



Document Imaging
& Archiving Solutions

NBS is Now EverView™

The Experts in Document-Imaging Solutions Across Industries

EverView provides a full suite of document-imaging and management services to save your business time, resources and costs as it accelerates its transformation to a paperless, digital environment. Whatever your industry, rest assured that we can meet your use cases in addition to specific security and compliance regulations.

Document Imaging & Management Services

We provide an end-to-end solution for your document-imaging, archiving, and management needs.

Data Entry/Data Capture (paper or image):

- Manual data/image capture
- Single-pass data entry with 95% accuracy
- Key & verify/double-keying with 99.5% accuracy
- OCR/field-based or full page
- Full-text searching
- Barcode recognition
- Client-provided file match

Digital Scanning:

- Paper scanning across high-speed, books, flatbed & large-format
- Microfiche
- Microfilm
- Aperture cards

Document Preparation:

- Mailroom services
- PO boxes
- Mail opening
- Staple removal
- Document repair
- Document & document type sorting
- Package assembly for fulfillment

Output:

- Index, metadata & images in various formats
- Output to secure online data access website, data file only, or image only
- Output images & data to be ingested into other imaging systems
- Reporting/exception handling

All services are monitored with an internal tracking system, advanced quality control, redaction, and imprinting.

EverView transforms paper into digital files allowing for enhanced security, accessibility, and more.

Maximize office space

Free up physical space by clearing out paper documentation.

Protect sensitive information

Securely store valuable documents and records for compliance/legal reasons with the proper regulations in place.

Create personalized messaging

Use customer data to drive additional revenue opportunities via personalized messaging and offers – keeping your customers engaged increases loyalty and decreased attrition.

Convert any document

Transfer a variety of documents and media types to digital images with or without a corresponding index file.

Archiving and Storage Solutions

Once the digital files are indexed and finalized, the data are sent back to the client for storage. If needed, EverView offers clients the ability to store and archive their data via an online, secure site.

We provide document-imaging solutions to a wide variety of industries including.

Counties

- Social Services
- Sheriff's department
- Land records
- Marriage, birth & death certificates
- Housing records
- HR department

Utilities

- Land records
- Maps/large-format drawings
- Energy rebates

Commercial/Real Estate

- Lease documents
- Tax documents

Education

- Surveys
- Old law books
- Student transcripts

Banking

- Loan files
- Signature cards
- Manufacturing
- Warranty cards

Medical

- Hospital records
- Prescription records

General

- Accounts Payable/
Accounts Receivable
- Credit applications
- Contracts
- HR documents
- Payroll
- Return mail, both response
& undeliverable
- Class action/lawsuits

To learn more about EverView's
Document-Imaging & Archiving Solutions contact:

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