

## The Benefits of Archiving Electronic Signatures

Archiving your eSignature files is essential to improving performance when accessing signatures from the Bank Card Signature Log or the RX Log. You can also benefit from reduced space used on your hard drive as well as reducing the time it takes to run a database backup.

### Why Archive eSignatures?

From Point of Sale, signatures which are captured by an Electronic Signature Capture for Bank Cards, Store Charges, and Prescriptions are then stored in respective subfolders under the CAM32\Public folder (such as Store Charge, Credit Cards, and RX Log.) Not archiving these signatures can eventually result in hundreds of thousands of these files residing in any of these folders. As a result this can pose the following scenarios:

- When you try to access the signatures, Windows then needs to sort through and index all the files in the folder. This can take upwards of a half hour or longer (based on 100,000 signatures).
- During the Database Backup process, the current Public folder is then copied into the respective backup folder. This can also take well over an hour and can conflict with other Scheduled Tasks.

However, All Archived Signatures reside outside of the Public folder in the CAM32\eSignatures folder

### How to Archive eSignatures (Automated)

1. Go to **System Utilities > Special Utilities Menu > Automated Task Commands**.
2. Select **Utilities** under the **Areas With Automation** menu.
3. Highlight the respective "Archive Signatures" (such as **Archive Prescription Signatures, Archive**) and copy the command line at the top of the window.

**Note:** Each type of eSignature has a specific command line.

4. Create a Scheduled Task and paste the copied command line in the run window.

**Note:** Each type of eSignature will require a separate Scheduled Task.

5. Edit the command line to enter the amount of days in which to keep files in the current folder.

For example, let's say that you want to keep electronic signatures for 3 months before archiving:

If command line is listed as follows:

**D:\CAM32\CAM32.EXE CAMINIT,P=Srxlog,S=1,P={Days to keep in current}** You would enter 90 in the "Days to keep in current" area to keep 90 days worth.

The command line would then be read as follows:  
**D:\CAM32\CAM32.EXE CAMINIT,P=Srxlog,S=1,P=90**

6. Set the task schedule to run Monthly. (If you wish, you can also run the task now or wait until the next scheduled run time.)

7. Repeat steps 3 – 6 if you wish to additionally archive each type of signature. (**Archive Store Charge Signatures, Archive Credit Card Signatures**)

**IMPORTANT NOTICE:** Due to HIPAA regulations, RX Log signatures MUST be kept for at least 7 years. However, Credit Card and Store Charge signatures can be typically be purged on a regular basis as opposed to archiving. Signatures are logged in case of a dispute. Depending on your policy, or the policies set forth by any regulatory group, older signatures should be purged.

**NOTE:** If you are Archiving Signatures to reduce the time it takes to run backups, you must also ensure that the Backup Archived Signatures is unchecked from the Define Backup Folder in the Database utilities menu.

## Current Software Versions

Current General Release Software:

**CAM32 6.07**  
**X-Charge 7.0.2**

To obtain CAM32 Upgrade, login to the CAM32 Communities at [www.camcommerce.com](http://www.camcommerce.com) and click the link at the top of the web board to submit a CD request. Or, call Support to request the CD.

**If using X-Charge, upgrading to 7.0.2 is required with CAM32 6.07 and is included on the CAM32 upgrade CD for your convenience.**