Configuring

Using inserter document properties in workflows

The inserter features provide several document properties that you can use.

You can create rules files that put the values of supplied and custom document properties in inserter control files. For example, you want to tell the inserter controller which inserter bins deliver inserts for each document in a job. If each document contains values for inserter bins, you map the values to the **Bin triggers** document property. Then, you add the **Bin triggers** property to the rules file for the inserter control file.

Inserter operators can use the supplied and custom document properties to identify damaged documents that need to be reprinted during manual reconciliation. For example, you map the customer name in each document to the **Mail recipient** document property. When the inserter damages a mailpiece, your inserter operator uses the **Mail recipient** property to find and reprint the document associated with the customer name that shows in the address window.

Inserter document properties lists the document properties supplied with the inserter features.

Inserter document properties

Property (field name)	Property (database name)	Description	Type	Length (characters)
Bin triggers	Doc.Insert.BinTriggers	Identifies which inserter bins deliver inserts for the document. For example, **YYYYYNNNNN** or **1111100000** can mean that bins 1 through 5 deliver inserts, and bins 6 through 10 do not. You can use this property in the rules file for the inserter control file to control which bins deliver inserts.	character	64
Divert indicator	Doc.Insert.DivertBin	Specifies the number of the inserter output bin to which the document is diverted after insertion. (Diverting a document to a special output bin lets the operator manually inspect it for quality or treat it in a special way.) You can use this property in the rules file for the inserter control file to control whether the document is diverted.	character	64
Mail recipient	Doc.Insert.MailRecipient	Specifies the name of the person to whom this document is mailed. Inserter operators can use this property to find documents to mark for reprint during manual reconciliation.	character	64
Original barcode	Doc.Insert.OriginalBarCode	Contains the data in the original barcode that controls insertion of the document. You can use the value of this property in the Enhance AFP control file (for AFP files) or a Build PDF control file (for PDF files) to include the original barcode data in any new barcodes that you create to control insertion.	character	256

For PDF files, use RICOH ProcessDirector Plug-in for Adobe Acrobat to map data in documents to inserter document properties and to save the control files that RICOH ProcessDirector uses. For more information, see the topics related to RICOH ProcessDirector- Plug-in for Adobe Acrobat.

For AFP files, use the AFP Indexer and Document Property Designer modes of RICOH Visual Workbench to map data in documents to inserter document properties. Use RICOH Visual Workbench to save the control files that RICOH ProcessDirector uses. For more information, see the topics related to RICOH Visual Workbench, AFP Indexer, and Document Property Designer.

Parent topic: Configuring the system to use inserters