserter control file to the inserter controller.	This step is required for file-based inserters.
InsertJobs	Yes	Process the job for insertion.	Select the inserter controller in this step. Also, specify the inserter job name if it is different from the RICOH ProcessDirector job number.
Reconcile	Yes	Determine which documents to reprint.	Select manual or automatic reconciliation in this step. Also, select the printer to reprint any documents that are damaged after insertion.
CreateInserterReprints	Yes	Reprint documents in the same job (closed-loop reprint method), or create a child job that contains the documents to be reprinted (open-loop reprint method).	
Complete phase			
RetainCompletedJobs	No	Keep the job in the system for the specified retention period.	
RemoveJobs	Yes	Remove the job from the system.	

Parent topic: [Configuring the system to use inserters](#)