Overview

Inserter control files

File-based inserter controllers use an **inserter control file** to control the insertion of the documents in the job. RICOH ProcessDirector can create an inserter control file for each job and send it to the inserter controller before the job is inserted.

Some inserters use two control files for each job. In this case, RICOH ProcessDirector can create two control files for each job. The first and second control files can have different formats and content.

> **⬇ Note:**
> - The Quadient Inserter Express feature only supports the use of one inserter control file.

The contents of the control file vary, depending on the requirements of the inserter. The file contains an optional header record, which usually contains information about the entire job, and a record for each document in the job. The record for each document contains information related to insertion, such as which bins of the inserter should deliver inserts for the document, whether the document should be diverted to a special output bin, and so on.

RICOH ProcessDirector can write control files in any of these output formats:

- **Fixed-length record (FLR):** The fields in each record have a fixed length, with no delimiter between each field.
- **Comma-delimited (DEL):** The fields in each record are separated by a comma.
- **Extensible Markup Language (XML):** The file is in XML format.

The Encoding property lets you specify if the data should be encoded using ASCII or UTF-8. When the format is FLR, use UTF-8 if any properties have multi-byte character set encoding.

Because inserter control files vary in format and content, you create these files for each type of inserter:

- **Rules file:** Defines the fields in each record (except for the header record) of the inserter control file and specifies the value to put in each field of the record. This file is required. RICOH ProcessDirector uses the rules file to write the inserter control file records. Typically, RICOH ProcessDirector writes one record for each document in a job. The records follow the header record (if any). In each field, you can put static text (such as blanks or zeroes) or the value of a RICOH ProcessDirector property (such as the **Document number** property).
- **Header rules file:** Defines the fields in the header record and specifies the value to put in each field of the record. RICOH ProcessDirector uses the header rules file to write the header record at the top of the inserter control file. Typically, RICOH ProcessDirector creates one header record in an inserter control file. Some inserters generate several XML elements in the header, but these elements occur only once in the XML output file. In each field, you can put static text (such as characters, blanks or zeroes) or the value of a RICOH ProcessDirector property (such as the **Job number** property). This file is required only if the inserter control file format specifies a header record.

RICOH ProcessDirector provides sample rules files that you can modify for your installation. With the Quadient Inserter Express feature, you receive sample files for Quadient inserters. With the full Inserter feature, you receive sample files for a wider variety of inserters.

On the **Send command** property for the inserter controller object, you specify a command or script that RICOH ProcessDirector runs to send the inserter control file (or files) to a directory where the inserter controller can read the control file. The directory can be on the same computer or on a different computer. RICOH ProcessDirector names the inserter control file as specified on the send command or script. The file name can include the value of any job property, such as the **Job number** or **Inserter job name** property. (By default, the inserter job name is the job number; however, you can specify another value in the **Inserter job name** property.) For example, if the job number is 10000023, the file name can be `10000023` or `Kern10000023`. The file extension can be any value.

RICOH ProcessDirector provides several scripts that you can use to send the control file to the inserter controller. Or, you can use another script that accepts the same parameters as the provided scripts. For information about using the scripts, see the related Task topics.

Parent topic: Inserter and Quadient Inserter Express